



Architectural Review Board (ARB) Commercial, Multi-Family & Non-Residential Design Review

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5899

For the Zoning Regulations and Architectural Guidelines, please see Kirkwood Zoning and Subdivision Code, Chapter 25. For the Manuals and Checklists for Stormwater Management Regulations, please visit www.kirkwoodmo.org/stormwater. New signage must be submitted under a separate ARB Sign Review Application and should not be shown on plans submitted under this application. After ARB approval, a Building Permit must be obtained from the Building Division within 12 months. A separate Permit Fee is to be paid upon Building Permit Approval.

Submittals MUST be turned in by 2:00 p.m. on the deadline date. Incomplete submissions will be returned for completion and may be moved to a later meeting agenda. Please submit the 10 sets in 11" x 17" format, scalable with appropriate dimensions:

- Completed ARB Review Application (page 3 of this packet) & Building Permit Application (pages 4-5)
- \$200 filing fee to be paid upon submittal for ARB review
- Ten (10) sets of the Site Plan including the proposed building footprint(s) and location(s)
- Ten (10) sets of floor plans
- Ten (10) sets of color architectural elevations including material specifications
- Ten (10) sets of roof plans if new or altered
- Ten (10) sets of photographs that show the property (front, back and sides of lot) and adjacent buildings
- One (1) set of color renderings of proposal

Meetings are held on the 1st and 3rd Mondays (excluding holidays) every month. Schedule subject to change.

Last Date for Submittal* by 2:00 pm	ARB Meeting Date**
December 18, 2023	January 02, 2024***
January 02, 2024***	January 16, 2024***
January 22, 2024	February 05, 2024
February 05, 2024	February 20, 2024***
February 20, 2024***	March 04, 2024
March 04, 2024	March 18, 2024
March 18, 2024	April 01, 2024
April 01, 2024	April 15, 2024
April 22, 2024	May 06, 2024
May 06, 2024	May 20, 2024
May 20, 2024	June 03, 2024
June 03, 2024	June 17, 2024***
June 17, 2024***	July 01, 2024

Last Date for Submittal* by 2:00pm	ARB Meeting Date**
July 01, 2024	July 15, 2024
July 22, 2024	August 05, 2024
August 05, 2024	August 19, 2024
August 19, 2024	September 03, 2024***
September 03, 2024***	September 16, 2024
September 23, 2024	October 07, 2024
October 07, 2024	October 21, 2024
October 21, 2024	November 04, 2024
November 04, 2024	November 18, 2024
November 18, 2024	December 02, 2024
December 02, 2024	December 16, 2024
December 23, 2024	January 06, 2025***

*Date by which application must be submitted for review by Building Division for processing.
 **Date application will be presented to ARCHITECTURAL REVIEW BOARD by petitioner.
 ***If a meeting or deadline falls on a holiday, the date will be the following Tuesday as indicated above.



Architectural Review Board (ARB) Commercial, Multi-Family & Non-Residential General Information

Chapter 25, Article VII: Architectural Guidelines

The built environment impacts how existing and potential residents, visitors, and businesses perceive and experience Kirkwood's community character. It also impacts the quality of life of our residents, particularly those that live in direct proximity to the development. Therefore, it is important that the size, location, and design of new development fits the desired neighborhood character, scale, activity, and function. These guidelines exist to ensure that new development is consistent with the community's existing image and preferred character.

§ 25-56 Multi-Family and Non-Residential Design Guidelines

- *Style*: No single architectural style should be superimposed upon buildings and each should reflect its own individual style. Monotonous design should be avoided. Variation of detail and form should be used to provide visual interest. Evaluation of the appearance of a project shall be based on the quality of its design and relationship to surroundings. Additions should relate to the existing building in design, details, colors, and material.
- *Scale and Proportion*: The height, scale and proportion of each building should be compatible with its site and adjoining buildings. Building components such as windows and doors should have proportions appropriate to the architecture of the structure.
- *Proportion*: Elements of building massing should relate to the size and shape of those of adjacent buildings.
- *Materials*: Materials should be selected for suitability to the type of building and the design in which they are used and for harmony with adjoining buildings. Materials should be durable and of high-quality.
- *Colors*: Colors, including trim and accent colors, should be harmonious and visually compatible with neighboring buildings.
- *Awnings, Canopies, and Marquees*: Awnings, canopies, and marquees should fit the character of the building and not interfere with the appearance of the surrounding buildings.
- *Preservation of Period Detail*: Original details on existing buildings such as cornices, horizontal bands, and decorative elements should be preserved.
- *Screening*: Utilitarian facilities, including, but not limited to, trash dumpsters, recycling bins, and rooftop mechanical units, should be visually screened with materials consistent and harmonious with the building.

For additional information on the City of Kirkwood's Architectural Guidelines, please review [Article VII: Architectural Guidelines](#) of the City of Kirkwood's Zoning and Subdivision Code. The code can be found at the following link: <https://ecode360.com/30203867>



Architectural Review Board (ARB) Commercial, Multi-Family & Non-Residential Design Submission Application

PROJECT ADDRESS: _____ **Zone:** _____

Is this Property a Local Historic Landmark or in a Local Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this a New Business? <input type="checkbox"/> Yes <input type="checkbox"/> No Has an Occupancy Permit been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	SCOPE OF WORK: _____ _____ _____
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Property Owner Information:

Name _____

E-mail _____ Phone _____

Is the Owner's written approval for the commercial design change included? Yes No

Applicant Information: Contractor Property Owner Tenant Other

Name _____ KWD LIC. NO. _____

Address _____ City/State/Zip _____

E-mail _____ Phone _____

Fees are for ARB review only; a separate fee is required upon issuance of the Building Permit.

\$200 Filing Fee

I have read the Architectural Guidelines of the City of Kirkwood.

I hereby certify that the Owner(s) of Record authorizes the proposed work and I have been authorized by the Owner(s) to make this application as their agent.

I hereby certify that the project is located on property which I have the legal right to construct the proposed project.

I hereby certify that all the information provided is true and accurate to the best of my knowledge and belief and agree to fully comply with the Ordinances of the City of Kirkwood.

I understand that the applicant or their representative shall attend all meetings.

Applicant's Signature: _____

Applicant's Printed Name: _____ **Date:** _____

City Use Only	Date Stamp
Received By: _____	
ARB Agenda Date: _____	
Case # _____	
Permit # _____	
Zoning Comments _____	

Building Comments _____	



Building Permit Application

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5823 | www.kirkwoodmo.org

When you are ready for an inspection, **please email bldginspections@kirkwoodmo.org to schedule.** Provide the following required information: Address, Permit/Application Number, Type of Inspection, and the Date desired. Your request will be processed within 24 hours of your submittal (Monday thru Friday). Please allow a minimum of 48 hours for inspection to be made. If there are any issues or questions, you will be contacted.

PROJECT ADDRESS: _____ **Zone:** _____

Type of Structure: Single or Two-Family Multi-Family Apt/ Condo Commercial**
 New Business or Tenant Finish* Landmark** Historic District**

*The following Business Information is **required**. Parking Worksheet is required if changing the Business Type or Use to higher parking requirement.

Proposed Business Type: _____ **Business Name:** _____

Previous Business Type: _____ **Business Name:** _____

Type of Permit: Building Electrical Mechanical Plumbing Integrated

Property Owner Information:

Name _____ Phone _____

Address (if different from Project) _____

City/State/Zip _____ E-mail _____

Describe Project Work: _____

Square Footage: _____ **Cost of Construction:** \$ _____

I hereby certify that all the information provided is true and accurate to the best of my knowledge and belief. I agree to fully comply with Kirkwood Ordinances. I understand that a permit is not effective until signed by Electrical, Mechanical, and Plumbing Contractors who have active Contractor's Business Licenses. I hereby certify that the Owner(s) of Record authorize the proposed work and I have been authorized by the Owner(s) to make this application as their agent.

I understand that deed restrictions and subdivision indentures may exist on this property, which are not reviewed or enforced by the City of Kirkwood. The City recommends the Property Owner review the deed, subdivision plot, and subdivision indentures, and other property title information before undertaking any construction.

Applicant Information: Owner General Contractor Electrical Mechanical Plumbing

Name _____ KWD LIC. NO. _____

Address _____ City/State/Zip _____

E-mail _____ Phone _____

Applicant's Signature _____ Date _____

City Use Only

Date Stamp

Permit #: _____

**Zoning Approval: _____

Reviewed By: _____

Notified On: _____

Permit Fee: \$ _____

RSNW \$5000 Bond

BMP \$1000 Bond

Total Fee: \$ _____

ELECTRICAL PERMIT:

Electrical Contractor
Business Name _____ KWD LIC. NO. _____

Signature _____ Phone _____

Fixtures/Outlets: _____ Service: Change New Temp Perm Temp Pole

Location: Overhead Underground 100 amp 200 amp Other _____

Panel Replacement Only Phase _____ Wire _____

Inspections: Ground Rough Final

MECHANICAL PERMIT:

Mechanical Contractor
Business Name _____ KWD LIC. NO. _____

Signature _____ Phone _____

Furnace & A/C Furnace Only A/C Only

PLUMBING PERMIT:

Interior		Plumbing Contractor Business Name _____ KWD LIC. NO. _____
		Signature _____ Phone _____
Exterior		Plumbing Contractor Business Name _____ KWD LIC. NO. _____
		Signature _____ Phone _____

Fixtures/Outlets: _____ Water Heater Sewer Line Repair < 140'

Tap Destroy and New Water Service - Tap Size: 1" 1.5" 2"

Inspections: Ground Rough Final

PLUMBING PERMIT FOR DEMOLITION: A demolition application must be on file to obtain permit

Digging in City Right-of-Way? Yes* No *Excavation Permit Required

Sewer Disconnect for Demolition – Must Choose One

Lining Sewer (pre & post video approval required prior to demo) Capping Sewer at Main

Water Disconnect for Demolition – Must Choose One

Tap Destroy at Main Re-Using Existing Tap New Tap at Time of Destroy 1" fee = \$225 1.5" fee = \$425 2" fee = \$565

Water Source at Demolition Site – Must Choose One

Yard Hydrant (See Finance Dept for Billing) Fire Hydrant Bringing in Water Approval to use Neighbor's