



City of Ellisville

One Weis Avenue
Ellisville, MO 63011
(636) 227-9660 FAX: (636) 227-9486

APPLICATION FOR ARCHITECTURAL REVIEW

(please type or print)

**ALL APPLICABLE SECTIONS OF APPLICATION MUST BE COMPLETE.
APPLICATION MUST BE CONSISTENT WITH SUBMITTED MATERIALS.
A \$50.00 APPLICATION FEE MUST ACCOMPANY THIS APPLICATION.
NO FEE REQUIRED FOR TEMPORARY SIGN VARIANCES.**

Property Address: _____

Applicant: _____

Project Name: _____

PART A: BUILDING CONSTRUCTION

Estimated Cost of Construction: _____ No. of Stories: _____

Total Height of New Structure/Addition: _____ (measured from the lowest point, to the highest point on the building)

Existing Grade: _____ Proposed Grade: _____ Existing Foundation Ht: _____ Proposed Foundation Ht: _____

Existing Foundation Height (for abutting properties on either side): _____

Total Building size: _____ Existing Building Size: _____ Addtn Size: _____

Exterior Walls: Brick _____ Wood _____ Stucco _____ Siding _____ EIFS: _____ Other _____

Siding Material: _____ Exterior Wall Color: _____

Location of Siding: _____ Percent of Exterior Surface: _____

Roofing/Material: _____ Color: _____

Window Style: _____ Color: _____

Wall Lighting Type: _____ Hght: _____ Location: _____

Parking Lot Lighting Type: _____ Hght: _____ Location: _____

Garage (if applicable) - Attached/Detached (circle one) Garage Door Style & Color: _____

PART B: ALTERATIONS/EXTERIOR RENOVATIONS

Please describe all alteration/renovation: _____

PART C: ACCESSORY BUILDINGS, SCREENING AND FENCING

HVAC Units/other equipment: _____ Location: _____ Screening: _____

Fence Location: _____ Type/Material: _____ Height: _____

Wall (Screen/Sound): _____ Type/Material: _____ Height: _____

Retaining Walls: Location: _____ Height _____ Material _____

Trash enclosure: Location: _____ Height _____ Material _____

PART D: APPEAL/WAIVER TO SIGN CODE

Description of Request: _____

Is the sign temporary (i.e. banner, yard sign, etc.)? _____

Ordinance Number or Description for variance requested: _____

Explain why the requirements cannot be met: _____

FINDINGS: The Architectural Review Board may modify one or more of the requirements and restrictions of the Sign Code, but only to the extent necessary to alleviate the unnecessary hardship or unwarranted practical difficulty. Mark the correct response:

YES	NO	
_____	_____	Will compliance with the applicable provision of this Chapter impose unnecessary non-economic hardship?
_____	_____	Will the requested modification provide a result that is aesthetically equal to or superior to that which would result through complete compliance with the all the requirements?
_____	_____	Is strict compliance with the relevant provision necessary to promote the general spirit and intent of this Chapter?

PART E: PROCESS

1. The City offers all applicants the opportunity to meet with City staff at any time to discuss a project. Please contact the City Planner to schedule a meeting: Ada Hood, ahood@ellisville.mo.us or via phone 636-227-9660.
2. The City also offers all applicants the opportunity to meet with the City Council in a Preliminary Conceptual Meeting. The Preliminary Conceptual Meeting is designed to provide the applicant with an opportunity to present a concept to the City Council for initial feedback, before the applicant incurs significant costs for detailed drawings or plans. The meeting is informal and non-binding. There is no cost to schedule a meeting, an applicant need only submit the Preliminary Conceptual Meeting form at least seven (7) days prior to the regularly scheduled City Council meeting date.

3. All requests for Architectural Review must be made by submitting the Application Cover sheet, the Application for Architectural Review, plans/drawings and applicable fees.
4. To initiate the process, please submit one digital copy of the plans, all application forms, a letter addressed to the Architectural Review Board and to the City Planner via email (ahood@ellisville.mo.us). Once the plans, application and letter are reviewed, the City Planner will request eleven (11) sets of plans, one (1) original letter and one (1) original application with revisions, if applicable.

Plans shall be drawn up at a scale adequate for easy reading, or as may be required by the City and must be folded to approximately **8 ½ x 11 or 8 ½ x 14 IN SIZE**. The list below identifies things which may be applicable to your specific application and should be included on your plans and/or submittal.

**PART F: CHECKLIST
FOR CITY USE -- A.R.B. CHECKLIST (Provide only as applicable to specific project)**

- ____ Location map showing north arrow.
- ____ Zoning district, subdivision name, lot number, dimensions and area. Include zoning of adjacent parcels where different than site.
- ____ Location and identification of all setbacks and easements (existing and proposed).
- ____ The materials and architectural style of all elevations.
- ____ Type, location, height and degree of brightness of all exterior lighting.
- ____ Landscaping plans must be very specific in terms of plantings and should provide maximum greenspace.
- ____ Location and screening of trash and recycling containers.
- ____ Location and screening of HVAC equipment.
- ____ Elevations from all sides showing relationship to adjacent properties. Specify all colors and materials.
- ____ Color rendering.
- ____ Provide existing and proposed grade elevations.
- ____ Provide existing and proposed foundation heights.
- ____ Provide existing foundation heights for abutting properties on either side.
- ____ Provide exact dimension of exposed foundation, where applicable.
- ____ Deck details including type of wood, size of deck, railing detail, posts and balusters must be included on the plans.
- ____ Plans must contain information related to permanent fences regarding the height, design, material, special features, if any, and the manner in which the proposed fence will relate to the structure to which it is attached and to adjacent properties.
- ____ Retaining wall design, height and material must be shown on plan. Retaining walls should be constructed of material to match the main structure.
- ____ Driveway design and material must be shown on plans.
- ____ Detail on the garage door(s) and windows should include type of material, color, and design.
- ____ Bring one set of color and material samples for all exterior materials including type and color of brick/stone/stucco, windows, siding and roofing to the ARB meeting.
- ____ Photograph of property (front elevation)
- ____ All amendments should be “clouded” and note referenced.
- ____ Other materials deemed appropriate by staff and/or the Architectural Review Board