

# Form L

## REQUEST FOR DOORS /SCREEN DOORS/STORM DOORS/SHUTTERS

### Applicant's Contact Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Property Information:

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

Building Type (if known): \_\_\_\_\_

TYPE OF IMPROVEMENT: \_\_\_\_\_

(Description)

### CONTRACTOR INFORMATION

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

### Description:

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

*If an alteration to an existing structure and/or lot improvement 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 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 improvement 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. Submissions checklist - Failure to supply the below noted submissions could result in the denial of your Architectural request (circle each)**

- Photos
- Materials List
- Picture(s) of Samples
- Dimensions Listed
- Picture(s) of Location
- Color of Home
- Plot Plan w/ location of alteration

**2. Fee - \$25.00**

**4. Agreement & Approval:**

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(Applicant Signature)

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

APPROVED AS NOTED BY: \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED AS SHOWN BY: \_\_\_\_\_ DATE \_\_\_\_\_

DISAPPROVED AS NOTED BY: \_\_\_\_\_ DATE \_\_\_\_\_

MORE INFORMATION REQUIRED: \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS FROM THE TOWN ARCHITECT:

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*Send to:*  
**The New Town at St. Charles® General Assembly**  
3312-1 Rue Royafle St.  
St. Charles, MO 63301  
636-916-2085 phone  
636-916-2019 fax  
[staff@ntga.net](mailto:staff@ntga.net)