



# ARCHITECTURAL REVIEW BOARD (ARB): RESIDENTIAL ADDITIONS AND ALTERATIONS DESIGN REVIEW REFERENCE PACKET

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5899

**Submittals must be turned in by 5:00 p.m. on the deadline date.  
Incomplete submissions will be returned for completion.**

Please use our online portal for submission. [Click here to access the online portal.](#) You may need to register and create an account. [Click here for instructions.](#) Once you've registered, you can click Apply and find the relevant Architectural Review Board application. The following pages of this document is an updated version of our former application that may be helpful to reference as you use the online portal. Please call ARB Staff Liaison Lauren Hoerr at 314-822-5899 if you have any questions.

**The online application mimics pages 3-7 of this document, so it may be helpful to use these pages as a reference as you fill out the online application.**

Please note: As you begin to fill out the application form details online, there may be questions/fields that require a response that are unrelated to your project or you may not know the answer. In this case, please enter "NA", "0", or "unknown" and continue filling out the rest of the online application.

**Please upload the following documents as part of your online application:**

- Property Boundary Survey [may not be required for all projects] signed and sealed by a licensed surveyor of existing conditions in appropriate scale and 11" x 17" format, with existing setbacks and any easements, restrictions, rights of way, or other property encumbrances.
- Site plan/survey of proposed conditions in appropriate **scale** to include: the proposed building footprint(s) and location(s) with dimensions; grade contours; property setbacks per Zoning Code; top of foundation and finished first floor height elevation of proposed structure(s) 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 – and must include all outside dimensions, including the height of the house and detached structures on the front elevations from the average grade.
- Color photographs of all elevations of existing structures on the Subject Parcel. Photos must be a minimum 3"x4" size and there may be multiple on one page, or they may be on separate pages.
- Any additional drawings, documentation, photos, renderings, or material samples that will assist in conveying design intent.
- Tree Study [may not be required for all projects] – see page 8 for an example.

**\*ALL DRAWINGS MUST BE SCALABLE, WITH APPROPRIATE DIMENSIONS \***



ARCHITECTURAL REVIEW BOARD (ARB):  
RESIDENTIAL ADDITIONS AND ALTERATIONS  
DESIGN REVIEW REFERENCE PACKET

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5899

ARCHITECTURAL REVIEW BOARD  
2025 SUBMITTAL SCHEDULE

Last Date for Submittal* by 5:00 pm	ARB Meeting Date**
December 23, 2024	January 06, 2025
January 06, 2025	January 21, 2025***
January 21***	February 3
February 3	February 18***
February 18***	March 3
March 3	March 17
March 24	April 7
April 7	April 21
April 21	May 5
May 5	May 19
May 19	June 2
June 2	June 16
June 23	July 7
July 7	July 21
July 21	August 4
August 4	August 18
August 18	September 2***
September 2***	September 15
September 22	October 6
October 6	October 20
October 20	November 3
November 3	November 17
November 17	December 1
December 1	December 15
December 22	January 5, 2026

**SCHEDULE SUBJECT TO CHANGE.**

- \* Date by which application must be submitted for review. Incomplete applications will be returned.
- \*\* Date application will be presented to Architectural Review Board by petitioner.
- \*\*\* If a meeting or deadline falls on a holiday, the date will be the following Tuesday as indicated.



ARCHITECTURAL REVIEW BOARD (ARB):  
RESIDENTIAL ADDITIONS AND ALTERATIONS  
DESIGN REVIEW REFERENCE PACKET

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5899

**SITE PLAN WORKSHEET**

---

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



# ARCHITECTURAL REVIEW BOARD (ARB): RESIDENTIAL ADDITIONS AND ALTERATIONS DESIGN REVIEW REFERENCE PACKET

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5899

## LOT SIZE AND DIMENSIONS

- |                        |  |
|------------------------|--|
| 1a. Lot Width _____ ft | 1c. Required Front Yard Setback _____ ft |
|                        | 1d. Required Side Yard Setbacks _____ ft |
| 1b. Lot Area _____ sf  | 1e. Required Rear Yard Setback _____ ft  |

Lot width shall be measured at the front yard setback of 60 ft in R-1, 50 ft in R-2, 40 ft in R-3, and 35 ft in R-4 and R-5. The secondary front yard setback for a corner lot is 20% of the lot width in R-3 & 30% of the lot width in R-4.

## LOT COVERAGE – ALL STRUCTURES UNDER ROOF

(Includes Detached Accessory Structures, Garages, Porches and Decks with roofs)

	Existing to Remain (sf)	+	Proposed New (sf)	=	Total (sf)
3. Residence _____ Includes all unenclosed porches & decks with roofs		+	_____	=	_____
4. Front porch deduct (_____) _____ Maximum deduction is 300 sf		+	(_____) _____	=	(_____) _____
5. Attached garage _____ Includes carport or porte cochere		+	_____	=	_____
6. Detached garage _____ Includes carport or porte cochere		+	_____	=	_____
7. Accessory buildings _____ Includes Shed, Gazebo, etc. – under full roofs		+	_____	=	_____
8. Total lot coverage [items 3 + (- 4) + 5 + 6 + 7]				=	_____
9. Lot coverage percentage: [item 8] divided by lot area [item 1b] x100				=	_____ %

### **TOTAL ALLOWABLE LOT COVERAGE [Items 8 & 9]**

For 1½ -story and 2-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 1-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.



# ARCHITECTURAL REVIEW BOARD (ARB): RESIDENTIAL ADDITIONS AND ALTERATIONS DESIGN REVIEW REFERENCE PACKET

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5899

## FLOOR AREA RATIO OF HOUSE

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

	Existing to Remain (sf)	+	Proposed New (sf)	=	Total (sf)
10. First floor _____ Excludes all unenclosed porches			_____		_____
11. Second floor _____ Stairs and first floor areas with ceiling heights above 15 ft counted with second floor			_____		_____
12. Half story _____ See Zoning definition and ARB Supplemental Application Materials			_____		_____
13. House total [items 10 + 11 +12]					
13a _____			13b _____		= 13c _____
14. Attached garage, carport or porte cochere					
14a _____			14b _____		
15. 50% of attached garage, carport or porte cochere					
_____			_____		= _____
16. Floor area per code [items 10 + 11 + 15]					= _____
17. Floor area ratio: [item 16] divided by lot area [item 1b] x100					= _____%

### **ALLOWABLE FLOOR AREA RATIO [Items 16 & 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.

<b><u>BASEMENT</u></b>					
	Existing to Remain (sf)		Proposed New (sf)		Total (sf)
18. Finished area	18a _____	+	18b _____	=	18c _____
19. Unfinished area	19a _____	+	19b _____	=	19c _____
20. Total Basement area [items 18+19]				=	_____

If the basement, excluding any basement level garage, is more than four feet above the adjacent grade for more than 10 percent of the façade along any street frontage when measured from the top of the foundation, it must be included in the number of stories in item 22 and in the floor area ratio in item 10. The exclusion of any basement level garage shall include the area of the garage door plus an additional two feet on each side of the door. An additional elevation plan may be required to show compliance.

<b><u>HEIGHT OF HOUSE</u></b>		
	Existing to Remain	Proposed New
21. Height of house	_____ft	_____ft
22. Number of stories	_____	_____

Height is measured from average grade in front of home to top of roof, and **may not exceed 35 feet and 2½ stories**



# ARCHITECTURAL REVIEW BOARD (ARB): RESIDENTIAL ADDITIONS AND ALTERATIONS DESIGN REVIEW REFERENCE PACKET

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5899

## DRIVEWAY

23. Driveway width at property line \_\_\_\_\_ ft

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 except on certain streets. Additional driveway standards may be found at Zoning Code section 25-64(b)(3).

**Additions to residences or new detached garages not part of a new SFR application require separate driveway permits.**

## ATTACHED GARAGE WITH FRONT ENTRY

24. Width of house \_\_\_\_\_ ft

25. Width of front entry garage \_\_\_\_\_ ft

26. Percentage of garage frontage: [item 25] divided by [item 24] x 100 = \_\_\_\_\_ %

Percentage of front entry garage frontage [item 26] may not exceed 55%.

27. Distance front entry garage extends beyond front wall of house \_\_\_\_\_ ft

Front-entry attached garage may not extend 8 feet beyond front wall of house and must have an attached porch.

## ENCROACHMENTS INTO SETBACK REQUIREMENTS

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

### **ALLOWED ENCROACHMENTS**

- 28. An unenclosed porch or deck (not more than one story in height) or a paved terrace may encroach up to 10 feet into the conforming front or rear yard setback.
- 29. 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 yard setback.
- 30. Roof overhangs or other architectural features may extend up to 30 inches into the front, rear or side yard setback.
- 31. Fireplaces and chimneys may encroach up to 24 inches into the side yard setback or 36 inches into the rear yard setback.
- 32. AC or home generator units shall be installed against the side or rear foundation wall or as near as possible in a location approved by the City.



# ARCHITECTURAL REVIEW BOARD (ARB): RESIDENTIAL ADDITIONS AND ALTERATIONS DESIGN REVIEW REFERENCE PACKET

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5899

## DETACHED GARAGE/ACCESSORY STRUCTURE LOT COVERAGE

	Existing to Remain (sf)		Proposed New (sf)		Total (sf)
33. Detached garage	33a_____	+	33b_____	=	_____
34. Accessory structure(s)	34a_____	+	34b_____	=	_____
35. Total accessory structure lot coverage [items 33 + 34]				=	_____
36. Lot coverage percentage: [item 35] divided by lot area [item 1b] x 100				=	_____%

Lot coverage of all accessory structures may not exceed 1500 square feet (item 35), or 7.0% of the lot area (item 36), 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					_____ft
	Existing to Remain (ft)		Proposed New (ft)		
40. Height of detached garage/ accessory structure	_____		_____		

The minimum distance between an accessory building, including a detached garage, and any other structure on the lot must be 10 feet. Accessory structures shall be located behind the front line of the primary structure, not located in a utility easement, and a minimum distance of 5 feet from the side or rear property line. Accessory structures with any one wall 25 feet or longer must be set back from the side and rear property lines the same distance as the side yard setback of the primary 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 and 1½ stories. Detached garage or accessory structure height may also not exceed the primary structure height. Half story must comply with Zoning Code definition.

Accessory structures shall not contain basements, kitchens, cooking facilities, sleeping areas, and shower or bathing facilities.

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



ARCHITECTURAL REVIEW BOARD (ARB):  
 RESIDENTIAL ADDITIONS AND ALTERATIONS  
 DESIGN REVIEW REFERENCE PACKET

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5899

**TREE STUDY & SITE PLAN**

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.**

**\*\*NOTE: If no trees are to be removed, a tree protection plan shall be provided for existing trees within 20 feet of disturbance.**

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.



# ARCHITECTURAL REVIEW BOARD (ARB): RESIDENTIAL ADDITIONS AND ALTERATIONS DESIGN REVIEW REFERENCE PACKET

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5899

## SITE PLAN CHECKLIST

---

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

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

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

**Mark all boxes verifying they are included on the plans. \* Indicates items required at time of ARB submittal. If left blank explain why.**

Separate permits are required for fences, retaining walls, swimming pools, decks (if not part of new SFR application) and driveways (if not part of new SFR application) which may require more information than listed on this checklist. 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

### Trees

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



# ARCHITECTURAL REVIEW BOARD (ARB): RESIDENTIAL ADDITIONS AND ALTERATIONS DESIGN REVIEW REFERENCE PACKET

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5899

## SITE PLAN CHECKLIST

---

### 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 for front entry garage with no side or rear parking is 7' times the number of passenger vehicles in the garage, plus an additional 6'.
- \*Maximum width for side/rear entry attached garage or detached garage is 13' in the required front yard.

# SITE PLAN CHECKLIST

---

## Driveways (cont'd)

- Any parallel walk or decorative pavements beyond allowed the allowed width shall have a 6" vertical separation from the driving surface, unless leading to a 9'x19' parking space beyond the front building line.
- Loop driveway maximum width of 13' (allowed on properties with  $\geq 100'$  of frontage)
- Driveway approach flares shall 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