

Form H

REQUEST FOR LANDSCAPE & FENCING DESIGN REVIEW THE NEW TOWN AT ST. CHARLES GENERAL ASSEMBLY ARCHITECTURAL REVIEW BOARD (ARB)

APPLICANT'S CONTACT INFORMATION:

Name: _____

Phone Number: _____

Address: _____

Email: _____

PROPERTY INFORMATION:

Lot #: _____

Building Type (if known): _____

TYPE OF IMPROVEMENT (Circle One):

Fence Deck Patio Landscaping Siding Pergola

Other (Describe): _____

CONTRACTOR INFORMATION:

Name: _____

Phone Number: _____

Address: _____

IMPORTANT NOTE: Please consider the following information:

If your fence is located next to a lot not occupied by a dwelling, Article X, Section 3 of the New Town Declaration provides for an easement permitting the Founder and its affiliates, employees, agents, contractors, and subcontractors, to remove any fence or other improvement for purposes of construction of improvements on the adjacent lot. Any such improvement that is so removed will be restored upon completion of construction, but the improvement may be relocated as needed to provide for maintenance of the new construction.

DESCRIPTION:

1. Landscape & Fencing Design Review:

The Landscape & Fencing Design Review has been established to ensure the applicant's landscape design or residential fence is in compliance with the established Outdoor Design Standards. This form and two (1) set of the document listed below should be submitted to the ARB prior to the commencement of the installation of any landscape improvements or residential fence. The ARB reserves the right to request additional information in order to review the proposed plans.

Upon review of the required documents, the landscape design and/or fence will be approved without exception, rejected or approved with conditions. If the design or fence is approved without exception, the applicant may proceed with the installation of the landscape improvements or fence. If the design is 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 the installation. If the applicant does not agree to the conditions imposed by the ARB, the application shall be considered rejected.

2. Submissions :

a. **Plot Plan – Copy must be attached showing the location of all requested improvements.**

b. **Landscape/Hardscape Plan –** (Be very specific, types of materials, colors, dimensions, etc.) Please attach pictures of drawings, and supply samples of materials for the Architect to review. Attach a separate sheet of paper with all pertinent information if necessary. Plant materials that are less than 36 inches when mature do not need approval.

- *location, species, and size of landscape materials:*

- *Driveways, walkways, landscape areas, hardscape areas and pools with dimensions and materials indicated. A sample of pavers and other rock materials should be provided (Be specific in materials, location, etc.):*

- *Two dimensional Trellises & three dimensional Pergolas (Support column size and height, support beam size and height)
individual member size for topmost members, size and type of footings, will there be a canopy? If yes, be specific in description. Will there be knee braces, if so be specific, also include color and brand of paint or stain to be used. If paint and stain are not being used, please include that as well:*

- *Fences (Construction details, dimensions, height, color/stain, materials.) fences greater than 60" tall require 6x6 posts. All fences need two rails minimum:*

- *Gate hardware and construction*

- *Post embedment details (30" deep embedment required)*

- *Fence Post Top Caps are required for fence (Style, color, materials, picture):*

- *Post Top Finials (Style, material, how they will be attached):*

- *Exterior light locations (Buildings are prohibited from being up lit with landscape lighting):*

- *Location of all external equipment, including, but not limited to, electric meter, air conditioning condenser, pool equipment, etc. are required to be shown on the plot plan.*

- c. **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**

3. Fee - \$50.00

4. Agreement & Approval:

(Applicant Signature)

APPROVAL NOTICE #: _____

APPROVED WITHOUT EXCEPTION BY: _____ DATE _____

APPROVED WITH CONDITIONS BY: _____ DATE _____

REJECTED AS NOTED BY: _____ DATE _____

MORE INFORMATION REQUIRED: _____ DATE _____

COMMENTS FROM THE TOWN ARCHITECT:

Send to:
The New Town at St. Charles
General Assembly Architectural
Review Board
3312-1 Rue Royale St.
St. Charles, MO 63301
636-916-2085 phone
636-916-2019 fax
newtown@ntga.net

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