



# Architectural Review Board Sign Review Application

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

WHERE COMMUNITY AND SPIRIT MEET®

Property Address: \_\_\_\_\_

Case # \_\_\_\_\_

### Person Requesting Review

Application Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Contractor's License No. \_\_\_\_\_

### Property Information

Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Is the Property a Local Historic or a Landmark?  
YES / NO  
Existing/New Business (circle one)  
Zoning District \_\_\_\_\_

## **\*\*INFORMATION REQUIRED FOR SIGN REVIEW SHALL BE - 11"x 17" FORMAT\*\***

**ARB meetings are held on the 1<sup>st</sup> & 3<sup>rd</sup> Mondays (excluding holidays) every month. The deadline to submit your application is 5 pm one week prior to the meeting date.**

- ARB Approves Permit Applications for Signs in accordance with the City Code of Ordinances. The following information is required for review:
  - Ten (10) sets of a site plan showing the proposed location of the signs(s)
  - Ten (10) sets of detailed sign drawings (showing sign dimensions, material, color, style, lighting, etc.)
  - Ten (10) sets of photographs of building face and adjacent buildings (within 100 ft.) where sign is to be located.
  - Ten (10) color renderings of sign
  - Completed **sign permit application** and **sign review information worksheet**
  - Filing Fee \$100.00 For sign review, \$240 to consider variance from sign code due to hardship. Fees are for ARB review only; a separate sign permit shall be obtained from the Building Commissioner's Office.
- After ARB review approval a permit shall be obtained from the Building Commissioner's Office within 90 days to install the approved sign.

*I have read the Architectural Review and Sign regulations of the City of Kirkwood. I hereby certify that the project is located on property which I have the legal right to construct the proposed project. 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. I understand that the Applicant or their representative shall attend all meetings.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date

### CITY USE

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

ARB Agenda Date \_\_\_\_\_. Zoning Administrator Approval \_\_\_\_\_

# Sign Review Information Worksheet

\*PLEASE COMPLETE ENTIRELY - Incomplete submissions will be returned for completion

Type of Sign Requested:	
<input type="checkbox"/> Awning <input type="checkbox"/> Ground <input type="checkbox"/> Marquee <input type="checkbox"/> Projecting <input type="checkbox"/> Roof <input type="checkbox"/> Wall <input type="checkbox"/> Window	Exempt Signs (reviewed): <input type="checkbox"/> Subdivision or Apartment Complex <input type="checkbox"/> Commercial Signs in residential areas <input type="checkbox"/> Other _____  Variance Request: <input type="checkbox"/> Variance Request: _____

Size of Proposed Sign(s)			
	X	=	sq. ft.
	X	=	sq. ft.
	X	=	sq. ft.
	X	=	sq. ft.
<b>Total Size</b>			sq. ft.

Existing Signs to Remain			
	X	=	sq. ft.
	X	=	sq. ft.
	X	=	sq. ft.
	X	=	sq. ft.
<b>Total Existing Size</b>			sq. ft.

Total existing gross sign area	=	sq. ft.
Floor area of building	=	sq. ft.
Floor area of tenant ( <i>if different</i> )	=	sq. ft.
Lot area	=	sq. ft.
Dimensions of wall or window - sign to be applied to	=	sq. ft.

Gross Allowable Sign Area for Single Tenant Site:	
3.5% of the floor area	= sq. ft.
.9% of the total lot area	= sq. ft.
<i>Whichever percentage is larger, not to exceed 500 square feet. Lots 10 acres or greater shall be allowed maximum sign area of 1,500 square feet.</i>	

Gross Allowable Sign Area for Single Tenant in Multi-Tenant Site:	
3.5% of the floor area occupied	= sq. ft.
<i>Maximum gross allowable for this type of sign is 500 square feet. Multiple tenant buildings and/or premises may have only one (1) ground sign.</i>	



WHERE COMMUNITY AND SPIRIT MEET®

# BUILDING PERMIT APPLICATION

139 S. Kirkwood Rd. Kirkwood, MO 63122

(314) 822-5823 Fax (314) 822-5898

www.kirkwoodmo.org

## PROJECT ADDRESS

Is the Property a Kirkwood Landmark? YES NO

Permit # \_\_\_\_\_

Is the Property in a Kirkwood Historic District? YES NO

Zoning District \_\_\_\_\_

**Please Choose:**  Single Family  Multi-Family  Commercial  Institutional  
 New Primary Structure  Addition  Alteration  Repair/Replace

**Person Requesting Permit:**  Property Owner  Occupant  Contractor  Architect Other: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

### Property Owner Information (If different from above)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

### BUILDING PERMIT

Description of Work: \_\_\_\_\_  
 \_\_\_\_\_

Sq. Ft: \_\_\_\_\_ Value of Const. \_\_\_\_\_

### MISCELLANEOUS

Grading  Parking Lot  Blasting: No. \_\_\_\_\_

Sign: Approval Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_ Approved/Date \_\_\_\_\_

### ELECTRICAL PERMIT

Description of

### MECHANICAL PERMIT

Description of Work: \_\_\_\_\_  
 \_\_\_\_\_

Work: \_\_\_\_\_  
 \_\_\_\_\_

	BUSINESS NAME	PHONE	KWD LIC. NO.	DATE	SIGNATURE
GENERAL CONTRACTOR/HOMEOWNER					
ELECTRICIAN					
PLUMBER					
MECHANICAL					
SIGN CONTRACTOR					

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.

**CITY OF KIRKWOOD  
ARCHITECTURAL REVIEW BOARD  
SUBMITTAL SCHEDULE  
2017**

**The meeting schedule and submittal schedule follows:**

<b>LAST DATE FOR SUBMITTAL*</b>	<b>ARB MEETING DATE**</b>
December 27, 2016	January 3, 2017***
January 9, 2017	January 17, 2017***
January 30, 2017	February 6, 2017
February 13, 2017	February 21, 2017***
February 27, 2017	March 6, 2017
March 13, 2017	March 20, 2017
March 27, 2017	April 3, 2017
April 10, 2017	April 17, 2017
April 24, 2017	May 1, 2017
May 8, 2017	May 15, 2017
May 22, 2017	June 5, 2017
June 12, 2017	June 19, 2017
June 26, 2017	July 3, 2017
July 10, 2017	July 17, 2017
July 31, 2017	August 7, 2017
August 14, 2017	August 21, 2017
August 28, 2017	September 5, 2017***
September 11, 2017	September 18, 2017
September 25, 2017	October 2, 2017
October 9, 2017	October 16, 2017
October 30, 2017	November 6, 2017
November 13, 2017	November 20, 2017
November 27, 2017	December 4, 2017
December 11, 2017	December 18, 2017

**\*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.**

## Summary of Sign Regulations

### Awning / Canopy Signs

- ❖ Materials
  - Rigid, weatherproof materials, or
  - Made of the same material as the awning or canopy, or
  - Painted with weather-resistant paint directly on the awning or canopy material
- ❖ Location
  - Shall be affixed flush to the sides or front of an awning or may be hung beneath a canopy. Cannot project below the minimum clearance line required by the building code, nor above any portion of the face to which it is attached. Note: *Maximum vertical dimension of the sign shall not exceed eighteen inches (18")*.
- ❖ Attachment
  - All signs constructed of materials other than paint or the material with which canopy or awning is covered shall be permanently attached to the frame of the awning or canopy.
- ❖ Illumination
  - Sign may be illuminated.

### Ground Signs

- ❖ Location
  - No sign shall be located closer to the street than the front property line.
  - Signs on a corner shall not be closer than fifteen feet (15') from the intersection of right-of-way lines, so as not to obstruct a clear and free vision.
- ❖ Height
  - No sign structure shall be higher than five feet above the street level or above the main level of the grade on which the sign is located, whichever is higher.

### Marquee Signs

- ❖ Location
  - Signs may be affixed to the sides or front of the marquee, or may be hung entirely beneath it.
  - No portion of any sign may project below the minimum clearance line required for marquees by the building code or above any portion of the face to which the sign is affixed.
- ❖ Height
  - No sign shall exceed five feet (5') in height.
- ❖ Attachment
  - Except for hanging signs, all signs shall be attached flush with the face on which they are placed.

### Projecting Signs

- ❖ Location
  - Signs shall hang at least eight feet (8') above any public sidewalk over which they are erected or fifteen feet (15') above any public drive, alley, or thoroughfare.
  - The innermost point of the sign shall be no more than one foot (1') from the plane of the wall.
  - The sign structure shall not project more than three feet (3') from the plan of the wall nor be within four feet (4') of the curb line or edge of any public street or alley.
- ❖ Construction
  - V-shaped signs consisting of two (2) single-face signs erected without a roof or ceiling shall not be permitted.

- The maximum distance between the principal faces of any projecting sign shall not exceed eighteen inches (18”).
- Every projecting sign shall contain two (2) display faces.

## Roof Signs

### ❖ Setback

- No sign shall be erected or maintained with the sign face or any part of the sign structure projecting beyond the plane of the outside walls.

## Wall Signs

### ❖ Obstruction of Movement on Roof

- No sign shall be placed on the roof of any building so as to interfere with any openings in the roof or so as to prevent free passage from one part of the roof to another, or to an adjacent roof.

### ❖ Height

- No sign may exceed four feet (4') in height, nor may the sign structure's highest point exceed the highest point of the roof to which it is attached.

## Shopping Center Signs

*Shopping centers may erect one identification sign. The sign will not be counted as part of the gross sign area for the premises provided that the sign:*

- ❖ Does not exceed fifty (50) square feet per acre, with fractional acres rounded up if equal to or greater than one half (½) acre and rounded down if less than one half (½) acre
- ❖ Does not exceed a maximum of five hundred (500) square feet
- ❖ Is located on the middle fifty percent (50%) of the frontage
- ❖ Contains only the shopping center's name and logo
- ❖ Does not exceed five feet (5') in height

*In addition, individual merchants may erect wall signs subject to the restrictions on gross sign area contained in article 1 ½ Sign Code*

## Street Clocks

### ❖ Location

*All street clocks shall meet the following requirements:*

- Clocks may be erected on a sidewalk with permission from the City Council
- Only one (1) clock may be erected by any one place of business
- Only the name of the owner, manager, or the place of business erecting the sign and the nature of the business conducted at the place of business may be advertised on the clock
- Street clocks shall have a face between thirty (30”) and fifty (50”) inches in its largest lineal dimension
- Clocks must keep accurate time

### ❖ Location

*Signs shall not:*

- Extend above the top of the wall
- Extend beyond the ends of the wall
- Project more than twelve inches (12”) beyond the plane of the wall on which it is erected

### ❖ Area

- Signs shall not cover more than twenty-five percent (25%) of the wall to which they are attached.

### ❖ Materials

- Signs may be painted on the wall with appropriate permanent paint

- ❖ Construction
  - Any sign weighing more than fifty (50) pounds must be approved by the Commissioner as conforming with the building code.
  - No sign constructed of combustible materials may have any electrical wiring as a part of the sign. Structural trim is not considered as part of the sign construction for the purposes of this subparagraph.
- ❖ Anchorage and Support
  - Every temporary sign suspended between two permanent supports or hung on a wall shall be securely fastened with wire or steel cable so as to prevent any possibility of danger to public safety. No strings, ropes, or wood slats may be used for sign support purposes.
  - Every temporary sign shall be anchored and supported in a manner which reasonably prevents the possibility of the sign becoming a hazard to the public health and safety. The anchoring or support shall be appropriate to the duration of the sign permit. The Commissioner's judgment shall govern all anchorage and support situations on temporary signs.

## Window Signs

- ❖ Area
  - The sign area of any one sign shall not cover more than thirty-three percent (33%) of the window or glass door upon which it is applied. All signs, including exempt signs, in one window shall be deemed to be one sign for the purposes of this paragraph.
- ❖ Materials
  - All permanent window signs shall be painted, metal leafed, or in some other manner permanently applied to either side of the glass of an exterior building window or door.

## Exempt Signs

### Subdivision and Apartment Complex

- ❖ Only one sign is erected at each entry to the subdivision or apartment complex
- ❖ If there is more than one entrance, that the sign's separation along the perimeter is at least two hundred feet (200')
- ❖ The sign area of individual sign does not exceed twelve (12) square feet on both sides of two-sided sign or eight (8) square feet on a one-sided sign
- ❖ The sign does not advertise the availability of units for sale or rent
- ❖ The sign is located at least fifteen feet (15') from the curblin of the street from which it is to be viewed
- ❖ The sign has a landscaped base
- ❖ The sign(s) is approved by the Architectural Review Board.

### Legal Commercial uses in Residentially-Zoned Districts

- ❖ Signs shall satisfy size area limitations for premises and sign regulations for specific type sign, as summarized above
- ❖ The sign(s) is approved by the Architectural Review Board

### Bed and Breakfasts

- ❖ Does not exceed two (2) square feet
- ❖ Is not internally illuminated
- ❖ Is approved by the Architectural Review Board

## PROHIBITED SIGNS

### Pole

The application and summary is for general information only, refer to the City of Kirkwood Sign Code in Chapter 5, Article 1 ½ - Section 5-7, for the City of Kirkwood sign regulations. Copies may be obtained at the office of the City Clerk or on-line at [www.kirkwoodmo.org](http://www.kirkwoodmo.org).