Chapter 12-½-12(c) of the Code of the City of Kirkwood requires that the Landmarks Commission review any plan for demolition structures on landmark sites and within local historic districts. To carry out this responsibility, the Commission issues a temporary stay of demolition.

The Commission meets on the second Wednesday of each month at 6:30 p.m. in City Hall. The Agenda is posted at least 48 hours prior to the meeting. Please submit the Application for CoA with supporting documentation by the first Wednesday of the month to the Landmarks Staff Liaison in the Building Department. Failure to supply sufficient information may result in the application being denied or postponed.

Applicant shall submit the following to the Office of the Building Commissioner:

1. **Application for Demolition Permit** – If the applicant is acting on behalf of the owner, then the applicant must include a written statement that warrants this relationship, signed by the owner.¹
2. **Application for Certificate of Appropriateness (CoA)**
3. **Site plan** (8 copies) – If the structure is to be replaced with a new structure, then provide an overview of the property with described improvements.
4. **Front Elevation** (8 copies) – If the structure is to be replaced with a new structure, then provide an illustrated drawing of the proposed front. If the applicant wishes the new construction to be approved at the same time as the demolition, then additional documents will be required (see application requirements for new construction).
5. **Structural Report** (8 copies) – Although not required, if the applicant has engaged an engineer to access the condition of the property, such report should be submitted.
6. **Photos** (8 copies) – digital or prints that show the structure and how it relates to primary or outbuilding structures.
7. **Materials** – description of current materials of structure, as well as description of materials to be used for new construction, should be listed on the CoA.

Upon submission of the Demolition and CoA applications, the period of review, which conditionally withholds approval for demolition, is a minimum of 60 days. Staff compiles historic inventory and findings of fact from city records, maps, and the applicant.

At the next Commission meeting, staff presents the application and findings of fact. If the application is determined complete by the Commission, then staff arranges for a public hearing to occur at the next regular Commission meeting. Public notice is transmitted to neighboring property owners and published in the Webster-Kirkwood Times and the St Louis Countian newspapers. The applicant should attend all meetings and the public hearing.

At the public hearing, staff presents findings of fact on the structure, comments are received from the public, and the Commission evaluates the case using criteria for determination:

- Is it historically and/or architecturally significant? If so, has it been altered and made insignificant?
- What is its history of use in relation to the neighborhood and comprehensive plan?

¹ It is necessary to prove, in writing, that the applicant is an authorized agent of the owner. If the landmarks commission determines that the applicant is not acting on behalf of the owner, then the commission will render the application for demolition null and void, and the period of review will reset.
Is adaptive-reuse feasible and appropriate? (e.g., changing use from residential to commercial; vice-versa, etc.)

If listed on the National Register of Historic Places, can tax credits be utilized?

Reasonable considerations, including whether or not:
- Structure poses an imminent threat to public health or safety;
- Preservation causes undue economic hardship;
- Proposed replacement structure is more appropriate and compatible with the historic character of the landmark or district than the structure proposed for demolition.

A determination is made by the Commission motioning to extend the stay of demolition up to a maximum of 270 days from the date of application or permitting a demolition when the minimum period of 60 days lapses.

At all meetings the applicant and/or representatives will have the opportunity to speak and have their questions and concerns answered. If an applicant has further questions on the procedures for review of demolition, the applicant may contact the Landmarks Staff Liaison.

Demolition of landmarks and structures on landmark sites and within local historic districts means permanent dismantling and removal of structures that may be historically and/or architecturally significant. The purpose of a period of review, which temporarily stays the proposed demolition, is to determine whether or not preservation of the structure should be encouraged and made a viable alternative.

Applications, design guidelines for historic districts, meeting agendas, minutes, maps and information on landmarks and districts may be obtained for free from the City’s website at www.kirkwoodmo.org. The Staff Liaison can e-mail or print copies at request:

Amy Lowry, Landmarks Liaison
139 S Kirkwood Road, Kirkwood, Missouri 63122
phone (314) 822-5815 – fax (314) 822-5893 – lowryag@kirkwoodmo.org
Kirkwood Landmarks Commission

Application for Certificate of Appropriateness

Please submit the application with supporting documentation by the first Wednesday of the month to the Building Department. Failure to supply sufficient information may result in the application being denied or postponed. It is recommended that you or your representative be present at the Landmarks Commission meeting on the second Wednesday of the month at 6:30 p.m. in City Hall.

1. Property Address __________________________________________________________

2. Property Status
   □ Local Landmark Designation
   □ National Register of Historic Places
   □ Within a Historic District

3. Name of Applicant _________________________________________________________
   Mailing Address __________________________________________________________
   City/State ___________________________ Zip Code ________________
   Office Phone ( ) ___________ Cell Phone ( ) ___________
   Home Phone ( ) ___________ E-Mail __________________________

4. Relationship of Applicant to Property ______________________________________
   □ Owner □ Contractor □ Architect □ Lawyer
   □ Other – Please specify ___________________________________________________

5. Existing Building Use _____________________________________________________

6. Proposed Building Use ___________________________________________________

7. Proposed Change to
   □ Primary Structure □ Accessory Structure □ Landscape Element

8. Nature of Proposed Change
   □ Demolition □ Window Configuration
   □ Addition □ Sign Erection or Placement
   □ Alteration to Exterior □ Fence
   □ New Construction □ Landscape or Hardscape Element
   □ Other – Please Specify ___________________________________________________

9. Description of Proposed Improvements ______________________________________

______________________________________________________________
10. **Accompanying Documentation (8 copies each)**

   - [ ] Site Plan
   - [ ] Structural Report for Demolitions
   - [ ] Elevations
   - [ ] Landscape Plan
   - [ ] Floor/Building Plans
   - [ ] Photos
   - [ ] Other – Please Specify __________________________

11. **Existing Materials/Construction**

   - [ ] Wood Frame
   - [ ] Brick
   - [ ] Stone
   - [ ] Block
   - [ ] Stucco
   - [ ] Other __________________________

12. **Proposed Materials/Construction**

   - [ ] Wood Frame
   - [ ] Brick
   - [ ] Stone
   - [ ] Block
   - [ ] Stucco
   - [ ] Other __________________________

13. **If materials differ from existing, explain reasons** __________________________

14. **Material samples should be available for review at Commission meeting (preferable) or on site.**

   - Site Location of Materials __________________________

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I understand the work will not begin until the Landmarks Commission completes its review of this application.

Signature __________________________ Date __________________________

Please print name __________________________

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**COMMISSION ACTION**

- [ ] Approved
- [ ] Approved with Conditions
- [ ] Disapproved

Signature __________________________ Date __________________________

Conditions __________________________

Comments/Recommendations __________________________

________________________

10/16