

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

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

**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 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 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.

**3. Submissions checklist - Failure to supply the below noted submissions could result in the denial of your Architectural request.**

- 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:**

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

**NOTES:**

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

*send to:*  
**The New Town at St. Charles General Assembly**  
 3312-1 Rue Royale St.  
 St. Charles, MO 63301  
 (636) 916-2085 Phone  
 (636) 916-2019 Fax  
[staff@ntga.net](mailto:staff@ntga.net)