



Kirkwood Landmarks Commission

Certificate of Appropriateness for Demolition of Landmark or Historic District Structure

Chapter 2, Section 589.2(c) of the Code of the City of Kirkwood requires that the Landmarks Commission review any plan for *demolition* structures on landmark sites and within local historic districts. To carry out this responsibility, the Commission issues a temporary stay of demolition.

The Commission meets on the second Wednesday of each month at 7:00 p.m. in City Hall. The Agenda is posted at least 48 hours prior to the meeting. Please submit the Application for CoA with supporting documentation by the last Wednesday of the month (2 weeks in advance of the meeting) to the Landmarks Staff Liaison in the Building Department. Failure to supply sufficient information may result in the application being denied or postponed.

Applicant shall submit the following to the Office of the Building Commissioner:

1. **Application for Demolition Permit** – If the applicant is acting on behalf of the owner, then the applicant must include a written statement that warrants this relationship, signed by the owner.¹
2. **Application for Certificate of Appropriateness (CoA)**
3. **Site plan** (8 copies) – If the structure is to be replaced with a new structure, then provide an overview of the property with described improvements.
4. **Front Elevation** (8 copies) – If the structure is to be replaced with a new structure, then provide an illustrated drawing of the proposed front. If the applicant wishes the new construction to be approved at the same time as the demolition, then additional documents will be required (see application requirements for new construction).
5. **Structural Report** (8 copies) – Although not required, if the applicant has engaged an engineer to access the condition of the property, such report should be submitted.
6. **Photos** (8 copies) – digital or prints that show the structure and how it relates to primary or outbuilding structures.
7. **Materials** – description of current materials of structure, as well as description of materials to be used for new construction, should be listed on the CoA.

Upon submission of the Demolition and CoA applications, *the period of review*, which conditionally withholds approval for demolition, is a minimum of 60 days. Staff compiles historic inventory and *findings of fact* from city records, maps, and the applicant.

At the next Commission meeting, staff presents the application and *findings of fact*. If the application is determined complete by the Commission, then staff arranges for a *public hearing* to occur at the next regular Commission meeting. *Public notice* is transmitted to neighboring property owners and published in the Webster-Kirkwood Times and the St Louis Countian newspapers. The applicant should attend all meetings and the public hearing.

At the public hearing, staff presents findings of fact on the structure, comments are received from the public, and the Commission evaluates the case using **criteria for determination**:

- Is it historically and/or architecturally significant? If so, has it been altered and made insignificant?
- What is its history of use in relation to the neighborhood and comprehensive plan?

¹ It is necessary to prove, in writing, that the applicant is an authorized agent of the owner. If the Commission determines that the applicant is not acting on behalf of the owner, then the Commission will render the application for demolition null and void, and the period of review will reset.

- ❑ Is adaptive-reuse feasible and appropriate? (e.g., changing use from residential to commercial; vice-versa, etc.)
- ❑ If listed on the National Register of Historic Places, can tax credits be utilized?
- ❑ Reasonable considerations, including whether or not:
 - Structure poses an imminent threat to public health or safety;
 - Preservation causes undue economic hardship;
 - Proposed replacement structure is more appropriate and compatible with the historic character of the landmark or district than the structure proposed for demolition.

A determination is made by the Commission motioning to extend the stay of demolition up to a maximum of 270 days from the date of application or permitting a demolition when the minimum period of 60 days lapses.

At all meetings, the applicant and/or representatives will have the opportunity to speak and have their questions and concerns answered. If an applicant has further questions on the procedures for review of demolition, the applicant may contact the Landmarks Staff Liaison.

Demolition of landmarks and structures on landmark sites and within local historic districts means *permanent dismantling and removal of structures that may be historically and/or architecturally significant*. The purpose of a period of review, which temporarily stays the proposed demolition, is to determine whether preservation of the structure should be encouraged and made a viable alternative.

Applications, design guidelines for historic districts, meeting agendas, minutes, maps, and information on landmarks and districts may be obtained from the City's website at www.kirkwoodmo.org.



Kirkwood Landmarks Commission

Application for Certificate of Appropriateness

Please submit the application with supporting documentation by the last Wednesday of the month (2 weeks in advance of the meeting) to the Building Department. Failure to supply sufficient information may result in the application being denied or postponed. It is recommended that you or your representative be present at the Landmarks Commission meeting on the second Wednesday of the month at 7:00 p.m. in City Hall.

1. **Property Address** _____

2. **Property Status**
- Local Landmark Designation
 - National Register of Historic Places
 - Within a Historic District

3. **Name of Applicant** _____

Mailing Address _____

City/State _____ Zip Code _____

Office Phone () _____ Cell Phone () _____

Home Phone () _____ E-Mail _____

4. **Relationship of Applicant to Property** _____

- Owner
- Contractor
- Architect
- Attorney

Other – Please specify _____

5. **Existing Building Use** _____

6. **Proposed Building Use** _____

7. **Proposed Change to** Primary Structure Accessory Structure Landscape Element

8. **Nature of Proposed Change**

- Demolition
- Addition
- Alteration to Exterior
- New Construction
- Other – Please Specify _____
- Window Configuration
- Sign Erection or Placement
- Fence
- Landscape or Hardscape Element

9. **Description of Proposed Improvements** _____

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

- | | |
|---|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Structural Report for Demolitions |
| <input type="checkbox"/> Elevations | <input type="checkbox"/> Landscape Plan |
| <input type="checkbox"/> Floor/Building Plans | <input type="checkbox"/> Photos |
| <input type="checkbox"/> Other – Please Specify _____ | |

11. **Existing Materials/Construction** Wood Frame Brick Stone Block
 Stucco Other _____

12. **Proposed Materials/Construction** Wood Frame Brick Stone Block
 Stucco Other _____

13. **If materials differ from existing, explain reasons** _____

14. **Material samples should be available for review at Commission meeting (preferable) or on site.**
Site Location of Materials _____

I understand the work will not begin until the Landmarks Commission completes its review of this application.

Signature _____ Date _____

Please print name _____

COMMISSION ACTION **Approved** **Approved with Conditions** **Disapproved**

Signature _____ Date _____

Conditions _____

Comments/Recommendations _____

