

ARCHITECTURAL REQUEST FORM



DNI Properties, Inc.
Managing Agent

****WORK CANNOT BEGIN UNTIL WRITTEN APPROVAL IS GIVEN****
PLEASE ALLOW 30 - 60 DAYS FOR PROCESSING

Approval of this application is based only on aesthetics and types of materials used. It is the Homeowner's responsibility to secure Building Permits, Structural Approvals, Safety Inspections, and/or any other permissions/approvals required by the municipal or county authorities, if any apply. This project is subject to local regulations and restrictions of record.

Please provide the following information:

Community Name: _____
Homeowner Name: _____ Phone: _____
Property Address: _____ Email: _____
Selected Contractor: _____ Contractor Phone: _____
Nature of Improvement: _____
Estimated Start Date: _____ Estimated Completion Date*: _____

****All work must be completed within 90 days of approval***

The following items must be attached to this document and submitted, or your request will be delayed:

- A copy of your plot plan with the location of the desired improvement indicated**
- A list of materials to be used (*deck and fence requests, please complete the attached materials list form*)**
- Color of the finished product: _____**
- Drawing, rendering, or photograph from an advertisement of the completed improvement**
- Any other documents provided by the contractor/vendor – Please attach**

I hereby certify that the above information and the attached documents are accurate to the improvement which will be completed on the lot at the above indicated address. I understand that if the improvement is completed to different specifications, I may be required to remove it at the request of the Board.

Homeowner Signature: _____ **Date:** _____

Submit this request:

DNI Properties, Inc.
662 Office Parkway
Creve Coeur, MO 63141

Email: info@dniproperties.com
Questions? Call: 314-576-0700

For office use only:

Received By: _____ Addl Info Requested Date: _____
Complete Request Received Date: _____
Reviewed By CM: _____ Date: _____
Sent to Board: _____ Date: _____

Board Approval/Denial: _____ Date: _____

Comments/Conditions: _____

DECK AND FENCE MATERIALS LIST

(ONLY TO BE COMPLETED IF APPLYING FOR DECK OR FENCE)

Community Name: _____

Homeowner Name: _____ Phone: _____

Property Address: _____ Email: _____

Selected Contractor: _____ Contractor Phone: _____

Deck Construction: Material

Please indicate the materials you plan to use for each of the below (Example: cedar wood or grey composite):

Balusters: _____ Bandboard: _____

Decking: _____ Railing: _____

Stairs: _____ Posts: _____

Floor Joists: _____ Stringers: _____

Fence Construction: Specifications (Please refer to the governing documents for fencing restrictions info.)

Picket Size (Inches Wide): _____ Fence Material: _____

Picket Spacing (Inches Apart): _____ Picket Good Side Facing Out: Yes No

Fence Height: _____ Post Material: _____

Fence Location: (Draw on Plot Plan) Post Anchored in Concrete? Yes No

Fence to start at rear corners of the home and enclose the entirety of the rear yard? Yes No

Note: Please attach a full list of the materials to be used as compiled by your contractor/vendor.

Other Comments:
