ARB Packets for Additions/Detached Structures

For the manuals and checklists for Stormwater Management Regulations

Please visit www.kirkwoodmo.org/stormwater
Blank Page for 2-sided printing
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 no: 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 or 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
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.
# Municipality Worksheet - (Kirkwood, MO 63122)

## CITY CONTACTS AND CODES

|------------------------|----------------------------------|------------------------|---------------------------|

Notes/Special Instructions: **CODES**

## REQUIRED APPLICATIONS, WORKSHEETS, & PERMITS

<table>
<thead>
<tr>
<th>ARB Application:</th>
<th>Yes- All exterior</th>
<th>Site Coverage and FAR Cales:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree Permit or Study:</td>
<td>Yes- see below</td>
<td>Municipal Inspections:</td>
<td>Bldg., Plumb., Mech., (Electrical for one &amp; two family residential only)</td>
</tr>
<tr>
<td>Land Disturbance/Grading:</td>
<td>Yes- over 1 foot of grade change</td>
<td>STLCO inspections:</td>
<td>Electrical only- on Three Family residential or more and Commercial</td>
</tr>
<tr>
<td>Site plan</td>
<td>Yes</td>
<td>Contractor License Required</td>
<td>Yes- plus insurance req</td>
</tr>
</tbody>
</table>

Notes/Special Instructions: **ARB BOA PERMITS**

## BOARD OF ADJUSTMENT

<table>
<thead>
<tr>
<th>Meeting Frequency:</th>
<th>2nd Monday of every month</th>
<th>Site Coverage and FAR Cales:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Lead Time:</td>
<td>24 calendar days before mtg.</td>
<td>Submittal Format</td>
<td>Site plan scale 1”=20’</td>
</tr>
<tr>
<td>Pre-Submittal Meeting</td>
<td>Required</td>
<td>Copies Required:</td>
<td>12</td>
</tr>
<tr>
<td>City Liaison:</td>
<td>Amy Lowry 314-822-5815</td>
<td>Historical Districts:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Notes/Special Instructions: **Board of Adjustment website**

## ARCHITECTURAL REVIEW BOARD

<table>
<thead>
<tr>
<th>Meeting Frequency:</th>
<th>1st and 3rd Mondays</th>
<th>Submission Lead Time:</th>
<th>7 calendar days before mtg.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color Rendering:</td>
<td>Required- see examples</td>
<td>Submittal Format</td>
<td>11” X 17” all documents</td>
</tr>
<tr>
<td>Photos &amp; Streetscape:</td>
<td>Required- see examples</td>
<td>Existing and Proposed Surveys:</td>
<td>Yes</td>
</tr>
<tr>
<td>Historical Districts:</td>
<td>Yes- Local and National</td>
<td>Sign Rules and Requirements:</td>
<td>Yes- Kirkwood Sign Ordinance</td>
</tr>
<tr>
<td>Special Reqd. Demolition</td>
<td>Historic districts</td>
<td>Design Restrictions &amp; Requirements:</td>
<td><strong>ARB website</strong></td>
</tr>
</tbody>
</table>

## SURVEY REQUIREMENTS

<table>
<thead>
<tr>
<th>Existing:</th>
<th>Shall be submitted at demolition including grade contours, FFFH and &quot;spot grade&quot; and structures to be removed</th>
<th>Proposed:</th>
<th>Shall be submitted at Single-Family Site Plan Review/ Architectural Review submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topo:</td>
<td>Yes</td>
<td>Foundation &quot;Spot&quot;/ FFFH Survey:</td>
<td>Yes</td>
</tr>
<tr>
<td>FFFH-Finished first floor height averaged requirements</td>
<td>See example herein or on website.</td>
<td>Specific ordinance on finish floor height</td>
<td></td>
</tr>
<tr>
<td>Demolition Plan:</td>
<td>Yes- details site setup</td>
<td>Storm Consolidation:</td>
<td>Yes- if applicable</td>
</tr>
<tr>
<td>Storm water drainage Req.</td>
<td>Yes -site specific</td>
<td>Yes- if applicable</td>
<td></td>
</tr>
</tbody>
</table>

Notes/Special Instructions: **Contact Amy Lowry at 314-822-5815 for FFFH & Front Setback Calculation Examples**

## TREE PROTECTION

<table>
<thead>
<tr>
<th>Tree Study Required:</th>
<th>Yes</th>
<th>Tree Protection Specifications:</th>
<th>Yes-specific requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>When Required:</td>
<td>Prior to issuance of permits</td>
<td>Protection Fence Type:</td>
<td>3' green mesh w/ 5' green t-posts</td>
</tr>
<tr>
<td>Approved Arborist List:</td>
<td>Contact Public Services</td>
<td>Signage Required:</td>
<td>Yes- specific design and type</td>
</tr>
</tbody>
</table>

Notes/Special Instructions: **Requirements are in ARB submittal packet or Contact City Forester at 314-984-5907**

## SILTATION CONTROL/ MISCELLANEOUS ITEMS

<table>
<thead>
<tr>
<th>Plan Requirements:</th>
<th>Indicate on demolition plan</th>
<th>Portable Restroom</th>
<th>Shall be screened and setback 15 feet from front</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fence Type:</td>
<td>Woven fabric type fencing</td>
<td>Material Storage:</td>
<td>Shall be on either paved or rock surface</td>
</tr>
<tr>
<td>Site entry:</td>
<td>Shall be rocked or paved surface</td>
<td>Debris/Trash:</td>
<td>Shall be disposed of in dumpster- tarped</td>
</tr>
<tr>
<td>Excavation Req.</td>
<td>All excavations shall be protected with min. 4 foot fencing</td>
<td>Right Of Way</td>
<td>Sidewalk closed max. 72 hours</td>
</tr>
</tbody>
</table>

Notes/Special Instructions: **Requirements are in ARB submittal packet or Demolition packet**
The meeting schedule and submittal schedule follows:

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

*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.
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
Submit 1 copy of all documents listed below:

- Completed Architectural Review Board – Design Submission Application
- Completed Project Description Worksheet – All sections, one (1) page
- Completed Application for Single Family Site Plan Worksheet – All applicable sections, six (6) pages
- 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, and any easements, restrictions, rights of way, or other property encumbrances.
- Building/floor plans, ½ story FAR plan (if new accessory structure is 1½ stories), 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.
- Any additional drawings, documentation, photos, renderings, or material samples that will assist in conveying design intent

**ALL DRAWINGS MUST BE SCALABLE, CONTAIN APPROPRIATE DIMENSIONS, AND SHALL BE IN AN 11” X 17” FORMAT**
Blank Page for 2-sided printing
**ARCHITECTURAL REVIEW BOARD**  
**DESIGN SUBMISSION APPLICATION**

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

Meetings are held on the **1st and 3rd Mondays** (excluding holidays) every month.  
Submittals must be turned in by **2:00 p.m.** on the deadline date.  
See checklist for required submittal documents to accompany this application

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Case #</th>
<th>Zoned</th>
<th>Is the property a Kirkwood Landmark?</th>
<th>Yes</th>
<th>No</th>
<th>In a Local Historic District?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Scope of work -</td>
<td></td>
<td></td>
<td>Permit #</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Construction Type/Fee:**  
- New House - $150.00  
- Addition - $100.00  
- Accessory Structure/All others - $100.00

---

**APPLICANT**

Name______________________________  
Address______________________________  
City, State, Zip______________________

Phone________________________________

**PROPERTY OWNER**

Name______________________________  
Address______________________________  
City, State, Zip______________________

Phone________________________________

**ARCHITECT INFORMATION**

Name______________________________  
Address______________________________  
City, State, Zip______________________

Phone________________________________

---

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.

---

<table>
<thead>
<tr>
<th>Applicant's Signature</th>
<th>Applicant's Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

---

**City Use Only**  
**Received by**____________________  
**Agenda Date**____________________

**Zoning Comments**____________________

**Building Comments**____________________
Blank Page for 2-sided printing
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:

Section B: Neighborhood Context (New Construction & Additions)

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 C: 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: ________________

4.) Detailing
Foundation Wall Covering: ________________

Location of Utility Equipment:

Screening of Utility Equipment:
Blank Page for 2-sided printing
APPLICATION FOR SINGLE FAMILY SITE PLAN – (WORKSHEET)

This form must be completed and filed with any Building Permit Application for single-family construction (including new homes, additions, alterations, attached garages, new detached structures, etc.) which increases the lot coverage of roofed area or increases the floor area of a building.

PROPERTY ADDRESS

LOT SIZE AND DIMENSIONS

1a. Lot Width________________ feet  
1b. Lot Area________________ square feet  
1c. Side Setbacks________________ feet  
1d. Front Setback________________ feet

FINISHED FIRST FLOOR HEIGHT (FFFH) ELEVATION  
(New Homes Only – See FFFH Example Sheet Herein)

2a. Existing Grade Elevation – center of foundation ____________

2b. Average of Height Difference between FFFH and Existing Grade of Adjacent Homes ____________

2c. Maximum FFFH Elevation [2a + 2b (or 2', whichever is greater)] ____________

2d. Proposed FFFH Elevation (may not exceed 2c) ____________

LOT COVERAGE – ALL STRUCTURES UNDER ROOF  
(Includes Detached Accessory Structures)

<table>
<thead>
<tr>
<th>Existing to Remain (sf)</th>
<th>Proposed New (sf)</th>
<th>Total (sf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Residence ____________</td>
<td>+ ____________</td>
<td>= ____________</td>
</tr>
<tr>
<td>Includes all unenclosed porches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Front porch deduct (________)</td>
<td>+ (________)</td>
<td>= (________)</td>
</tr>
<tr>
<td>Maximum deduction is 300 sf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Attached garage ____________</td>
<td>+ ____________</td>
<td>= ____________</td>
</tr>
<tr>
<td>Includes carport or porte cochere</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Detached garage ____________</td>
<td>+ ____________</td>
<td>= ____________</td>
</tr>
<tr>
<td>Includes carport or porte cochere</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Accessory buildings ____________</td>
<td>+ ____________</td>
<td>= ____________</td>
</tr>
<tr>
<td>(Shed, Gazebo, etc. – under roof only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Total lot coverage [item 3 + (-4) + 5 + 6 + 7]</td>
<td>= ____________</td>
<td></td>
</tr>
</tbody>
</table>

9. Lot coverage percentage: covered area (item 8) divided by lot area (item 1b) x 100 = ______________ %

TOTAL ALLOWABLE LOT COVERAGE PERCENTAGE (Item 9)

For two-story houses:  
For lots of 7,500 SF or less, the maximum lot coverage is 30%, or 1,750 SF of coverage, whichever is greater.  
For lots greater than 7,500 SF, the maximum lot coverage is 25%, or 2,250 SF coverage, whichever is greater.

For one story houses and one and one-half story houses:  
For lots of 7,500 SF or less, the maximum lot coverage is 35%.  
For lots greater than 7,500 SF, the maximum lot coverage is 30%, or 2,625 SF coverage, whichever is greater.
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**FLOOR AREA RATIO OF HOUSE**
(Excludes Detached Accessory Structures, Basement Areas, Unenclosed Porches & Half Story Living Areas)

<table>
<thead>
<tr>
<th></th>
<th>Existing House to Remain (sf)</th>
<th>Proposed New (sf)</th>
<th>Total (sf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. First floor</td>
<td></td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excludes all unenclosed porches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Second floor</td>
<td></td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes space open to the first floor below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Half story</td>
<td></td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See Zoning definition and example sheet herein</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. House total (items 10+11+12)</td>
<td>13a____________</td>
<td>+</td>
<td>13b__________</td>
</tr>
<tr>
<td>14. Attached garage</td>
<td>14a____________</td>
<td></td>
<td>14b__________</td>
</tr>
<tr>
<td></td>
<td>Includes carport or porte cochere</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. 50% of attached garage</td>
<td>______________</td>
<td>+</td>
<td>___________</td>
</tr>
<tr>
<td>16. Floor area per code (items 10 + 11 + 15)</td>
<td>=</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 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**

<table>
<thead>
<tr>
<th></th>
<th>Existing to Remain (sf)</th>
<th>Proposed New (sf)</th>
<th>Total (sf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Finished area</td>
<td>18a____________</td>
<td>+</td>
<td>18b__________</td>
</tr>
<tr>
<td>19. Unfinished area</td>
<td>19a___________</td>
<td>+</td>
<td>19b__________</td>
</tr>
<tr>
<td>20. Total Basement area (items 18+19)</td>
<td>=</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21. a. Percentage of basement height below average level of adjoining ground = _____________ %
21. 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**

<table>
<thead>
<tr>
<th></th>
<th>Existing to Remain</th>
<th>Proposed New</th>
</tr>
</thead>
<tbody>
<tr>
<td>22. Height of house (ft)</td>
<td>_________________</td>
<td>______________</td>
</tr>
<tr>
<td>23. Number of Stories</td>
<td>_________________</td>
<td>______________</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Front (feet)</th>
<th>Rear (feet)</th>
<th>Side (feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing/New</td>
<td>Existing/New</td>
<td>Existing/New</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Existing to Remain (sf)</th>
<th>Proposed New (sf)</th>
<th>Total (sf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>34. Detached garage (footprint)</td>
<td>34a_________ +</td>
<td>34b_________ =</td>
<td>__________</td>
</tr>
<tr>
<td>35. Other accessory structure(s)</td>
<td>35a_________ +</td>
<td>35b_________ =</td>
<td>__________</td>
</tr>
<tr>
<td>36. Total accessory structure lot coverage (items 34 + 35)</td>
<td>=</td>
<td>=</td>
<td>__________</td>
</tr>
<tr>
<td>37. Accessory structure lot coverage percentage: (item 36) divided by lot area (item 1b)x100=_________%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Existing to Remain (sf)</th>
<th>Proposed New (sf)</th>
<th>Total (sf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>38. Habitable Space</td>
<td>38a_________ +</td>
<td>38b_________ =</td>
<td>__________</td>
</tr>
<tr>
<td>In or above detached garage or other accessory building</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

### Height of Detached Garage/Accessory Structure

<table>
<thead>
<tr>
<th></th>
<th>Existing to Remain (ft)</th>
<th>Proposed New (ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>40. Height of detached garage/accessory structure</td>
<td>________________</td>
<td>________________</td>
</tr>
</tbody>
</table>

The height is measured from the average grade in front of the detached garage or accessory structure to the higher: 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 ½ 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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**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 apartments or living quarters.
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.
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 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 3rd 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.
CLOSING PUBLIC SIDEWALKS

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


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)

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.
Building Permit Application
139 S. Kirkwood Rd. Kirkwood, MO 63122
(314) 822-5823 www.kirkwoodmo.org

PROJECT ADDRESS

Please Choose: □ Single Family □ Multi-Family Permit #
□ New Primary Structure □ Addition □ Alteration 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.

<table>
<thead>
<tr>
<th>GENERAL CONTRACTOR/HOMEOWNER</th>
<th>BUSINESS NAME</th>
<th>PHONE</th>
<th>RWD LIC. NO.</th>
<th>DATE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRICIAN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLUMBER</td>
<td>Exterior</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum Schedule 40 pipe required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXTERIOR</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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