



Kirkwood Landmarks Commission

Certificate of Appropriateness for Exterior Alterations or New Construction

Chapter 2, Section 589.2 of the Code of the City of Kirkwood requires that the Landmarks Commission review proposed *exterior alterations* to landmarks and *new construction* of structures, existing or proposed, on landmark sites and within local historic districts. To carry out this responsibility, the Commission shall issue a **Certificate of Appropriateness (CoA)**.

Exterior alterations of landmarks mean *additions, remodeling and any significant changes to doors, size, shape or design of windows, siding, porches, awnings, roofs, chimneys, and landscape features such as signs, greenhouses, fences, pools, decks, tennis courts, and outbuildings such as garages*. New construction means *infill or new, detached structures* in a local historic district and/or site of a landmark.

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.

Applicants shall submit the following (if applicable to the proposed improvements):

1. **Application for Certificate of Appropriateness (CoA)**
2. **Site plan** (8 copies) – an overview of the property with described improvements.
3. **Elevations** (8 copies) – illustrated drawings of the sides of whole structures and improvements.
4. **Floor/Building plans** (8 copies) – a scale diagram of a room or building drawn as if seen above.
5. **Landscape plan** (8 copies) – an illustration that need not be professionally drawn, but should give a basic idea of the names and sites of plantings to be included.
6. **Photos** (8 copies) – digital or prints that show the property, areas of improvement, and the streetscape with neighboring places.
7. **Materials** – description of materials to be used for improvements should be listed on the CoA. Samples of materials should be available at the Commission meeting.

Each of the above items will help the Commission make informed determinations. If an applicant is unsure of what applies to a property, the applicant may contact the Landmarks Staff Liaison. At the meeting, the applicant and/or representatives will have the opportunity to speak, have their questions and concerns answered, and facilitate design review of the proposed improvements. Any agreed-upon requirements or conditions are written into the CoA. The following business day, the Landmarks Staff Liaison provides a copy of the CoA by e-mail to the Building Commissioner and the applicant. This fulfills a requirement for obtaining a building permit.

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 _____

