



## Planning and Development Services

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# ARB SUBMITTAL REQUIREMENTS

## What do I need to submit for initial review?

The Plan Commission/Architectural Review Board meets the first and third Monday of every month (unless otherwise posted). The application deadline is 5 p.m. on the Monday two weeks prior to the meeting. If the site plan is a component of a larger project requiring additional city approvals and/or a public hearing, such as rezoning or subdivision plat, the submittal deadline is greater than 14 days.

The following items must be submitted upon your initial application:

1. Completed Citizenserve application
2. Property Owner Signature Form (see last page)
3. Review fee of \$135 (including nonrefundable \$35 processing fee)
4. A digital PDF of the plan set uploaded to the portal

## What do I need to submit for the Architectural Review Board (ARB) meeting?

Although our application process is online, we require additional hard copies to provide to the Architectural Review Board in their packets. **The Planner will advise you when to submit the additional physical plans noted below once it has been determined that the project is ready to move forward to a meeting.** Revised plans submitted for the ARB meeting will not be accepted unless they contain the following:

- A letter stating how each of the City's comments are addressed.
- 10 half-size plan sets (without clouded amendments; typically 11" X 17")
- Amended applications (if applicable)
- A PDF copy of revised plans

Plans submitted in response to staff's comments may result in new or additional comments, and plans will only be put on the agenda when staff feels the submittal is complete and satisfactory.

## What information should be shown on the plans?

Listed on the following pages is a general list of plan requirements. Certain items are only applicable for new/major construction projects. Contact City Staff for clarification if you have a question on any of the items below.

- The seal, signed and dated, of the licensed person who prepared the drawing or under whose immediate personal supervision the drawing has been prepared.

- Trustee approval (via letter or signatures on plans), if applicable.
- All required setbacks and distance from property lines of all proposed construction.
- Context drawing depicting the street elevation of proposed structure with existing structures shown on each side.
- Elevations. Specify all colors and materials and the height of all structures (measured from average existing grade to the mean elevation of the roof).
- Type, location, height and degree of brightness of all exterior lighting. Exterior lights that exceed 75 watts must be fully-shielded.
- Floor plans, the overall dimensions of all structures and the gross floor area of each floor within the proposed building.
- Location and screening of trash and recycling containers.
- Location and screening of HVAC equipment.
- New construction must provide a brick ledge or stepped foundation to allow no more than 30 inches of exposed concrete.
- Details on the height, design, material, for all fences and retaining walls.
- Driveway design and material must be shown on plans. Driveway must be constructed of exposed aggregate concrete, brick pavers or stamped concrete.
- Detail on garage doors must be shown on the elevation. Detail includes: type of material, color, design and windows. Garage doors should be compatible with the main structure.
- Landscape Plan & completed tree chart. Plan must show existing to remain, existing to be removed and proposed new landscaping. Provide tree schedule noting species, caliper and number of trees, including shrubs and other plant material. Include on the plans method of preservation of existing trees (For projects also requiring site plan review or at staff's direction).
- 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.
- 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.
- Location map showing north arrow, zoning district, subdivision name, lot number, dimensions and area. Include zoning of adjacent parcels if 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).
- Parking spaces (required and proposed) including the number, size and location.
- The location, character, size, height and orientation of proposed signs, as proposed to be erected in accordance with the sign ordinance of the City of Clayton, and elevations of buildings showing signs to be placed on exterior walls.
- Photograph of property (front elevation).
- Color rendering of the front elevation.
- Exterior material samples, including type and color of brick/stucco/stone, windows, siding and roofing (PRESENTED AT MEETING).

# **ARCHITECTURAL REVIEW**

## **What is architectural review?**

Architectural review is a process which assures that construction and/or renovation activities are of high quality, conform with adopted standards and regulations and are cohesive with the general style and design of surrounding structures.

## **When is architectural review required?**

All proposed new construction, alterations, additions, renovations or signage affecting the exterior appearance of a building or property shall be submitted to and approved by the Architectural Review Board prior to the commencement of construction/installation. There are exceptions that allow for administrative architectural review for certain project types. Administrative architectural review takes place as part of the permitting process either during review of a Building Permit application or Administrative Architectural Review application, depending on the type of project. Projects are reviewed based on the regulations and standards applicable to the property along with the [Architectural Review Guidelines](#).

## **Who is responsible for architectural review?**

The Architectural Review Board is the entity responsible for exterior aspects of projects. The Board is made up of 7 members, including the City Manager, a member of the Board of Aldermen and 5 residents of Clayton. At least 1 member must be an architect.

Certain projects such as signage, small additions and awnings may qualify for administrative architectural review. Should you have questions about whether or not a project requires review by the Architectural Review Board, contact the Planning Department at 314-290-8450.

## **What, if anything, is required of me after I receive approval from the Architectural Review Board?**

The applicant must obtain a construction permit within one year from the date of approval by the Architectural Review Board. Depending on the type of project the construction permit could be a Building Permit or an Administrative Architectural Review Permit.

# APPLICATION SIGNATURE FORM

## SIGNATURES (FULL LEGAL NAME IS REQUIRED)

I \_\_\_\_\_ certify that I am the legal property owner, or an authorized representative of the property ownership, and I grant permission for application of this permit and permission for all work shown and requested.

*Signature of **Property** Owner (Required):* \_\_\_\_\_

*Print name:* \_\_\_\_\_

Date: \_\_\_\_\_ Business Name/title (if applicable): \_\_\_\_\_