



# 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: \_\_\_\_\_

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**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: \_\_\_\_\_

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**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? (Does following the rules impose a burden that has nothing to do with money)?

\_\_\_\_\_      \_\_\_\_\_ 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 (Does the sign you are proposing look equal to or better than what the sign would have looked like, if you had followed the rules)?

\_\_\_\_\_      \_\_\_\_\_ Is strict compliance with the relevant provision necessary to promote the general spirit and intent of this Chapter (Should the City require that you follow the rules)?

**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](mailto: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](mailto: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