

Architectural Review Board Checklist

Please initial all items below to verify that your submittal includes all requirements:

Five copies of this application along with five copies of the following items shall be submitted to the Building Department by 11:00 am, no later than 7 days prior to the regularly scheduled meeting.

Plans 24" x 36" are preferred and should be folded into individual packets.

_____ Signatures of subdivision trustees. *(Any plans required to receive ARB approval shall bear the original signature, printed name and date of signature from a minimum of two (2) trustees. If the applicant demonstrates that plans were submitted to the trustees and such trustees failed and/or refused to act upon this within sixty (60) business days of submission, the requirement shall be deemed satisfied. Ch. 120, R105.9.1)*

Plans without trustee signatures will not be accepted for an ARB agenda until such signatures are received for the 60-day notification time has passed.

_____ Schematic site plan at a scale of not less than one-inch equals 20 feet including the following:

- Dimensioned property lines,
- Building setback lines,
- Easements identified,
- Existing and proposed area of work,
- Location of driveways and parking areas,
- Topographic contours of the existing grades and proposed finished grades at two-foot interval minimums for a distance 25 feet from the face of the existing and proposed area of work with an indication of direction of flow of storm water,
- Location of proposed landscape material,
- Landscape material proposed to be removed, and
- Identifying any accessory structures proposed or existing.
- Hardscape and greenspace coverage calculations for existing and proposed front, rear, side and overall lot.

_____ Schematic floor plans (at a minimum scale of one-quarter inch equals one foot) showing overall building dimensions.

_____ Roof plan for new homes and additions

_____ Detailed building elevations (at a minimum scale of one-quarter inch equals one foot) showing vertical dimensions, fenestration, proposed materials and colors, and any existing construction where an addition or modification is proposed. All existing and proposed building materials shall be indicated on the existing building elevations.

_____ Color photographs (8.5x11 inches) of the main building located on adjoining property. Color photographs (8.5x11 inches) of all building elevations of existing structures for projects involving remodeling or additions.

_____ The application materials must include a list of all building enclosure materials, including the style and make of all windows and doors. Brochures, pictures, or other information shall be required for all non-standard building materials. Applicants are encouraged to submit an architectural color board showing the materials and colors to be used on the exterior of the building. Samples of representative proposed building materials shall be presented at the meeting where the application is being considered.



Application for Architectural Review Board

**** This application must be filled out completely and signed before submittals are placed on the ARB agenda.***

The purpose of Architectural Review Board shall be to two-fold; to develop architectural and design guidelines for the City of Ladue in accordance with section 110-70 and to apply those guidelines in reviewing projects within the City as to whether or not the project adheres to such guidelines.

PETITIONER INFORMATION

Name of Applicant: _____

Address of Applicant: _____ Phone #: _____

Email address of Applicant (for review comments): _____

PROPERTY INFORMATION

Address: _____

Zoning District: _____

Parcel Identification Number: _____

PROJECT DESCRIPTION _____

Is this application amending an active permit?: If yes, current building permit # _____

Additional Information:

- Professionally sealed plans are not required for ARB review.
- Plans for projects involving alterations and repairs, which do not affect the outward appearance of a building, and existing decks, fences, window replacements and roofing shingle replacements shall not require approval of the Architectural Review Board.
- Revised plans with any changes predicated by the ARB will need to be submitted with the building permit application to the Department of Planning and Development with final trustee approval (if applicable.)

By signing this application, you acknowledge that by submitting an incomplete application, your petition will not be added to the meeting agenda.

X _____ Date: _____

** This application and review for City of Ladue building permitted purposes only. Please be aware of any additional covenants and indentures which may be recorded with your subdivision.*