

Municipality Worksheet - (Kirkwood, MO 63122)

CITY CONTACTS AND CODES

Building Commissioner:	<i>Jack Schenck, Jr. (314-822-5814)</i>	Current Building Code:	2009 IBC/IRC (amendments)
Planning and Zoning:	<i>Commercial: Jonathan Raiche (314-984-5926) Residential: Amy Lowry (314- 822-5815)</i>	Current Electrical Code:	2008 NEC (amendments)
Plan Reviewer:	<i>Russell Todd (314-822-5817)</i>	Current Plumbing Code:	2009 IPC (amendments)
Fire Marshal	<i>Leo Meyer (314-822-5884)</i>	Current Mechanical Code:	2009 IMC (amendments)
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) 314-822-5816	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		New single-fam.-res. \$150, All others & signs \$100 TaMara Pelkey (secretary) 314-822-5816
Design Restrictions & Requirements:	ARB website		
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 See example herein or on website.	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 FFFH & Front Setback Calculation Examples		

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' green t-posts
Approved Arborist List:	Contact Public Services	Signage Required	Yes- specific design and type
Notes/Special Instructions:	Click here for website information - requirements are in ARB submittal packet		

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 type fencing	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 in ARB submittal packet		

* The information contained in this document is designed to help provide an overview of the municipality requirements, codes, and regulations. As these rules and regulations are ever-changing, do not take this information as fact.