



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

## ARCHITECTURAL REVIEW BOARD APPLICATION CHECKLIST

Applications **must** include all of the following items. Applications can be submitted online using the City's permit portal at [www.mgoconnect.org/cp](http://www.mgoconnect.org/cp). Packets are due no later than 5:00 p.m. 20 days prior to the scheduled ARB meeting. Please check each item included. The complete ARB Guidelines [may be viewed on the City's website](#).

Applications for additions to existing homes must include the following content unless specific requirements are shown by the applicant to be not applicable to the proposed project and are modified or waived by the City Administrator.

- 1. **Existing Conditions Site Survey.** Show all site conditions, paved areas, trees and landscaping, and servicing utilities on the subject property. Note the first-floor elevation of existing buildings. 1" = 20" minimum scale.
- 2. **Site Demolition Plan.** This may be incorporated into the Existing Conditions Plan, if the drawing is presented legibly. 1" = 20" minimum scale.
- 3. **Proposed Site Plan -- Geometrics.** 1" = 10' minimum scale. Show all:
  - Site improvements, existing-to-remain and proposed. Include buildings, walls, retaining walls, patios, pavement, walks and ground-based equipment. Provide key setting out dimensions. Dimension proposed buildings and structures to the property line. Label materials for paving/walks.
  - Adjacent neighbor properties to each side and rear of the subject property. Include the full site for side adjoining parcels. Show rear adjoining parcels to the extent of building facades on the rear neighbor's lot. Adjoining property geometrics do not need to be surveyed and can be created using St. Louis County GIS data or online mapping tools.
  - Property boundaries, setbacks, easements, and right-of-way lines.
  - Proposed site servicing utility lines and physical utility items.
  - Existing and proposed trees
- 4. **Proposed Site Plan – Grading and Drainage.** May be presented as a separate plan or combined with above, provided that geometrics graphics are used as background. 1" = 10' minimum scale. Show all:
  - Existing and proposed contours with 1' contour interval.
  - Downspout locations serving roof areas of the proposed buildings. Show how downspout drainage flow is collected and piped/conveyed to discharge points. Include over-land drainage discharge patterns, drainage swales, detention basins, and flow direction. Coordinate with the architectural plans and elevations.

- Drainage detention structures and their overflow discharge points. Show all piping into drainage detention structures.
- Erosion control measures and tree protection barriers.
- Drainage differential discharge calculations showing the engineered basis of pre- and post-development stormwater flow off of the site. No development shall result in an increase of stormwater discharge volume from the site.

5. **Architectural Floor Plan.** 1/4" = 1' minimum scale. Show all levels, including finished/unfinished basements and detached structures. Fully dimension and indicate functions for all rooms. Include a roof plan accurately showing geometry, slopes, gutters and downspouts and coordinate with Site Grading and Drainage Plan. Limit size reductions to not more than 50%.
6. **Pervious and Impervious Area Coverage Plan.** Illustrate all impervious improvements and diagram the impervious areas in comparison to pervious areas. Indicate types of site area coverage by shading and/or patterns with a legend of materials. Measure and show in a schedule areas of each type of coverage. Provide calculations of pervious and impervious areas and the ratio of impervious coverage.
7. **Landscape Plan.** 1/8" = 1' minimum scale. Use the Site Geometric Plan as background. The landscape planting plan should include:
- Current information from the site development plan, including existing/proposed grades and all buildings/structures.
  - Location of all lot lines, building setbacks, and easements as depicted on the site development plan.
  - Graphic legend depicting existing vegetation and proposed conditions.
  - Location of all improvements (walks, patios, driveways, retaining walls, etc.)
  - Location of all existing and proposed utilities and sewers.
  - Graphic depiction of all existing trees, including location, types and caliper inch.
  - Graphic depiction of the accurate drip line canopy showing the critical root zone.
  - Tabulation of all existing trees to be saved, removed or impacted.
  - Graphic depiction, plant schedule and planting details of all proposed trees, landscape plantings, shrubs, lawn areas, and groundcovers. Botanical and common names should be listed on plans.
  - Graphic depiction indicating limits of ground disturbance and all associated areas of lawn to be seeded or sodded upon project completion.
8. **Arborist Report.** The arborist report should include Tree Protection Plan (TPP) with the following information:
- Project title or name, owner name, and firm name or individual who prepared the plan.
  - Scaled based plan using the site development plan depicting line of disturbance, existing/proposed grades, location of all improvements, existing/proposed utilities and sewers.
  - Graphic depiction of all existing trees to remain and to be removed including location, types and Diameter Breast Height (DBH) size of 6" or greater.
  - Graphic depiction of the accurate drip line canopy showing the extent of the Critical Root Zones and Structural Root Zones.
  - Graphic depiction of proposed Tree Protection Zones and tree protection fencing.
  - Identification of any areas of invasive plants recommended for removal.

- Tree Report Summary with the common and scientific name of the tree and the DBH at 4.5' above grade; comments on the vitality, structure and form of the tree; tree number (to correspond with the TPP); assessment of value/significance and recommended action to be taken; and reason for proposing removal or trimming of the tree.

- 9. **FAR Illustration Plan.** 1/8" = 1' minimum scale. Present a diagrammatic illustration of the plan areas as measured in CAD-based takeoff or as calculated by dimensions. Note the measured or calculated area of each floor plan level, show the boundary of each measured area graphically, and indicate how each area is assessed for FAR. Account for all floor areas and classify (i.e. conditioned space, enclosed porches, attached or detached garage, two-story living space, etc.).
- 10. **Color Photos of Adjoining Properties.** Color photos of existing and neighboring properties. Include rear yard and neighboring rear yards.
- 11. **Aerial Photo Plan.** Submit an illustration compositing the proposed development with buildings shaded black and pavements shaded grey, superimposed to scale onto an aerial photo image showing the project Street in its entirety.
- 12. **Composite Street Elevation.** 1/4" = 1' minimum scale. Provide a colored elevation of the street façade superimposed on a photographic montage showing the adjoining neighbors to each side of the property. The exhibit must accurately depict the proposed design and the first-floor level in relation to the neighboring houses.
- 13. **Building Elevations.** Minimum 1/4" = 1' scale. Reduced size exhibits limited to not more than 50 percent. Provide building elevations of all principal facades and detached structures with building materials noted. Accurately show the line of grade, as defined in the ARB guidelines, and coordinate with the Grading Plan. Note basements as a Story Below Grade or a Building Story, and show the roof height on each elevation, as defined in the ARB guidelines.
- 14. **Colored Illustration.** Provide a 3-dimensional rendering or a colored building elevation of the principal street façade. For additions, illustrate the most prominent façade whether side or rear.
- 15. **Materials and Samples.** Applicants are required to bring physical samples of the building materials to the ARB meeting.