

**CITY OF TOWN AND COUNTRY**  
**1011 Municipal Center Drive**  
**Town and Country, MO 63131-1101**  
**(314) 587-2820 FAX 432-1286**



**ARCHITECTURAL REVIEW APPLICATION**

Standards for architectural review in the City Building Code are available upon request (fee required) and on the City website at [www.town-and-country.org](http://www.town-and-country.org) Section 500.080.

**DATE** \_\_\_\_\_

**ARB NO.** \_\_\_\_\_

**FEE: \$250.00**

**Applicant Information**

Name (Please print.) \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Legal Interest \_\_\_\_\_ If not owner of record, attach signed statement from owner as to petitioner's authority to act on his/her/their behalf in connection with this petition.

**Owner of Site as Shown on Deed** (If different from applicant)

Name (Please print.) \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Site Information**

Site Address: \_\_\_\_\_ Lot No. \_\_\_\_\_

Subdivision \_\_\_\_\_ Zoning \_\_\_\_\_ Locator No. \_\_\_\_\_

Builder \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Required Plans and Information**

Architectural reviews are held on the 2nd Monday of the month, except holidays, usually at 5:30 p.m. at the Municipal Center.

Application, fee and two informational packets are required by the **first day of the month** prior to the Architectural Review Board meeting.

12 Collated, informational packets must be received no later than two weeks before the meeting. Building samples should be brought to the ARB meeting. **No exceptions.**

**For Office Use Only**

Application and Fee received by \_\_\_\_\_ Date \_\_\_\_\_

Architectural Board Review Date \_\_\_\_\_ Notice Date \_\_\_\_\_

## CITY OF TOWN AND COUNTRY ARCHITECTURAL REVIEW

### Article 5 – Chapter 500 of the Town & Country Municipal Code

1. The Architectural Review Board must approve architectural and site design before a building permit can be issued. Non-residential construction must also be reviewed by the Board of Aldermen.
  - a. Architectural Review Board meets on the second Monday of the month at 5:30PM
  - b. Board of Aldermen (Non-residential only) meets on the second and fourth Monday of the month at 7:00PM
2. Completed and signed application, \$250 application fee and TWO (2) packets are required by the first day of the month, the month before the intended meeting (approximately 40 days)
3. TWO (2) copies of the following items must be submitted with the application and shall be drawn to scale on paper formatted to no larger than 11” x 17”
  - a. Cover Sheet
    - i. Title block including address of property
    - ii. Area map showing the general location of the property within the context of arterial roadways
    - iii. Lot Area (square feet and acres)
    - iv. Floor Area (square feet) and Floor Area Percentage
    - v. Green Space Area (square feet) and Green Space Percentage
    - vi. Distance from street
    - vii. Height of Building (Lowest point to highest point along front, excluding chimney.)
    - viii. Roof Material / Color
    - ix. Brick or Stone Color
    - x. Siding Type and Color
    - xi. Trim and Accent Color
    - xii. Window Style and Make
  - b. Site Plan (multiple sheets as necessary) developed in accordance with Sections 405.260(A)(1)(a) through 405.260(A)(1)(i) of the Town & Country Municipal Code including (but not exclusively) the following:
    - i. Sealed and signed engineer’s calculations of differential water runoff on lot before and after new construction to insure compliance with Sections 415.100 through 415.120 of the Town & Country Municipal Code
    - ii. Landscape plan showing materials to be maintained and proposed new materials
    - iii. Include all architecturally significant elements such as retaining walls, detention ponds and driveways
  - c. Architectural representation of the proposed structure
    - i. Line drawn structure elevations
      1. For renovations and additions show both the existing structure with demolition identified and the proposed structure
      2. Each elevation must identify exterior materials
      3. Include the area and area percentage of each material for each elevation and insure it is compliant with Section 500.110 of the Town & Country Municipal Code
    - ii. Color renderings of all 4 sides of the structure
    - iii. Parts i and ii of this section may be combined at the discretion of the applicant or request of the Board
  - d. General interior floor plan of the affected areas of the structure
  - e. Photo of existing structure and photos of existing structures on both sides and across the street of the proposed project
  - f. Submit letter or statement describing to what degree and how material of any existing structure to be demolished will be recycled, reused or repurposed
  - g. Submit affirmation of notification of subdivision trustees (names and contact information) regarding the project
4. Architectural Review Board Meeting Requirements
  - a. A representative of the project is required to be in attendance at the meeting. This can be either the owner, architect or general contractor
  - b. It is also required that one (1) set of exterior materials samples for the project be brought to the Architectural Review Meeting

If you have any questions please call the Department of Planning & Public Works at 314-587-2820.

ARB # \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_

### SINGLE-FAMILY CONSTRUCTION WORKSHEET

City of Town & Country – 1011 Municipal Center Drive, Town & Country MO 63131 (314) 587-2820

*This form must be completed and submitted with any Building Permit Application for single-family construction (including new homes, additions, alterations and accessory buildings/structures).*

**PROPERTY ADDRESS:** \_\_\_\_\_

**LOT DIMENSIONS:**

- 1. LOT WIDTH \_\_\_\_\_ feet  
(Measured at front building line)
- 1a. LOT AREA \_\_\_\_\_ square feet
- 1b. FRONT SETBACK \_\_\_\_\_ feet
- 1c. SIDE SETBACK \_\_\_\_\_ feet
- 1d. REAR SETBACK \_\_\_\_\_ feet

**Minimum side yard setback shall be the greater (more restrictive) of the 3 following calculations:**

- a. 50 feet from each side lot line, 15% of the width of the lot from each side lot line, whichever is the lesser.
- b. Equal to the height of the adjacent exterior building face measured from the elevation of the natural adjacent grade to the elevation of the top of the inhabitable space, excepting for any portion of the exterior wall that encloses uninhabitable attic space.
- c. The floor area divided by 200 feet

**FLOOR AREA PER LOT (FAP):**

	Existing to Remain (SF)	+	Proposed New (SF)	=	
2. 1 <sup>st</sup> Floor	_____	+	_____	=	_____
3. 2 <sup>nd</sup> Floor	_____	+	_____	=	_____
4. 3 <sup>rd</sup> Floor	_____	+	_____	=	_____
5. House Total (Items 2+3+4)				=	_____
6. Garage/Accessory Building (SF):	_____	+	_____		
7. <i>Amount over 1,056 Square Feet:</i>	_____	+	_____	=	_____
8. Floor Area Per Code (Items 5+7)				=	_____
9. Floor Area % (Item 8 divided by Item 1A)				=	_____

Residential Floor Area is the sum of the gross floor area for each of a building’s stories measured from the exterior limits of the faces of the structure including all heated, habitable area but excluding unenclosed porches, accessory structures, basements and 2nd floor area open to floor below. Space designated for the parking of motor vehicles and accessory buildings shall be excluded, unless the area exceeds 1,056 square feet for which any area in excess shall be accounted for as floor area. Generally, Maximum Floor Area per Lot is 13%, unless lot is less than 1 acre then the maximum is 16% or not to exceed 5,662 square feet.

**GREENSPACE PER LOT**

Surface Area

10. Greenspace Total \_\_\_\_\_ SF

11. Greenspace % (Item 10 divided by Item 1A) \_\_\_\_\_ SF

Generally, the Minimum Greenspace per Lot is **75%**, unless lot is less than 1 acre then the minimum is 60% or a maximum impervious area of 10,000 square feet, verify with City Staff. Greenspace includes the following elements: Grass, Trees, Water Surface (Pool, Spa, Pond/Lake) Ravines, Drainageways, Floodplain and Landscape Bed (20% Hardscape Max)

**HEIGHT OF HOUSE:**

Existing to Remain (SF) Proposed New (SF)

12. Height of House: \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

Maximum Height is **40 feet** for a residential structure. Exception in Estate District, for every 1 foot of additional front/side setback 6 inches of height up to 50 feet may be provided and has to be recorded on a plat.

Building height is the vertical distance measured from the lowest proposed finished grade of the front of the building to a point on the vertical line which is perpendicular to the highest point of the building (excluding chimney).

**An offset of at least 25% of the wall height shall be implemented into the face of any exterior wall which faces a side yard that is at an elevation of more than 25 feet above the nearest adjacent grade, excepting for any portion of the exterior wall that encloses unoccupied attic space.**

**ARCHITECTURE: (See Section 500.110 for Architectural Compliance Criteria)**

Primary Wall Material/Color: \_\_\_\_\_

Secondary Wall Material/Color: \_\_\_\_\_

Roof Material/Color: \_\_\_\_\_

Window Style/Make: \_\_\_\_\_

Trim and Accent Color: \_\_\_\_\_

Exterior materials for new residential structures shall be identified including the area and the area percentage of such exterior materials used for each elevation of the residence, excluding doors and windows. **For each side and rear elevation, the exterior shall include at least 10% or equal amount (whichever is the lesser) of the primary exterior material used for the exterior front building elevation, as well as 10% or equal amount (whichever is the lesser) of the secondary exterior material used for the exterior front building elevation.** The word "primarily" means the majority of the front elevation area, excluding doors and windows. The word "secondary" means the second most used material of the front elevation area, excluding doors and windows.

**Vinyl is not permitted (siding or soffits)**

# **TRUSTEE NOTIFICATION**

Subdivision: \_\_\_\_\_

1)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

2)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

3)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

4)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address