

# Form P

## REQUEST FOR PAINTING OR STAINING AN EXISTING STRUCTURE AND/OR DOOR OR SIDING REPAIR/REPLACEMENT

**Applicant's Contact Information:**

**Name:**

**Phone Number:**

**Address:**

**Property Information:**

**Transect Zone (if known):**

**Lot #:**

**Building Type (if known):**

**TYPE OF IMPROVEMENT:** \_\_\_\_\_ **(Description)**

❖ **Submissions checklist - Failure to supply the below noted submissions could result in the denial of your Architectural request (circle each)**

- |   |  |     |    |    |     |
|---|--|-----|----|----|-----|
| • | Materials List                               | YES | or | NO | N/A |
| • | Sample of Paint                              | YES | or | NO | N/A |
| • | Sample of Siding                             | YES | or | NO | N/A |
| • | Dimensions Listed                            | YES | or | NO | N/A |
| • | Color of Home                                | YES | or | NO | N/A |
| • | Guild Member                                 | YES | or | NO | N/A |
| • | Plot Plan w/ location of alteration          | YES | or | NO | N/A |
| • | Picture(s) of home & Location of improvement | YES | or | NO | N/A |

**CONTRACTOR INFORMATION**

**\*\*\*GUILD MEMBER:                      YES                      OR                      NO**

**Name:**

**Phone Number:**

**Address:**

***\*\*\*Only Guild Member or homeowner may alter the exterior of any unit upon approval***

**Description:**

**1. Alterations to Existing Structures and Lot Improvements**

*If an alteration to an existing structure and/or lot improvements is minor (including, but not limited to, fences, modifications/additions to landscaping, gazebos, pools & hot tubs/spas) the applicant shall submit this form and fully describe the intended improvements to the ARB. The ARB reserves the right to request additional information in order to review the proposed plans or to require that that applicant follow the design review process required for new homes and major improvements. The ARB's approval, in writing, of the proposed improvements is required before work on the improvement may commence.*

*Upon review of the required documents, the improvements will be approved without exception, rejected or approved with conditions. If the improvements are approved without exception, the applicant may proceed with construction. If the alterations are conditionally approved, the applicant must submit the required modifications and additional information requested by the ARB. Once this information is reviewed and approved by the ARB, the applicant may proceed with constructions. If the applicant does not agree to the conditions imposed by the ARB, the application shall be considered rejected.*

*If an alteration to an existing structure and/or improvements is major (including but not limited to porches visible from a public area and new wings or additions), the applicant shall follow the same design review process that has been established for a new house.*

**2. Fee - \$25.00**

**4. Agreement & Approval:**

\_\_\_\_\_  
(Applicant Signature)

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

*send to:*  
**The New Town at St. Charles General Assembly**  
3333-5 Rue Royale St.  
St. Charles, MO 63301  
(636) 916-2085 Ph  
(636) 916-2019 Fx  
[staff@ntga.net](mailto:staff@ntga.net)