

CITY OF JENNINGS

**2120 Hord Avenue
Jennings, MO 63136
314-388-1164
314-867-6458 fax**

**ARCHITECTURAL REVIEW
BOARD
APPLICATION FOR REVIEW**

Date _____

PROJECT ADDRESS		

Owner/Applicant/Developer		

Address		

City	State	Phone #
_____	_____	_____
Architect/Designer		

Address		

City	State	Phone #
_____	_____	_____

Summary of Project/Development for Review

(Attach separate sheets if needed)

Signature of Applicant/Developer

Print Name and Title (if applicable)

Date

<p align="center">ARCHITECTURAL REVIEW BOARD – FILING FEE \$50.00</p> <p align="center">Filed this _____ day of _____, 20__</p> <p align="center">Received by _____</p>
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***ARCHITECTURAL REVIEW BOARD (ARB)
APPLICATION FOR REVIEW PROCEDURES***

- ?? **The City of Jennings Architectural Review Board (ARB) will meet on the First Thursday of the month when called.**
- ?? **If the City Plan Commission has a meeting on that night the ARB will meet following the Commission meeting.**
- ?? **If there is not a Plan Commission meeting, the ARB will meet at 7:00 p.m.**
- ?? **All ARB Review Applications and supporting documents shall be submitted 10 days prior to the meeting date.**
- ?? **One (1) original and eight (8) copies (fully collated) of all documents and drawings shall be submitted at time of filing application. (The 8 copies can be 11 X 17 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.**

Following is a list of documents that may be required upon submittal of ARB Application for Review.

(v if submitted)

1. ___ **Preliminary Site Development plan, showing setbacks and easements.**
2. ___ **The zoning of adjacent properties within 500' of the development must be shown.**
3. ___ **Show location of all major signage locations. (Include a schedule of criteria governing the location, species and size of material specified and it needs to show in a schedule how it complies with the landscape section of the zoning ordinance)**
4. ___ **Landscape Plan of entire development.**
5. ___ **Architectural plans drawn of each level, basement, first, second floor of each building type, roofs and any appurtenances on the site such as garages, retaining walls, dumpster enclosures, etc. (see items 10 through 15 for scale and presentation requirements)**

6. ___ Elevations drawn of all sides of residential and commercial buildings.
 - ?? Elevations must show a typical color palate
 - ?? 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.
7. ___ Illustrations or cut sheets for windows, doors, light fixtures to show design, type, material, color and size.
8. ___ 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).
9. ___ Locations, materials and dimensions of driveway/walkway/patio paving, keyed into the outline specification.
10. ___ 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.
11. ___ Provide photographs of adjacent properties within 500' of the PUD.
12. ___ Roof Plans, showing all vents, equipment, dormers, and equipment screens, etc.
13. ___ All drawings (plans and elevations) for residential uses must be presented at 1/8" = 1'-0" or larger.
14. ___ All drawings (plans and elevations) for commercial uses must be presented at 1/8" = 1'-0" or larger.
15. ___ Wall sections drawn @ 3/4" = 1'-0".
16. ___ Large scale details showing the roofing system components and the exterior wall system components.
17. ___ Large scale details @ 1 1/2" = 1' 0", showing the roofing system components and the exterior wall system components.
18. ___ Presentation boards must be no smaller than 24" x 36" and no larger than 30" x 40".