



ARCHITECTURAL REVIEW BOARD PROCESS GUIDE

1. WHAT IS THE ARCHITECTURAL REVIEW BOARD? - The Architectural Review Board (ARB) is a board of eight (8) Town and Country residents. At a minimum three of the members have a background in the building or design professions. The Board meets at 5:30PM on the 1st Monday of the month.

2. WHAT TYPES OF PROJECTS REQUIRE THIS REVIEW? - The ARB reviews the following types of projects:

- New construction of residential and non-residential structures
- New additions for non-residential structures and residential structures that impact the front facade and, if in rear of house, additions that are over 500 square feet in area.
- New accessory structures that trigger a Conditional Use Permit (CUP).
- New rooftop solar energy systems, except those facing a street or located on the ground.
- New subdivision entrance gates

3. WHAT IS REQUIRED FOR AN ARB PERMIT APPLICATION? - While architectural review items will vary on a case-by-case basis the following items should, at a minimum, be submitted with the application.

- A site plan of the property with all information as required by *Section 405.260 Site Plan Review* of the Zoning Code.
- A landscape plan if it's a new building or structure, non-residential additional, or accessory structure that requires a CUP.
- A simple written narrative describing the project.
- Any floor plans or elevations of the proposed building or structure.
- Photographs of the area where the proposed conditional use will be located.
- If applicable, approval from subdivision trustees. This can be in the form of signed plans, emails or letters.
- Any letters of support from neighbors who might be impacted by a conditional use.

4. WHAT STANDARDS MUST BE MET FOR APPROVAL BY THE ARB? - The Architecture Review Board have a number of architectural criteria that they consider when reviewing new construction. Please see the list of important criteria below. (Full list of criteria can be found in the Municipal Code Sec. 500.110)

- ❖ **Style:** No single architectural style should be superimposed upon buildings, and each should reflect its own individual style. Monotonous design should be avoided; variation of detail and form should be used to provide visual interest. Evaluation of the appearance of a project shall be based on the quality of its design and relationship to surroundings. Additions should relate to the existing buildings in design, details, colors and material.

- ❖ **Scale and proportion.** The height, scale and proportion of each building should be compatible with its site and adjoining buildings. Building components such as windows and doors should have proportions appropriate to the architecture of the structure. Elements of building massing should relate to the size and shape of those of adjacent buildings.
- ❖ **Materials.** Materials should be selected for suitability to the type of building and the design in which they are used and for harmony with adjoining buildings. Materials should be of durable quality. The use of polyvinyl chloride (vinyl) siding and soffits is prohibited. For each side and rear elevation, the exterior shall include at least **ten percent (10%)** or equal amount (whichever is the lesser) of the primary exterior material used for the exterior front building elevation, as well as **ten percent (10%)** or equal amount (whichever is the lesser) of the secondary exterior material used for the exterior front building elevation.
- ❖ **Colors.** Colors, including trim and accent colors, should be harmonious and visually compatible with neighboring buildings.
- ❖ **Fireplaces/Chimneys.** Fireplaces and their chimneys must be enclosed with masonry (stone or brick), or metal from foundation to chimney cap.
- ❖ **Foundation Siding.** All siding must lap the foundation a minimum of two (2) inches. The distance between the siding and the finish grade on the exterior of a structure shall be a minimum of four (4) inches and a maximum of six (6) inches. The ARB may waive this requirement on the rear of a structure if warranted by steep topography.

5. WHAT IS THE TYPICAL ARB REVIEW PROCESS? The typical ARB process is as follows:

1. Prior to submittal contact the City Planner to discuss whether or not an ARB process is required or just a building permit. (314) 587-2827 or (314) 587-2820.
2. Submit the ARB application with all the required documents. The submittal deadline is 1 month prior to the schedule meeting.
3. Staff will review the application and associated documents and email comments back to the applicant.
4. 12 sets of plans are due one week prior to the meeting
5. At the meeting the applicant shall; bring material samples to be reviewed by the ARB, provide a brief overview of the project, and answer any questions.
6. Approval: If the project is approved and does not need further approval by the Board of Aldermen (non-residential construction/conditional uses) then a building permit application can be submitted the following day to the Building Department (1011 Municipal Center Drive, Town and Country 63131).