



Division of Housing and Economic Development  
 2120 Hord Ave. Jennings, MO 63136  
 Ph. 314-388-1164 // Fax. 314-867-6458  
 www.cityofjennings.org

## ARCHITECTURAL REVIEW BOARD APPLICATION

Date \_\_\_\_\_

<b>PROJECT ADDRESS</b>			
Owner/Applicant/Developer _____			
Address _____			
City _____	State _____	Zip Code _____	Phone # _____
Architect/Designer _____			
Address _____			
City _____	State _____	Zip Code _____	Phone # _____
Contact Name _____			

### Summary of Project/Development for Review

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Attach separate sheet if needed)

\_\_\_\_\_  
 Signature of Owner/Applicant/Developer

\_\_\_\_\_  
 Date Signed

\_\_\_\_\_  
 Print Name and Title

\_\_\_\_\_  
 Phone Number

**For Office Use**

**Architectural Review Board – FILING FEE \$50.00**

Filed the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Received by \_\_\_\_\_ Check No. \_\_\_\_\_

## **Architectural Review Board Application Checklist**

1. The City of Jennings Architectural Review Board will meet on the first (1<sup>st</sup>) Thursday of the month when necessary at 5:30 p.m.
2. All Architectural Review Board Applications and supporting documents shall be submitted ten (10) working days prior to the meeting date.
3. The Applicant must submit the following:
  - ✓ Ten (10) copies of the completed application for Architectural Review Board
  - ✓ One (1) original and 10 copies (fully collated) of all documents and drawings shall be submitted at time of filing application. The 10 copies can be on 11"x17" paper.
  - ✓ Applicant or an appointed representative must be present at the ARB meeting.
  - ✓ If applicant is not the property owner, written permission from the property owner granting permission for the proposal must be attached to this application.
4. Applicant or an appointed representative must be present at the ARB meeting.
5. If applicant is not the property owner, written permission from the property owner granting permission for the proposal must be attached to this application.

Following is a list of documents that shall be required upon submittal of ARB application for review.

1. \_\_\_\_\_ Preliminary Site Development plan showing setbacks easements, site lighting and landscaping.
2. \_\_\_\_\_ The zoning of adjacent properties within 500' of the development must be shown.
3. \_\_\_\_\_ Show location of all major signage locations.
4. \_\_\_\_\_ Architectural plans drawn of each level, basement, first, second floor of each building type, roofs and any accessory structures on the site such as garages, retaining walls, dumpster enclosures, etc. (see items 10 through 15 for scale and presentation requirements)
5. \_\_\_\_\_ Elevations drawn of all sides of residential and commercial buildings.
  1. Elevations must show a typical color palate
  2. All materials used must be noted and keyed into the specific definition of the material into the outline specification where specific definitions and performance criteria should be.
6. \_\_\_\_\_ Exterior Lighting Plan – Plan must include fixture design, height, material, color and location with typical foot candles and light distribution diagrams on a plane level of 3'-0" from grade at that point. (i.e. street and parking lot lighting).
7. \_\_\_\_\_ Locations, materials and dimensions of driveway/walkway/patio paving, keyed into the outline specification.

8. \_\_\_\_\_ The City requires that the Developer/Applicant present board mounted material samples in a typical range of colors. Materials must be keyed to the outline specification and the notes on the drawings. The developer/applicant must have color photographs (digital or film) of the sample presentation for incorporation into the submission.
9. \_\_\_\_\_ Provide photographs of adjacent properties within 500' of the PUD.
10. \_\_\_\_\_ All drawings (plans and elevations) for residential uses must be presented at 1/8" = 1' - 0" or larger.
11. \_\_\_\_\_ All drawings (plans and elevations) for commercial uses must be presented at 1/8"=1' - 0" or larger.
12. \_\_\_\_\_ Wall sections drawn @ 3/4" = 1'-0".
13. \_\_\_\_\_ Presentation boards must be no smaller than 24" x 36" and no larger than 30" x 40".