



# Kirkwood Landmarks Commission

## Certificate of Appropriateness for Exterior Alterations or New Construction

Chapter 12-1/2 of the Code of the City of Kirkwood requires that the Landmarks Commission review proposed *exterior alterations* to landmarks and *new construction* of structures, existing or proposed, on landmark sites and within local historic districts. To carry out this responsibility, the Commission shall issue a **Certificate of Appropriateness (CoA)**.

Exterior alterations of landmarks mean *additions, remodeling and any significant changes to doors, size, shape or design of windows, siding, porches, awnings, roofs, chimneys, and landscape features such as signs, greenhouses, fences, pools, decks, tennis courts, and outbuildings such as garages*. New construction means *infill or new, detached structures* in a local historic district and/or site of a landmark.

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.

### Applicants shall submit the following (if applicable to the proposed improvements):

1. **Application for Certificate of Appropriateness (CoA)**
2. **Site plan** (8 copies) – an overview of the property with described improvements.
3. **Elevations** (8 copies) – illustrated drawings of the sides of whole structures and improvements.
4. **Floor/Building plans** (8 copies) – a scale diagram of a room or building drawn as if seen above.
5. **Landscape plan** (8 copies) – an illustration that need not be professionally drawn, but should give a basic idea of the names and sites of plantings to be included.
6. **Photos** (8 copies) – digital or prints that show the property, areas of improvement, and the streetscape with neighboring places.
7. **Materials** – description of materials to be used for improvements should be listed on the CoA. Samples of materials should be available at the Commission meeting.

Each of the above items will help the Commission make informed determinations. If an applicant is unsure of what applies to a property, the applicant may contact the Landmarks Staff Liaison. At the meeting, the applicant and/or representatives will have the opportunity to speak, have their questions and concerns answered, and facilitate design review of the proposed improvements. Any agreed-upon requirements or conditions are written into the CoA. The following business day, the Landmarks Staff Liaison provides a copy of the CoA by e-mail to the Building Commissioner and the applicant. This fulfills a requirement for obtaining a building permit.

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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](http://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](mailto: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
- Addition
- Alteration to Exterior
- New Construction
- Other – Please Specify \_\_\_\_\_
- Window Configuration
- Sign Erection or Placement
- Fence
- Landscape or Hardscape Element

9. **Description of Proposed Improvements** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

- Site Plan
- Elevations
- Floor/Building Plans
- Other – Please Specify \_\_\_\_\_
- Structural Report for Demolitions
- Landscape Plan
- Photos

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 \_\_\_\_\_

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 \_\_\_\_\_