

# ARCHITECTURAL REQUEST FORM



DNI Properties, Inc.  
Managing Agent

**Please Allow Upto 45 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.

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**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\*: \_\_\_\_\_

**\*Please inform DNI or the Board of Directors if the project will extend past estimated completion date**

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**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**

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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:** \_\_\_\_\_

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**Submit this request:**

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

**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: \_\_\_\_\_

Email: [info@dniproperties.com](mailto:info@dniproperties.com)

**Questions? Call: 314-576-0700**

# 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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