



Architectural Review Board Application New Single Family Residence (SFR)

139 S. Kirkwood Rd. Kirkwood, MO 63122

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.

**Submittals must be turned in by 2:00 p.m. on the deadline date.
Incomplete submissions will be returned for completion.**

Submit **1** copy of the completed application containing each of the documents listed below:

- Design Submission Application
- Project Description Worksheet – All sections, 2 pages
- Site Plan Worksheet – All applicable sections, 6 pages
- Site Plan Checklist – All applicable sections, 3 pages
- Tree Study & Site Plan – Attach Tree Study for review
- Demolition Permit Application must be submitted **IF REMOVING STRUCTURE(S)**
- Building Permit Application
- *Color Rendering of Front Elevation – may be brought to the ARB meeting.*

If applicable submit **1** completed set of the document listed below:

- Property Boundary Survey [may not be required for all projects] signed and sealed by a licensed surveyor of existing conditions in appropriate scale and 11" x 17" format, with existing setbacks and any easements, restrictions, rights of way, or other property encumbrances.

Submit **10 separate packets** that includes **1** of each of the documents listed below:

- Site plan/survey of proposed conditions in appropriate **scale** and **11" x 17" format** to include: the proposed building footprint(s) and location(s) with dimensions; grade contours; property setbacks per Zoning Code; top of foundation and finished first floor height elevation of proposed structure(s) per Zoning Code; and any easements, restrictions, rights of way, or other property encumbrances.
- Building/floor plans, ½ story FAR plan, building elevations, and roof plan: *Drawings may be computer generated or manually drawn – either hard line or refined freehand sketch style and clearly legible – and must include all outside dimensions, including the height of the house and detached structures on the front elevations from the average grade.*
- Existing property photos (all four sides) that show the property (front, back and sides of the lot) and areas of improvement in minimum 3"x4" size.
- Street-scape with neighboring properties: 3 houses on either side of the property and 7 houses across the street in minimum 3"x4" size (may need multiple pages).
- Any additional drawings, documentation, photos, renderings, or material samples that will assist in conveying design intent.

***ALL DRAWINGS MUST BE SCALABLE, WITH APPROPRIATE
DIMENSIONS, IN 11" X 17" SIZE***



ARCHITECTURAL REVIEW BOARD
 2024 SUBMITTAL SCHEDULE
 139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5823

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	February 5
February 5	February 20***
February 20***	March 4
March 4	March 18
March 18	April 1
April 1	April 15
April 22	May 6
May 6	May 20
May 20	June 3
June 3	June 17
June 17	July 1
July 1	July 15
July 22	August 5
August 5	August 19
August 19	September 3***
September 3***	September 16
September 23	October 7
October 7	October 21
October 21	November 4
November 4	November 18
November 18	December 2
December 2	December 16
December 23	January 6, 2025

SCHEDULE SUBJECT TO CHANGE.

* Date by which application must be submitted for review by Building Commissioner’s Office for processing. Incomplete applications will be returned.

** 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 Application

New Single Family Residence (SFR)

DESIGN SUBMISSION APPLICATION

Property Address _____ Zoned _____

Is the property a Kirkwood Landmark? Yes No In a Local Historic District? Yes No

Complete scope of work _____

Construction Type/Fee: New House/\$150 Addition/\$100 Accessory Structure or Other/\$100

APPLICANT	
Name _____	Phone _____
Address _____	
City, State, Zip _____	
E-mail (Agenda will be e-mailed to applicant) _____	
PROPERTY OWNER	
Name _____	Phone _____
Address _____	
City, State, Zip _____	
ARCHITECT INFORMATION	
Name _____	Phone _____
Address _____	
City, State, Zip _____	

I agree to fully comply with the ordinances of the City of Kirkwood, including Architectural Review, Zoning, Stormwater and Building regulations. I hereby certify that the project is located on property for which I have the legal right to construct, that the owner(s) of record authorizes the proposed work, and that I have been authorized by the owner(s) to make this application as their agent. Applicants or their representative shall attend all meetings.

Applicant's Signature _____

Date _____

City Use Only	<i>Date Stamp</i>
Received by _____	
Agenda Date _____	
Case # _____	
Permit # _____	
Zoning Comments _____	

Building Comments _____	



Architectural Review Board Application

New Single Family Residence (SFR)

PROJECT DESCRIPTION WORKSHEET

Section A: General Information

Nature of Application (Check all that apply):

- New Single Family Residence
- Accessory Structure (Please Specify): _____
- Other (Please Specify): _____

Description of Work: _____

Section B: Site Context

1) Building Form and Articulation

Architectural Style: _____

Number of Stories: _____ Building Height: _____ Number of Roof Lines: _____

Roof Type: _____ Primary Roof Pitch: _____

Secondary Roof Pitch: _____ Tertiary Roof Pitch: _____

2) Building Materials

Primary Exterior Wall Material: _____

Secondary Exterior Wall Material: _____

Tertiary Wall Material: _____

Primary Roof Material: _____

Secondary Roof Material: _____

3) Exterior Windows and Doors

Type of Door: _____

Type of Window: _____ Pane Arrangement: _____

4) Detailing

Foundation Wall Covering: _____

Location of Utility Equipment: _____

Screening of Utility Equipment: _____

Section C: Neighborhood Context (New Primary Construction Only)

Material Palette: Any material present on 20% or more of the front facades of existing houses within your Neighborhood Context is considered a Predominant Material (there may be more than one). If a single material is dominant on more than 70% of the houses within the site context that material is considered to be the Single Dominant Material.

Single Dominant Material: _____



Architectural Review Board Application

New Single Family Residence (SFR)

Predominant Material: _____

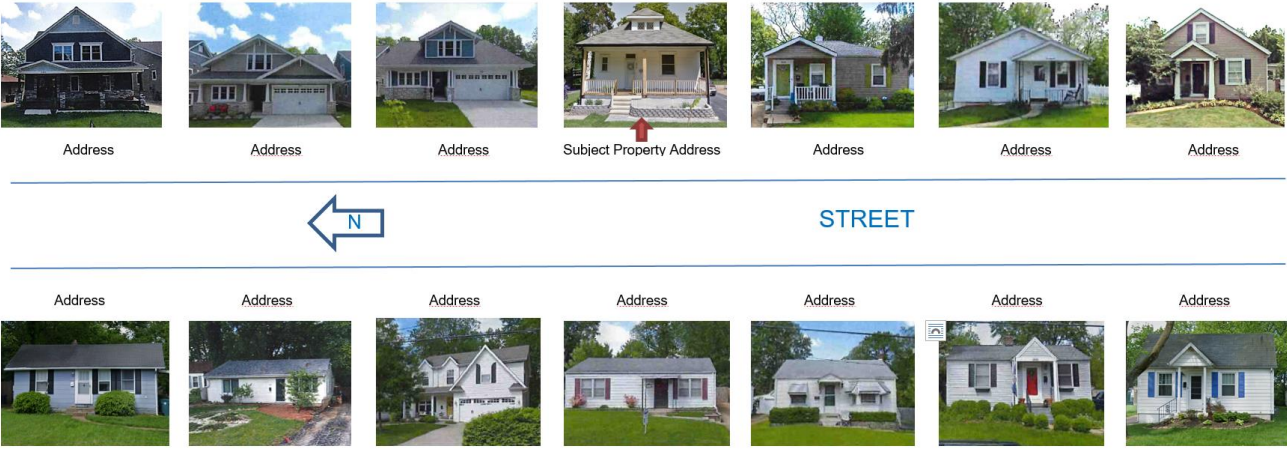
PROJECT DESCRIPTION WORKSHEET

Section D: Site and Neighborhood Context Photos

Please attach to this application digital color photographs **labeled with the address** of all structures within the Neighborhood Context as well as any existing structures on the Subject Parcel as shown on the key below. Photos must be a minimum 3"x4" size and may be on multiple pages:

Photo 1	Photo 2	Photo 3	Subject Parcel	Photo 4	Photo 5	Photo 6
Street						
Photo 7	Photo 8	Photo 9	Photo 10	Photo 11	Photo 12	Photo 13

Example of Streetscape images: Photographs of the adjacent six residences and/or properties on the same side of the street and the seven residences and/or properties on the opposite side of the street. This illustrates the character of the neighborhood.





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New Single Family Residence (SFR)

SITE PLAN WORKSHEET

This form must be filed for single-family construction (including new homes, additions, alterations, attached garages, new detached structures, etc.) which increases the lot coverage of roofed areas or increases the floor area of a building.

Property Address _____ Zoned _____

LOT SIZE AND DIMENSIONS

1a. Lot Width _____ ft

1c. Required Front Yard Setback _____ ft

1d. Required Side Yard Setbacks _____ ft

1b. Lot Area _____ sf

1e. Required Rear Yard Setback _____ ft

Lot width shall be measured at the front yard setback of 60 ft in R-1, 50 ft in R-2, 40 ft in R-3, and 35 ft in R-4 and R-5. The secondary front yard setback for a corner lot is 20% of the lot width in R-3 & 30% of the lot width in R-4.

FINISHED FIRST FLOOR HEIGHT (FFFH) ELEVATION (New Homes Only – See ARB Supplemental Application Materials)

2a. Existing Grade Elevation – center of foundation _____ ft

2b. Average Height Difference between FFFH & Existing Grade of Adjacent Homes _____ ft

2c. Maximum FFFH Elevation [(2a + 2b) or (2a + 2 ft), whichever is greater] _____ ft

2d. Proposed FFFH Elevation (may not exceed 2c) _____ ft

LOT COVERAGE – ALL STRUCTURES UNDER ROOF (Includes Detached Accessory Structures, Garages, Porches and Decks with roofs)

	Existing to Remain (sf)		Proposed New (sf)		Total (sf)
3. Residence	_____	+	_____	=	_____
Includes all unenclosed porches & decks with roofs					
4. Front porch deduct (_____)		+	(_____)	=	(_____)
Maximum deduction is 300 sf					
5. Attached garage	_____	+	_____	=	_____
Includes carport or porte cochere					
6. Detached garage	_____	+	_____	=	_____
Includes carport or porte cochere					
7. Accessory buildings	_____	+	_____	=	_____
Includes Shed, Gazebo, etc. – under full roofs					
8. Total lot coverage [items 3 + (- 4) + 5 + 6 + 7]				=	_____
9. Lot coverage percentage: [item 8] divided by lot area [item 1b] x100				=	_____ %

TOTAL ALLOWABLE LOT COVERAGE [Items 8 & 9]

For 1½ -story and 2-story houses:

For lots of 7,500 SF or less, the maximum lot coverage is 30%, or 1,750 SF of coverage, whichever is greater.

For lots greater than 7,500 SF, the maximum lot coverage is 25%, or 2,250 SF coverage, whichever is greater.

For 1-story houses:

For lots of 7,500 SF or less, the maximum lot coverage is 35%.

For lots greater than 7,500 SF, the maximum lot coverage is 30%, or 2,625 SF coverage, whichever is greater.



Architectural Review Board Application

New Single Family Residence (SFR)

SITE PLAN WORKSHEET

FLOOR AREA RATIO OF HOUSE

(Excludes Detached Accessory Structures, Basement Areas, Unenclosed Porches & Half Story Living Areas)

	Existing to Remain (sf)	+	Proposed New (sf)	=	Total (sf)
10. First floor Excludes all unenclosed porches	_____		_____		_____
11. Second floor Stairs and first floor areas with ceiling heights above 15 ft counted with second floor	_____		_____		_____
12. Half story See Zoning definition and ARB Supplemental Application Materials	_____		_____		_____
13. House total [items 10 + 11 +12]					
	13a _____	+	13b _____	=	13c _____
14. Attached garage, carport or porte cochere					
	14a _____		14b _____		
15. 50% of attached garage, carport or porte cochere	_____	+	_____	=	_____
16. Floor area per code [items 10 + 11 + 15]				=	_____
17. Floor area ratio: [item 16] divided by lot area [item 1b] x100				=	_____ %

ALLOWABLE FLOOR AREA RATIO [Items 16 & 17]

For lots of 10,000 SF or less, the maximum floor area ratio is 35%, or 2,250 SF whichever is greater.
 For lots greater than 10,000 but less than 20,000 SF, maximum F.A.R. is 30%, or 3,500 SF, whichever is greater.
 For lots 20,000 SF or greater, the maximum floor area ratio is 25%, or 6,000 SF, whichever is greater.

<u>BASEMENT</u>	Existing to Remain (sf)	+	Proposed New (sf)	=	Total (sf)
18. Finished area	18a _____		18b _____		18c _____
19. Unfinished area	19a _____		19b _____		19c _____
20. Total Basement area [items 18+19]				=	_____

If the basement, excluding any basement level garage, is more than four feet above the adjacent grade for more than 10 percent of the façade along any street frontage when measured from the top of the foundation, it must be included in the number of stories in item 22 and in the floor area ratio in item 10. The exclusion of any basement level garage shall include the area of the garage door plus an additional two feet on each side of the door. An additional elevation plan may be required to show compliance.

<u>HEIGHT OF HOUSE</u>	Existing to Remain	Proposed New
21. Height of house	_____ ft	_____ ft
22. Number of stories	_____	_____

Height is measured from average grade in front of home to top of roof, and **may not exceed 35 feet and 2½ stories**



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SITE PLAN WORKSHEET

DRIVEWAY

23. Driveway width at property line _____ ft

Driveway width shall be at least ten feet and may not exceed twenty feet at property line, not including driveway apron flare to street. Driveway may be located on property line, but flares cannot cross projected side property line at street. Drive approach must be minimum 5' from storm inlet. Driveway must terminate at a garage or parking space behind the front line of the building; no parking space or turnaround is allowed in the front yard except on certain streets. Additional driveway standards may be found at Zoning Code section 25-64(b)(3).

New SFR permits include driveways. Additions to residences or new detached garages not part of a new SFR application require separate driveway permits.

ATTACHED GARAGE WITH FRONT ENTRY

24. Width of house _____ ft

25. Width of front entry garage _____ ft

26. Percentage of garage frontage: [item 25] divided by [item 24] x 100 = _____ %

Percentage of front entry garage frontage [item 26] may not exceed 55%.

27. Distance front entry garage extends beyond front wall of house _____ ft

Front-entry attached garage may not extend 8 feet beyond front wall of house and must have an attached porch.

ENCROACHMENTS INTO SETBACK REQUIREMENTS

	Front (ft) Existing/New	Rear (ft) Existing/New	Side (ft) Existing/ New
28. Porches/Decks	_____/____	_____/____	
29. Bay Windows	_____/____	_____/____	
30. Roof overhangs/ Architectural Features	_____/____	_____/____	_____/____
31. Fireplaces/Chimneys		_____/____	_____/____
32. Air Conditioners/Generators		_____/____	_____/____

ALLOWED ENCROACHMENTS

- 28. An unenclosed porch or deck (not more than one story in height) or a paved terrace may encroach up to 10 feet into the conforming front or rear yard setback.
- 29. Cantilevered interior space such as bay windows (not more than 16 feet in width) may extend up to 24 inches into the conforming front setback or 36 inches into the rear yard setback.
- 30. Roof overhangs or other architectural features may extend up to 30 inches into the front, rear or side yard setback.
- 31. Fireplaces and chimneys may encroach up to 24 inches into the side yard setback or 36 inches into the rear yard setback.
- 32. AC or home generator units shall be installed against the side or rear foundation wall or as near as possible in a location approved by the City.



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SITE PLAN WORKSHEET

DETACHED GARAGE/ACCESSORY STRUCTURE LOT COVERAGE

	Existing to Remain (sf)		Proposed New (sf)		Total (sf)
33. Detached garage	33a _____	+	33b _____	=	_____
34. Accessory structure(s)	34a _____	+	34b _____	=	_____
35. Total accessory structure lot coverage [items 33 + 34]				=	_____
36. Lot coverage percentage: [item 35] divided by lot area [item 1b] x 100				=	_____ %

Lot coverage of all accessory structures may not exceed 1500 square feet (item 35), or 7.0% of the lot area (item 36), whichever is less.

DETACHED GARAGE/ACCESSORY STRUCTURE SIZE AND POSITION

	Existing to Remain (sf)		Proposed New (sf)		Total (sf)
38. Habitable Space In or above detached garage or other accessory building	38a _____	+	38b _____	=	_____
39. Minimum distance between detached garage/accessory structure and other structures on lot					_____ ft
	Existing to Remain (ft)		Proposed New (ft)		
40. Height of detached garage/ accessory structure	_____		_____		

The minimum distance between an accessory building, including a detached garage, and any other structure on the lot must be 10 feet. Accessory structures shall be located behind the front line of the primary structure, not located in a utility easement, and a minimum distance of 5 feet from the side or rear property line. Accessory structures with any one wall 25 feet or longer must be set back from the side and rear property lines the same distance as the side yard setback of the primary structure.

The height is measured from the average grade in front of the detached garage or accessory structure to the highest point of the roof, and may not exceed 24 feet and 1½ stories. Detached garage or accessory structure height may also not exceed the primary structure height. Half story must comply with Zoning Code definition.

Accessory structures shall not contain basements, kitchens, cooking facilities, sleeping areas, and shower or bathing facilities.

NOTE: Sheds, swimming pools, emergency generators, fences and retaining walls require separate permits.



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SITE PLAN WORKSHEET

MINIMUM ESTIMATED CONSTRUCTION VALUE

NEW RESIDENTIAL LIVING AREA

New Home

Residence area in square feet (line 13c) _____ x \$107.00/sf = _____

Finished basement in square feet (line 18b) _____ x \$54.05/sf = _____

Unfinished basement in square feet (line 19b) _____ x \$15.00/sf = _____

Bonus room in square feet _____ x \$23.94/sf = _____

Addition to Home

Residence area in square feet (line 13b) _____ x \$193.65/sf = _____

Finished basement in square feet (line 18b) _____ x \$54.05/sf = _____

Unfinished basement in square feet (line 19b) _____ x \$15.00/sf = _____

Existing floor remodel in square feet _____ x \$42.55/sf = _____

GARAGES AND ACCESSORY STRUCTURES

Attached, area in square feet (line 14b) _____ x \$41.65/sf = _____

or

Attached, area under habitable rooms (line 14b) _____ x \$64.20/sf = _____

Detached, area in square feet (line 34b) _____ x \$47.10/s f= _____

or

Detached, area under habitable rooms (line 34b) _____ x \$64.20/s f= _____

Habitable area in or above detached garage or,
in any other accessory structure (line 38b) _____ x \$107.00/sf = _____

Other accessory structures (sheds), area _____ x \$31.40/sf = _____

MISCELLANEOUS ITEMS

Decks, Porches, Sundecks w/o roof _____ sf x \$36.65/sf = _____

Covered Decks, Porches, etc. _____ sf x \$67.05/sf = _____

Fireplaces, Masonry, each _____ x \$8,600 each = _____

Fireplaces, Prefab, each _____ x \$5,855 each = _____

Estimated Total Construction Value (add all above) = _____



Architectural Review Board Application

New Single Family Residence (SFR)

SITE PLAN WORKSHEET

I certify that all the information, measurements, numbers, calculations and statements provided on this form are accurate. I hereby agree that all work shall be in full compliance with the information on this Single Family Site Plan Worksheet, the Zoning Code, Building Code and Code of Ordinances of the City of Kirkwood. I hereby certify that the owner of record of this property authorizes the proposed work and I have been authorized by the owner to file this application on his/her behalf.

Name (print) _____

Company Name (if prepared by professional other than the home owner)

Address of Company (if applicable)

Phone Number of Preparer _____

E-Mail Address _____

Signature _____ Date _____



Architectural Review Board Application

New Single Family Residence (SFR)

SITE PLAN CHECKLIST

To be submitted with site plans
(Incomplete submissions will be returned for completion.)

Project Name/Address_____

Applicant Name_____Date_____

Email Address_____Phone No._____

Mark all boxes verifying they are included on the plans. * Indicates items required at time of ARB submittal. If left blank explain why.

Separate permits are required for fences, retaining walls, swimming pools, decks (if not part of new SFR application) and driveways (if not part of new SFR application) which may require more information than listed on this checklist. Property survey signed and sealed by a licensed surveyor and site plan signed and sealed by a design professional in the state of Missouri shall include the following:

General

- *Project address, graphic scale, north arrow, and site location map
- *Property lines, dimensions and property area
- *Size and location of all proposed and existing structures on site
- *Distance of all proposed and existing buildings from lot lines
- *First floor elevations of all existing and proposed buildings
- *Infill Residential Finished Floor Height and grade at center of foundation for subject and adjacent properties per Zoning code
- *Basement floor elevations
- Basement window or walkout door low sill elevation height
- *Zoning setback lines
- *Existing and proposed easements
- *Floodplain elevation, boundary and FIRM map # (if applicable)
- *Centerline and top of bank of all natural watercourses depicted on the most current USGS 7.5 Minute Series (Topographic) Maps
- *Stream buffer delineation
- No private improvements located in the ROW
- *Location of proposed driveway, parking areas, decks and patios
- *Existing total impervious area (SF)
- *Proposed impervious area (SF)
- *Proposed impervious area as percentage of the total lot area

Trees

- *Tree Survey and Protection Plan per Kirkwood Tree Code
- *Landscape plan with 35% canopy coverage per Kirkwood Tree Code



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SITE PLAN CHECKLIST

Grading & Siltation Control

- *Existing site topography with 2' contour intervals extending 20' onto neighboring properties and spot grade elevations
- Existing street curb line location and gutter flowline elevations across front
- Proposed grading plan with 2' contour intervals
- No slopes greater than 3:1
- No grading within stream buffer area
- Location and standard details of erosion control BMPs

Water

- Water main location
- Water service size and location
- Meter location
- Hydrant location if adjacent to property
- Water service requirements (meter pit or shut off riser shall not be placed in driveway)

Sanitary Sewer Lateral

- Sanitary sewer main location
- Sanitary sewer lateral location
- Cleanout locations (not located in the ROW)

Stormwater (may require review by MSD)

- Existing and proposed drainage area maps with flow arrows
- MSD engineering design regulations and standard specifications and details followed for new, improved or replaced stormwater structures, conduits or swales
- Ponding elevations and overland flow paths per MSD regulations
- Downspout and other point discharge locations. Point discharges (downspouts, pop up emitters, culverts, pipes) must be located a minimum of 10' from the property line and not discharging towards neighboring private structures, patios, driveways or walkways
- Sump pump discharge to drywell 10' minimum from property line or vegetated filter strip 20' from property line
- Sufficient spot elevations to confirm runoff is directed away from all structures and towards an acceptable outfall
- Stormwater BMPs and design sheets per City of Kirkwood regulations
- Stormwater BMPs not located within existing utility easements or ROW
- Existing drainage paths and swales maintained

Driveways

- Installation or replacement of street curbs as directed by the City
- Standard pavement detail or note
- *Minimum width 10' at property line
- *Maximum width 20' at property line
- *Maximum width for front entry garage with no side or rear parking is 7' times the number of passenger vehicles in the garage, plus an additional 6'.
- *Maximum width for side/rear entry attached garage or detached garage is 13' in the required front yard.



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New Single Family Residence (SFR)

SITE PLAN CHECKLIST

Driveways (cont'd)

- Any parallel walk or decorative pavements beyond allowed the allowed width shall have a 6" vertical separation from the driving surface, unless leading to a 9'x19' parking space beyond the front building line.
- Loop driveway maximum width of 13' (allowed on properties with $\geq 100'$ of frontage)
- Driveway approach flares shall not extend beyond the property line
- *Located a minimum 5' from stormwater inlets
- *Located a minimum 10' from radius point at intersections
- Approach slope 15% maximum
- Water service requirements (meter pit or shut off riser shall not be placed in driveway)

Sidewalks

- Verify existing sidewalks are ADA/PROWAG compliant or indicate limits of sidewalk replacement to meet ADA/PROWAG standards (cross slope, trip hazards, shattered slabs, width)
- *Addition of new sidewalk required if a sidewalk network is present on the same block face
- *5' sidewalk through driveways, 2% max cross slope. Required regardless of adjoining sidewalk width or if there is no existing sidewalk, placed 1' in front of property line
- *New sidewalk matches existing width, 4' minimum
- ADA/PROWAG compliant curb ramps where adjacent to property

Electric/Communications

- Underground electric/cable routing

Fences

- Not located within the public Right-of-Way or street easement
- Located no closer than 12' from the street's back of curb or edge of pavement
- Located minimum of 1' from public ROW, walkway or sidewalk
- Not located within the sight triangle extending 25' from the back of curb or edge of pavement of intersecting streets

Retaining walls

- Proposed top and bottom of wall elevations
- Typical details
- Fence location and details
- Drain tile discharge location

Swimming Pools

- Drainage and water disposal system layout
- Pool wall and deck/patio grades and elevations
- Location of pool equipment



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TREE STUDY & SITE PLAN

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.



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 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 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

Permit #: _____

Zoning District: _____

Refund Check #:

Called for Pick-up

Mailed _____

Deposit Paid By: _____

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
- Tree Survey performed by arborist
- 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 = \$100



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 bdginspections@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