

Ames Place

Fence/Building Approval Checklist

Last Modified 12.01.07

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. Bring the originals, plus the copy to:

Marty Walter, Ames Place Secretary
436 Melville
secretary@amesplace.org
8. Marty will coordinate getting the three Agent signatures necessary for approval.
9. When approved, she will call you and you can pick up the original. Marty will keep the copy for the subdivision’s records.
10. 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.