



424 N. Sappington Road Glendale, Missouri 63122 (314) 965-3600 fax (314) 965-4772

## APPLICATION FOR ARCHITECTURAL REVIEW BOARD

APPLICATION DATE \_\_\_\_\_ DATE OF ARB MEETING \_\_\_\_\_ ESTIMATED COST \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_ GLENDALE, MO 63122

NAME OF PROPERTY OWNER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

CONTRACTOR (NAME) \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

CONTRACTOR ADDRESS \_\_\_\_\_

ARCHITECT (NAME) \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ARCHITECT ADDRESS \_\_\_\_\_

DETAILED DESCRIPTION OF WORK BEING PROPOSED: \_\_\_\_\_

FLOOR AREA RATIO \_\_\_\_\_ (FAR = Floor area divided by total area of lot. Floor area includes all areas provided with heat and/or air conditioning. All living space with ceiling heights of sixteen (16) feet or greater shall be counted at 200%. Attached garages shall be counted at 50%. Exclude any finished or unfinished basement, a detached garage, and any unenclosed porch).

TOTAL FLOOR AREA OF NEW CONSTRUCTION (SQ. FT.) \_\_\_\_\_

TOTAL FLOOR AREA OF EXISTING STRUCTURE (SQ. FT.) \_\_\_\_\_

TOTAL SQ. FT. OF LOT \_\_\_\_\_ WIDTH AND DEPTH OF LOT (FT.) \_\_\_\_\_

HEIGHT OF STRUCTURE \_\_\_\_\_ NUMBER OF STORIES \_\_\_\_\_

ESTIMATED COMMENCE DATE \_\_\_\_\_ EST. COMPLETION DATE \_\_\_\_\_

**Each application shall be accompanied with payment of a fee as follows:**

**Addition or Accessory Structure: \$150.00**

**New Home: \$200.00**

**Applications must also include 10 copies of the following items collated into individual packets. Packets not collated may be accepted for scheduling purposes, but will be returned to applicants for collation and are due no later than 12:00 p.m. one week prior to the scheduled ARB meeting. (Please check each item included):**

**(CHECKLIST ON REVERSE SIDE)**

- 1. Existing and Proposed plot plan. Existing and finished or proposed contours to include property boundaries, setbacks and existing structures, and calculated FAR. The City reserves the right to request CAD files or any other information that may be needed to verify that FAR, setbacks, and other measurements are within required limits.
- 2. The location of the current and proposed impervious coverage (must include before and after lot drainage calculations).
- 3. The location of all downspouts and drainage pipes indicating where runoff will be taken. Differential runoff should be captured by a storm water system.
- 4. Proposed landscaping plan. Please see attached Landscape Plan Checklist for further detail. Trees in the public right-of-way must be protected with a fence, frame, or box if they are proximity of any excavation or construction. This “tree protection zone” must be indicated on the plans.
- 5. Floor plans to scale for all proposed structures.
- 6. Color photos of existing property and neighboring properties. For rear additions, include photos of rear yard and neighboring rear yards.
- 7. Provide building elevation of each face of structure to scale. For additions include full elevations of existing structures. Include a color elevation of at least one side of structure.
- 8. Provide information on type of materials that will be used on exterior façade of proposed structure. Provide at least one colored elevation to scale.

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SIGNATURE OF APPLICANT

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DATE

## LANDSCAPE PLAN CHECKLIST

The Architectural Review Guidelines, adopted by Ordinance 3-14, August 4, 2014, require Applicants to submit a landscape plan. The following checklist sets forth what must generally be included in the Applicant's submission to fulfill the requirement to submit a landscape plan:

- 1. Project title listing project name, owner name and name of firm or individual preparing the plan.
- 2. Scaled base plan using current information from the site development plan depicting existing and proposed grades, and showing final arrangements of all buildings and structures.
- 3. Location of all lot lines, building setbacks, and easements as depicted on the overall site plan.
- 4. North arrow.
- 5. Graphic and Written Scale.
- 6. Graphic legend depicting existing vegetation and proposed conditions.
- 7. Location of all improvements such as walks, patios, driveways, and walls shown on the site development plan.
- 8. Location of all existing and proposed utilities and sewers.
- 9. Location of all proposed sediment control devices.
- 10. Graphic depiction of all existing trees including location, types and caliper inch as measured at a Diameter Breast Height (DBH) of 4.5 feet above grade.
- 11. Graphic depiction of the accurate drip line canopy of all existing trees showing the extent of the critical root zone.
- 12. Clear designation and tabulation of all existing trees to be saved or preserved, removed or impacted.
- 13. Proposed tree protection and preservation measures for all saved and impacted trees depicted on plan.
- 14. Graphic depiction and plant schedule of all proposed trees to be planted including location, species and caliper inch as measured at a DBH of 4.5 feet above grade.
- 15. Graphic depiction and plant schedule of all proposed landscape plantings, shrubs, lawn areas and groundcovers.
- 16. Graphic depiction indicating limits of ground disturbance and all associated areas of lawn to be seeded or sodded upon project completion.



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## ***ARCHITECTURAL REVIEW GUIDELINES***

*Adopted by Ord. 03-14, August 4, 2014*

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### **BACKGROUND**

The City of Glendale has always prided itself in offering high quality housing opportunities to preserve architectural integrity of housing by assuring compatibility with existing neighborhood and to preserve green space. In order to assure that new construction meets high quality standards and is in general conformity with the style and design of surrounding structures, the Architectural Review Board considers all exterior aspects of a structure and its location.

In reviewing plans, the Architectural Review Board will consider several criteria including but not limited to

- the project's impact on the flow of water runoff from the property;
- context, style, scale and proportion (including floor area ratio);
- type, quality and color of materials;
- compatibility with the period and detail of neighborhood homes; and
- landscape plans.

Redevelopment of residential properties has accelerated dramatically in virtually all neighborhoods over the past several years. It is important to assure that the quality of construction remains at a high level.

### **APPLICATION REQUIREMENTS & ARCHITECTURAL GUIDELINES**

Applications for review by the Architectural Review Board shall include the following materials:

- detailed site plan accurately depicting existing conditions and the proposed project, including property boundaries, setbacks, existing and proposed impervious surface, and pre- and post-construction contours;
- calculation of the change between existing and proposed impervious surface and impact on stormwater runoff from the subject property;
- elevation drawing of each face of the structure(s) at 1/4" = 1' scale (one copy in color), including information on all exterior finish materials;
- color photographs of existing property and neighboring homes;
- floor plans (1/4" = 1' scale), with calculations of existing and proposed floor area ratio; and
- landscape plan, including location and size of existing and proposed trees.

Any application for construction of a new dwelling unit, a home addition of more than 1,000 sq. ft., a home addition of multiple stories or adding a second story, an accessory structure greater than 750 sq. ft., or an accessory structure of more than one story shall include plans sealed by a Missouri registered design professional. City staff reserves the right to reject as incomplete any application or plan that does not include required information, does not provide sufficient detail or is improperly scaled.

## **I. FRONT ENTRY/FRONT YARD GARAGES**

Front entry/front yard garages have been a popular architectural feature in many communities for several years. However preservation of, and respect for, existing architectural styles requires that such garages are consistent with the character of the surrounding area and that they do not result in a significant loss of green space.

### **A. Garages**

1. Front entry, basement level garages shall not be allowed unless conditions of the property dictate consideration.
2. The width of an attached garage with an entrance facing the front yard shall not exceed 35% of the overall width of the façade of the principal structure (inclusive of the garage), unless the applicant can demonstrate that extraordinary design measures have been taken to ensure neighborhood compatibility.
3. The front face of an attached garage shall not project more than 10 feet beyond the front face of the residential portion of the house.
4. Only one sidewall of the residential portion of the structure shall extend beyond the sidewall of the attached garage.
5. No more than two garage doors (single car width) may be installed facing any one street for new residential construction. Should the applicant deem three doors necessary, the applicant must demonstrate that all other possibilities have been examined and every attempt to mitigate the impact must be taken. Garage doors should be compatible with the structures.

### **B. Front Entry Doors**

The front entry door to a building should be located in such a manner as to face the front yard and street rather than face the side or rear yard. Where the lot size or other features necessitate a side facing primary entry, the applicant must demonstrate that such design is necessary and compatible with the adjacent neighborhood.

## **II. SITE WORK**

Landscaping and related provisions are an important consideration when reviewing new construction plans. It is increasingly important to preserve and enhance the trees, landscaping and the topography already in existence.

### **A. Topography and drainage**

Every attempt shall be made to preserve the topography of the property. If the topography must be altered to accommodate construction, the plan must contain specific information regarding the proposed topography change and its impact on the flow of drainage. Storm water shall not be discharged from the subject property in a manner that negatively impacts adjoining properties.

Any application for construction of a new dwelling unit shall include a site plan with existing and proposed contours, pre- and post-development drainage calculations, and design measures to address storm water runoff prepared by a registered professional engineer.

### **B. Tree Preservation Plan**

The preservation of mature trees on lots is encouraged. The applicant shall be required to submit a plan showing trees and other significant plant material as they currently exist and how they will be preserved. The Architectural Review Board will approve the landscape plan, which maximizes landscaping on the site.

If preservation of all existing trees is not possible, a tree replacement plan on a one-to-one basis utilizing tree species similar to those displaced will be required. Any viable tree to be removed measuring greater than 1 foot caliper should be replaced on site. The overall measurement of all replacement trees must equal the same caliper as those removed.

Scrub trees, dead trees or trees, which are diseased in excess of 50% will not be considered viable trees needing replacement, but must appear on the landscape plan and be designated as scrub, dead, or diseased.

#### C. Impervious Coverage

In order to preserve green space, the Architectural Review Board shall consider the percentage of the total lot which may be covered by impervious material. Impervious materials shall include, but not be limited to, surfaces such as tile and shingled roof surfaces, compacted sand, lime rock, clay asphalt, concrete, driveways, retaining walls, stair wells, stairways, walkways, pools, decks and patios at grade level and other similar structures. Applicants are encouraged to consider using new water absorbing materials such as permeable pavement in place of impervious materials.

### III. LIMITATIONS OF SIZE OF STRUCTURES

#### A. In the R-1 Zoning District,

1. Every lot shall have an area of not less than ten thousand (10,000 square feet) and a minimum width of 80 feet; except, that if a lot of record has less area than herein required, the lot may be used for a single family dwelling.
2. Residential construction shall be within the building envelope of a lot as defined by the setback rules contained in Section 400.140 D of the R-1 Zoning District regulations.

#### B. In the R-2 Zoning District

1. Every lot shall have an area of not less than seven thousand five hundred (7,500) square feet, and a minimum width at the building line of sixty-five feet; except, that if any lot of record which has less area than herein required, that lot may be used for a single family dwelling.
2. Residential construction shall be within the building envelope of a lot as defined by the setback rules contained in Section 400.190D of the R-2 Zoning District Regulations.

#### C. On all lots zoned R-1 or R-2, the floor area of residential dwellings shall be limited by the following schedule of floor area ratios (FAR), as defined in Section 400.010 of the Zoning Regulations, except when an applicant can demonstrate that the subject property presents unique circumstances and the applicant has taken extraordinary design measures to ensure neighborhood compatibility

1. For lots of 10,000 square feet or less, the maximum floor area ratio (FAR) shall be 0.35.
2. For lots greater than 10,000 square feet but less than 20,000 square feet, the maximum FAR shall be 0.30. Notwithstanding, primary structures with a floor area up to 3,500 square feet are permitted.
3. For lots of 20,000 square feet or greater, the maximum FAR shall be 0.25. Notwithstanding, primary structures with a floor area up to 6,000 square feet are permitted.

### IV. OTHER ARCHITECTURAL CONCERNS

The architectural details associated with a construction project are often a primary factor in defining the quality of that development and its compatibility with neighboring properties.

## **V. NEIGHBORHOOD CONCERNS**

### **A. Height/Density Relationships**

The primary concern of neighbors related to new construction is the height and density of the proposed structure compared to adjacent residences and the design of the development as it relates in style, size and context to the surrounding neighborhood. Each owner/architect is required to submit a colored *elevation* at a 1/4inch =1 foot scale depicting the proposed structure in a street view, accurately depicting the height, width, density and mass in relation to neighboring structures. The Architectural Review Board also reserves its right to request color perspectives or three-dimensional models, if needed, on a case-by-case basis.

The Architectural Review Board will consider the density of construction based on the construction size limitations using floor area ratio as described above and defined in Section 400.010 of the Zoning Code.

### **B. Exterior Facades**

Another primary concern of neighbors is the material used on the exterior facade of structures newly constructed. Materials used in an existing exterior of the highest standard possible. Each applicant is required to submit information indicating the finish materials that will be used on exterior facades of the proposed structure.

### **C. Architectural Features**

Finally, neighbors are concerned with the appropriateness of Architectural features in new buildings; the extent to which the building or structure would be harmonious with or congruous to the neighborhood. Toward that goal, applicant shall submit elevations and information on design elements proposed to harmonize proposed structure with neighborhood.

### **D. Project Compliance**

Construction of a project in a manner that does not comply with the Architectural Review Board order approving the application may result in issuance of a stop-work order, prosecution for violation of the City Code, refusal to issue a final occupancy permit and the holding of escrow funds paid to the City.

## **VI. MODIFICATIONS**

In instances where an applicant can demonstrate just cause in relation to matters of aesthetics, and not structural integrity, the Architectural Review Board shall have the authority to approve a modification.

## **VII. NOTIFICATION OF ADJOINING PROPERTY OWNERS**

The property owners adjoining the residence in which an application for review has been submitted to the Architectural Review Board will be notified of said application, in the event, that they would like to comment to the Board on said application.