



ARCHITECTURAL REVIEW BOARD (ARB): COMMERCIAL, MULTI-FAMILY & NON- RESIDENTIAL 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. 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 general information that may be helpful to reference as you create your proposal and use the online portal. Please call ARB Staff Liaison Lauren Hoerr at 314-822-5899 if you have any questions.

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

- Site Plan including the proposed building footprint(s) and location(s)
- Floor plans
- Color architectural elevations including material specifications
- Roof plans if new or altered
- Photographs that show the property (front, back and sides of lot) and adjacent buildings
- Color renderings of proposal

Application and Permitting Fees

- There is a \$200 application fee that can be paid in the online portal. Your project will not be placed on the ARB meeting agenda if the invoice has not been paid. A separate building permit for the proposal will be required and a separate building permit fee is to be paid upon building permit approval.

2025 ARB 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

Last Date for Submittal* by 5:00 pm	ARB Meeting Date**
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 for processing.
**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.



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General Information

Chapter 25, Article VII: Architectural Guidelines

The built environment impacts how existing and potential residents, visitors, and businesses perceive and experience Kirkwood's community character. It also impacts the quality of life of our residents, particularly those that live in direct proximity to the development. Therefore, it is important that the size, location, and design of new development fits the desired neighborhood character, scale, activity, and function. These guidelines exist to ensure that new development is consistent with the community's existing image and preferred character.

§ 25-56 Multi-Family and Non-Residential Design Guidelines

- *Style:* No single architectural style should be superimposed upon buildings and each should reflect its own individual style. Monotonous design should be avoided. Variation of detail and form should be used to provide visual interest. Evaluation of the appearance of a project shall be based on the quality of its design and relationship to surroundings. Additions should relate to the existing building in design, details, colors, and material.
- *Scale and Proportion:* The height, scale and proportion of each building should be compatible with its site and adjoining buildings. Building components such as windows and doors should have proportions appropriate to the architecture of the structure.
- *Proportion:* Elements of building massing should relate to the size and shape of those of adjacent buildings.
- *Materials:* Materials should be selected for suitability to the type of building and the design in which they are used and for harmony with adjoining buildings. Materials should be durable and of high-quality.
- *Colors:* Colors, including trim and accent colors, should be harmonious and visually compatible with neighboring buildings.
- *Awnings, Canopies, and Marquees:* Awnings, canopies, and marquees should fit the character of the building and not interfere with the appearance of the surrounding buildings.
- *Preservation of Period Detail:* Original details on existing buildings such as cornices, horizontal bands, and decorative elements should be preserved.
- *Screening:* Utilitarian facilities, including, but not limited to, trash dumpsters, recycling bins, and rooftop mechanical units, should be visually screened with materials consistent and harmonious with the building.

For additional information on the City of Kirkwood's Architectural Guidelines, please review Article VII: Architectural Guidelines of the City of Kirkwood's Zoning and Subdivision Code. The code can be found at the following link: <https://ecode360.com/30203867>