

# ARCHITECTURAL REQUEST FORM



DNI Properties, Inc.  
Managing Agent

## 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](mailto: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: \_\_\_\_\_

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## 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: \_\_\_\_\_

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## 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.**

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## Other Comments:

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