



Demolition Permit Application

Building Commissioner Office 139 S. Kirkwood Rd.
Kirkwood, MO 63122 (314) 822-5823 Fax (314) 822-5898

WHERE COMMUNITY AND SPIRIT MEET

Permit # _____

Zoning District _____

(Date Stamp)

Property Address: _____

Is the Property a Kirkwood Landmark or in a Kirkwood Historic District? YES NO

If yes, demolition plans must be submitted to Landmarks Commission, (Kirkwood Code of Ordinance 12 1/2 - 12(c))

Property Owner Information

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
E-Mail: _____

Contractor

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ License # _____
E-Mail: _____

Permit Fees and Deposits

Single Family Permit...\$120
Single Family Deposit Amount...\$2000
Single Family Deposit Fee...\$100
All Others (multi-family/commercial)..\$240

**Deposit Paid by*

Deposit Paid/refund information

Refund to Name: _____
Mail refund to Address: _____
City/State/Zip: _____
Phone: _____ E-Mail: _____
 Mail refund check Call - will pick-up

➤ If work does not begin within 30 days and completed within 60 days of issuance date, the permit shall become null and void.

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.

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 that 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.

Owners/Applicant Signature: _____ Date: _____

Site Approved by: _____ Date: _____ Issue Approved by: _____ Date: _____

C: Engineering, Building Dept, Police Dept,

C:*Upon Submittal: Fire Dept. and Landmarks

*Contact Kirkwood Sanitation 822-5828 to return recycle cart

Demolition Check List – City Use Only

- ___ Application for demolition
- ___ Landmarks Commission approval (if applicable)
- ___ Site plan – including 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 – including the following:
 - Ameren UE (342-1000)/Kirkwood Electrical (822-5842) disconnect
 - Missouri American (991-3404)/Kirkwood Water (984-5936) disconnect
 - Laclede Gas (658-5441) disconnect
 - AT&T telephone disconnect (if applicable)
- ___ Copy of the Waste Disposal Permit/(Asbestos Audit) St. Louis County (615-8924)
- ___ Sewer – shall be one of the following (check one)
 - Destroy lateral and cap/seal at the main
 - Replace lateral with minimum schedule 40 or greater from main back to property line
 - Install liner in lateral to main with approval of Public Works Department 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/approved, the demolition permit shall then be issued by the Building Commissioner Office upon submission of the following fees:

- ___ Permit (single family \$120 or all others \$240)
- ___ Deposit amount (\$2000)- Single Family Residence Deposit fee (\$100)

Demolition Check List

- ___ Application for demolition
- ___ Landmarks Commission approval (if applicable)
- ___ Site plan – including 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 – including the following:
 - Ameren UE (342-1000)/Kirkwood Electrical (822-5842) disconnect
 - Missouri American (991-3404)/Kirkwood Water (984-5936) disconnect
 - Laclede Gas (658-5441) disconnect
 - AT&T telephone disconnect (if applicable)
- ___ Copy of the Waste Disposal Permit/(Asbestos Audit – if applicable) from St. Louis County (615-8924)
- ___ Sewer – shall be one of the following (check one)
 - Destroy lateral and cap/seal at the main
 - Replace lateral with minimum schedule 40 or greater from main back to property line
 - Install liner in lateral to main with approval of Public Works Department 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/approved, the demolition permit shall then be issued by the Building Commissioner Office upon submission of the following fees:

- ___ Permit fee (single family \$120 or all others \$240)
- ___ Deposit amount (\$2000)
- ___ Deposit fee (\$100)
- ❖ If the lot is not going to be built on within 60 days following demolition, the lot shall be final graded, seeded and strawed-lawn to be established. Driveway apron removed and curb installed (if applicable). See conditions of single-family demolition deposit.
- ❖ A new sewer lateral shall be required for all new construction.
- ❖ New single-family residential building permits require a site plan review. Contact Ryan Spencer, Zoning 984-5907.
- ❖ To verify that the utility disconnects have been received or to schedule the inspections, please call the Building Department at 822-5823 or 984-6943.
- ❖ A site inspection is required prior to issuance of the permit. Call the Building Department at 822-5823 or 984-6943 for inspections. There will be an additional fee of \$40 for additional inspections if the site is not ready for inspection.
- ❖ Contact Kirkwood Sanitation at 822-5828 to return the recycle cart

This is general information for the public. The applicant is fully responsible for compliance with all City codes and regulations. In all cases, the City Code shall apply to any work within the City of Kirkwood.

Additional Requirements for Site

1. A temporary construction fence (minimum 3 foot high mesh type or better, with supports 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.
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 Saturday and between 9:00 a.m. and 8:00 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.

TREE PROTECTION SPECIFICATIONS

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 construction begins and remain in place until final inspection of the project, except for work specifically allowed in the TPZ.
- f. During Construction.
 1. All neighbors' trees that overhang the project site shall be protected from impact and protection fencing may be required.
 2. The applicant shall be responsible for the repair or replacement of any publicly-owned trees that are damaged during the course of construction.
 3. 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.

EXHIBIT A

CITY OF KIRKWOOD
PUBLIC WORKS DEPARTMENT
 June 24, 2013

COMPANY NAME	INDIVIDUAL'S NAME	COMPANY ADDRESS	PHONE NUMBER	E-MAIL ADDRESS
Cokley Tree Service	Troy Cokley	1487 Mill Hill Road, St. Clair, MO 63077	636-584-5074	troy624@sbcglobal.net
Davey Resource Group	Skip Kincaid	1609 Missouri Avenue, 63104	314-822-7700	skip.kincaid@davey.com
4S Tree Consulting	James P. Rocca	1547 Virginia Dr., Ellisville, MO 63011	636-386-8733	jr4stree@charter.net
Gamma Tree Service	Timothy Gamma Thomas Gamma Bryan Davidson Frank Gamma, IV David Hancock Anthony Zebrowski	1564 North & South Road, St. Louis, MO 63130	314-725-6159	gammatreeexperts@aol.com
Ray's Tree Service	Dennis Greene Donald Moeller Robert Bushey John Beckman	224 Benton Street, Valley Park, 63088	314-821-2665	info@raystreeservice.com

The above individuals 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 Public Works Department at 314-822-5822 to be included on the above list.

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 five 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 GUIDE FOR TREE APPRAISAL	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.

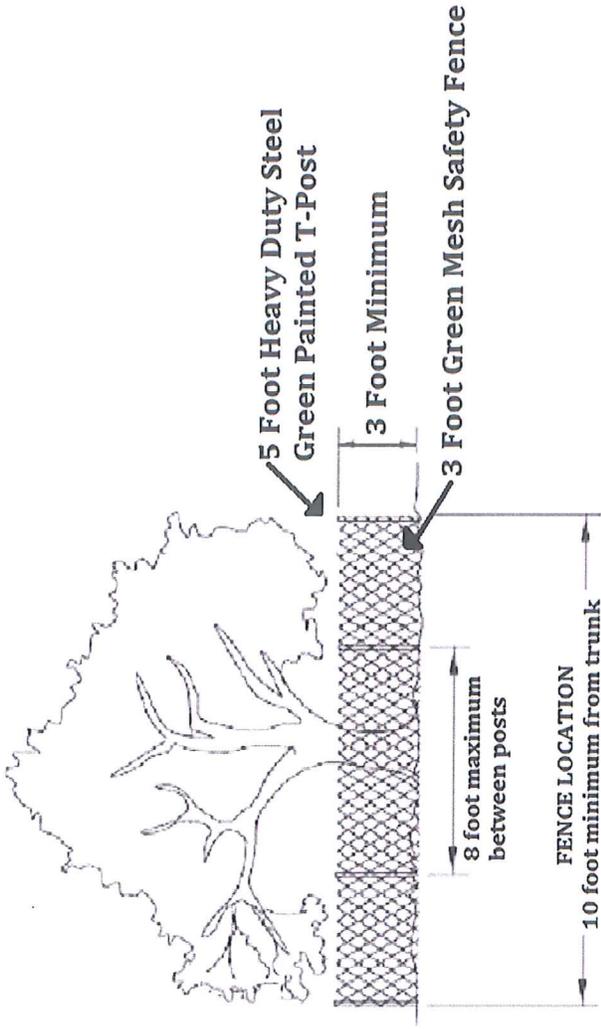
Name/Signature/Certification/Date

Revised October 2013 tp Y: Demo Permit Information 2013

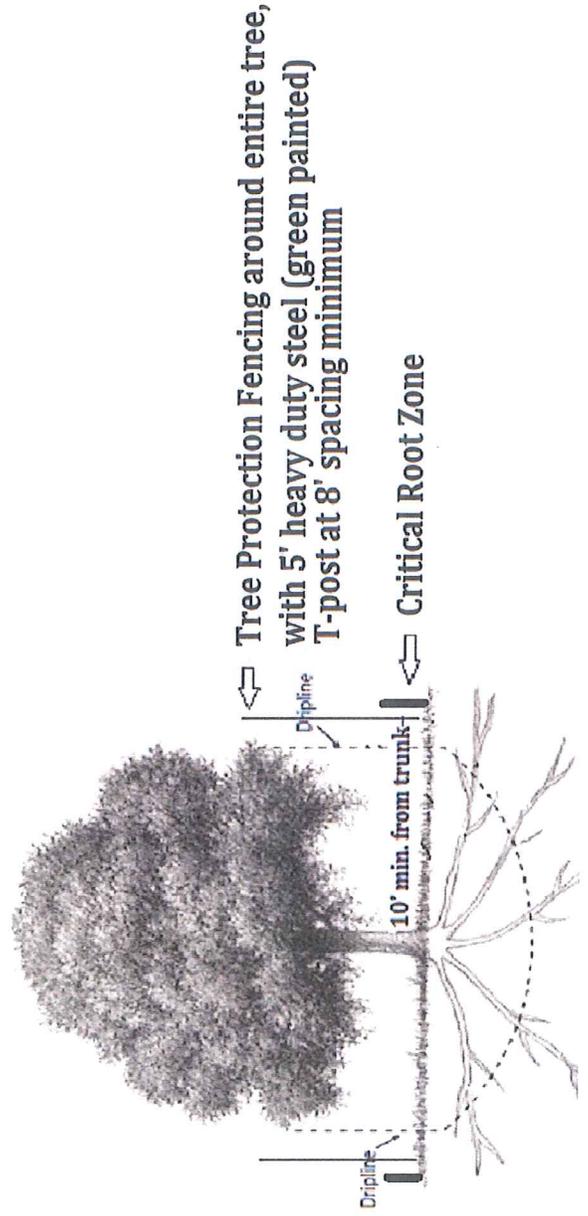
** Copy this form as needed for additional trees.

TREE PROTECTION FENCING

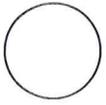
Revised October 2014



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.



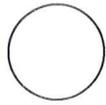
Distance from trunk shall be as shown in tree study or 10' minimum.



Laminated Tab 2" Min.



Holes



Paper laminated signage – No Holes

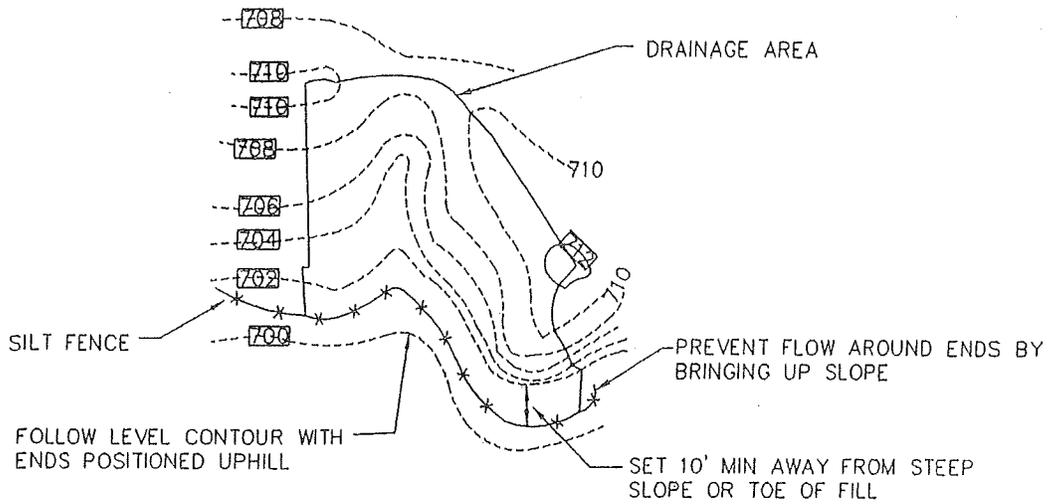
WARNING

↑
2 1/2" Min.
↓

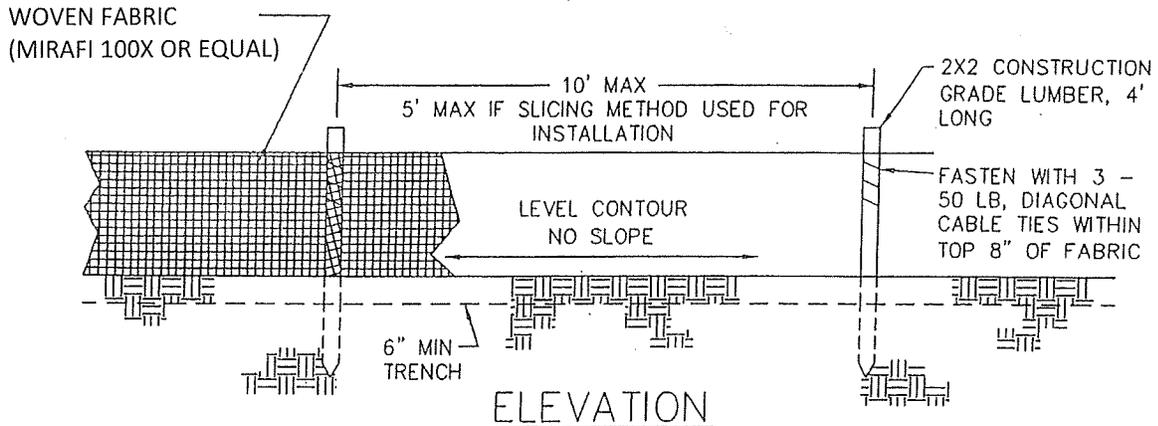
TREE PROTECTION ZONE

↑
1" Min.
↓

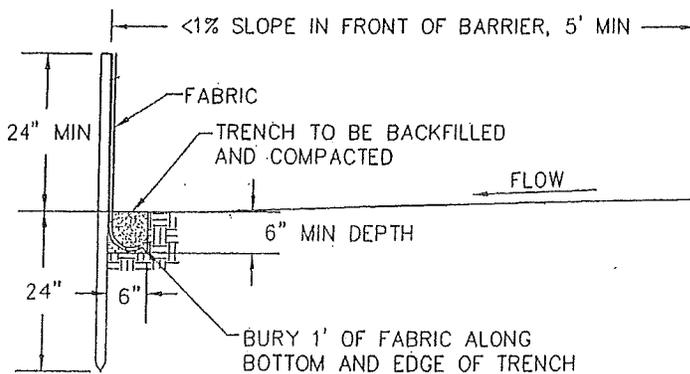
SAMPLE ONLY – RED LETTERING REQUIRED



PLAN VIEW



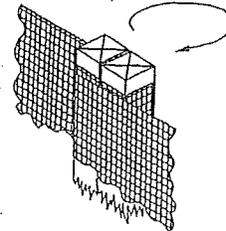
ELEVATION



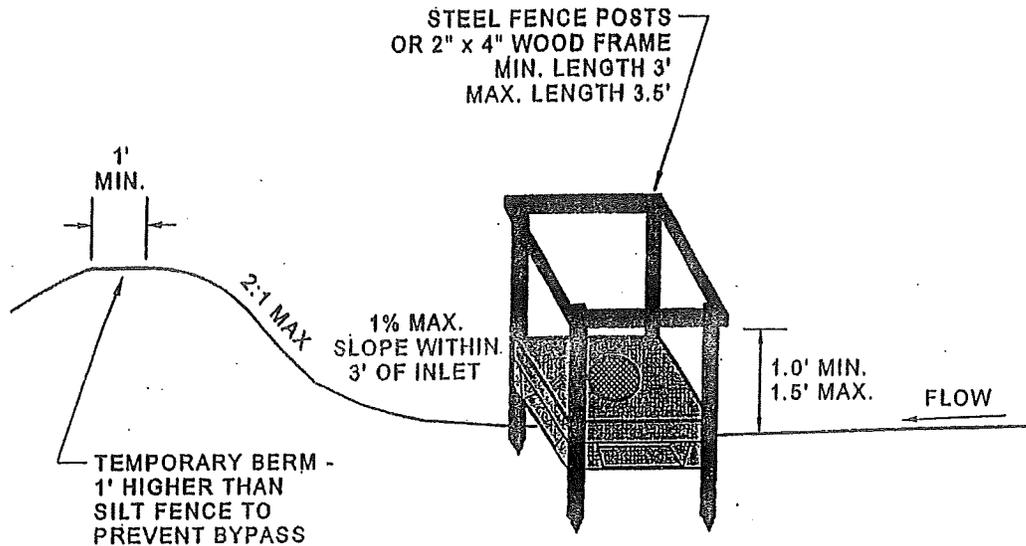
SECTION

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

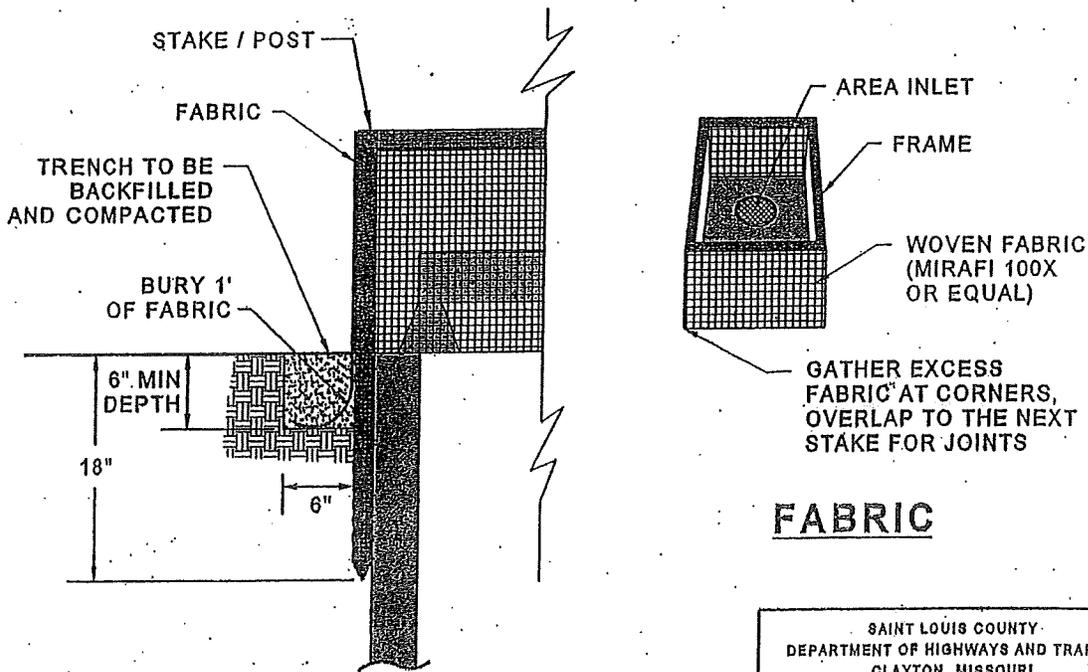
WRAP GEOTEXTILE AROUND STAKES BEFORE DRIVING



JOINING SECTIONS OF SILT FENCE



PERSPECTIVE



ELEVATION

FABRIC

SAINT LOUIS COUNTY
DEPARTMENT OF HIGHWAYS AND TRAFFIC
CLAYTON, MISSOURI

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

REVISION DATE: January 15, 2004

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.

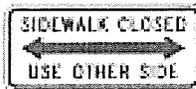
Existing sidewalks along the public right-of-way shall be maintained throughout the demolition and construction process of single-family infill residences and remain open for public use at all times except for temporary reconstruction of utilities, driveways, and sidewalks not exceeding 72 hours except 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.

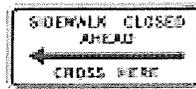
Section 6F.13 SIDEWALK CLOSED Signs (R9-9, R9-10, R9-11, R9-11a)



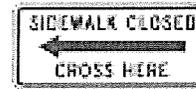
R9-9



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.



I WANT TO TAKE DOWN A PUBLIC TREE AS PART OF MY DEVELOPMENT PLAN

- Removal of a tree from the City's right-of-way (ROW) requires permission from the Kirkwood Urban Forestry Commission.
- The commission meets on the **fourth Tuesday** of the month at 7:00 p.m. The agenda is prepared no later than the prior Thursday.
- Appearance before the commission is suggested prior to submission of **building plans** to the Architectural Review Board.
- To get on the agenda, contact the commission's staff liaison Georgia Ragland (raglangl@kirkwoodmo.org 314-822-5801).
- Submittal information:
 - A tree survey and/or preliminary site plan.
 - A written statement expressing the reason why the tree must be removed. Trees are important City assets and provide many advantages to the public. The commission wants to be convinced the removal is necessary, not simply convenient.
- With sufficient notice, the commissioners will drive by and view the tree prior to the meeting.
- Attendance at the meeting is strongly encouraged so the commissioners can ask questions and enter into a dialogue.
- You will be notified of the commission's decision by the staff liaison within three days following the meeting. If the request is granted, the property owner may remove the tree at their expense. The commission may require the planting of a new public tree, also at the property owner's expense.
- Trees planted in the City ROW should conform to the Street Tree Selection Guide (September 2012) found on the City's Website at www.kirkwoodmo.org.

