



City of Clayton
10 North Bemiston Avenue
Clayton, Missouri 63105
(314) 290-8453 FAX: (314) 863-0296

APPLICATION FOR ARCHITECTURAL REVIEW BOARD

(please type or print)

THE FOLLOWING ARE REQUIRED:

- ALL APPLICABLE SECTIONS OF THIS APPLICATION MUST BE COMPLETE
- APPLICATION MUST BE CONSISTENT WITH SUBMITTED MATERIALS
- 11 PLAN SETS (ONE ORIGINAL SIGNED & SEALED & TEN 11 X 17 COPIES) AND \$100 APPLICATION FEE MUST ACCOMPANY THIS APPLICATION
- APPLICATION AND DRAWINGS MUST BE SUBMITTED AT LEAST FOURTEEN (14) DAYS PRIOR TO THE MEETING
- PHOTOGRAPH OF PROPERTY (FRONT ELEVATION-11 COPIES)
- IF ALSO APPLYING FOR SITE PLAN REVIEW, A TOTAL OF 11 COMPLETE PLAN SETS (PROVIDED AS ABOVE DESCRIBED) MUST BE SUBMITTED

Address of Project: _____

Description of Project: _____

PART A: PARTIES IN INTEREST

The full legal name of each party listed below (partnership, corporation, etc.) is required

Name of Owner(s) : _____

Complete Address (include zip code): _____

Phone Number (include area code) & E-Mail Address: _____

Name of Applicant-(if other than owner): _____

Complete Address (include zip code): _____

Phone Number (include area code) & E-Mail Address: _____

Applicant's Interest in Project (i.e. architect, contractor, etc.): _____

Name of Owner's Agent– (if different than above): _____

Complete Address (include zip code): _____

Phone Number (include area code) & E-Mail Address: _____

Name of Architect: _____

Complete Address (include zip code): _____

Phone Number (include area code) & E-Mail Address: _____

PART B: PROJECT DESCRIPTION

Current Use of Site: _____

Proposed Use of Site: _____

Estimated Cost of Project/Construction : \$ _____

PART C: PROJECT TYPE [please complete applicable section(s)]

A) NEW COMMERCIAL CONSTRUCTION

No. of Stories : _____ Total height of new structure: _____

How was height measured? _____

Primary Exterior Wall Material:

Brick _____ Stone _____ Wood _____ Stucco _____ Siding (type) _____ Other _____

Brick Product Information:

Color _____ Manufacturer _____ Product ID No. _____

Mortar color –

Secondary Exterior Wall Material(s):

Brick ____ Stone ____ Wood ____ Stucco ____ Siding (type) ____ Other _____

Percentage of each secondary material per elevation -

Material: _____

Front Façade ____% Rear Façade ____% Left Side ____% Right Side ____%

Material: _____

Front Façade ____% Rear Façade ____% Left Side ____% Right Side ____%

Roofing -

Material: _____ Color: _____ Manufacturer/ID # _____

Window -

Style: _____ Color: _____

Lighting -

Locations: _____ Type: _____ Wattage: _____

B) NEW RESIDENTIAL CONSTRUCTION

No. of Stories : _____ Total height of new structure: _____

How was height measured? _____

Primary Exterior Wall Material:

Brick ____ Stone ____ Wood ____ Stucco ____ Siding ____ Other _____

Brick Product Information:

Color _____ Manufacturer _____ Product ID No. _____

Mortar color –

Secondary Exterior Wall Material(s):

Brick ____ Stone ____ Wood ____ Stucco ____ Siding ____ Other _____

Percentage of each secondary material per elevation -

Material: _____

Front Façade ____% Rear Façade ____% Left Side ____% Right Side ____%

Material: _____

Front Façade ____% Rear Façade ____% Left Side ____% Right Side ____%

Roofing -

Material: _____ Color: _____ Manufacturer/ID# _____

Window -

Style: _____ Color: _____

Garage -

Attached/Detached (circle one) At grade/Below Grade (circle one)

Rear entry/Side entry/Front entry (circle one)

Garage Door Style & Color: _____

Lighting -

Locations: _____ Type: _____ Wattage: _____

Trash Enclosure –

Location: _____ Size (Ft²): _____ Screening Material: _____

HVAC Units –

Location: _____ Screening Material: _____

C) ADDITION

No. of Stories : _____ Total height of new structure: _____

How was height measured? _____

Square footage of Existing Structure: _____ Square footage of Addition: _____

Combined Square Footage: _____

Exterior Walls (Addition):

Brick _____ Stone _____ Stucco _____ Siding _____ Other _____

New brick product information:

Color _____ Manufacturer _____ Product ID No. _____

Mortar color:

Exterior Walls (Existing):

Brick _____ Stone _____ Stucco _____ Siding _____ Other _____

Siding Material: _____

Percent of each elevation:

Front Façade _____% Rear Façade _____% Left Side _____% Right Side _____%

Roofing:

Material: _____ Color: _____ Manufacturer/ID # _____

Windows:

Style: _____ Color: _____

Garage – Existing/Proposed (circle one)

Attached/Detached (circle one) At Grade/Below Grade (circle one)

Rear entry/Side entry/Front entry (circle one)

Garage Door Style and Color: _____

Lighting:

Locations: _____ Type: _____ Wattage: _____

Trash Enclosure:

Location: _____ Screening Material: _____

HVAC Units:

Location: _____ Screening Material: _____

D) ACCESSORY BUILDINGS, SCREENING AND FENCING

Type and Location of Accessory Building: _____

Location & type of enclosure of any exterior mechanical equipment or cooling towers : _____

Permanent Fences :

Height _____ Material _____

Retaining Walls :

Height _____ Material _____

Trash Area:

Location _____ Screening Material _____

E) ALTERATIONS/EXTERIOR RENOVATIONS

Please describe in detail all alterations/renovation: _____

Exterior Walls:

Brick ____ Stone ____ Stucco ____ Siding ____ Other _____

Siding Material: _____

Location of Siding: _____ Percent of Total Exterior: _____

Roofing -

Material: _____ Color: _____

Window -

Style: _____ Color: _____

Garage -

Attached/Detached (circle one) Garage Door Style & Color: _____

Lighting -

Type: _____ Location: _____

F) PUBLIC ART

Description: _____

Location on Property: _____

Material: _____ Dimensions: _____

G) OUTDOOR SEATING

Proposed Furniture -

Number of Tables _____ Number of Chairs _____

Type/Material _____

Color _____

Umbrellas: Yes _____ No _____

If Yes, type and color of material _____

Location _____

Type and Location of Pedestrian Barrier _____

***SAMPLE OF FURNITURE MUST BE BROUGHT TO MEETING!**

H) SIGNS

Proposed Sign : Materials _____ Color _____

Location of Sign: _____

Type of Sign : _____ Size (width+length): _____

Square footage of Sign: _____ sq. ft.

Will the sign be illuminated? : _____ By what method? : _____

PART D: LAND DISTURBANCE

Check one of the three boxes below that accurately describes the proposed land disturbance associated with this application:

- Site Less Than 5,000 SF:** A Land Disturbance Permit and Storm Water Pollution Prevention Plan (SWPPP) are not required for sites with proposed land disturbance activities in an area less than 5,000 SF. Erosion and sediment control measures shall be provided as directed by the City's Public Works Department.
- Site Less Than One Acre but Equal to or Greater Than 5,000 SF:** A Storm Water Pollution Prevention Plan (SWPPP) is required for all sites with proposed land disturbance activities of an area greater than 5,000 SF. The SWPPP shall be separate from other site plan sheets. Refer to the Site Plan Review Checklist for submittal requirements and review fees.

- **Site Equal to or Greater Than One Acre:** A Land Disturbance Permit is required for all sites with proposed land disturbance activities in an area greater than 1 acre (43,560 SF). This is a separate permit that is required in addition to any other City permits. Application and information regarding a Land Disturbance Permit can be obtained from the Public Works Department.

PART E: SIGNATURES (FULL LEGAL NAME IS REQUIRED)

Signature of Property Owner (Required): _____

Date: _____ Title: _____

Signature of Applicant (Required): _____

Date: _____ Title: _____

Relation to the Property Owner: _____

**PART F: FOR CITY USE -- A.R.B. CHECKLIST,
RESIDENTIAL/COMMERCIAL
(NEW CONSTRUCTION AND MAJOR RENOVATION)**

- _____ Eleven (11) sets of drawings. Scale for Site Plan and Landscaping Plan shall be minimum of 1"=20'. Scale for Context Elevation shall be minimum of 1/8"=1'. Scale for Floor Plans and Exterior Elevations shall be minimum of 1/4"=1'.

- _____ Name, address, and telephone number of the person or firm submitting the documents and the person or firm to whom the review comments should be forwarded.

- _____ Trustee approval (via letter or signatures on plans), if applicable.

- _____ Location map showing north arrow.

- _____ Zoning district, subdivision name, lot number, dimensions and area. Include zoning of adjacent parcels where different than site.

- _____ Dimensions of existing and proposed roadway pavements, sidewalks and right-of-way width for streets abutting the site.

- _____ Location and identification of all easements (existing and proposed).

- _____ Materials, architectural style and distance from adjacent property lines of all proposed structures.

- _____ Parking spaces, required and proposed, including the number, size and location.

- _____ Topography and drainage. Existing and proposed contour lines or elevations shall be based on mean sea level data. Plan must depict any changes to topography and the natural flow of drainage. Note type, size and location of storm water drainage facilities and sanitary sewage treatment.

- _____ Type, location, height and degree of brightness of all exterior lighting.

- _____ Overall dimensions of all structures and the gross floor area of each floor within the proposed building.

- _____ A separate Landscape Plan must show existing to remain, existing to be removed and proposed new landscaping. Provide schedule noting species, caliper and number of trees, including shrubs and other plant material. Include on the plans method of preservation of existing trees. NOTE: Evergreens do not count toward caliper replacement.

_____ Front entry/front yard garage area landscaping. Landscaping plans must be very specific in terms of plantings and should provide maximum greenspace rather than more average coverage required for single family homes with rear or side entry garages.

_____ Location and screening of trash and recycling containers.

_____ Location and screening of HVAC equipment.

_____ Context drawing depicting the street elevation of proposed structure with existing structures shown on each side.

_____ Floor plans.

_____ Elevations from all sides showing relationship to adjacent properties. Specify all colors and materials.

_____ Color rendering—front elevation. (PRESENTED AT MEETING)

_____ New construction must provide a brick ledge or stepped foundation to allow no more than thirty (30) inches of exposed concrete.

_____ Details are required on the plan which depict the size, materials and proportion of all columns in relation to the main structure.

_____ Deck details including type of material, size of deck, railing detail, posts and balusters must be included on the plans.

_____ Plans must contain information related to permanent fences regarding the height, design, material, special features, if any, and the manner in which the proposed fence will relate to the structure to which it is attached and to adjacent properties.

_____ Retaining wall design, height and material must be shown on plan. Retaining walls must be constructed of brick, stone or stucco to match the main structure.

_____ Driveway design and material must be shown on plans. Driveway must be constructed of exposed aggregate concrete, brick pavers or stamped concrete.

_____ Detail on the garage door(s) for all front entry/front yard garages must be shown on the elevation. Detail includes: type of material, color, design and windows. Garage doors should be compatible with the main structure.

_____ The seal, signed and dated, of the licensed person who prepared the

drawing or under whose immediate personal supervision the drawing has been prepared.

- _____ Subdivision Trustees (if applicable) must have received the same plans as those to be considered by the Architectural Review Board.
- _____ Plans/blueprints are to be folded to approximate 8 ½ x 11 or 8 ½ x 14 in size.
- _____ Photograph of property (front elevation) –11 copies.
- _____ All amendments should be “clouded” and note referenced.
- _____ Exterior material samples, including type and color of brick/stucco/stone, windows, siding and roofing (PRESENTED AT MEETING).
- _____ Plans/renderings are required to be presented on display boards. (An easel will be provided at the meeting).
- _____ Other materials deemed appropriate by staff and/or the Architectural Review Board.