

## Architectural Review Board Checklist

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

The following items shall be submitted via email to [aquinn@cityofladue-mo.gov](mailto:aquinn@cityofladue-mo.gov) by 11:00 am, no later than 7 days prior to the regularly scheduled meeting.

**Your ARB plans must bear the signatures of Subdivision trustees (if applicable). These signatures can be on the digital plans OR you can submit one signed hard copy to our offices.**

Your combined PDF should contain the following:

\_\_\_\_\_ Completed ARB application

\_\_\_\_\_ 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. (For new residence and home additions only)
- Location of proposed landscape material (New residence only)
- Landscape material proposed to be removed (New residence only), 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. Plans may be printed in half-size.

\_\_\_\_\_ 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. Plans may be printed in half-size

\_\_\_\_\_ Color photographs of the main building located on adjoining property. Color photographs of all building elevations of existing structures for projects involving remodeling or additions.



## Application for Architectural Review Board

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***\* 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.*

### APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email address of Applicant (for review comments): \_\_\_\_\_

### PROJECT PROPERTY INFORMATION

Address for proposed work: \_\_\_\_\_

If this ARB application is amending a project that is currently under construction, list permit #: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Sq. Footage of improvements: \_\_\_\_\_

DESCRIPTION OF PROPOSED PROJECT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### 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.)
- Projects approved by ARB should be submitted for building permits within 180 days or the ARB approval may become void.

**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. Approval of this ARB proposal does not waive any other permit or other authorization by the City that may be required for you to fully complete your proposed project.*