



WHERE COMMUNITY AND SPIRIT MEET™

Architectural Review Board

Checklist of all required information to be submitted

****Incomplete submissions will be returned for completion***

Submissions may be submitted in packet form, computer generated or manually drawn – either hard line or refined freehand sketch style, and clearly legible.

- Completed **Architectural Review Board – Design Submission Application** – 1 copy

****ALL DRAWINGS MUST BE SCALABLE, CONTAIN APPROPRIATE DIMENSIONS, AND SHALL BE IN AN 11" X 17" FORMAT****

Submit 10 sets of all documents listed below:

- ___ Site plan/survey appropriate scale minimum in **11" x 17" format** to include, the proposed building footprint and location with dimensions, grade contours, dimensioned setbacks with neighboring setbacks of existing structures per Zoning Code (front yard), finished first floor height of proposed structure and existing neighboring structures per Zoning Code requirements, any restrictions, right of ways, or other property impacts.
- ___ Building/floor plans, Building elevations, and Roof plan
- ___ Existing property photos (All four sides); prints that show the property (front, back and sides of the lot), areas of improvement
- ___ Streetscape with neighboring properties (3 houses on either side of the property and 7 houses across the street)
- ___ Satellite image of existing property (Google style)
- ___ Any additional drawings, documentation, photos, renderings, or material samples that will assist in conveying design intent
- ___ One (1) color rendering of elevations – may be brought to the meeting
- Completed **Project Description Worksheet** – All sections, three (3) pages – one copy
- Completed **Application for Single Family Site Plan** – worksheet – all applicable sections, six (6) pages – one copy
- Complete **ONLY IF REMOVING A STRUCTURE:** Demolition Permit Application with all required information – one copy (May have been submitted prior to ARB application)
- Completed **Building Permit Application** - one copy

**CITY OF KIRKWOOD
ARCHITECTURAL REVIEW BOARD
SUBMITTAL SCHEDULE
2016**

The meeting schedule and submittal schedule follows:

LAST DATE FOR SUBMITTAL*	ARB MEETING DATE**
December 28, 2015	January 4, 2016
January 11, 2016***	January 19, 2016***
January 25, 2016	February 1, 2016
February 8, 2016***	February 16, 2016***
February 29, 2016	March 7, 2016
March 14, 2016	March 21, 2016
March 28, 2016	April 4, 2016
April 11, 2016	April 18, 2016
April 25, 2016	May 2, 2016
May 9, 2016	May 16, 2016
May 31, 2016***	June 6, 2016
June 13, 2016	June 20, 2016
June 27, 2016	July 5, 2016***
July 11, 2016	July 18, 2016
July 25, 2016	August 1, 2016
August 8, 2015	August 15, 2016
August 29, 2016	September 6, 2016***
September 12, 2016	September 19, 2016
September 26, 2016	October 3, 2016
October 10, 2016	October 17, 2016
October 31, 2016	November 7, 2016
November 14, 2016	November 21, 2016
November 28, 2016	December 5, 2016
December 12, 2016	December 19, 2016

* 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 falls on a holiday, the ARB meeting will be held on a Tuesday but the deadline will remain the prior Monday.

Schedule is subject to change.

Municipality Worksheet - (Kirkwood, MO 63122)

CITY CONTACTS AND CODES

Building Commissioner:	<i>Jack Schenck, Jr. (314-822-5814)</i>	Current Building Code:	<i>2009 IBC/IRC (amendments)</i>
Planning and Zoning:	<i>Ryan Spencer (314-984-5907)</i>	Current Electrical Code:	<i>2008 NEC (amendments)</i>
Plan Reviewer:	<i>Russell Todd (314-822-5817)</i>	Current Plumbing Code:	<i>2009 IPC (amendments)</i>
Fire Marshal	<i>Leo Meyer (314-822-5884)</i>	Current Mechanical Code:	<i>2009 IMC (amendments)</i>
Notes/Special Instructions: CODES			

REQUIRED APPLICATIONS, WORKSHEETS, & PERMITS

ARB Application:	Yes- All exterior	Site Coverage and FAR Calcs:	Yes
Tree Permit or Study:	Yes- see below	Municipal Inspections:	<i>Bldg., Plumb., Mech., (Electrical for one & two family residential only)</i>
Land Disturbance/Grading:	Yes- over 1 foot of grade change	STLCO inspections:	<i>Electrical only- on Three Family residential or more and Commercial</i>
Site plan	Yes	Contractor License Required	Yes- \$50 fee plus insurance req.
Notes/Special Instructions: ARB BOA PERMITS			

BOARD OF ADJUSTMENT

Meeting Frequency:	2 nd Monday of every month	Site Coverage and FAR Calcs:	Yes
Submission Lead Time:	24 calendar days before mtg.	Submittal Format	Site plan scale 1"=20'
Pre-Submittal Meeting	Required	Copies Required	12
Variance Costs:	\$240 addition/alterations/accessory structures \$500 others, \$50 ea. additional item CALL TaMara Pelkey (secretary) 314-984-6943	Historical Districts:	Yes Amy Lowry-Landmark Liaison 314-822-5815
Notes/Special Instructions: Board of Adjustment website			

ARCHITECTURAL REVIEW BOARD

Meeting Frequency:	1 st and 3 rd Mondays	Submission Lead Time:	7 calendar days before mtg.
Color Rendering:	Required- see examples	Submittal Format	11" X 17" all documents
Photos & Streetscape:	Required- see examples	Existing and Proposed Surveys:	Yes
Historical Districts:	Yes- Local and National	Sign Rules and Requirements:	Yes- Kirkwood Sign Ordinance
Special Req. Demolition	Historic districts	Review Board Costs	New single-fam.-res. \$150, All others & signs \$100 Lisa Boedy (secretary) 314-822-5816
Design Restrictions & Requirements: See website http://www.kirkwoodmo.org/content/2200/architectural-review-board.aspx			
Notes/Special Instructions: Applications			

SURVEY REQUIREMENTS

Existing:	Shall be submitted at demolition including grade contours, FFFH and "spot grade" and structures to be removed	Proposed:	Shall be submitted at Single-Family Site Plan Review/ Architectural Review submission
Topo:	Yes		
FFFH-Finished first floor height averaged requirements	Yes Contact Dept. for specifics	Foundation "Spot"/ FFFH Survey:	Yes Specific ordinance on finish floor height
Demolition Plan:	Yes- details site setup	Lot Consolidation:	Yes- if applicable
		Storm water drainage Req.	Yes -site specific
Notes/Special Instructions: click here for requirements on website			

TREE PROTECTION

Tree Study Required:	Yes	Tree Protection Specifications:	Yes-specific requirements
When Required:	Prior to issuance of permits	Protection Fence Type:	3' green mesh w/ 5' T-type green post
Approved Arborist List:	Contact Public Services	Signage Required	Yes- specific design and type
Notes/Special Instructions: Click here for website information – Requirements are within the packet- scroll down			

SILTATION CONTROL/ MISCELLANEOUS ITEMS

Plan Requirements:	Indicate on demolition plan	Portable Restroom	Shall be screened and setback 15 feet from front
Fence Type:	Woven fabric	Material Storage	Shall be on either paved or rock surface
Site entry	Shall be rocked or paved surface	Debris/Trash	Shall be disposed of in dumpster- tarped
Excavation Req.	All excavations shall be protected with min. 4 foot fencing	Right Of Way	Sidewalk closed max. 72 hours NO MUD SHALL BE TRACKED OFF SITE
Notes/Special Instructions: Click here for website information – Requirements are within the packet- scroll down			



Architectural Review Board – Design Submission Application

139 S. Kirkwood Rd. Kirkwood, MO 63122

(314)822-5816 Fax (314) 822-5898

WHERE COMMUNITY AND SPIRIT MEET™

Meetings are held on the 1st and 3rd Mondays (excluding holidays) every month.
The deadline to submit your application is 2 p.m. one week prior to the meeting date.

See checklist for required submittal documents – all shall accompany this application

Property Address _____ Case # _____ Zoned _____

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

Construction Type/Fee:

New House - \$150.00 Addition - \$100.00 Accessory Structure/ All others - \$100.00

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 have read the Architectural Review and Building regulations of the City of Kirkwood. I hereby certify that the project is located on property for which I have the legal right to construct. I hereby affirm the above statements are true and correct and agree to fully comply with the ordinances 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. Applicants or their representative shall attend all meetings.

Applicant's Signature

Applicant's Printed Name

Date

City Use:

Received by _____ Date _____ Agenda Date _____

Zoning Comments: _____

Building Comments: _____

Section C: Site Context (Accessory Structures)

Please attach to this application labeled color photographs of the principle structure on site. To be consistent with preferred character of residential infill development, accessory structures should be located on the site, sized, configured, and treated to complement the principal structure, respect neighbors, and integrate with the site's layout, scale and character.

Principle Structure Architectural Style: _____

Principle Structure Materials: _____

Principle Structure Height: _____ Stories: _____

Principle Structure Primary Roof Pitch: _____

Principle Structure Secondary Roof Pitch: _____

Section D: Project Information

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: _____

Are any Discouraged Items per Architectural Guidelines Incorporated: No Yes

If yes, please explain: _____

2.) Building Materials

Primary Exterior Wall Material: _____

_____ Manufacture's ID Number: _____

Secondary Exterior Wall Material: _____

_____ Manufacture's ID Number: _____

Tertiary Wall Material: _____
_____ Manufacture's ID Number: _____

Primary Roof Material: _____
_____ Manufacture's ID Number: _____

Secondary Roof Material: _____
_____ Manufacture's ID Number: _____

Are any Discouraged Items Incorporated: No Yes

If yes, please explain: _____

3.) Exterior Windows and Doors

Are any Discouraged Items Incorporated: No Yes

If yes, please explain: _____

4.) Detailing

Foundation Wall Covering: _____

Location of Utility Equipment: _____

Screening of Utility Equipment: _____

Are any Discouraged Items Incorporated: No Yes

If yes, please explain: _____

Date Stamp:

Permit # _____

S.F. Review # _____

Zoning District _____

APPLICATION FOR SINGLE FAMILY SITE PLAN – (WORK SHEET)

City of Kirkwood- 139 S. Kirkwood Rd. Kirkwood, MO 63122 (314)822-5816 Fax (314)822-5898

This form must be completed and filed with any Building Permit Application for single-family construction (including new homes, additions, alterations, attached garages, attached garage additions, etc.) which increase the lot coverage of roofed area or increase the floor area of a building.

PROPERTY ADDRESS: _____

LOT SIZE AND DIMENSIONS

1. Lot Width _____ feet

1a. Lot Area _____ square feet

FINISHED FIRST FLOOR HEIGHT(FFFH)

2. Proposed FFFH _____

Maximum FFFH _____

Existing Grade – (center of foundation) _____

LOT COVERAGE – ALL STRUCTURES UNDER ROOF

- | | Existing to Remain (sf) | | Proposed New (sf) | = | _____ |
|--|-------------------------|---|-------------------|-----|---------|
| 3. Residence | _____ | + | _____ | = | _____ |
| Includes all unenclosed porches | | | | | |
| 4. Front porch deduct (_____) | | + | (_____) | = - | (_____) |
| Maximum deduction is 300 sf | | | | | |
| 5. Attached garage | _____ | + | _____ | = | _____ |
| 6. Detached garage | _____ | + | _____ | = | _____ |
| 7. Accessory buildings _____ | | + | _____ | = | _____ |
| (Shed, Gazebo, etc. – under roof only) | | | | | |
| 8. Total lot coverage [item 3 + (- 4) + 5 + 6 + 7] | | | | = | _____ |
| 9. Lot coverage percentage- covered area (item 8) divided by lot area (item a) x100= | | | | = | _____ % |

TOTAL ALLOWABLE LOT COVERAGE PERCENTAGE (Item 9)

For two-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 one story houses and one and one-half 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

FOR DETACHED STRUCTURES COMPLETE ITEMS 1, 1A, AND 3-9

FLOOR AREA RATIO OF HOUSE

Existing House to Remain (sf) + Proposed New (sf)

10. First floor _____ + _____ = _____
Excludes all unenclosed porches
11. Second floor _____ + _____ = _____
Includes space open to the first floor below
12. Half story _____ + _____ = _____
13. House total (items 10+11+12) _____ = _____
14. Attached garage 14a _____ 14b _____
15. 50% of attached garage _____ + _____ = _____
16. Floor area per code (items 10 + 11 + 15) _____ = _____
17. Floor area ratio – gross floor area (item 16) divided by lot area (item 1a) _____ = _____

ALLOWABLE FLOOR AREA RATIO (item 17)

For lots of 10,000 SF or less, the maximum floor area ratio is 0.35, or 2,250 SF whichever is greater;
For lots greater than 10,000 but less than 20,000 SF, maximum F.A.R. is 0.30, or 3,500 SF, whichever is greater;
For lots 20,000 SF or greater, the maximum floor area ratio is 0.25, or 6,000 SF, whichever is greater.

BASEMENT CALCULATIONS

Existing to Remain (sf) Proposed New (sf)

18. Finished area 18a _____ 18b _____
19. Unfinished area 19a _____ 19b _____
20. Basement area (items 18+19) = 20a _____ + 20b _____ = 20c _____

ADDITIONAL INFORMATION ON BASEMENTS

A basement by zoning code definition must have a minimum of one half of its height below the average grade of the adjoining ground. If not, the basement is considered a story.

NOTE: Detached accessory structures are not allowed to have basements.

HEIGHT OF HOUSE

Existing to Remain (feet)

Proposed New (feet)

21. Height of house _____

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

ACCESSORY STRUCTURE COVERAGE

Existing to Remain (sf)

Proposed New (sf)

22. Detached garage (footprint) 22a _____ + 22b _____ = _____

23. Other accessory structures 23a _____ + 23b _____ = _____

24. Total accessory structures lot coverage (items 22 + 23) = _____

Lot coverage by accessory structure (item 24) may not exceed 1500 square feet.

25. Accessory structure lot coverage percentage - (item 24) ÷ by lot area (item 1a)x100 = _____%

Lot coverage by accessory structures (item 25) may not exceed 7.0%

ATTACHED GARAGE WITH FRONT ENTRY

26. Width of house _____

27. Width of front entry garage _____

28. Percentage of garage frontage- (line 27) divided by (line 26) x 100 _____%

Percentage of front entry garage frontage (item 28) may not exceed 55%

29. Distance front entry garage extends beyond front wall of house _____feet

Front Entry Attached Garage may not exceed ten feet beyond front wall of house (item 29)

FOR DETACHED STRUCTURES COMPLETE ITEMS 22-24

DETACHED GARAGE AND OTHER ACCESSORY STRUCTURES

Existing to Remain (sf)

Proposed New (sf)

30. Habitable Space 30a _____ 30b _____
 In or above detached garage, or other accessory building

31. Minimum distance between garage and other structures on lot _____ feet

The minimum distance between as accessory building, including the garage, any other structure on the lot must be ten (10) feet.

Existing to Remain (ft)

Proposed New (ft)

32. Height of garage _____ _____

The height is measured from the average grade in front of the garage to the highest point of the roof, and may not exceed 24 feet.

Garage height may not exceed house height, and may not exceed one and one half stories.

ENCROACHMENTS INTO SETBACK REQUIREMENTS

	Side Existing/New	Front Existing/New	Rear Existing/ New
Bay Windows	_____/_____	_____/_____	_____/_____
Fireplaces/Chimneys	_____/_____	_____/_____	_____/_____
Air Conditioners (*)	_____/_____	_____/_____	_____/_____
Exterior Stairs	_____/_____	_____/_____	_____/_____
Other	_____/_____	_____/_____	_____/_____

- No new encroachments are allowed in the required side yard setbacks except 24 inches for fireplaces/chimneys and 30 inches for eave overhangs.
- AC units (*) shall be installed against the foundation wall or as near as possible in a location approved by the City.
- No new encroachments are allowed in the required front/rear setbacks except for architectural features, such as bay windows, dormers, and fireplaces, may extend up to 36 inches into the rear yard and 24 inches into the front setback for a width not to exceed 16 feet.

FOR DETACHED STRUCTURES COMPLETE ITEMS 30-32 AND ENCROACHMENTS

MINIMUM ESTIMATED CONSTRUCTION VALUE FOR SINGLE FAMILY RESIDENTIAL CONSTRUCTION

NEW RESIDENTIAL LIVING AREA

New Home

Residence area in square feet (line 13b) _____ x \$97.70/sf= _____

Finished basement in square feet (line 18b) _____ x \$49.25/sf= _____

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

Bonus room in square feet _____ x \$21.95/sf= _____

Addition to Home

Residence area in square feet (line 13b) _____ x \$176.70/sf= _____

Finished basement in square feet (line 18b) _____ x \$49.25/sf= _____

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

Existing floor remodel in square feet _____ x \$38.80/sf= _____

GARAGES AND ACCESSORY STRUCTURES

Attached, area in square feet (line 14b) _____ x \$38.00/sf= _____

or

Attached, area beneath habitable rooms (line 14b) _____ x \$58.55/sf= _____

Detached, area in square feet (line 22b) _____ x \$43.00/sf= _____

or

Detached, area beneath habitable rooms (line 22b) _____ x \$58.55/sf= _____

Habitable area in or above detached garage or,
In any other accessory structure (line 30b) _____ x \$97.70/sf= _____

Other accessory structures (sheds), Area _____ x \$28.65/sf= _____

MISCELLANEOUS ITEMS

Decks, Porches, Sundecks w/o roof _____ sf x \$33.45/sf= _____

Covered decks, Porches, etc. _____ sf x \$61.20/sf= _____

Fireplaces, Masonry, each _____ at \$7,850 each= _____

Fireplaces, Prefab, each _____ at \$5,500 each= _____

Estimated Total Construction Value (add all above) = _____

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

For detached structures complete garage/accessory structures and miscellaneous items

GENERAL INFORMATION

First floor elevation of house _____ feet

Elevation at street edge of curb of property _____ feet

Driveway width at property line _____ feet

Driveway width shall be at least ten feet and may not exceed twenty feet at property line, not including driveway apron flare to street.

- Sump pump discharge pipe shall discharge to pop-up emitters or natural swale, show location on plans
- Storm water gutters shall discharge to pop-up emitters or natural swale, show location on plans
- Drainage pattern to adjacent properties shall not be altered by new construction

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 owner of record of this property authorizes the proposed work and I have been authorized by the owner to file this application in 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 _____ FAX Number _____

E-Mail Address _____

Signature _____ Date _____



Demolition Permit Application

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

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

Business 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 by

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 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.

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.

Site Approved by: _____ Date: _____ Issue Approved by: _____ Date: _____
C: Engineering, Building Dept, Police Dept, C:*Upon Submittal: Fire Dept. and Landmarks

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)



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.

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 <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.

**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	gammatreexperts@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 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

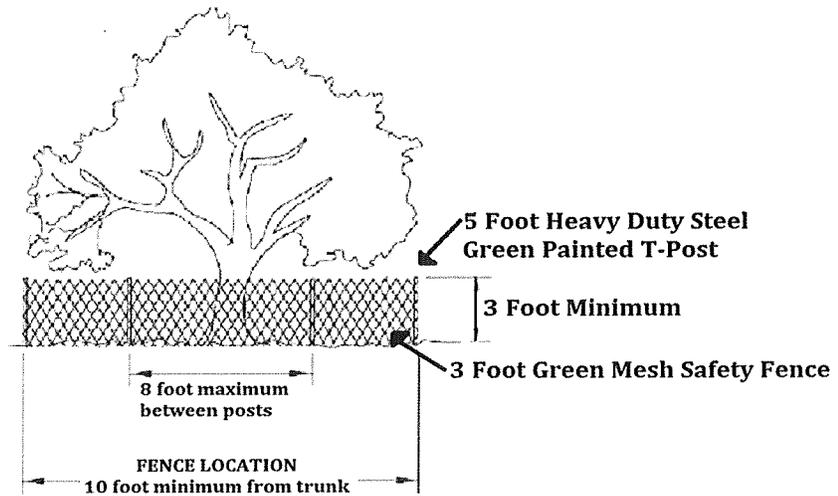
- a. The Tree Protection Zone (TPZ) is a restricted area around the base of the tree at the drip line with a minimum radius of ten (10) feet or as shown in the Tree Study, whichever is greater, enclosed by fencing. **No work, storage, or equipment operation shall be performed in this area.**
- b. Tree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

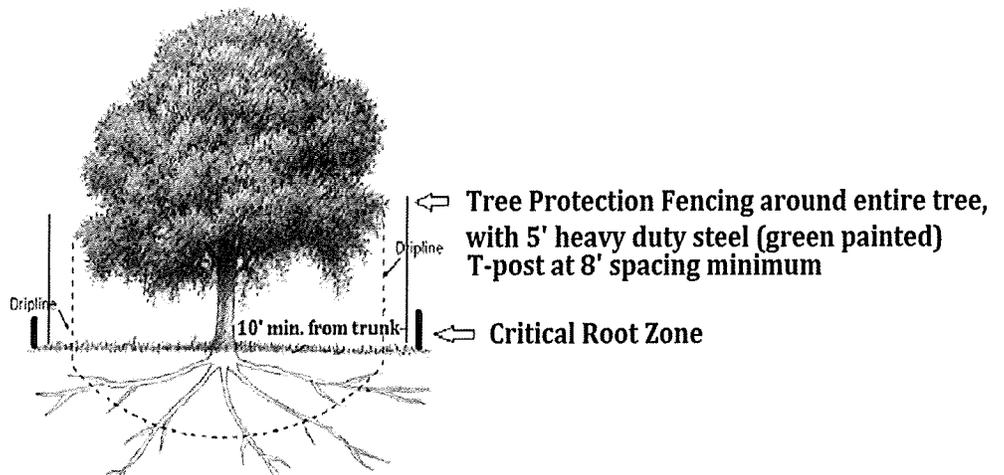
TREE PROTECTION FENCING

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

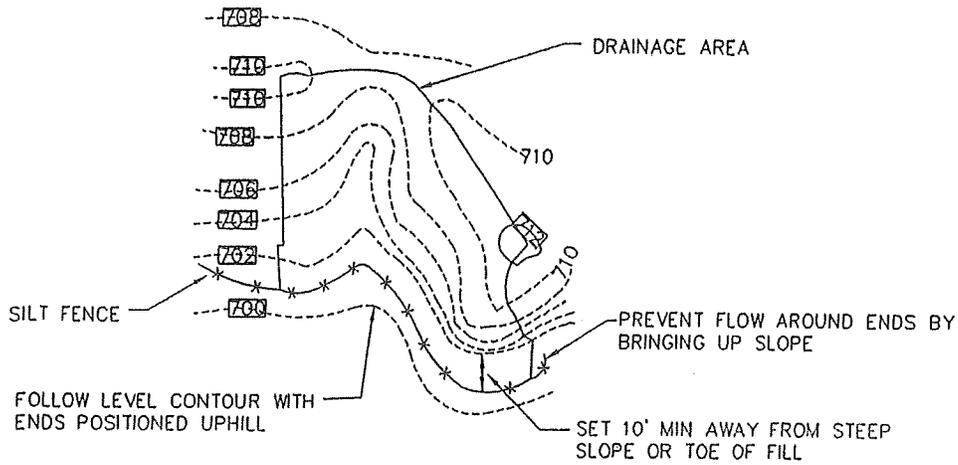
WARNING

↑
2 1/2" Min.
↓

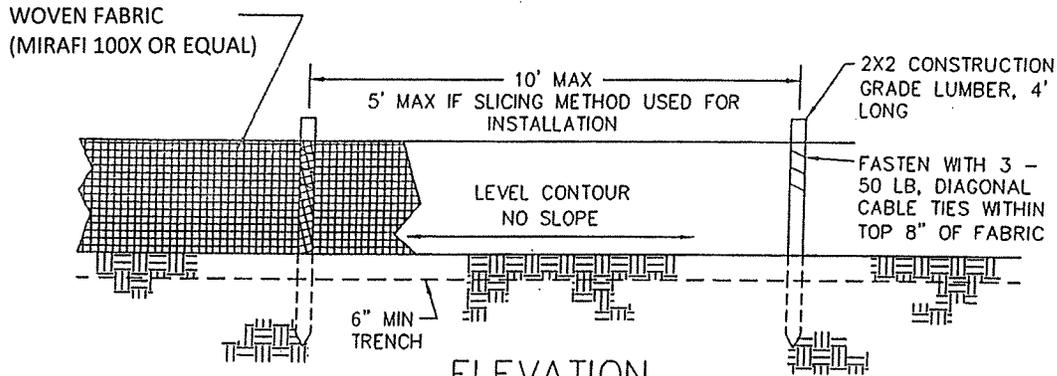
TREE PROTECTION ZONE

↑
1" Min.
↓

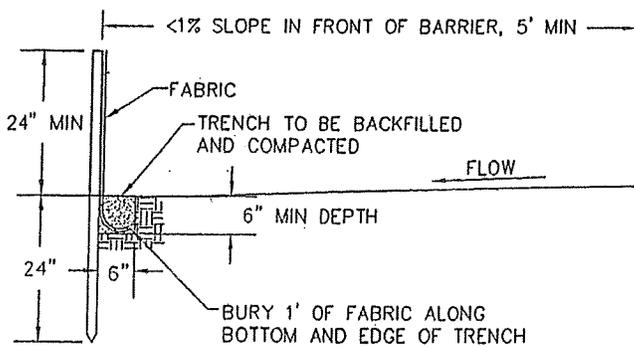
SAMPLE ONLY – RED LETTERING REQUIRED



PLAN VIEW



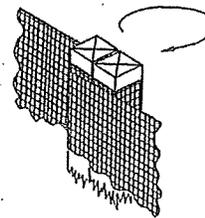
ELEVATION



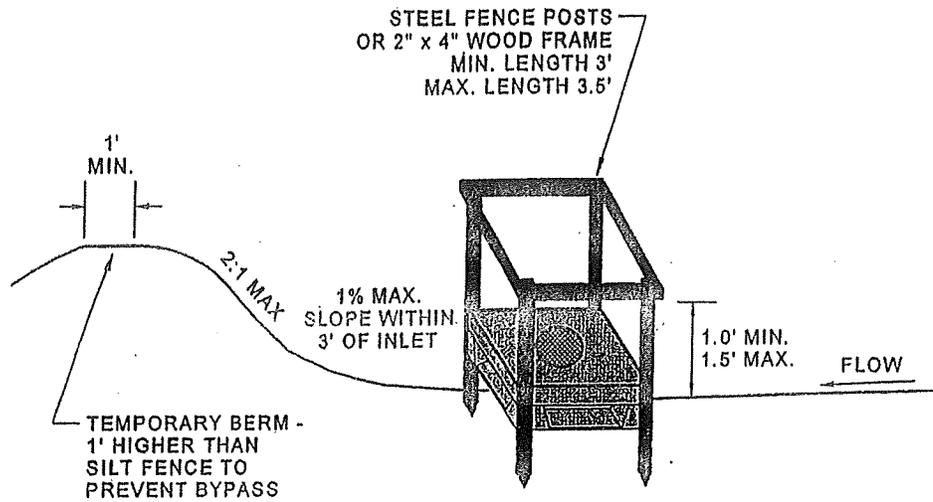
SECTION

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

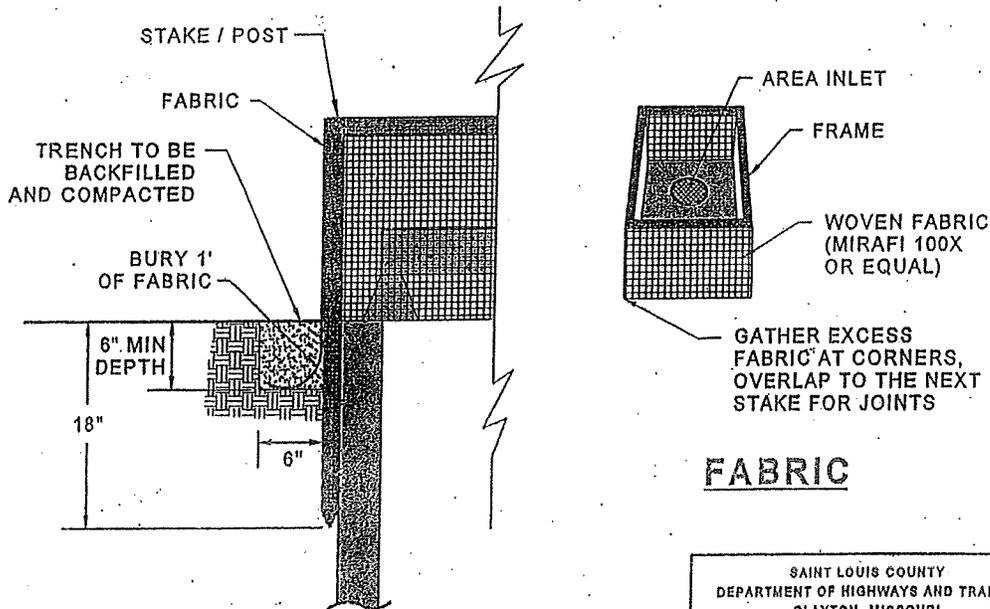
WRAP GEOTEXTILE AROUND STAKES BEFORE DRIVING



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

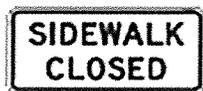
In accordance with the following Section of the General Code of Ordinances:

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

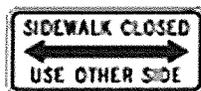
Existing sidewalks along the public right-of-way shall be maintained throughout the demolition and construction process of single-family infill residences and remain open for public use at all times except for temporary reconstruction of utilities, driveways, and sidewalks not exceeding 72 hours except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

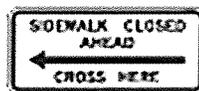
Section 6F.13 SIDEWALK CLOSED Signs (R9-9, R9-10, R9-11, R9-11a)



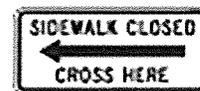
R9-9



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.

STORMWATER DISPERSAL PRACTICES

The City of Kirkwood encourages all homebuilders to be aware of storm water runoff and strive to implement best practices when applicable. The following methods of storm water mitigation should be considered:

1. **Rain Barrels**: Connect downspouts directly to rain barrels. The stored water can then be utilized for watering landscape beds or gardens.



2. **Rain Gardens**: Direct downspouts to pervious areas such as a landscaping bed or rain garden, which can absorb and filter the storm water.

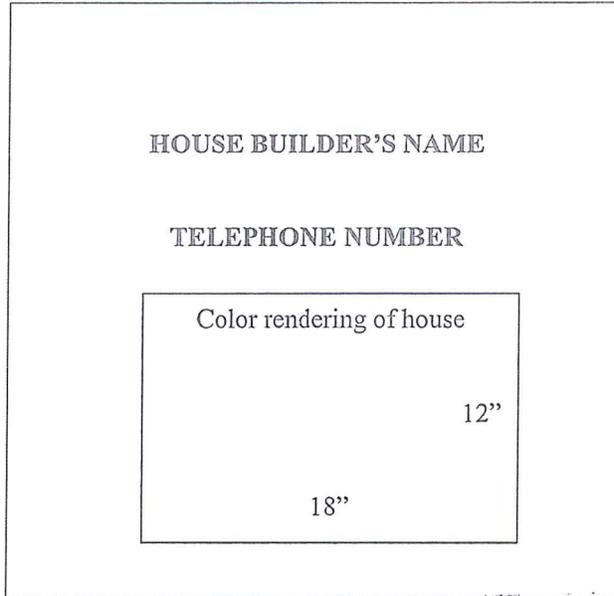


3. **Pop-up Emitter**: Connect downspouts to an underground pipe that discharges through a pop-up emitter. The pop-up emitter must be installed a minimum of ten *(10) feet* from the property line. Consider installation near landscaped areas for better infiltration.



INFORMATIONAL SIGN
MINIMUM STANDARDS

24"



18"

12"

18"

EXAMPLE:



EXHIBIT D



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

Date Stamp

WHERE COMMUNITY AND SPIRIT MEET®

PROJECT ADDRESS _____ Permit # _____

Zoning District _____

Please Choose: Single Family Multi-Family Commercial
 New Primary Structure Addition Alteration

Applicant: Property Owner Occupant Contractor Architect Other: _____

Name: _____ Phone: _____ Fax: _____

Address: _____ City, State, Zip _____

E-Mail: _____

Property Owner Information (If different from above)

Name: _____ Phone: _____

Address: _____ City, State, Zip _____

E-Mail: _____

<p>BUILDING PERMIT</p> <p>Description of Work: _____</p> <p>Sq. Ft. _____ Value of Const. _____</p> <p>Office Use: _____</p> <p>ARB Bldg. Design Approval Date _____</p> <p>Landmark - YES / NO ID# _____</p> <p>Historic District - YES / NO District _____</p> <p>Landmarks Approved on _____</p> <p>Variance Granted on _____</p> <p>Demo Final approved _____</p> <p>Site Inspection approved _____</p> <p>Bldg: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Approved by _____</p> <p>Zoning: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Fire: <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p>	<p>ELECTRICAL PERMIT</p> <p>Description of Work: _____</p> <p>MECHANICAL PERMIT</p> <p>Description of Work: _____</p> <p>PLUMBING PERMIT</p> <p>Description of Work: _____</p> <p>MISCELLANEOUS</p> <p><input type="checkbox"/> Grading <input type="checkbox"/> Parking Lot <input type="checkbox"/> Blasting: No. _____</p> <p><input type="checkbox"/> Sign: Approval Date: _____</p> <p><input type="checkbox"/> Comments: _____ Approved/Date _____</p>

	BUSINESS NAME	PHONE	KWD LIC. NO.	DATE	SIGNATURE
GENERAL CONTRACTOR/HOMEOWNER					
ELECTRICIAN					
PLUMBER Minimum Schedule 40 pipe required					
MECHANICAL					

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 plat, and subdivision indentures, and other property title information before undertaking any construction.

I hereby affirm the above statements are true and correct and agree to fully comply with the ordinances of Kirkwood. A permit is not effective until signed by Electrical, Mechanical, and Plumbing Contractor. 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. Inspections must be requested 24 hours in advance.

Notified for pick-up on _____ Office Use Only _____ Phone (name) _____ Voicemail _____ E-mail _____

Checklist and Information for Building Review

- _____ Permit application completely filled out including the names of sub-contractors
- _____ Building Plans submitted (2 sets for Residential, 3 sets for Commercial) – signed and sealed by a Missouri Architect or Engineer. Plans shall be amended to include ARB requirements
- _____ Kirkwood licensed sub-contractor shall be signed off on permit application prior to inspections

Checklist and Information for Single Family Review Only – New and Additions

This all shall be complete prior to permit issuance

- _____ Fees – Review fee (\$500.00), Deposit (\$5,000.00), Building permit fee (based on value of construction) ***(New Single Family Only)***

Payment due at issuance of permit

Failure to satisfy the conditions of the site plan review approval shall result in the deposit being forfeited to the City of Kirkwood. The forfeiting of the deposit does not relieve the developer or any other responsible party from completing all work and site restoration and the city assumes no responsibility to complete such improvements. Damages – an amount of \$1,000.00 shall be forfeited to the City for damages and costs in the event the project is not completed within one year for the of the site plan approval. An additional \$1,000 shall be forfeited to the City for each six-month period thereafter

- _____ Application for single family site plan – (work sheet)
- _____ Approved site plan (2 sets) – The applicant shall include two copies of a Site Plan (11”x17”), drawn to scale, with the signature and original seal of an architect, engineer, or surveyor licensed in the State of Missouri, which shall include the following:
 - Missouri Minimum Standards Boundary survey signed and sealed by a licensed surveyor
 - Size and location of proposed and existing structures on the site, including proposed a/c units
 - Distance of all proposed and existing buildings from lot lines
 - First floor elevation of all existing and proposed buildings
 - Zoning setback lines
 - Driveway layout including all parking areas
 - Site topography with two-foot contour intervals and spot elevations
 - Existing street grades and proposed finished grades of lot
 - Storm water flow on the property after construction is complete, including discharge locations of all pipes and downspouts
 - Easements, existing and/or proposed
 - Abutting rights-of-way and existing and proposed landscaping (show all trees over 8” caliper existing on site)

_____ Site Plan Approval – Site plan will not be approved until the following site conditions are satisfied:

- Tree protection fencing and warning sign installed and approved by City. Chain link fence and sign required
- Siltation control installed and approved by City
- Weatherproof informational sign (24”x18”) with builders name, telephone number, and color rendering of building installed and approved by City. Recommend pre-approval of sign graphic in advance of installation

_____ Consolidation Plat (if applicable) Property established as a full lot or consolidated/adjusted into single lot of record

_____ Tree Study – A tree study signed by a certified forester or certified arborist with value of significant trees on and abutting the site.

Information on Requirements

_____ Job site inspection – Inspecting siltation control, tree protection, signage, sidewalks, trash and debris, portable restroom with screening, material storage area, dumpster on rock base with tarp
Deposit refunded by: _____ on _____ \$ _____