



DEMOLITION PERMIT APPLICATION

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

If work does not begin within 30 days and completed within 60 days of issuance date, the permit shall become null and void. The structure and property shall be maintained in a proper state of maintenance until the demolition occurs.

PROJECT ADDRESS: _____

***Demolition Plans must be submitted to Landmarks Commission and utilities may not be disconnected.*

Type of Structure: Single or Two-Family Multi-Family Apt/ Condo Commercial
 Landmark** Structure in Historic District**

Permit Fees and Deposits

Single Family Permit/Admin Fee = \$220 Single Family Deposit = \$2000 All Others (Multi-Family & Commercial) = \$240

For Single Family Demolitions ONLY

- Failure to obtain a building permit, or complete the demolition and restoration of the site—including the grading, seeding/straw or sodding—and the abatement of any code violations thereon within 60 days, shall result in the forfeiture of the deposit to the City of Kirkwood and referral to our legal department.
- The City, after receiving a written request from the Applicant/Contractor, may at its sole discretion extend the permit for one or more additional thirty (30) day period if warranted by conditions such as weather.
- The forfeiting of the deposit does not relieve the applicant from completing all work.
- The City assumes no responsibility to complete such improvements; however, if the City performs the site restoration, the cost to perform such work plus a \$500 administrative fee shall be deducted from the deposit.
- The City will return the demolition deposit after the boundary survey for the foundation has been approved (for new residence under construction) or complete restoration of the site has been approved and the ground cover has been established. *Restoration shall be completed within 60 days of permit issuance.*
- Deposit is not required for demolitions in an approved subdivision or project that has been reviewed by the Planning and Zoning Department and there is a valid performance guarantee on file with the City for the subdivision.

Contractor Information:

Name _____ KWD LIC. NO. _____
Address _____ City/State/Zip _____
E-mail _____ Phone _____

I have read and understand the ordinances of the City of Kirkwood pertaining to demolition permits and the proposed work and hereby agree to comply with all provisions of the ordinances of the City of Kirkwood. I hereby certify the structure is located on property which I have the legal right to clear with full permission and understanding of the Owner. The site clearance will be performed in accordance with the information on this permit application and all city codes; and further, I recognize the City's authority to enter the site and perform site restoration and abate code violations if I fail to perform in accordance with City codes and this application.

Applicant Information: Owner General Contractor

Name _____
Address _____ City/State/Zip _____
E-mail _____ Phone _____
Applicant's Signature _____ Date _____

City Use Only

Date Stamp

Site Approved _____
Permit #: _____
Zoning District: _____
Approved to Issue _____
Deposit Paid By: _____

Refund Check #:

- Called for Pick-up
- Mailed

DEMOLITION CHECK LIST

- Completed Demolition Permit Application
- Landmarks Commission approval (if applicable)
- Site Plan to include the following:
 - Indicate the structure(s) to be removed
 - Indicate existing grade contours of lot
 - Indicate location of siltation control devices throughout the property
 - Indicate location of portable restroom with screening and material storage area
- Parking plan – Details on parking plan can be found in the demolition packet
- Tree Survey performed by arborist and approved by City Forester
- Disconnects to include the following:
 - Ameren UE (314-342-1000) or Kirkwood Electric (314-822-5842) disconnect
 - Missouri American (314-991-3404) or Kirkwood Water (314-984-5936) disconnect
 - Spire Gas (314-658-5441) disconnect
 - AT&AT telephone disconnect (if applicable)
- Copy of Waste Disposal Permit /(Asbestos Audit) St. Louis County (314-615-8924)
- Sewer – shall be one of the following (check one)
 - Destroy lateral and cap/seal at main
 - Replace lateral with minimum schedule 40 or greater from main back to property line
 - Install liner in lateral to main with approval of Building Commissioner's Office prior to work start
- Site condition inspection and approvals {siltation control, tree protection, signage, portable restroom, material storage with hard surface or rock base, and rock base for parking (if needed)}

Once all of the above items have been completed and approved, the demolition permit shall then be issued by the Building Commissioner's Office upon submission of the following fees:

Permit Fee

- Single Family = \$220
- All Others (Multi-Family & Commercial) = \$240

Deposit Amount

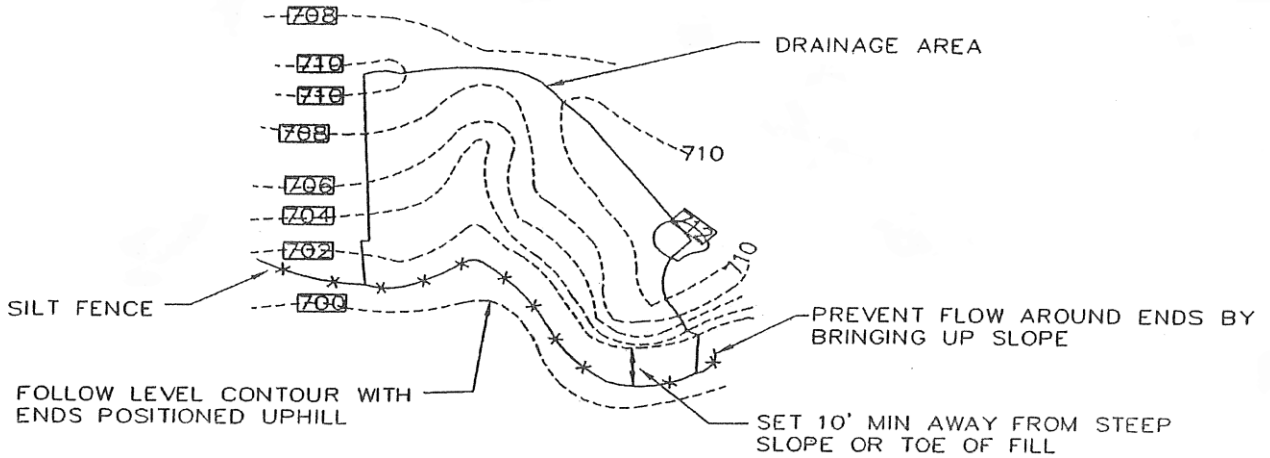
- Single Family Residence ONLY = \$2000

Additional Requirements for Site

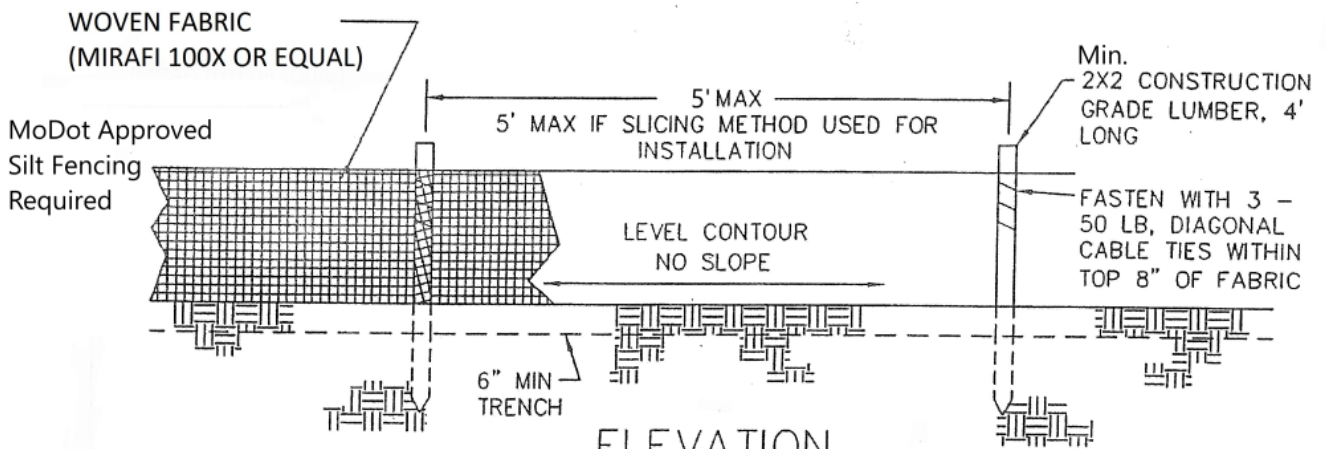
1. A temporary construction fence (minimum 3 foot high mesh type or better, with approved support post placed at 8 foot intervals) shall be erected at all excavation areas within the site as approved by the City of Kirkwood. A neutral color material is preferred.
2. All soil erosion protection (silt fencing) and tree protection (fencing and signage) as required, shall be inspected and maintained on a regular basis. Due diligence and pre-site work shall be used to prevent any dirt, mud, or debris from being carried out onto the road ways from the property. The permittee is responsible for all sub-contractors and delivery vehicles. A moveable siltation device shall be placed across each entry point not encased by silt fence.
3. Portable restroom shall be placed within the lot area (a minimum of 15 feet back from the front property line and a minimum of 5 feet from the side or rear property line) which is least invasive to the surrounding residents and as approved by the City of Kirkwood. The restroom shall be surrounded by a 6 foot high privacy/decorative fence-type enclosure.
4. Parking on the grass, dirt or unimproved area is not allowed. If parking of vehicles is desired on the site, a temporary rocked area shall be provided and removed in its entirety at the site grading stage.
5. The exterior construction, demolition, alteration, or repair of buildings involving the operation of machinery or equipment which causes loud or disturbing noise is allowed between the hours of 7:00 a.m. and 8:00 p.m. Monday through Thursday, 7:00 a.m. – 6:00 p.m. Friday and Saturday and between 9:00 a.m. and 6:00 p.m. on Sunday.

FOR SINGLE FAMILY ONLY:

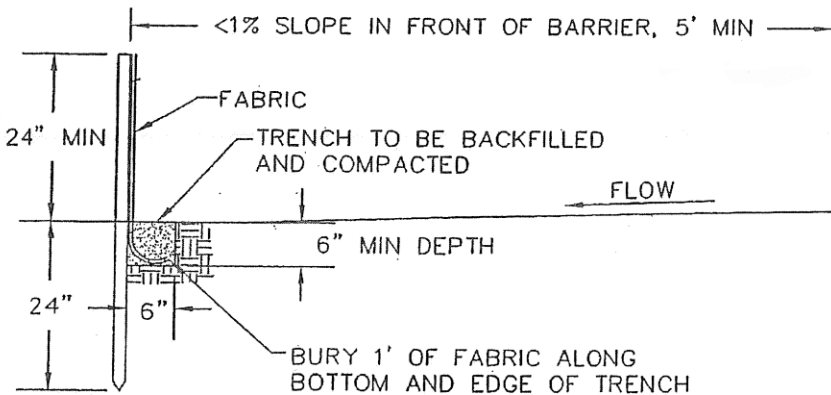
- Failure to obtain a building permit, or complete the demolition and restore the site including grading, seeding/strawing and/or sodding and abate any code violations thereon within 60 days shall result in the deposit being forfeited to the City of Kirkwood.
- The City, after receiving a written request from the applicant or Contractor, may at its sole discretion extend the permit for one or more additional thirty (30) day period if warranted by conditions such as weather.
- The forfeiting of the deposit does not relieve the applicant from completing all work.
- The City assumes no responsibility to complete such improvements; however, if the City performs the site restoration, the cost to perform such work plus a \$500 administrative fee shall be deducted from the deposit.
- Within 60 days of issuance of the demolition permit the applicant or contractor shall make a written request to the City for return of the deposit after the foundation has been approved on the new house being built or ground cover has been established. For information call 822-5822.
- Deposit is not required for demolitions in an approved subdivision or project that has been reviewed by Planning and Zoning Commission and there is a valid performance guarantee on file with the City for the subdivision.



PLAN VIEW

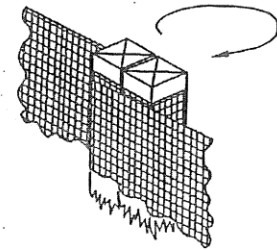


ELEVATION



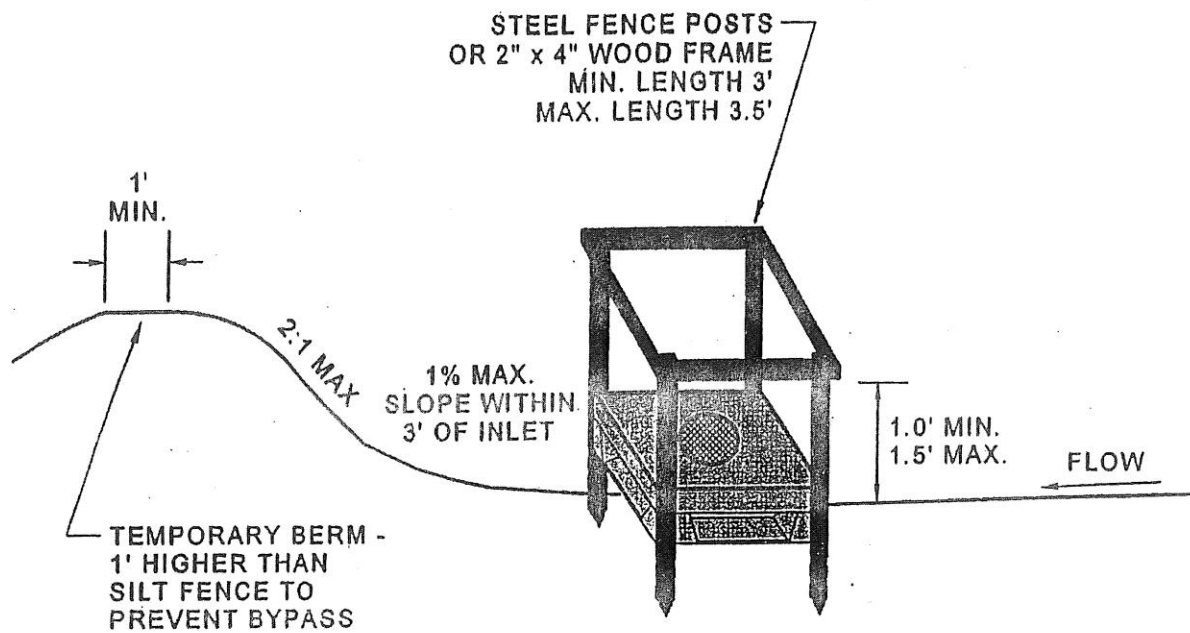
SECTION

WRAP GEOTEXTILE AROUND STAKES BEFORE DRIVING

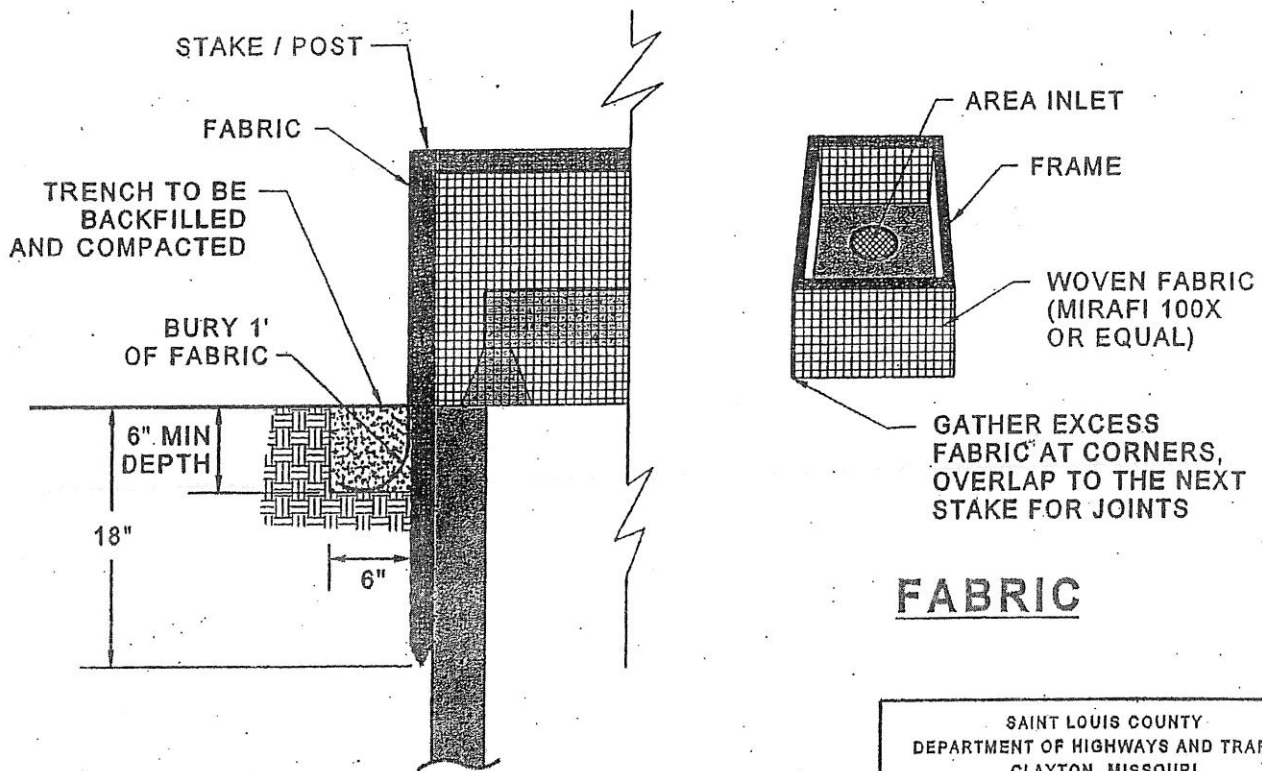


JOINING SECTIONS OF SILT FENCE

NOTE: IF FABRIC IS INSTALLED BY EQUIPMENT DESIGNED TO SLICE INTO THE GROUND, THE TRENCH IS NOT NEEDED



PERSPECTIVE



ELEVATION

FABRIC

SAINT LOUIS COUNTY
DEPARTMENT OF HIGHWAYS AND TRAFFIC
CLAYTON, MISSOURI

TYPICAL BMP DETAIL
**INLET PROTECTION -
FABRIC DROP**

Parking Plan Requirements

Applicants securing permits in the City of Kirkwood are required to submit a parking plan for their employees, sub-contractors and delivery vehicles. This plan will be comprised of an aerial view of the project site, including one city block in each direction of the location. The size of the pictorial plan shall be 11" X 17" and shall indicate where the employees, sub-contractors and delivery vehicles will be parking or unloading.

This plan will be reviewed by the building department and no-parking areas will be indicated. Once approved, the parking plan is required to be laminated and posted on the job site visible to all persons involved with the project. The applicant/permit holder shall be responsible for the instruction, adherence and direction of the parking plan.

It is key to inform all persons that there shall not be any parking in the following zones:

- No Parking Zones
- Driveways
- Public Sidewalks
- Unimproved ground, i.e. yard areas or tree lawns.

Violations will be investigated by the City of Kirkwood Police Department and/or Stop Work Orders may be issued.



Tree Protection Plan Requirements

(For questions or more detail please refer to the Tree Ordinance and Tree Manual. These can be found at <https://www.kirkwoodmo.org/home/showpublisheddocument/7701/637513375838130000>)

- Tree Protection Plan
 - Tree Study (See Tree Manual for more details)
 - Canopy Coverage Requirements
 - All Single family lots shall have minimum tree canopy coverage of 350 square feet per 1000 square feet of lot coverage (35% coverage)
 - A canopy coverage map shall be provided showing the following:
 - Current Canopy coverage (this can be done with an aerial photo and a simple polygon)
 - Proposed Site Plan (building location, driveway, utilities, etc..)
 - Proposed canopy coverage post site disturbance; including all trees that are to be planted to reach minimum coverage requirements
 - Trees are to be marked and numbered
 - Species of tree
 - Numerical indicators

All trees to be protected or included in the canopy requirements shall be of an approved species listed in the Tree Manual. Existing Trees shall be live, healthy trees over 8 inches in diameter and in good or fair condition of health.

All borderline trees (trees that share a property line) are to be protected unless a signed agreement from both property owners agree for the removal.

- If you have a tree located in the City Right of Way you MUST have approval from the City prior to any maintenance of this tree. This includes removal or pruning. Tree Protection must be set up around all City right of Way trees.

CITY OF KIRKWOOD		
<p>The individuals listed below have expressed an interest to perform tree studies in accordance with the codes of the City of Kirkwood. This list is not exclusive. Any arborist certified by the International Society of Arboriculture and qualified to perform tree studies may be utilized. The City of Kirkwood has no obligation or responsibility for the performance of the arborist. This list is furnished only to assist in the retaining of an arborist interested in performing tree studies. Certified Arborists who have an interest in tree studies may contact the City of Kirkwood Forester at 314-984-5907 to be included on the list.</p>		
NAME	ADDRESS	CONTACT
Allen's Tree Service John Beckman	2755 West Pearce Blvd Wentzville, MO 63385	636-332-5535 Johnb.allenstree@gmail.com
Davey Tree Expert Co. Tom Beshoar	1206 Hanley Industrial Ct Brentwood, MO 63144	314-961-5440 Tom.beshoar@davey.com
Droege Tree Care, Inc. Colleen Baum	6770 Olive Blvd St. Louis, MO 63130	314-863-1903 colleen@droegetreecare.com
Hansen's Tree Service Skip Kincaid	104 Hansen Ct O'Fallon, MO 63366	636-379-1830 skip@hansenstree.com
Trees, Forests & Landscapes Michael Sestric/Michael Garrett	540 Clark Ave Kirkwood, MO 63122	314-821-6956 treesforests@sbcglobal.net

Tree protection specifications
For additional information please contact Urban Forester,
Cory Meyer at 984-5907

General – Tree protection has three primary functions: (1) to keep the foliage canopy and branching structure clear from contact by equipment, materials, and activities; (2) to preserve roots and soil conditions in an intact and non-compacted state; and (3) to identify the Tree Protection Zone (TPZ) in which no soil disturbance is permitted and activities are restricted.

Trees to be Protected – All public trees on City right-of-way and all trees designated to be saved in tree study for site.

Materials -

a. The Tree Protection Zone (TPZ) is a restricted area around the base of the tree at the drip line with a minimum radius of ten (10) feet or as shown in the Tree Study, whichever is greater, enclosed by fencing. **No work, storage, or equipment operation shall be performed in this area.**

b. Tree Protection: The fence shall enclose the entire area of the TPZ of the tree(s) to be protected throughout the life of the construction project. In some parking areas, if fencing is located on paving or concrete that will not be demolished, then the posts may be supported by an appropriate grade level concrete base, if approved. For trees situated within a planting strip or near a sidewalk or driveway, only the planting strip and yard side of the TPZ shall be enclosed with the required protective fencing in order to keep the sidewalk and street open for public use.

c. Size, type, and area to be fenced: All trees to be preserved shall be protected with three (3) foot high green mesh fencing. Fencing is to be mounted on five (5) feet heavy duty steel green painted T-post driven into the ground to a depth of at least one (1) foot, six (6) inches (18" minimum) and no more than eight (8) foot spacing.

d. Warning Sign: A warning sign shall be weatherproof (no holes through the paper signage) and prominently displayed on each fence at 20-foot intervals on the tree protection fencing. The sign shall be a minimum 8.5 inches by 11 inches and clearly state: "WARNING – Tree Protection Zone". See exhibit A-S.

e. Duration. Tree fencing shall be erected before demolition or construction begins and shall remain in place until final inspection of the project, except for work specifically allowed in the TPZ.

f. During Demolitions or Construction.

1. All neighbors' trees that overhang the project site or are within **ten** feet of the property line shall be protected from impact and protection fencing shall be required.
2. The damage, removal, or failure to protect the trees designated to be preserved shall result in a violation of the Code of Ordinances.
3. The applicant shall be responsible for the repair or replacement of any publicly-owned trees that are damaged during the course of construction.
4. The following tree preservation measures apply to all trees to be saved:
 - (a) No storage of material, topsoil, vehicles, or equipment shall be permitted within the TPZ.
 - (b) The ground under and around the tree canopy area shall not be altered
 - (c) Trees to be retained shall be irrigated, aerated, and maintained as necessary to ensure survival.

Tree Study-Site Plan Review

Property Location _____

***TREE/LANDSCAPE LOCATIONS SHALL BE INDICATED ON SITE SURVEY (SCALED) AND ATTACHED TO THIS STUDY SHEET**

List all significant trees (live, healthy trees, of a species suitable for the urban environment having a diameter of eight inches or greater) on premises, on abutting public rights-of-way, and on private property within **ten** feet of all property lines.

KEY TO DRAWING	TREE SPECIES	DIAMETER	SAVE YES/NO IF NO, EXPLAIN IN NOTES	PROTECTION METHODS EXPLAIN IN NOTES, PROVIDE DRAWINGS	DOLLAR VALUE FROM <u>GUIDE FOR TREE APPRAISAL</u>	NOTES
A						
B						
C						
D						
E						
F						
G						
H						
I						
J						

NOTE: Public trees abutting the site shall not be removed and require tree protection fencing.

I hereby certify that I have viewed the premises and provide this professional opinion regarding the survivability of significant trees on the site and abutting the site and the appropriateness of proposed tree replacement and landscaping. Attached is a landscape plan prepared by me or under my direction.

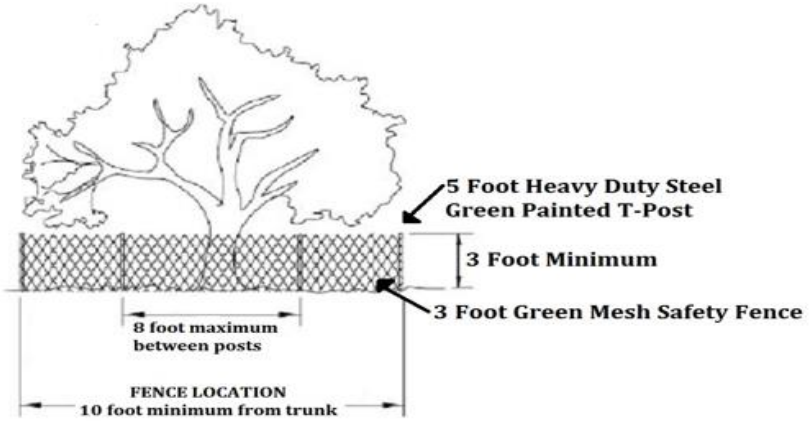
Name/Signature/Certification/Date

** Copy this form as needed for additional trees

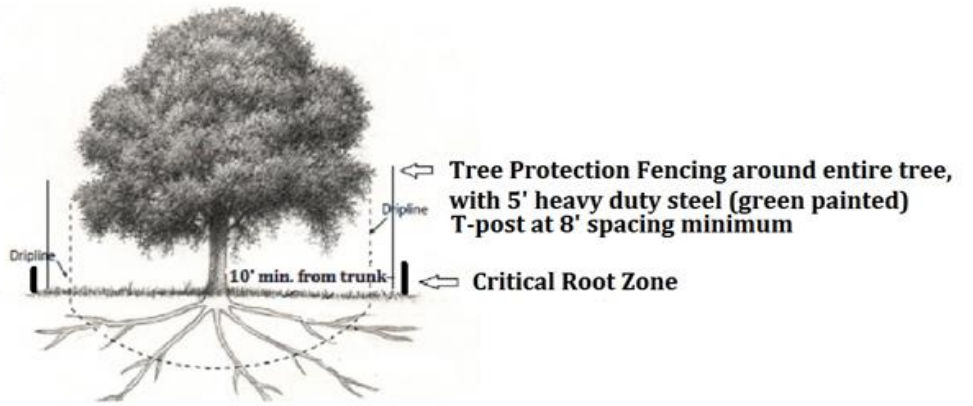
TREE PROTECTION FENCING

Revised October 2014

NOTE: 8.5" x 11" Warning signs are required on fencing a minimum of 20' intervals, with a minimum of one sign on each elevation of fence. Sign shall be moisture protected as in Exhibit A-S.



Distance from trunk shall be as shown in tree study or 10' minimum.



Laminated Tab 2" Min.



Holes



Paper laminated signage - No Holes

WARNING

2 1/2" Min.

TREE PROTECTION ZONE

1" Min.

SAMPLE ONLY - RED LETTERING REQUIRED

CLOSING PUBLIC SIDEWALKS

In accordance with the following Section of the General Code of Ordinances:

Sect. 20-27. Closing of public sidewalks for construction of infill.

Existing sidewalks along the public right-of-way shall be maintained throughout the demolition and construction process of single-family infill residences and remain open for public use at all times except for temporary reconstruction of utilities, driveways, and sidewalks not exceeding 72 hours except with appropriate permits and authorization of the Public Works Director, Police Chief, or their authorized representative.

However, if authorization is given to close a sidewalk, the following requirements of the Missouri on Uniform Traffic Control Devices for Streets and Highways.

Section 6F.13 SIDEWALK CLOSED Signs (R9-9, R9-10, R9-11, R9-11a)



R9-9



R9-10



R9-11



R9-11a

SIDEWALK CLOSED signs (R9-9) should be used where pedestrian flow is restricted. Signs should be installed at the beginning of the closed sidewalk, at the intersections preceding the closed sidewalk, and elsewhere along the closed sidewalk as needed. Bicycle/Pedestrian Detour (M4-9a) signs or Pedestrian Detour (M4-9b) signs should be used where pedestrian flow is rerouted (See MUTCD Section 6F.53).

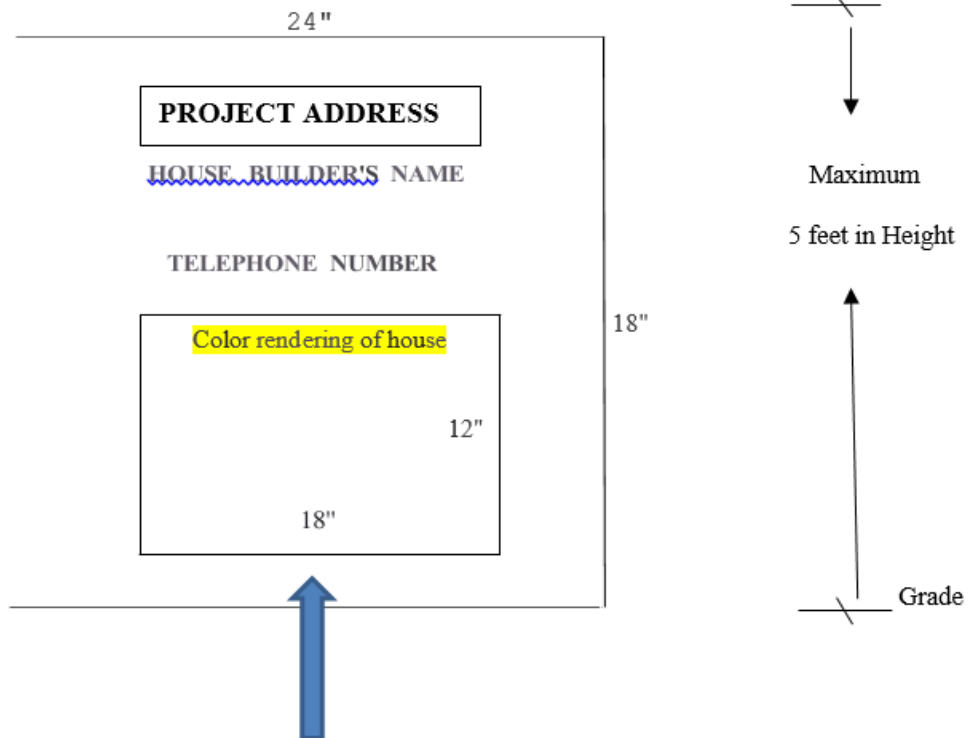
SIDEWALK CLOSED (ARROW) USE OTHER SIDE (R9-10) sign should be installed at the beginning of the restricted sidewalk when a parallel sidewalk exists on the other side of the roadway.

SIDEWALK CLOSED AHEAD (ARROW) CROSS HERE (R9-11) signs should be used to indicate to pedestrians that sidewalks beyond the sign are closed and to direct them to open crosswalks, sidewalks, or other travel paths.

SIDEWALK CLOSED (ARROW) CROSS HERE (R9-11a) signs should be installed just beyond the point to which pedestrians are being redirected.

These signs are typically mounted on a detectable barricade to encourage compliance and to communicate with pedestrians that the sidewalk is closed. Printed signs are not useful to many pedestrians with visual disabilities. A barrier or barricade detectable by a person with a visual disability is sufficient to indicate that a sidewalk is closed. If the barrier is continuous with detectable channelizing devices for an alternate route, accessible signage might not be necessary. An audible information device is needed when the detectable barricade or barrier for an alternate channelized route is not continuous.

Informational Sign Minimum Standards



The picture shall be a color rendering of the actual house to be constructed

Attention: After demolition is complete and prior to the issuance of the building permit, this required sign shall be installed.