



Department of Planning and Development  
2348 S. Brentwood Boulevard  
Brentwood, MO 63144  
314-962-4800  
fax 314-962-5632  
[www.brentwoodmo.org](http://www.brentwoodmo.org)

## APPLICATION FOR THE ARCHITECTURAL REVIEW BOARD

The Architectural Review Board is established to review applications for residential building permits, or those applications directed to it by the Department of Planning and Development to ensure compliance with the architectural standards and compatibility of design with existing structures in the City. The ARB does not review decks, fences, window replacements and roofing shingle replacement on existing homes and condos.

**This application and review is for City of Brentwood building permitting purposes only. Please be aware of any additional covenants and restrictions which may be recorded with your subdivision.**

Please contact Steve Larson, Department of Planning and Development, at 314-963-8607 or [slarson@brentwoodmo.org](mailto:slarson@brentwoodmo.org) with additional questions.

**\*This application must be filled out completely and signed before submittals are placed on the ARB agenda.**

### PETITIONER INFORMATION

Name of applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Email address of applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Other (Pager, Cell): \_\_\_\_\_

### PROPERTY INFORMATION

Address: \_\_\_\_\_

Zoning district: \_\_\_\_\_ (can be found at [www.brentwoodmo.org](http://www.brentwoodmo.org))

Parcel Identification Number: \_\_\_\_\_ (can be found at [www.co.st-louis.mo.us](http://www.co.st-louis.mo.us))

### PROPOSED PROJECT

Project description: \_\_\_\_\_

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

Five (5) copies of the following are included:

- \_\_\_\_\_ Completed application (must have 5 copies).
- \_\_\_\_\_ Schematic site plan at a scale of not less than one (1) inch equals (20) feet with
  - \*dimensioned property lines
  - \*exterior elevations
  - \*building setback lines
  - \*easements identified
  - \*existing and proposed construction
  - \*location of driveways and parking areas
  - \*topographic contours of the existing grades and proposed finished grades at two-foot intervals minimum for a distance twenty-five (25) feet from the face of the existing and proposed landscape material
  - \*landscape material proposed to be removed
  - \*identify any accessory structure (proposed or existing)
- \_\_\_\_\_ Schematic floor plans (at a minimum scale of one quarter (1/4) inch equals one (1) foot showing overall building dimensions.
- \_\_\_\_\_ Schematic building elevations (at a minimum scale of one quarter (1/4) inch equals one (1) foot showing vertical dimensions, fenestration, proposed materials and colors, and any existing construction where an addition or modification is proposed. All existing building materials shall be indicated on the existing building elevations.
- \_\_\_\_\_ Color photograph of all buildings located on adjoining property. Color photographs of all building facades of existing construction for projects involving remodeling or additions.

**Additional Information to all Architectural Review Board Applicants**

The ARB may request other documentation, materials and other specific information.

- It is suggested that you attend an ARB meeting before your scheduled meeting to see if your project will be feasible or not.
- 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 home decks, fences, window replacements and roofing shingle replacements shall not require approval of the Architectural Review Board.
- All full size application materials should be folded not rolled.
- Petitioners must bring sample building materials, paint swatches, etc. to the meeting.
- Revised plans with any changes predicated by the ARB will need to be submitted with the building permit application to the Department of Planning & Development.

\*By signing this application you acknowledge that by submitting an incomplete application, your petition will not be added to the meeting agenda.

X \_\_\_\_\_

Date \_\_\_\_\_