

# REQUEST FOR ARCHITECTURAL CONTROL REVIEW

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

Name of Owner(s): _____		
Property Address: _____		
Subdivision: _____	Lot Number: _____	
Date: _____	Daytime Phone: _____	Evening 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		

<b><u>Approval is hereby requested for the following modification(s), addition(s), and/or alterations as described below &amp; on attached pages:</u></b>	
Nature of Improvement / Modification: _____ _____	
Color of Improvement / Modification (if applicable): _____	
Name of Contractor (if applicable): _____	
Estimated Start Date: _____	Estimated Completion Date: _____
Is this a re-submittal? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b><u>The following items are required to be submitted with this Request for Architectural Control Review. Failure to submit the required documents may delay the processing of your request.</u></b>	
<input type="checkbox"/> Plot Plan showing the proposed location of the improvement on your lot	
<input type="checkbox"/> Material List	
<input type="checkbox"/> Photo/Drawing of what completed project will look like	
<input type="checkbox"/> If your request is for a deck and/or fence - please also complete the attached Deck/Fence Request Form	
<input type="checkbox"/> If your request requires a variance from the governing documents, please also complete the attached Variance Request Form.	

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 obtain the necessary permits from the appropriate Building and Zoning Dept(s). I understand that work cannot be started until Approval is received from the Board of Directors/Architectural Control Committee

Homeowners Signature: \_\_\_\_\_

**Please send completed Request for Architectural Control Review Forms to Ashton Woods HOA**

**Mail:** 1676 Bryan Road Ste 100  
Dardenne Prairie, MO 63368

**Email:** Accashtonwoods@gmail.com  
**Fax:** 636-294-5594

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

Date Received: \_\_\_\_\_ Is Additional Information Required From Owner? \_\_\_\_\_

Reviewed by Community Manager: \_\_\_\_\_ Date Sent to BOD/ACC for Review: \_\_\_\_\_

Date Approved/Disapproved by BOD/ACC: \_\_\_\_\_ Letter Sent: \_\_\_\_\_

Comments: \_\_\_\_\_

## DECK/FENCE 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

### DECK CONSTRUCTION – MATERIAL LIST AND ADDITIONAL INFORMATION

Dimensions: \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Deck Material (Cedar/Composite/Treated/etc): \_\_\_\_\_

Deck Material Color: \_\_\_\_\_

Description/Additional Comments: \_\_\_\_\_

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### FENCE CONSTRUCTION – MATERIAL LIST AND ADDITIONAL INFORMATION

Picket Width: \_\_\_\_\_

Picket Spacing: \_\_\_\_\_

Fence Height: \_\_\_\_\_

Fence Material (Wood/ PVC/ Wrought Iron): \_\_\_\_\_

Description/Additional Comments: \_\_\_\_\_

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Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send completed Variance Request Forms to Ashton Woods HOA**

**Mail:** 1676 Bryan Road Ste 100  
Dardenne Prairie, MO 63368

**Email:** [accashonwoods@gmail.com](mailto:accashonwoods@gmail.com)  
**Fax:** 636-294-5594

# VARIANCE REQUEST FORM

Property Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

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I am requesting a variance from the covenants, conditions and/or rules as contained within the Declarations and Bylaws for my community.

**The variance I am requesting is as follows:**

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

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Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send completed Variance Request Forms to Ashton Woods HOA**

**Mail:** 1676 Bryan Road Ste 100  
Dardenne Prairie, MO 63368

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**Fax:** 636-294-5594