

# ARB Packets for New Single Family Residence

For the manuals and checklists  
for Stormwater Management  
Regulations

Please visit

[www.kirkwoodmo.org/stormwater](http://www.kirkwoodmo.org/stormwater)

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WHERE COMMUNITY AND SPIRIT MEET®

## Single Family Residential Site Plan Checklist

Checklist to be submitted with site plans  
*(Incomplete submissions will be returned for completion.)*

Project Name/Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address \_\_\_\_\_ Phone No. \_\_\_\_\_

**Mark all boxes verifying they are included on the plans. If left blank explain why.**

**Separate permits are required for fences, retaining walls, swimming pools, decks and driveways which may require more information than listed on this checklist.**

*\* Indicates items required at time of ARB/Single Family Site Plan Worksheet submittal*

Property survey signed and sealed by a licensed surveyor and site plan signed and sealed by a design professional in the state of Missouri shall include the following:

### General

- \*Project address, graphic scale, north arrow, and site location map
- \*Property lines, dimensions and property area
- \*Size and location of all proposed and existing structures on site
- \*Distance of all proposed and existing buildings from lot lines
- \*First floor elevations of all existing and proposed buildings
- \*Infill Residential Finished Floor Height and grade at center of foundation for subject and adjacent properties per Zoning code
- \*Basement floor elevations
- Basement window or walkout door low sill elevation height
- \*Zoning setback lines
- \*Existing and proposed easements
- \*Floodplain elevation, boundary and FIRM map # (if applicable)
- \*Centerline and top of bank of all natural watercourses depicted on the most current USGS 7.5 Minute Series (Topographic) Maps
- \*Stream buffer delineation
- No private improvements located in the ROW
- \*Location of proposed driveway, parking areas, decks and patios
- \*Existing total impervious area (SF)
- \*Proposed impervious area (SF)
- \*Proposed impervious area as percentage of the total lot area

### Trees

- \*Tree Survey and Protection Plan per Kirkwood Tree Code
- \*Landscape plan with 35% canopy coverage per Kirkwood Tree Code

### Grading & Siltation Control

- \*Existing site topography with 2' contour intervals extending 20' onto neighboring properties and spot grade elevations
- Existing street curb line location and gutter flowline elevations across front
- Proposed grading plan with 2' contour intervals
- No slopes greater than 3:1
- No grading within stream buffer area
- Location and standard details of erosion control BMPs

### Water

- Water main location
- Water service size and location
- Meter location
- Hydrant location if adjacent to property
- Water service requirements (meter pit or shut off riser shall not be placed in driveway)

### Sanitary Sewer Lateral

- Sanitary sewer main location
- Sanitary sewer lateral location
- Cleanout locations (not located in the ROW)

### Stormwater (may require review by MSD)

- Existing and proposed drainage area maps with flow arrows
- MSD engineering design regulations and standard specifications and details followed for new, improved or replaced stormwater structures, conduits or swales
- Ponding elevations and overland flow paths per MSD regulations
- Downspout and other point discharge locations. Point discharges (downspouts, pop up emitters, culverts, pipes) must be located a minimum of 10' from the property line and not discharging towards neighboring private structures, patios, driveways or walkways
- Sump pump discharge to drywell 10' minimum from property line or vegetated filter strip 20' from property line
- Sufficient spot elevations to confirm runoff is directed away from all structures and towards an acceptable outfall
- Stormwater BMPs and design sheets per City of Kirkwood regulations
- Stormwater BMPs not located within existing utility easements or ROW
- Existing drainage paths and swales maintained

### Driveways

- Installation or replacement of street curbs as directed by the City
- Standard pavement detail or note
- \*Minimum width 10' at property line
- \*Maximum width 20' at property line
- \*Maximum width no wider than garage structure behind the property line. ***Any parallel walkway or decorative pavements beyond the garage width shall have a 6" vertical separation from the driving surface, unless leading to a legal 9'x19' parking space beyond the front building line.***
- \*Loop driveway maximum width of 12'
- \*Driveway approach flares do not extend beyond the property line
- \*Located a minimum 5' from stormwater inlets
- \*Located a minimum 10' from radius point at intersections

- Approach slope 15% maximum
- Water service requirements (meter pit or shut off riser shall not be placed in driveway)

### **Sidewalks**

- Verify existing sidewalks are ADA/PROWAG compliant or indicate limits of sidewalk replacement to meet ADA/PROWAG standards (cross slope, trip hazards, shattered slabs, width)
- \*Addition of new sidewalk required if a sidewalk network is present on the same block face
- \*5' sidewalk through driveways, 2% max cross slope. ***Required regardless of adjoining sidewalk width or if there is no existing sidewalk, placed 1' in front of property line***
- \*New sidewalk matches existing width, 4' minimum
- ADA/PROWAG compliant curb ramps where adjacent to property

### **Electric/Communications**

- Underground electric/cable routing

### **Fences**

- Not located within the public Right-of-Way or street easement
- Located no closer than 12' from the street's back of curb or edge of pavement
- Located minimum of 1' from public ROW, walkway or sidewalk
- Not located within the sight triangle extending 25' from the back of curb or edge of pavement of intersecting streets

### **Retaining walls**

- Proposed top and bottom of wall elevations
- Typical details
- Fence location and details
- Drain tile discharge location

### **Swimming Pools**

- Drainage and water disposal system layout
- Pool wall and deck/patio grades and elevations
- Location of pool equipment

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**CITY OF KIRKWOOD  
ARCHITECTURAL REVIEW BOARD  
SUBMITTAL SCHEDULE  
2020**

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

<b>LAST DATE FOR SUBMITTAL* at 2:00 p.m.</b>	<b>ARB MEETING DATE**</b>
December 30, 2019	January 6, 2020
January 13, 2020	January 21, 2020***
January 27, 2020	February 3, 2020
February 10, 2020	February 18, 2020***
February 24, 2020	March 2, 2020
March 9, 2020	March 16, 2020
March 30, 2020	April 6, 2020
April 13, 2020	April 20, 2020
April 27, 2020	May 4, 2020
May 11, 2020	May 18, 2020
May 26, 2020	June 1, 2020
June 8, 2020	June 15, 2020
June 29, 2020	July 6, 2020
July 13, 2020	July 20, 2020
July 27, 2020	August 3, 2020
August 10, 2020	August 17, 2020
August 31, 2020	September 8, 2020***
September 14, 2020	September 21, 2020
September 28, 2020	October 5, 2020
October 12, 2020	October 19, 2020
October 26, 2020	November 2, 2020
November 9, 2020	November 16, 2020
November 30, 2020	December 7, 2020
December 14, 2020	December 21, 2020
December 28, 2020	January 4, 2021

**\*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>2015 IBC/IRC (amendments)</i>
Planning and Zoning:	<i>Commercial: Jonathan Raiche (314-984-5926) Residential: Amy Lowry (314- 822-5815)</i>	Current Electrical Code:	<i>1&amp;2 Family 2015 IRC(amendments) Multi &amp; Commercial–St. Louis County</i>
Plan Reviewer:	<i>Russell Todd (314-822-5817)</i>	Current Plumbing Code:	<i>2015 IPC (amendments)</i>
Fire Marshal	<i>Fire Department (314-822-5883)</i>	Current Mechanical Code:	<i>2015 IMC (amendments)</i>
Notes/Special Instructions:	<a href="#">CODES</a>		

## 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 &amp; 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- plus insurance req.
Notes/Special Instructions:	<a href="#">ARB BOA PERMITS</a>		

## BOARD OF ADJUSTMENT

Meeting Frequency:	2 <sup>nd</sup> 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
City Liaison:	Amy Lowry 314-822-5815	Historical Districts:	Yes Amy Lowry-Landmark Liaison 314-822-5815
Notes/Special Instructions:	<a href="#">Board of Adjustment website</a>		

## ARCHITECTURAL REVIEW BOARD

Meeting Frequency:	1 <sup>st</sup> and 3 <sup>rd</sup> 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		
Design Restrictions & Requirements:	<a href="#">ARB website</a>		

## 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:	Contact Amy Lowry at 314-822-5815 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:	Requirements are in ARB submittal packet or Contact City Forester at 314-984-5907		

## 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- tarpred
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:	Requirements are in ARB submittal packet or Demolition packet		

# Infill Development Stormwater Regulations

## Municipal Code Chapter 5, Article VI. Infill Development Stormwater Management

Kirkwood Engineering Department 314-822-5822

Land development permanently alters the way in which stormwater flows across a site due to grading, compaction, and the installation of impervious cover. In an attempt to reduce these impacts, the City of Kirkwood requires, in accordance with Municipal Code Chapter 5, Article VI. Infill Development Storm Water Management, that stormwater management measures (BMPs) be utilized on major development projects.

### Applicable Projects

Regulated Infill Development subject to review for stormwater management in accordance with Chapter 5, Article VI include, but are not limited to:

- New Construction and Redevelopment
- Building Additions
- Accessory Structures
- Swimming Pools
- Driveway Expansions or Additions
- Parking Lot Reconstruction

### MSD Review

All commercial and multi-family projects or any projects disturbing 1 acre or more are required to submit development plans to the Metropolitan St. Louis Sewer District (MSD). The City may also require MSD review of residential projects.

### Stormwater Management Requirements

Regulated Infill Development with the following conditions are required to provide stormwater management BMPs in accordance with the City of Kirkwood Green Infrastructure Techniques for Stormwater Management Manual:

- Developments creating 1,000 square feet or more of net additional impervious area.
- Developments causing the total impervious area on a lot to be greater than 25% of the total lot area.

### Inspections

The City will inspect the BMPs during construction and provide maintenance inspections at the following intervals:

- 1 year post construction
- Every 3 years
- At change of occupancy

***Maintenance of the BMPs is the responsibility of the property owner.***

### Sump Pumps

All projects which include the installation of sump pumps or existing sump pumps with discharges causing a nuisance per Chapter 16 Section 2 of this code must discharge to one of the following BMPs per the Infill Development Storm Water Guidance Document:

- Drywell sized to treat a minimum of 175 square feet of contributing area and located a minimum of 10' from any property line, or
- Vegetated filter strip sized to treat a minimum of 175 square feet of contributing area and sump pump discharge located a minimum of 20' from any property line.

***These are minimum requirements and property owners are encouraged to engage professionals to adequately size their systems. If a nuisance develops or continues to exist, the homeowner will be required to correct the issue.***

### Fees and Escrows

No additional permit fees are required. A \$1,000 construction deposit is required for projects that don't require the \$5,000 site restoration deposit.

### Manuals and Checklists

The City has developed manuals and checklists to aid property owners in the design, installation and maintenance of required stormwater BMPs. They can be found on the City's website at [www.kirkwoodmo.org/stormwater](http://www.kirkwoodmo.org/stormwater).

# Tree Protection Plan Requirements

Kirkwood Urban Forester 314-984-5907

(For questions or more detail please refer to the Tree Ordinance and Tree Manual. These can be found at <http://www.kirkwoodmo.org/content/2208/urban-forestry-commission.aspx>)

- Tree Protection Plan
  - Tree Study (See Tree Manual for more details)
  - Canopy Coverage Requirements
    - All Single family lots shall have minimum tree canopy coverage of 350 square feet per 1000 square feet of lot coverage (35% coverage)
    - A canopy coverage map shall be provided showing the following:
      - Current Canopy coverage (this can be done with an aerial photo and a simple polygon)
      - Proposed Site Plan (building location, driveway, utilities, etc.)
      - Proposed canopy coverage post site disturbance: including all trees that are to be planted to reach minimum coverage requirements
      - Trees are to be marked and numbered
      - Species of tree
      - Numerical indicators

All trees to be protected or included in the canopy requirements shall be of an approved species listed in the Tree Manual. Existing Trees shall be live, healthy trees over 8 inches in diameter and in good or fair condition of health.

- If you have a tree located in the City Right of Way you MUST have approval from the City prior to any maintenance of this tree. This includes removal or pruning. Tree Protection must be set up around all City Right of Way trees.

## Parking Plan Requirements

Over the past few years, we have had several incidents involving construction and delivery vehicles parked illegally, blocking driveways, walks, etc.

With the rising amount of complaints concerning these incidents, a new requirement has been enacted.

The applicant securing permits in the City of Kirkwood will be required to submit a parking plan for their employees, sub-contractors and delivery vehicles. This plan will be comprised of an aerial view of the project site, including one city block in each direction of the location. The size of the pictorial plan shall be 11" X 17" and shall indicate where the employees, sub-contractors and delivery vehicles will be parking or unloading.

This plan will be reviewed by the building department and no-parking areas will be indicated.

Once approved, the parking plan is required to be laminated and posted on the job site visible to all persons involved with the project.

The applicant / permit holder shall be responsible for the instruction, adherence and direction of the parking plan.

It is key to inform all persons that there shall not be any parking in the following zones:

- No Parking Zones
- Driveways
- Public Sidewalks
- Unimproved ground, i.e. yard areas or tree lawns.

Additionally, if the project requires the blockage of the street(s), public sidewalks, or alley the following applies:

The blocking or closing of street or lanes of and alleys require the Engineering Dept. to be given notice and proper safety measures taken as directed by them, i.e. flagman, signage, barricades, etc.

The closing of public walks by ordinance is limited to 72 hours unless they have a larger project and make application to Engineering Dept. The Engineering dept. reviews and develops the requirements for the extended closing.

The requirements include:

- Where the sidewalk is closed, barricades shall be placed to safely block off the closure area of the walk ,and
- Signage directing the pedestrians to use the sidewalks on the other side of street: "closed sidewalk ahead- cross here and/or- use sidewalk on other side of street"

Violations will be investigated by the City of Kirkwood Police Department and/or Stop Work Orders may be issued.

City of Kirkwood, Missouri

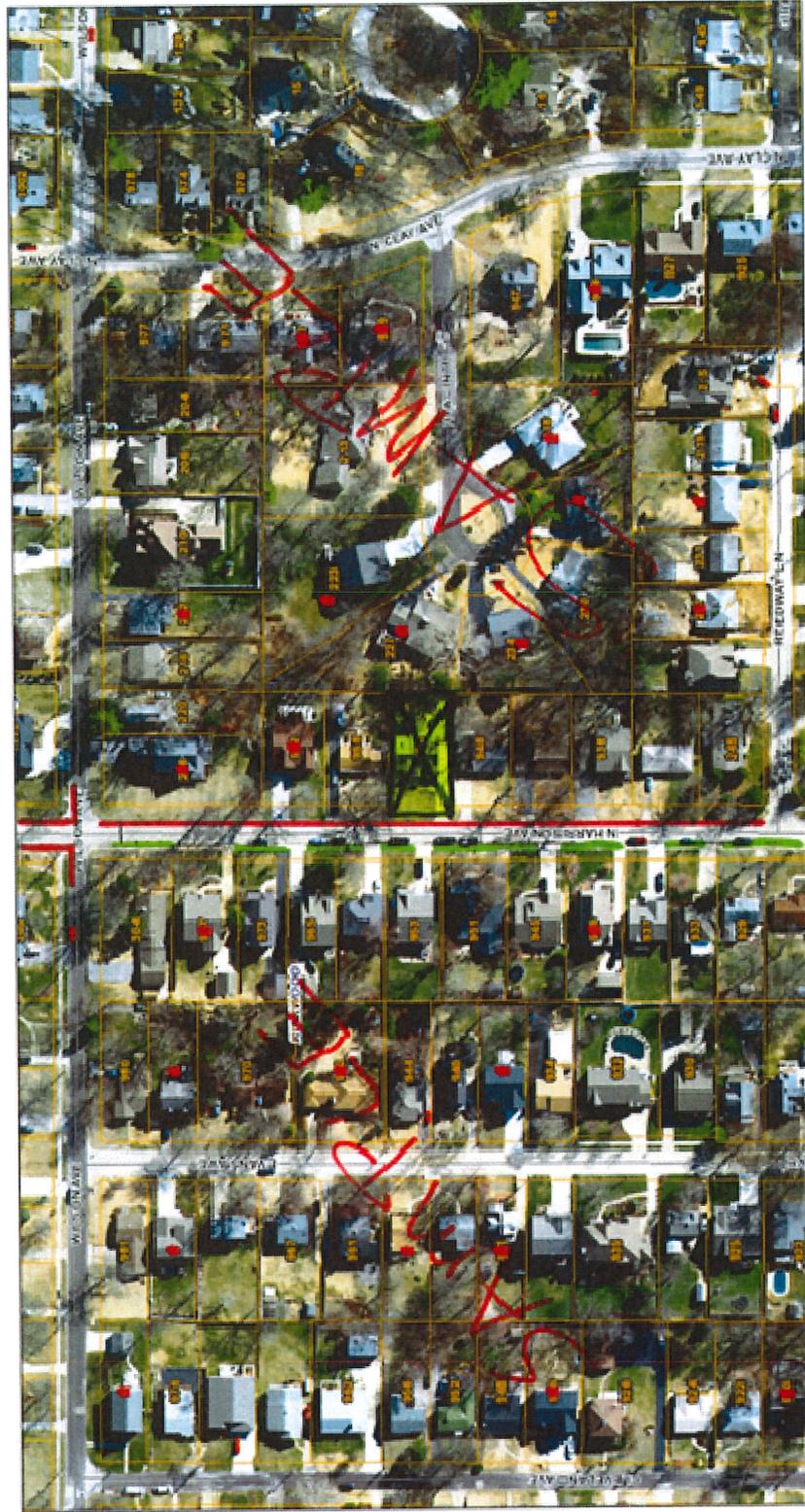
11x17"

SAMPLE

St. Louis County Map

SAMPLE

11x17"



\*Indicate Areas for Parking IN GREEN

Job Address 952 N. HARRISON AVE

NO PARKING AREA

DO NOT BLOCK DRIVEWAYS

1:1,200

0 0.01 0.03 0.04 0.06 mi  
0 0.02 0.04 0.09 km

St. Louis County GIS Services Center



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Architectural Review Board/**New Single Family Residence**  
**Checklist of all required information to be submitted**  
***(Incomplete submissions will be returned for completion.)***

**\*Submittals must be turned in by 2: 00 p.m. on the deadline date\***

**Submit 1 copy of all documents listed below:**

- \_\_\_ Completed **Architectural Review Board – Design Submission Application**
- \_\_\_ Completed **Project Description Worksheet** – All sections, two (2) pages
- \_\_\_ Completed **Application for Single Family Site Plan Worksheet** – All applicable sections, six (6) pages
- \_\_\_ Complete **ONLY IF REMOVING A STRUCTURE: Demolition Permit Application** with all required information (may have been submitted prior to ARB application)
- \_\_\_ Completed **Building Permit Application**

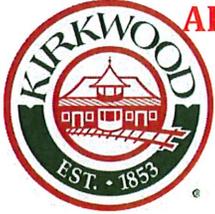
**Submit 10 sets of all documents listed below in collated, packet form:**

- \_\_\_ Site plan/survey appropriate **scale in 11" x 17" format** to include: the proposed building footprint and location with dimensions, grade contours, dimensioned property setbacks with neighboring front setbacks of existing structures per Zoning Code, finished first floor height of proposed structure and existing neighboring structures per Zoning Code, and any easements, restrictions, rights of way, or other property encumbrances.
- \_\_\_ Building/floor plans, ½ story FAR plan, building elevations, and roof plan: *Drawings may be computer generated or manually drawn – either hard line or refined freehand sketch style and clearly legible.*
- \_\_\_ Existing property photos (all four sides) that show the property (front, back and sides of the lot) and areas of improvement. Minimum 3"x4" size.
- \_\_\_ Streetscape with neighboring properties: 3 houses on either side of the property and 7 houses across the street. Minimum 3"x4" size
- \_\_\_ Any additional drawings, documentation, photos, renderings, or material samples that will assist in conveying design intent

**Submit 1 color rendering of elevations – may be brought to the meeting.**

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

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**ARCHITECTURAL REVIEW BOARD  
DESIGN SUBMISSION APPLICATION**

Date Stamp \_\_\_\_\_

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

Meetings are held on the **1<sup>st</sup> and 3<sup>rd</sup> 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 to accompany this application**

Property Address \_\_\_\_\_ Case # \_\_\_\_\_ Zoned \_\_\_\_\_

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

Scope of work - \_\_\_\_\_ Permit # \_\_\_\_\_

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 Only** Received by \_\_\_\_\_ Agenda Date \_\_\_\_\_

Zoning Comments \_\_\_\_\_

Building Comments \_\_\_\_\_

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## PROJECT DESCRIPTION WORKSHEET

### Section A: General Information

Nature of Application (Check all that apply):

- New Construction  Addition
- Accessory Structure (Please Specify): \_\_\_\_\_
- Other (Please Specify): \_\_\_\_\_

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

Material Palette: Any material present on 20% or more of the front facades of existing houses within your Neighborhood Context is considered a Predominant Material (there may be more than one). If a single material is dominant on more than 70% of the houses within the site context that material is considered to be the Single Dominant Material.

Single Dominant Material: \_\_\_\_\_

Predominant Material: \_\_\_\_\_

### Section B: Site Context

#### 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: \_\_\_\_\_

#### 2.) Building Materials

Primary Exterior Wall Material: \_\_\_\_\_

Secondary Exterior Wall Material: \_\_\_\_\_

Tertiary Wall Material: \_\_\_\_\_

Primary Roof Material: \_\_\_\_\_

Secondary Roof Material: \_\_\_\_\_

#### 3.) Exterior Windows and Doors

Type of Door: \_\_\_\_\_

Type of Window: \_\_\_\_\_ Pane Arrangement: \_\_\_\_\_

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4.) Detailing

Foundation Wall Covering: \_\_\_\_\_

Location of Utility Equipment: \_\_\_\_\_

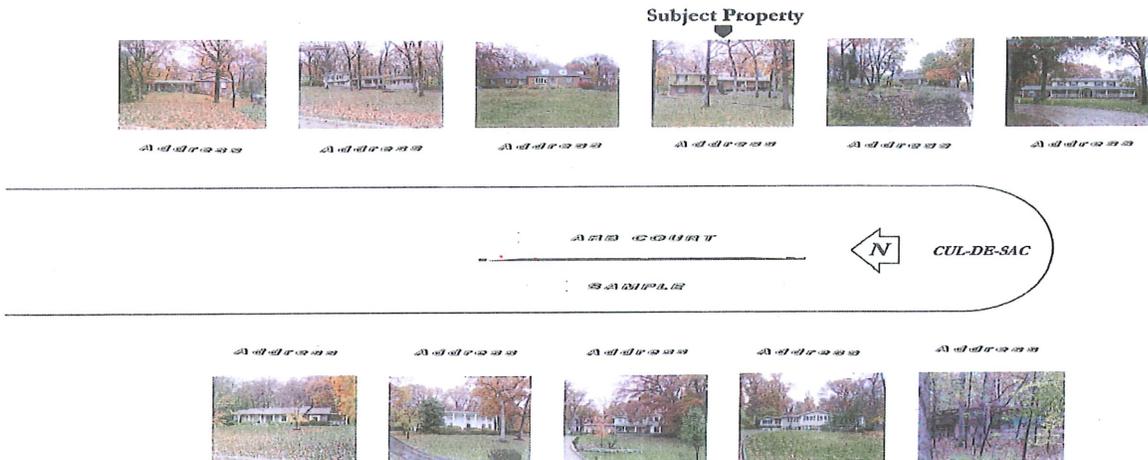
Screening of Utility Equipment: \_\_\_\_\_

Section C: Neighborhood Context (New Construction & Additions)

Please attach to this application digital color photographs **labeled with the address** of all structures within the Neighborhood Context as well as any existing structures on the Subject Parcel as shown on the key below. Photos must be a minimum 3"x4" size:

Photo 1	Photo 2	Photo 3	<b>Subject Parcel</b>	Photo 4	Photo 5	Photo 6
Street						
Photo 7	Photo 8	Photo 9	Photo 10	Photo 11	Photo 12	Photo 13

**Example of Streetscape images:** Photographs of the adjacent six residences and/or properties on the same side of the street and the seven residences and/or properties on the opposite side of the street. This illustrates the character of the neighborhood.



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**FLOOR AREA RATIO OF HOUSE**

(Excludes Detached Accessory Structures, Basement Areas, Unenclosed Porches & Half Story Living Areas)

	Existing House to Remain (sf)		Proposed New (sf)		Total (sf)
10. First floor	_____	+	_____	=	_____
Excludes all unenclosed porches					
11. Second floor	_____	+	_____	=	_____
Includes space open to the first floor below					
12. Half story	_____	+	_____	=	_____
See Zoning definition and example sheet herein					
13. House total (items 10+11+12)					
	13a _____	+	13b _____	=	13c _____
14. Attached garage	14a _____		14b _____		
Includes carport or porte cochere					
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 1b) x100				=	_____ %

**ALLOWABLE FLOOR AREA RATIO (item 17)**

For lots of 10,000 SF or less, the maximum floor area ratio is 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 30%, or 3,500 SF, whichever is greater.  
 For lots 20,000 SF or greater, the maximum floor area ratio is 25%, or 6,000 SF, whichever is greater.

**BASEMENT CALCULATIONS**

	Existing to Remain (sf)		Proposed New (sf)		Total (sf)
18. Finished area	18a _____	+	18b _____	=	_____
19. Unfinished area	19a _____	+	19b _____	=	_____
20. Total Basement area (items 18+19)				=	_____
21. a. Percentage of basement height below average level of adjoining ground				=	_____ %
b. Vertical distance between basement ceiling and average grade of adjoining ground				=	_____ ft

A basement by zoning code definition must have a minimum of 1/2 of its height below the average grade of the adjoining ground. **If item 21a is less than 50%, then the floor area is included in FAR and it is considered a story for height. If item 21b is more than 5', then the basement is considered a story.**

**HEIGHT OF HOUSE**

	Existing to Remain		Proposed New
22. Height of house (ft)	_____		_____
23. Number of Stories	_____		_____

Height is measured from average grade in front of home to top of roof, and **may not exceed 2 1/2 stories and 35 feet**

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**DRIVEWAY**

24. 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. Driveway may be located on property line, but flares cannot cross projected side property line at street. Drive approach must be minimum 5' from storm inlet. Driveway must terminate at a garage or parking space behind the front line of the building; no parking space or turnaround is allowed in the front yard.

**ATTACHED GARAGE WITH FRONT ENTRY**

25. Width of house \_\_\_\_\_

26. Width of front entry garage \_\_\_\_\_

27. Percentage of garage frontage: (line 26) divided by (line 25) x 100 = \_\_\_\_\_%

Percentage of front entry garage frontage (item 27) may not exceed 55%.

28. 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 28).

**ENCROACHMENTS INTO SETBACK REQUIREMENTS**

	Front (feet) Existing/New	Rear (feet) Existing/New	Side (feet) Existing/ New
29. Porches/Decks	_____/____	_____/____	
30. Bay Windows	_____/____	_____/____	
31. Roof overhangs/ Architectural Features	_____/____	_____/____	_____/____
32. Fireplaces/Chimneys		_____/____	_____/____
33. Air Conditioners		_____/____	_____/____

**ALLOWED ENCROACHMENTS ON CONFORMING SETBACKS**

- An unenclosed porch or deck (not more than one story in height) or a paved terrace may encroach up to 10 feet into the front or rear setback.
- Cantilevered interior space such as bay windows (not more than 16 feet in width) may extend up to 24 inches into the front or 36 inches into the rear setback.
- Roof overhangs or other architectural features may extend up to 30 inches into the front, rear or side setback.
- Fireplaces and chimneys may encroach up to 24 inches into the side setback or 36 inches into the rear setback.
- AC units shall be installed against the side or rear foundation wall or as near as possible in a location approved by the City.

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**DETACHED GARAGE/ACCESSORY STRUCTURE LOT COVERAGE**

	Existing to Remain (sf)		Proposed New (sf)		Total (sf)
34. Detached garage (footprint)	34a _____	+	34b _____	=	_____
35. Other accessory structure(s)	35a _____	+	35b _____	=	_____
36. Total accessory structure lot coverage (items 34 + 35)				=	_____
37. Accessory structure lot coverage percentage: (item 36) divided by lot area (item 1b)x100=_____%					

Lot coverage by all accessory structures may not exceed 1500 square feet (item 36), or 7.0% of the lot area (item 37), whichever is less.

**DETACHED GARAGE/ACCESSORY STRUCTURE SIZE AND POSITION**

	Existing to Remain (sf)		Proposed New (sf)		Total (sf)
38. Habitable Space In or above detached garage or other accessory building	38a _____	+	38b _____	=	_____
39. Minimum distance between detached garage/accessory structure and other structures on lot					_____ feet

The minimum distance between an accessory building, including a detached garage, and any other structure on the lot must be ten (10) feet. Accessory structures shall be located behind the front line of the primary structure and a minimum distance of five (5) feet from the side or rear property line.

	Existing to Remain (ft)		Proposed New (ft)
40. Height of detached garage/ accessory structure	_____		_____

The height is measured from the average grade in front of the detached garage or accessory structure to the highest point of the roof, and may not exceed 24 feet. Detached garage or accessory structure height may also not exceed the house height or 1 1/2 stories. Half story must comply with Zoning Code definition.

Accessory structures shall not contain a basement, kitchen, cooking facilities, fireplace, sleeping area, shower or bathing facility.

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**MINIMUM ESTIMATED CONSTRUCTION VALUE FOR SINGLE FAMILY RESIDENTIAL CONSTRUCTION**

**NEW RESIDENTIAL LIVING AREA**

New Home

Residence area in square feet (line 13c) \_\_\_\_\_ x \$107.00/sf = \_\_\_\_\_

Finished basement in square feet (line 18b) \_\_\_\_\_ x \$54.05/sf = \_\_\_\_\_

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

Bonus room in square feet \_\_\_\_\_ x \$23.94/sf = \_\_\_\_\_

Addition to Home

Residence area in square feet (line 13b) \_\_\_\_\_ x \$193.65/sf = \_\_\_\_\_

Finished basement in square feet (line 18b) \_\_\_\_\_ x \$54.05/sf = \_\_\_\_\_

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

Existing floor remodel in square feet \_\_\_\_\_ x \$42.55/sf = \_\_\_\_\_

**GARAGES AND ACCESSORY STRUCTURES**

Attached, area in square feet (line 14b) \_\_\_\_\_ x \$41.65/sf = \_\_\_\_\_

or

Attached, area beneath habitable rooms (line 14b) \_\_\_\_\_ x \$64.20/sf = \_\_\_\_\_

Detached, area in square feet (line 34b) \_\_\_\_\_ x \$47.10/sf = \_\_\_\_\_

or

Detached, area beneath habitable rooms (line 34b) \_\_\_\_\_ x \$64.20/sf = \_\_\_\_\_

Habitable area in or above detached garage or,  
in any other accessory structure (line 38b) \_\_\_\_\_ x \$107.00/sf = \_\_\_\_\_

Other accessory structures (sheds), area \_\_\_\_\_ x \$31.40/sf = \_\_\_\_\_

**MISCELLANEOUS ITEMS**

Decks, Porches, Sundecks w/o roof \_\_\_\_\_ sf x \$36.65/sf = \_\_\_\_\_

Covered Decks, Porches, etc. \_\_\_\_\_ sf x \$67.05/sf = \_\_\_\_\_

Fireplaces, Masonry, each \_\_\_\_\_ x \$8,600 each = \_\_\_\_\_

Fireplaces, Prefab, each \_\_\_\_\_ x \$5,855 each = \_\_\_\_\_

**Estimated Total Construction Value (add all above) = \_\_\_\_\_**

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

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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 \_\_\_\_\_

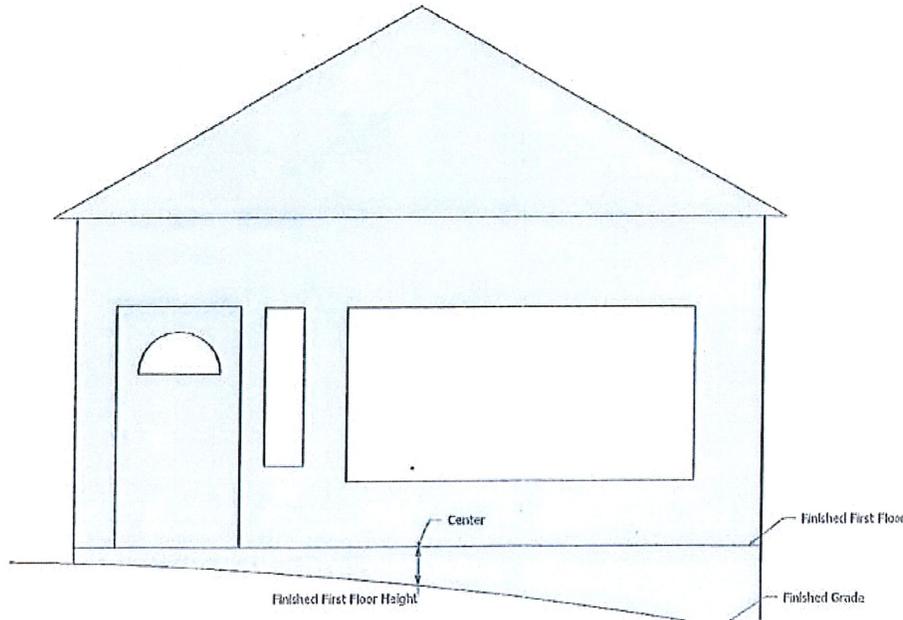
E-Mail Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## FINISHED FIRST FLOOR HEIGHT

\* **Finished first floor height:** The height of a finished first floor measured horizontally at the existing finished grade to the finished first floor at the center of the front foundation wall as depicted in the diagram below.



\*\* **Infill Residential Finished First Floor Height and Grade Adjustment.** The maximum finished first floor height for new residential structures for an interior lot located between two improved lots shall be determined by averaging the two existing finished floor heights of the structures on either side of the subject lot.

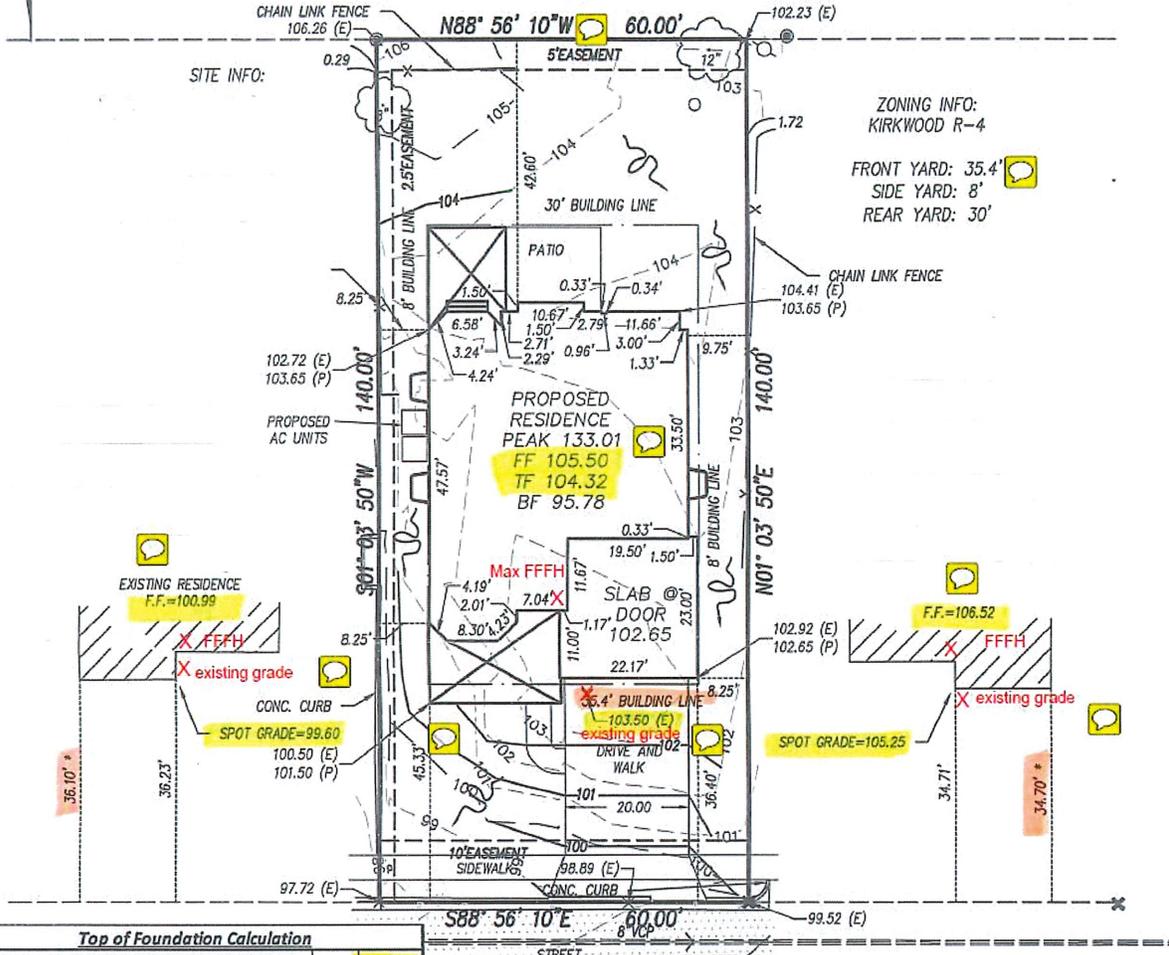
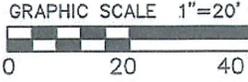
The maximum finished first floor height for new residential structures located (1) between an improved lot on one side and vacant lot on the other side or (2) between an improved lot and a street or (3) between a vacant lot and a street shall be determined by averaging the existing finished first floor heights of every improved lot within 200 feet, beginning from the property line of subject lot, in the same block and on the same street frontage. For corner lots the measurement shall be taken along both frontages and the more restrictive of the two averages shall apply.

However, when the maximum finished first floor height for a new residential structure is calculated to be less than 24 inches, the maximum finished first floor height for the new residential structure may be set to 24 inches, but if the maximum finished first floor height for the new residential structure would still result in any portion of the new foundation being below the minimum requirements of the adopted Building Code, a grade adjustment of up to 12 inches may be added to the maximum finished first floor height.

# FINISHED FIRST FLOOR HEIGHT AND FRONT SETBACK CALCULATIONS

## SITE PLAN PROPOSED CONDITIONS

(NORTH ARROW  
ADOPTED FROM  
RECORD PLAT)



ZONING INFO:  
KIRKWOOD R-4  
FRONT YARD: 35.4'  
SIDE YARD: 8'  
REAR YARD: 30'

Top of Foundation Calculation	
Existing Spot Grade at Middle of Foundation	103.50
Finished floor of House # 134	100.99
Spot Grade at Middle of House # 134	99.60
Finished First Floor Height	1.39
Finished floor of House # house	106.52
Spot Grade at Middle of House # house	105.25
Finished First Floor Height	1.27
Averaged Finished First Floor Height	1.33
MAX FF (Averaged FFFH + Existing Spot)	104.83
MAX Top of Foundation (MAX FF - 1.18)	103.65
The maximum finished first floor height is less than 24". The Proposed FF Elev. will be set using the existing spot elevation measured at the middle of the existing house, adding 24" per city ordinance	
Adjusted MAX FF	105.50
Adjusted Max TF	104.32

Front Yard Setback Calculation	
Front yard setback house # 134	36.1
Front yard setback house # 142	34.7
Minimum Front Building Setback	35.4

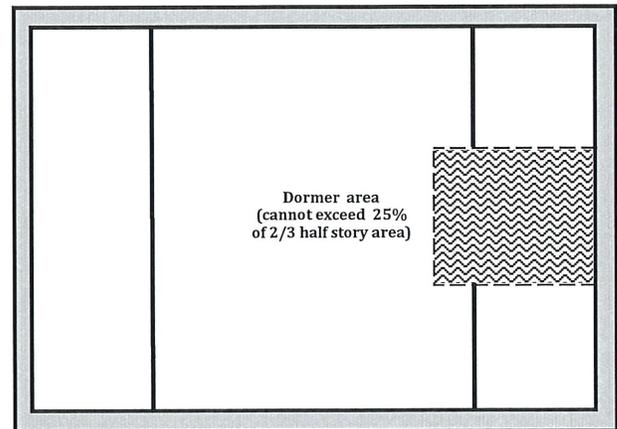
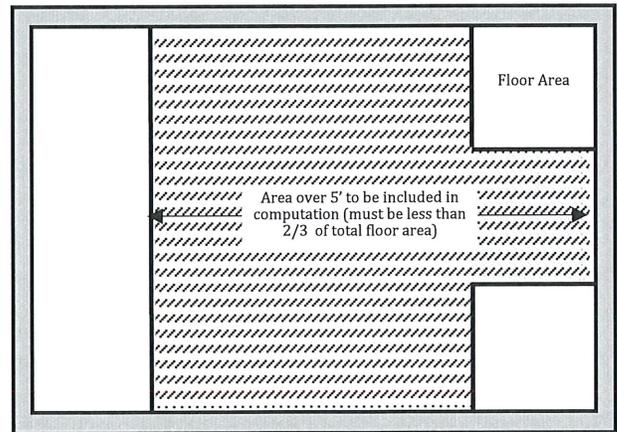
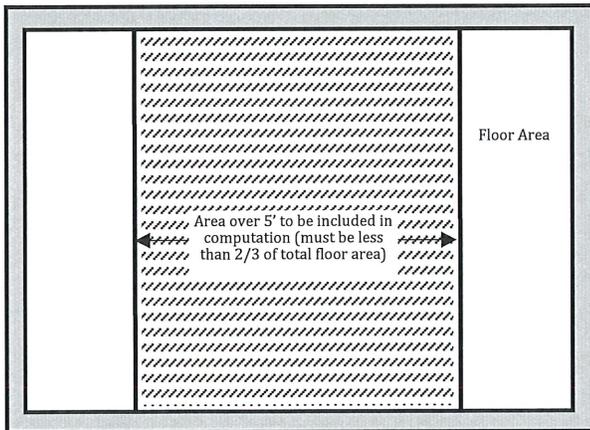
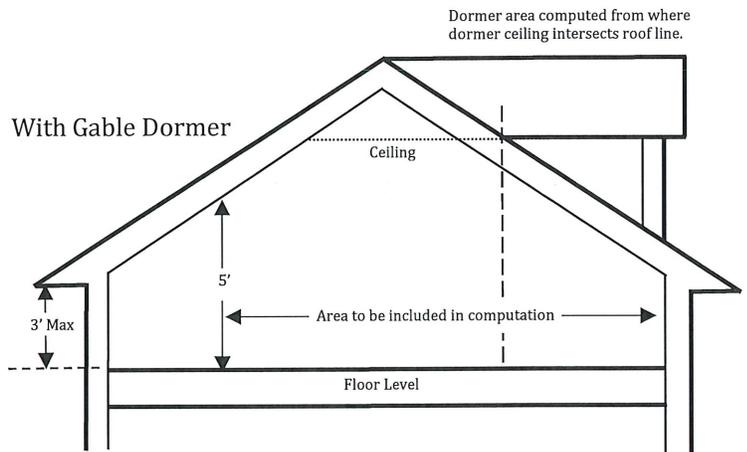
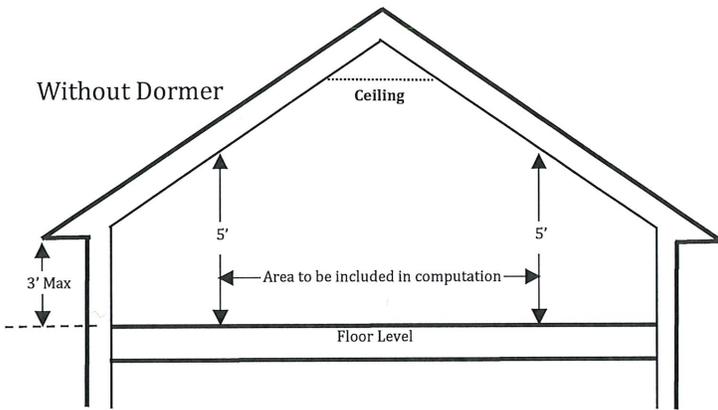
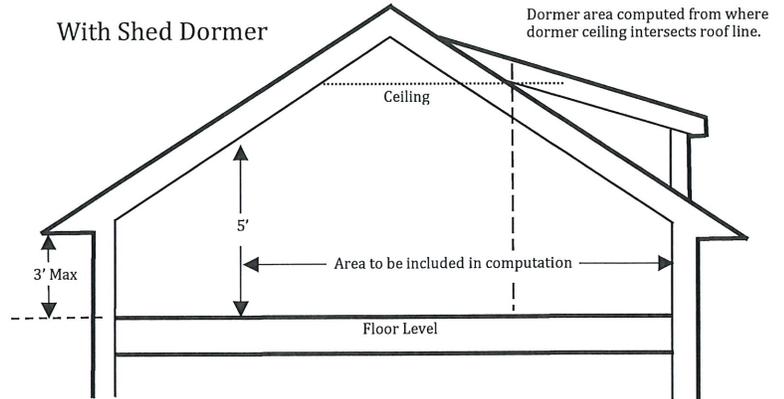
  

Existing Site Coverage		Proposed Site Coverage	
Lot Area	8,400 sq.ft	Lot Area	8,400 sq.ft
Total	2651 sq.ft. 31.6 %	Total	3866 sq.ft. 46.0 %
House	1518 sq.ft.	Residence	2804 sq.ft.
Driveway	808 sq.ft.	Driveway	574 sq.ft.
Front Porch	15 sq.ft.	Front Porch	280 sq.ft.
Front Walk	74 sq.ft.	Patio	195 sq.ft.
Sidewalk	236 sq.ft.	AC Pad	33 sq.ft.



## HALF STORY DEFINITION AND CALCULATIONS

**Story, half:** A space under a sloping roof which has the line of intersection of roof decking and exterior wall face not more than three (3) feet above the top floor level, and in which space not more than two-thirds (2/3) of the floor area is used for residential living purposes. Floor areas with a ceiling height of five (5) feet or greater shall be included in the computation of allowed living space. A half-story shall not contain cantilevered areas, or more than twenty-five (25) percent open dormer floor area. In single-family residences, a half-story shall not contain independent apartment or living quarters.



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WHERE COMMUNITY AND SPIRIT MEET

# 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

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

❖ 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 written 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. For information call 822-5822.
- 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.

Owners/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Issue Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Paid by: \_\_\_\_\_ Logged on chart  Scanned & E-mailed

Boundary survey approved \_\_\_\_\_ Deposit release approved by \_\_\_\_\_ Request sent to finance on \_\_\_\_\_

Refund check# \_\_\_\_\_ Mailed on \_\_\_\_\_ or Called to pick-up on \_\_\_\_\_

# 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
  - Spire 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 REMOVE A PUBLIC TREE AS PART OF MY DEVELOPMENT PLAN

- Removal of a tree from the City's Right of Way (ROW) requires a permit to be filed with the City Forester and approval.
  - If the Permit is denied the Removal request will be sent to the Kirkwood urban Forestry Council for approval.
  - The Commission meets on the **fourth Tuesday** of the month at 7:00pm. The agenda is prepared no later than the prior Thursday. All requests sent to the Commission must have a Permit submitted to the Urban Forester no later than the 3<sup>rd</sup> Monday of the month.
- Submittal information:
  - A Tree Survey and/or preliminary site plan
  - A written statement expressing the reason why the tree(s) must be removed. Trees are important City assets and provide many advantages to the public.
- Trees shall be protected during all phases of development, until the Permit or Request to remove has been approved.
  - All damage, destruction, or failure to protect the trees will be considered a violation of the City Code of Ordinances.
- Replacement trees planted in the ROW shall conform to the Tree Manual found on the City's website, or be an approved species by the Urban Forester.

## 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 **ten** 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**

March 18, 2018

COMPANY NAME	INDIVIDUAL'S NAME	COMPANY ADDRESS	PHONE NUMBER	E-MAIL ADDRESS
Allen's Tree Service	John Beckman	2755 West Pearce Blvd, Wentzville, MO 63385	(636) 332-5535	<a href="mailto:johnb.allenstree@gmail.com">johnb.allenstree@gmail.com</a>
Davey Tree Expert Co.	Tom Beshoar	1206 Hanley Industrial Ct, Brentwood 63144	(314) 961-5440	<a href="mailto:tom.beshoar@davey.com">tom.beshoar@davey.com</a>
Droege Tree Care, Inc.	Colleen Baum	6770 Olive Blvd., St. Louis, MO 63130	(314) 863-1903	<a href="mailto:colleen@droegetreecare.com">colleen@droegetreecare.com</a>
Hansen's Tree Service	Skip Kincaid	104 Hansen Court, O'Fallon, MO 63366	(636) 379-1830	<a href="mailto:skip@hansenstree.com">skip@hansenstree.com</a>
Trees, Forests, & Landscapes	Michael A Sestric Michael Garrett	540 Clark Avenue, Kirkwood, MO 63122	(314) 821-6956	<a href="mailto:treesforests@sbcglobal.net">treesforests@sbcglobal.net</a>

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 Urban Forester at 314-984-5907 to be included on the above list.

## TREE PROTECTION SPECIFICATIONS

For additional information please contact Urban Forester, Cory Meyer at 984-5907

**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.

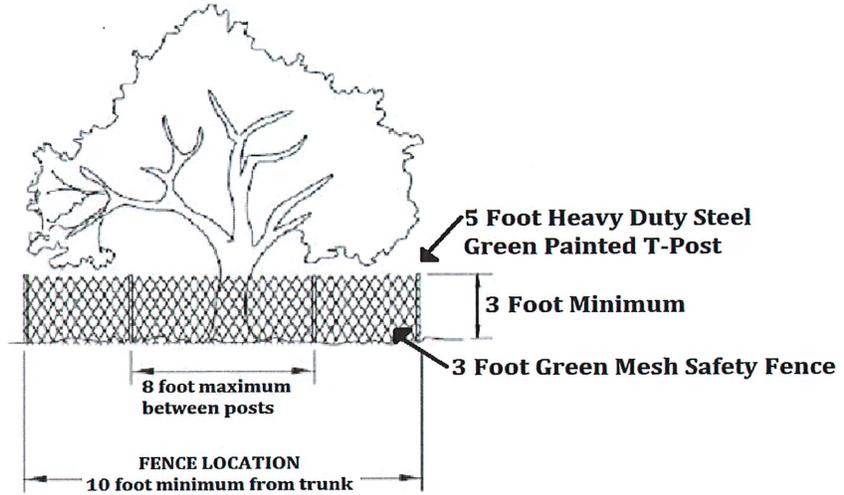
### Materials

- 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 demolition or construction begins and shall remain in place until final inspection of the project, except for work specifically allowed in the TPZ.
- f. During Demolitions or Construction.
  1. All neighbors' trees that overhang the project site or are within **ten** feet of the property line shall be protected from impact and protection fencing shall be required.
  2. The damage, removal, or failure to protect the trees designated to be preserved shall result in a violation of the Code of Ordinances.
  3. The applicant shall be responsible for the repair or replacement of any publicly-owned trees that are damaged during the course of construction.
  4. 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.

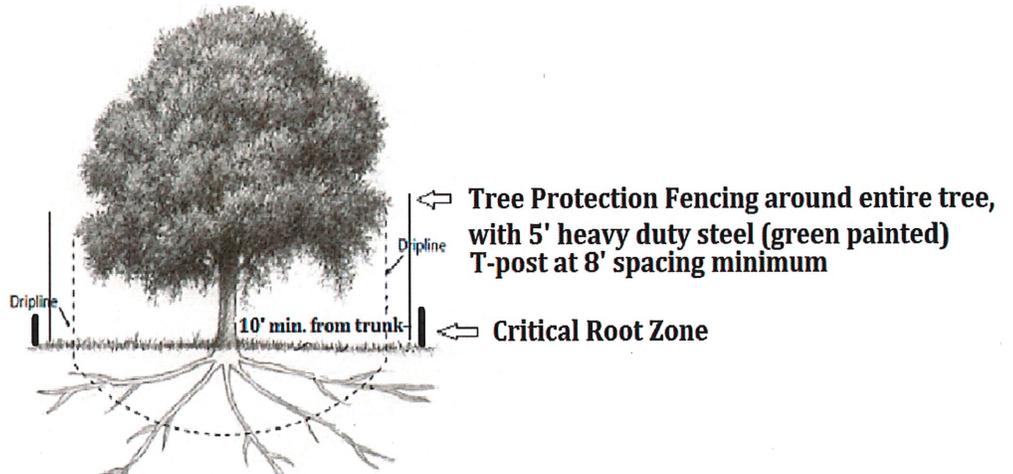
# TREE PROTECTION FENCING

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.  
↓

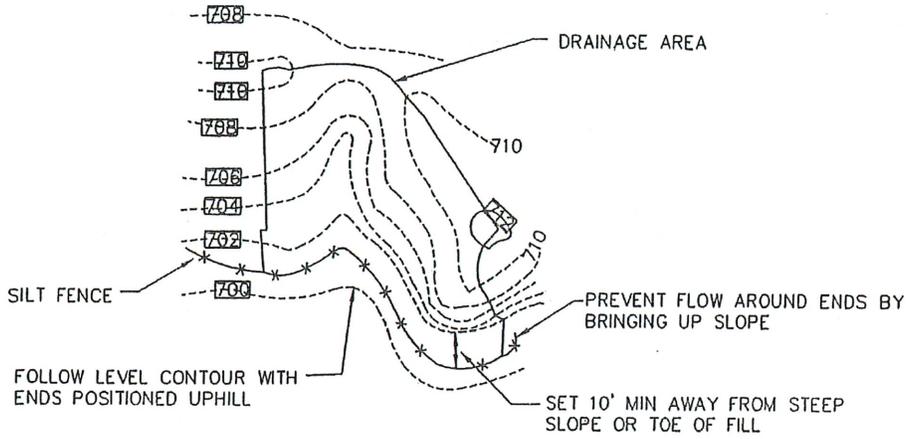
**TREE PROTECTION ZONE**

↑  
1" Min.  
↓

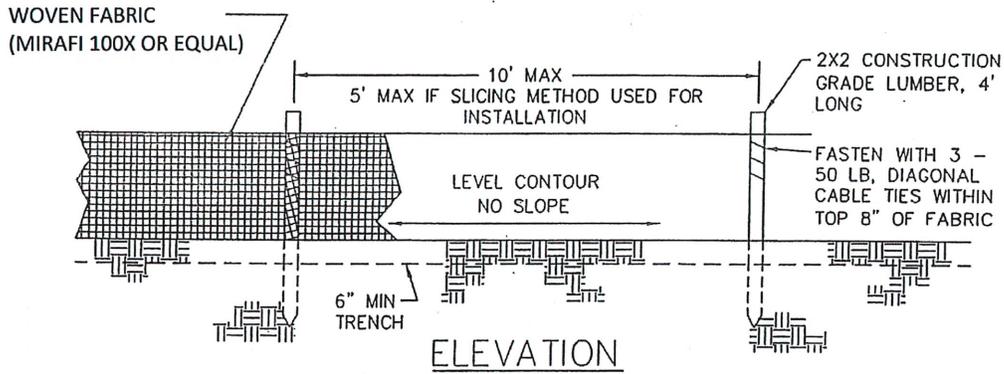
SAMPLE ONLY – RED LETTERING REQUIRED

EXHIBIT A-S

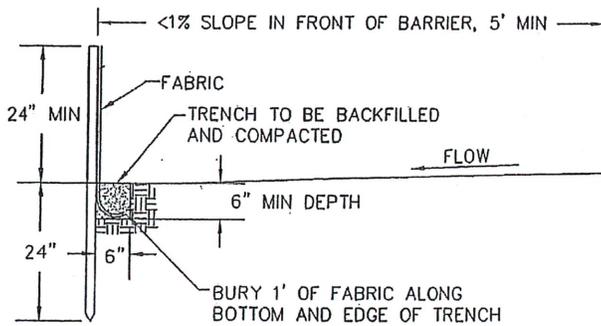
# SILT FENCE SPECIFICATIONS



PLAN VIEW



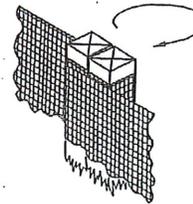
ELEVATION



SECTION

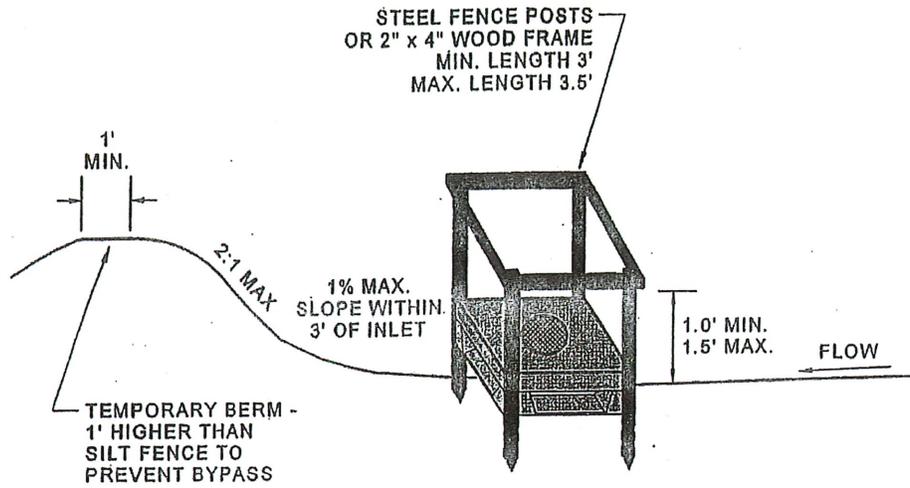
NOTE: IF FABRIC IS INSTALLED BY EQUIPMENT DESIGNED TO SLICE INTO THE GROUND, THE TRENCH IS NOT NEEDED

WRAP GEOTEXTILE AROUND STAKES BEFORE DRIVING

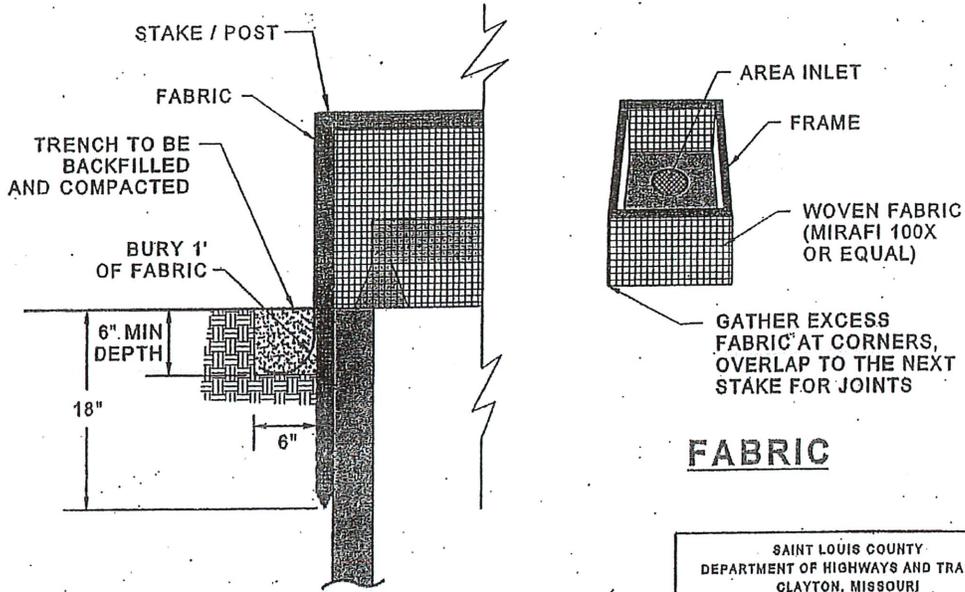


JOINING SECTIONS OF SILT FENCE

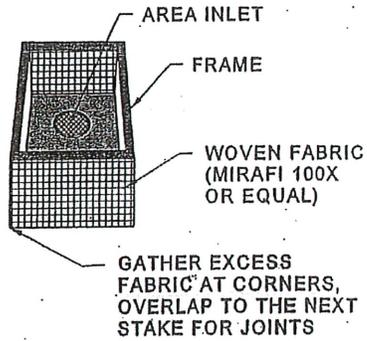
# INLET PROTECTION SPECIFICATIONS



**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

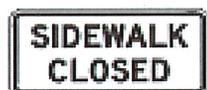
In accordance with the following Section of the General Code of Ordinances:

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

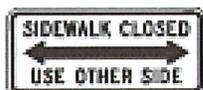
Existing sidewalks along the public right-of-way shall be maintained throughout the demolition and construction process of single-family infill residences and remain open for public use at all times except for temporary reconstruction of utilities, driveways, and sidewalks not exceeding 72 hours except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



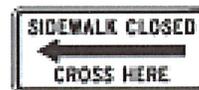
R9-9



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).

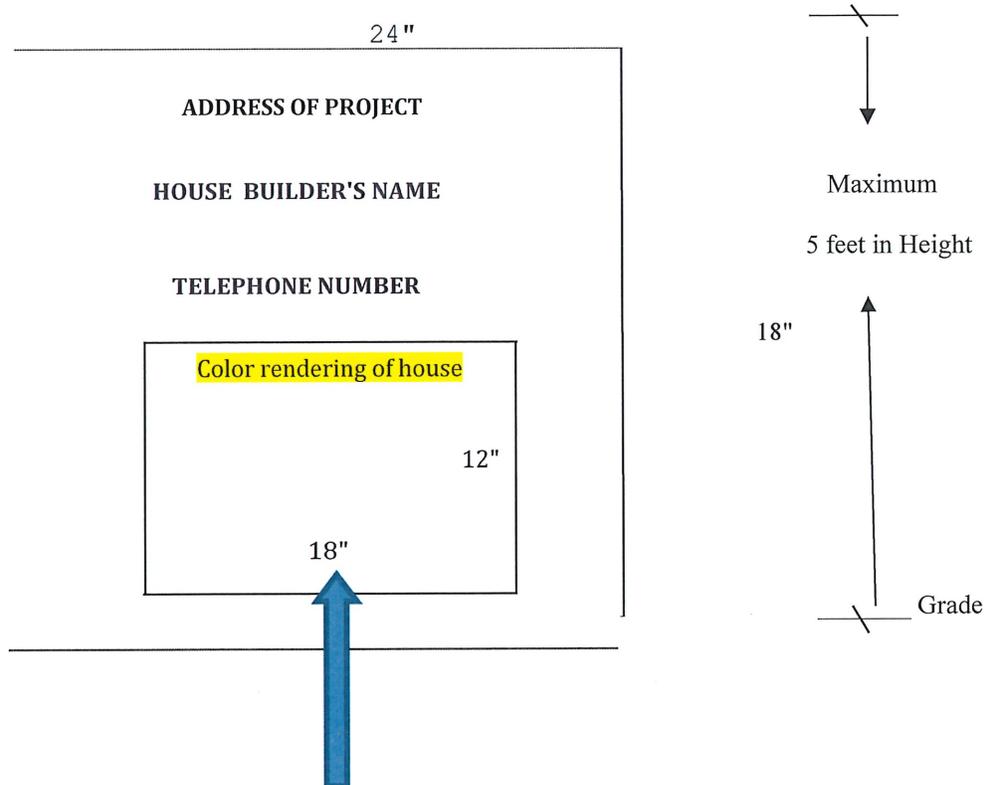
SIDEWALK CLOSED (ARROW) USE OTHER SIDE (R9-10) sign should be installed at the beginning of the restricted sidewalk when a parallel sidewalk exists on the other side of the roadway.

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.

# Informational Sign Minimum Standards



The picture shall be a color rendering of the actual house to be constructed

**Attention:** After demolition is complete and prior to the issuance of the building permit, this required sign shall be installed.



WHERE COMMUNITY AND SPIRIT MEET

# Building Permit Application

139 S. Kirkwood Rd. Kirkwood, MO 63122

(314) 822-5823 [www.kirkwoodmo.org](http://www.kirkwoodmo.org)

## PROJECT ADDRESS

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

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

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

Commercial \*New Business or Tenant Finish (must complete the below business information) Zoning Approved \_\_\_\_\_

Proposed Business type \_\_\_\_\_ Business Name \_\_\_\_\_

Previous Business type \_\_\_\_\_ Business Name \_\_\_\_\_

\* If changing the business type/use to a higher parking requirement, Parking Worksheet is required

**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: \_\_\_\_\_

## BUILDING PERMIT:

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

Sq. Ft. \_\_\_\_\_ Value of Const. \_\_\_\_\_ Landmark - YES / NO Local Historic District - YES / NO

Approved by: \_\_\_\_\_

*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.*

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

**Office Use Only:**  \*Check the water tap fee to see if already paid

Permit Fee \_\_\_\_\_ + \$5000 deposit for New SFR or \$1000 deposit for Stormwater BMP = Total \_\_\_\_\_  
(Please Circle which is required, if any)

Notified for pick-up on \_\_\_\_\_  Phone  Voicemail  E-mail

Deposit paid by \_\_\_\_\_  Logged on deposit chart

Final inspection for refund  Approved or  Denied on \_\_\_\_\_ Conditional occupancy ok for \_\_\_\_\_ days

Release bond to finance on \_\_\_\_\_  Logged on deposit chart Check# \_\_\_\_\_  Mailed  Pick-up