

Fence/Building Ames Place Approval Checklist

Applications will be reviewed for approval only at the agent's monthly meeting. Agent meetings are *generally* held on the first Tues. of each month. Confirm upcoming meeting date from agent. Please plan construction accordingly.

1. Download either the **Construction** or **External Structure Request** from the website.
2. Get together all design plans and specifications as required by University City.
3. Have a conversation with your adjacent neighbors. Show them all plan drawings as they are to be submitted to the City. Talk through all concerns and questions.
4. Have your neighbors sign off on the "**Evidence of Notice Given to All Owners of Each Adjoining Ames Place Lot**" form (use a separate form for each neighbor).
5. Get all the documents together as you would submit them to U. City, along with the Ames Place Request forms.
6. **Make a copy of the entire packet.**
7. Please first call Cindy Zirwes, 314-726-9606 to let her know you are bringing the originals, plus the copy to:
Cindy Zirwes, Secretary, Ames Place
6925 Waterman Ave.
8. When approved, she will call you and you can pick up the original. Ciindy will keep the copy for the subdivision's records.
9. Take your application to City Hall, Office of Planning and Development for a U. City Building Permit. U. City will not accept applications for outbuildings, fences, decks, or any external renovation within Ames Place without Ames Place approval.