

REQUEST FOR ARCHITECTURAL CONTROL REVIEW

Please read the architectural guidelines in your governing documents before planning any project and submitting for architectural control review. This application should be completed in full to avoid delays in the approval process. Please allow 30 days for processing.

Name of Owner(s): _____	
Subdivision: _____	Lot Number: _____
Property Address: _____	
Phone: _____	Email Address: _____
How would you like to receive your approval and/or denial letter for this project? <input type="checkbox"/> Mail <input type="checkbox"/> Email	

<u>Approval is requested for the following modification(s) as described below & on the attached pages:</u>					
Nature of Improvement / Modification:	Deck	Fence	Patio	Pool	Other (Please describe below)

Color of Improvement / Modification (if applicable): _____					
Name of Contractor (if applicable): _____					
Estimated Start Date: _____			Estimated Completion Date: _____		
Does this request require a variance from Declarations?	Yes	No	Is this a re-submittal?	Yes	No

<u>The following items must be attached to this document and submitted, or your request may be delayed:</u>	
Plot Plan with the location of the proposed improvement indicated	
Material List	
Photo, drawing or rendering of what the completed project will look like	
Other documents provided by the contractor/vendor	
Deck/Fence/Patio Request Form - if your request is for a deck, fence or patio only <i>(see page 2)</i>	
Variance Request Form - if your request requires a variance <i>(see page 3)</i>	

Approval of this application by the Board of Directors/Architectural Control Committee is based solely on the aesthetics of the improvement. It is the owner'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. I understand that work cannot be started until approval is received from the Board of Directors/Architectural Control Committee

Homeowner's Signature: _____

Completed forms should be submitted to

Mail: 1670 Bryan Road
Dardenne Prairie, MO 63368

Email: ARC@omni-management.com
Fax: 636-264-1040

For Office Use Only - Please Do Not Write Below This Line

Received Date: _____ Additional Info Req Date: _____ Complete Packet Date: _____

Date Reviewed by Manager: _____ Date Sent to BOD/ACC for Review: _____

Date Approved/Disapproved by BOD/ACC: _____ Letter Sent: _____

Comments: _____

DECK/ FENCE/ PATIO REQUEST FORM

This form only needs to be completed if you are planning a deck and/or fence project. Please complete this application in full to avoid delays in the approval process

Property Address: _____

DECK CONSTRUCTION – MATERIAL LIST AND ADDITIONAL INFORMATION

Dimensions: _____ Length _____ Width _____ Height _____

Deck Material (Cedar/Composite/Treated/etc): _____

Deck Material Color: _____

Will deck have stairs? Yes No Will stairs be visible from front of home? Yes No

Description/Additional Comments: _____

FENCE CONSTRUCTION – MATERIAL LIST AND ADDITIONAL INFORMATION

(Please review governing documents for your community to review specific fencing restrictions)

Picket Width (inches wide): _____

Picket Spacing (Inches apart): _____

Fence Height: _____

Fence Material: Wood PVC Wrought Iron Aluminum Other: _____

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

Description/Additional Comments: _____

PATIO CONSTRUCTION – MATERIAL LIST AND ADDITIONAL INFORMATION

Dimensions: _____ Length _____ Width _____

Finish: Brush Stamped Smooth Other: _____

Material: Pavers Concrete Other: _____

Owners Signature: _____ Date: _____

VARIANCE REQUEST FORM

Property Address: _____

The variance I am requesting is as follows:

The reason or justification for the variance I am requesting is as follows:

I understand that I am requesting a variance from the covenants, conditions and/or rules as contained within the Declarations and Bylaws for my community. Variance requests are reviewed on a case by case basis by your Board of Directors and/or Architectural Control Committee

Owners Signature: _____ Date: _____