



ARCHITECTURAL REVIEW BOARD (ARB)

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5899

ARB approves permit applications for signs in accordance with the City Code of Ordinances. The following information is required for review. Incomplete submittals will not be accepted.

Submittals MUST be turned in by 2:00 pm on the deadline date. Please submit the ten sets in 11" x 17" format.

- Ten (10) sets of a Site Plan showing the proposed location of the Sign(s)
- Ten (10) sets of Detailed Sign Drawings (showing sign dimensions, material, color, style, lighting, etc.)
- Ten (10) sets of photographs of building face and adjacent buildings within 100ft of proposed Sign location
- Ten (10) sets of color renderings of sign

- Completed Sign Review Application (pages 1 & 2 of this packet)
- Completed Building Permit Application
- Filing fee to be paid upon submittal for ARB review

After ARB Review Approval, the Sign Permit shall be obtained within 6 months from the Building Division to install the approved sign. A separate Permit Fee to be paid upon Permit Approval.

Last Date for Submittal* by 2:00 pm	ARB Meeting Date**
December 18, 2023	January 02, 2024***
January 02, 2024***	January 16, 2024***
January 22, 2024	February 05, 2024
February 05, 2024	February 20, 2024***
February 20, 2024***	March 04, 2024
March 04, 2024	March 18, 2024
March 18, 2024	April 01, 2024
April 01, 2024	April 15, 2024
April 22, 2024	May 06, 2024
May 06, 2024	May 20, 2024
May 20, 2024	June 03, 2024
June 03, 2024	June 17, 2024***
June 17, 2024***	July 01, 2024

Last Date for Submittal* by 2:00pm	ARB Meeting Date**
July 01, 2024	July 15, 2024
July 22, 2024	August 05, 2024
August 05, 2024	August 19, 2024
August 19, 2024	September 03, 2024***
September 03, 2024***	September 16, 2024
September 23, 2024	October 07, 2024
October 07, 2024	October 21, 2024
October 21, 2024	November 04, 2024
November 04, 2024	November 18, 2024
November 18, 2024	December 02, 2024
December 02, 2024	December 16, 2024
December 23, 2024	January 06, 2025***

SCHEDULE SUBJECT TO CHANGE

*Date by which application must be submitted for review by Building Division for processing. Incomplete applications will be returned.

**Date application will be presented to ARCHITECTURAL REVIEW BOARD by petitioner.

***If a meeting or deadline falls on a holiday, the date will be the following Tuesday as indicated above.



ARCHITECTURAL REVIEW BOARD SIGN REVIEW APPLICATION

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ARB meetings are held on the 1st & 3rd Mondays (excluding holidays) every month. Applications, required plans, and supporting documents must be turned in on the deadline date by 2:00 pm. Incomplete submittals will not be accepted. Please see checklist for requirements.

PROJECT ADDRESS: _____ **Zone:** _____

Is this Property a Local Historic Landmark or in a Local Historic District? Yes No

Is this a New Business? Yes No

Has an Occupancy Permit been applied for? Yes No

Property Owner Information:

Name _____

E-mail _____ Phone _____

Is the Owner's written approval for the sign installation included? Yes No

Applicant Information: Contractor Property Owner Tenant Other

Name _____ KWD LIC. NO. _____

Address _____ City/State/Zip _____

E-mail _____ Phone _____

Sign Installer Information:

Business Name _____ KWD LIC. NO. _____

E-mail _____ Phone _____

Fees are for ARB review only; a separate fee is required upon issuance of the Sign Permit.

\$100 Filing Fee \$240 Sign Review Fee to consider variance from Sign Code due to hardship.

I have read the Architectural Review and sign regulations of the City of Kirkwood.

I hereby certify that the Owner(s) of Record authorizes the proposed work and I have been authorized by the Owner(s) to make this application as their agent.

I hereby certify that the project is located on property I have the legal right to construct the proposed project at.

I hereby certify that all the information provided is true and accurate to the best of my knowledge and belief and agree to fully comply with the Ordinances of the City of Kirkwood.

I understand that the applicant or their representative shall attend all meetings.

Applicant's Signature: _____

Applicant's Printed Name: _____ **Date:** _____

City Use Only

Date Stamp

Case #: _____

Review Approval: _____

Permit #: _____

ARB Agenda Date: _____

Zoning Approval: _____

Received By: _____

Sign Review Information Worksheet

Please complete **entirely**. Incomplete submissions will be returned for completion.

Type of Sign: Awning - Canopy Driveway Drive-Through Marquee
 Monument Projecting Wall Window

Exempt Signs (reviewed): Subdivision or Apartment Complex Commercial Sign in residential area

Type of Variance Requested: _____

TABLE			
Maximum Square Footage Allowed Per Premises			
Zone	Max. Sq. Ft.	Zone	Max. Sq. Ft.
B-1	500	B-3	750
B-2		B-4	
F-1		B-5	
	I-1		

Gross Allowable Sign Area for Single Tenant Site: Whichever percentage is larger, not to exceed 500 or 750 square feet as per Table above. Lots 10 acres or greater shall be allowed maximum sum area of 1,500 square feet.

3.5% x Floor Area: _____ Max. Sq.Ft. .9% x Total Lot Area: _____ Max. Sq.Ft.

Gross Allowable Sign Area for Single Tenant in Multi-Tenant Site: Maximum gross allowable for this type of sign is 500 square feet premises. Multiple tenant buildings and/or premises may have only one ground sign.

3.5% x Occupied Floor Area: _____ Max. Sq.Ft. of Signage

Total Existing Gross Sign Area: _____ Sign Wall / Window Dimensions: _____
 Building Floor Area: _____ Tenant Floor Area: _____
 Lot Area: _____

Proposed Sign(s):

Location	Size Length x Width	Total Square Feet
<input type="checkbox"/> Front	_____ x _____	_____
<input type="checkbox"/> Rear	_____ x _____	_____
<input type="checkbox"/> Side	_____ x _____	_____
<input type="checkbox"/> Other: _____	_____ x _____	_____
<input type="checkbox"/> Other: _____	_____ x _____	_____
TOTAL SIZE:		_____

Existing Sign(s) to remain:

Location	Size Length x Width	Total Square Feet
<input type="checkbox"/> Front	_____ x _____	_____
<input type="checkbox"/> Rear	_____ x _____	_____
<input type="checkbox"/> Side	_____ x _____	_____
<input type="checkbox"/> Other: _____	_____ x _____	_____
<input type="checkbox"/> Other: _____	_____ x _____	_____
TOTAL EXISTING SIZE:		_____



BUILDING PERMIT APPLICATION

139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5823 | www.kirkwoodmo.org

When you are ready for an inspection, **please email bldginspections@kirkwoodmo.org to schedule.** Provide the following required information: Address, Permit/Application Number, Type of Inspection, and the Date desired. Your request will be processed within 24 hours of your submittal (Monday thru Friday). Please allow a minimum of 48 hours for inspection to be made. If there are any issues or questions, you will be contacted.

PROJECT ADDRESS: _____ **Zone:** _____

Type of Structure: Single or Two-Family Multi-Family Apt/ Condo Commercial**
 *New Business or Tenant Finish** Landmark** Historic District**

**The following Business Information is required.* Parking Worksheet is required if changing the Business Type or Use to higher parking requirement.

Proposed Business Type: _____ **Business Name:** _____

Previous Business Type: _____ **Business Name:** _____

Type of Permit: Building Electrical Mechanical Plumbing Integrated

Property Owner Information:

Name _____ Phone _____

Address (if different from Project) _____

City/State/Zip _____ E-mail _____

Describe Project Work: _____

Square Footage: _____ **Cost of Construction:** \$ _____

I hereby certify that all the information provided is true and accurate to the best of my knowledge and belief. I agree to fully comply with Kirkwood Ordinances. I understand that a permit is not effective until signed by Electrical, Mechanical, and Plumbing Contractors who have active Contractor's Business Licenses. I hereby certify that the Owner(s) of Record authorize the proposed work and I have been authorized by the Owner(s) to make this application as their agent.

I understand that deed restrictions and subdivision indentures may exist on this property, which are not reviewed or enforced by the City of Kirkwood. The City recommends the Property Owner review the deed, subdivision plot, and subdivision indentures, and other property title information before undertaking any construction.

Applicant Information: Owner General Contractor Electrical Mechanical Plumbing

Business/Applicant Name _____ KWD LIC. NO. _____

Address _____ City/State/Zip _____

E-mail _____ Phone _____

Applicant's Signature _____ Date _____

City Use Only

Date Stamp

Permit #: _____

**Zoning Approval: _____

Reviewed By: _____

Notified On: _____

Permit Fee: \$ _____

RSNW \$5000 Bond

BMP \$1000 Bond

Total Fee: \$ _____

ELECTRICAL PERMIT:

Electrical Contractor
 Business Name _____ KWD LIC. NO. _____
 Signature _____ Phone _____
 Fixtures/Outlets: _____ Service: Change New Temp Perm Temp Pole
 Location: Overhead Underground 100 amp 200 amp Other _____
 Panel Replacement Only Phase _____ Wire _____
 Inspections: Ground Rough Final

MECHANICAL PERMIT:

Mechanical Contractor
 Business Name _____ KWD LIC. NO. _____
 Signature _____ Phone _____
 Furnace & A/C Furnace Only A/C Only

PLUMBING PERMIT:

Interior	Plumbing Contractor Business Name _____ KWD LIC. NO. _____ Signature _____ Phone _____
Exterior	Plumbing Contractor Business Name _____ KWD LIC. NO. _____ Signature _____ Phone _____

Fixtures/Outlets: _____ Water Heater Sewer Line Repair < 140'
 Tap Destroy and New Water Service - Tap Size: 1" 1.5" 2"
 Inspections: Ground Rough Final

PLUMBING PERMIT FOR DEMOLITION: A demolition application must be on file to obtain permit

Digging in City Right-of-Way? Yes* No *Excavation Permit Required

Sewer Disconnect for Demolition – Must Choose One
 Lining Sewer (pre & post video approval required prior to demo) Capping Sewer at Main

Water Disconnect for Demolition – Must Choose One
 Tap Destroy at Main Re-Using Existing Tap New Tap at Time of Destroy 1" fee = \$225 1.5" fee = \$425
 (Water Dept Approval Required) 2" fee = \$565

Water Source at Demolition Site – Must Choose One
 Yard Hydrant (See Finance Dept for Billing) Fire Hydrant Bringing in Water Approval to use Neighbor's