

# Architectural Review Board Checklist

## **Please initial all items below to verify that your submittal includes all requirements:**

Five copies of this application along with five copies of the following items need to be submitted to the Building Department by 11:00 am, no later than 7 days prior to the regularly scheduled meeting to assure time for staff review and placement on the meeting agenda.

\_\_\_\_\_ **Plans 24" x 36" are preferred and should be folded into individual packets.**

- Dimensioned property lines,
- Building setback lines
- Easements identified,
- Existing and proposed area of work,
- Location of driveways and parking areas,
- Topographic contours of the existing grades and proposed finished grades at two-foot interval minimums for a distance 25 feet from the face of the existing and proposed area of work with an indication of direction of flow of storm water,
- Location, type and size of proposed landscape material
- Landscape material proposed to be removed, and
- Identifying any accessory structures proposed or existing.
- Hardscape and greenspace coverage calculations for existing and proposed front, rear, side and overall lot.

\_\_\_\_\_ Schematic floor plans and elevations (at a minimum scale of one-quarter inch equals one foot) showing overall building dimensions.

\_\_\_\_\_ Roof plan for new homes and additions

\_\_\_\_\_ Detailed building elevations (at a minimum scale of one-quarter inch equals one foot) showing vertical dimensions, fenestration, proposed materials and colors, and any existing construction where an addition or modification is proposed. All existing and proposed building materials shall be indicated on the existing building elevations.

\_\_\_\_\_ Color photographs or digital file showing the main building located on adjoining property. Color photographs or digital file of all building elevations of existing structures for projects involving remodeling or additions.

\_\_\_\_\_ The application materials must include a list of all building enclosure materials, including the style and make of all windows and doors. Brochures, pictures, or other information shall be required for all non-standard building materials. Applicants are encouraged to submit an architectural color board showing the exterior finishing materials and colors to be used on the building.

\*\*Samples of representative proposed building materials shall be presented at the meeting where the application is being considered.

*Please be aware that the City has a Permit Filing Fee of 25% of the Permit fee for residential projects and 50% of the Permit Fee for commercial projects. When the permit is picked up, the filing fee will be deducted from the final permit fee. If a project is abandoned and the permit is not issued, the filing fee is not refundable.*

# Application for Architectural Review Board

**\*This application must be filled out completely and signed before submittals are placed on the ARB agenda.**

*The purpose of Architectural Review Board is to develop architectural and design guidelines for the City of Frontenac and to apply those guidelines in reviewing projects within the City as to whether or not the project adheres to such guidelines.*

## **PETITIONER INFORMATION**

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address of Applicant (for review comments): \_\_\_\_\_

## **PROPERTY INFORMATION**

Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Parcel Identification Number (if known): \_\_\_\_\_

## **PROJECT DESCRIPTION**

Is this application amending an active permit?: If yes, current building permit # \_\_\_\_\_

### **Additional Information:**

- Professionally sealed plans are not required for ARB review.
- Plans for projects involving alterations and repairs, which do not affect the outward appearance of a building, and existing decks, generators, HVACs, and backyard fence compliant with the regulations, window replacements and roofing shingle replacements shall not require approval of the Architectural Review Board.
- Revised plans with any changes predicated by the ARB will need to be submitted with the building permit application to the Building Department with evidence of notification of trustees or Alderman, as applicable.
- Violating any provision of the ARB guidelines may result in a stop work order and subject applicant to punishment as provided in section 100.140 of the code of ordinances.
- The ARB may require applicant to establish an escrow with the City in an amount determined by the ARB or Building Commissioner to be sufficient to remedy any failure to fulfill the conditions specified by the ARB and complete the project in conformity with a conditional approval.
- *This application and review is for City of Frontenac building permitted purposes only. Please be aware of any additional covenants and indentures which may be recorded with your subdivision.*

By signing this application, you acknowledge understanding that by submitting an incomplete application, your petition will not be added to the meeting agenda.

X \_\_\_\_\_ Date: \_\_\_\_\_

\*Dates: complete application received: \_\_\_\_\_ ARB Agenda: \_\_\_\_\_ Approved: \_\_\_\_\_ Permit issued: \_\_\_\_\_

# City of Frontenac, Missouri

## LANDSCAPE & TREE PRESERVATION PLAN SUBMITTAL

### Submittal Instructions

The City of Frontenac landscape ordinance was established in 2005, updated in 2011, and again in 2021. Refer to the Code of Ordinances Chapter 250 related to Weeds, High Grass or Other Vegetation and Chapter 425 pertaining to the Tree Preservation and Landscape Standards for the new requirements.

Submit the completed Permit Application and this Check List as the cover letter for your landscape and tree submittal. Initial the Applicant box to indicate that your submittal contains all the requirements or indicate that the requirement it is not applicable with "NA". Complete submittals will be reviewed as received and should be submitted at least one week prior to the Architectural Review Board (ARB) meeting.

These required submittal documents for the Landscape and Tree Preservation Plan review correlate with the *New ARB Checklist and Application for Architectural Review for construction* and should, as applicable, be submitted at the same time. The Check List below is a guide to the requirements of the Landscape Plan and Tree Preservation Review. It is the applicant's responsibility to research and comply with all the ordinances and any subdivision indentures or Bylaws that have bearing on the project.

CHECK LIST	Applicant	Reviewer
Requirements	Submitted (initial or NA)	Comment
A. Photographs of key existing conditions of the site and context photos of the neighbors on either side of the home and across the street		
B. Digital and Full-size, to-scale civil drawings including topographic survey, grading plan, utilities and architectural drawings. This submittal can be the same as the ARB submittal.		
C. Landscape plan for the entire new home and site improvements coordinated with the civil grading plan to show: <ol style="list-style-type: none"> <li>1. North arrow and scale</li> <li>2. Existing and proposed contours</li> <li>3. Existing and proposed utilities, if applicable</li> <li>4. Existing and proposed tree locations</li> <li>5. Tree removals</li> <li>6. New trees and other plantings</li> <li>7. Plant labels and quantities</li> <li>8. Plant list with genus/species, common name, botanical name, estimated installed size, container or Balled &amp; Burlap</li> <li>9. Labels and illustrations for hardscape materials including sidewalks, driveways, patios, walls and other features.</li> <li>10. Any other applicable features, such as stormwater mitigation</li> </ol>		
E. The City may require input from an ISA Certified Arborist related to tree preservation or a Landscape Architect or an engineer for retaining walls and other issues requiring expert input. If Landscape Plan is prepared by a licensed Landscape Architect or ISA Certified Arborist in the State of Missouri. Provide name, license number, sign and seal.		
F. Clear visibility is required for drives, intersections and fire hydrants related to the International Fire Code or IFC. Chapter 250		

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**LANDSCAPE & TREE PRESERVATION PLAN SUBMITTAL**

CHECK LIST	Applicant	Reviewer
Requirements	Submitted (initial or NA)	Comment
<p>G. Tree Chart and Tree Survey completed by an ISA certified arborist to include:</p> <ol style="list-style-type: none"> <li>1. Tree chart keyed to a tree survey of all the trees on the site over 6" caliper. Chart must include genus, species, size, and condition, as defined herein</li> <li>2. If involved in construction or removal, identification of woodlands (trees over 3" caliper min) including total number of trees in the woodland, number of trees to be removed, and percentage of tree removal in the woodland</li> <li>4. Tree survey to include accurate surveyed location of each tree on the civil survey</li> <li>5. Illustration of the drip line/critical root zone of all existing trees</li> <li>6. Designation of tree status: to be removed or saved</li> <li>7. Purpose or reason for removal: dead/dying, poor condition, in the improvement footprint, etc.</li> <li>8. Indicated Grand Trees on the tree chart and survey</li> <li>9. Narrative explanation of why a Grand tree cannot be preserved if it is shown to be removed</li> <li>10. List of trees to be used as replacement trees, with size of trees and enough information to indicate that the replacement requirement is met.</li> </ol> <p>Refer to Section 425.050</p>		
<p>H. Tree Protection Plan and measures to be performed by an ISA certified arborist (Provide information about qualified expert to complete the work). Illustrate tree protection fence on the drawings for all trees to be preserved and impacted by construction. Provide notes about the actual tree protection measures that will be used on the project site. Provide locations for tree protection measures (e.g. root pruning, aeration, protection fence, etc.) to demonstrate how the impacted trees will be preserved. Certified Arborist needs to supervise tree protection work. Provide signage as required by tree protection regulations. Per Article III Section 16-18</p>		
<p>I. New plantings that meet the landscape design Principles per Section 425.130</p>		
<p>J. See 425.140 Provide 1 canopy tree per 100 feet of public or private street frontage. Existing trees in fair or good condition count toward this requirement. Document the frontage dimension, number of required trees and number of provided trees on the landscape plan.</p>		
<p>K. Provide at least 1 canopy tree per 1,000 square feet of lot area. Existing trees in fair or good condition count toward this requirement. Document the coverage square footage, number of required trees and number of provided trees on the landscape plan. Lot coverage should match the civil data for MSD.</p>		
<p>L. No trees that can reach 25' or higher within 15' of overhead utility lines.</p>		

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<b>CHECK LIST</b>	<b>Applicant</b>	<b>Reviewer</b>
<b>Requirements</b>	Submitted (initial or NA)	Comment
M. Quality landscape materials provided at an appropriate spacing (density) and installed size: <ol style="list-style-type: none"> <li>1. Canopy trees – 2” caliper minimum</li> <li>2. Small deciduous trees – 2” caliper minimum</li> <li>3. Flowering trees – 1.5” single stem, 8’ feet tall clump, or 1.5” caliper multi-stem minimum</li> <li>4. Evergreen trees – 6’ height minimum – except for screening of garage doors, where an 8’ height minimum will be required</li> <li>5. Shrubs – 24” height minimum with exceptions as may be related to the scale of the structure</li> </ol>		
N. Evergreen screening and softening of air conditioning units, pool/spa equipment*, generators, driveway pads, retaining walls, blank facades and other poor views from neighbors.		
O. Trees & Plants selected from the City recommended list		
P. No invasive plants or trees as defined by the Missouri Department of Conservation used on the site. – For example, Bradford Pear, Bush Honeysuckle Species, Bamboo		
Q. Drawing preparation and revision dates on the drawing submission so that current drawings can be located.		
R. Provide a written narrative that describes how each of the Check List requirements and Other Review Comments have been addressed and where to find the information in your submittal.		

**Other Review Comments will be provided:**

*Note: the status (provided, not provided, addressed, not addressed) of each of the review comments will be indicated in **bold italics** after the first review.*

*\*Also see Frontenac Swimming Pool and Spa Guide and MO State Clean Water Act Chapter 644 RSMo and Water Pollution Control Act, Public Law 92-500, 92<sup>nd</sup> Congress as amended.*

**City of Frontenac, Missouri**  
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**City of Frontenac Recommended Tree List**

**Canopy Trees**

Botanical Name	Common Name
<b>Acer platanoides</b>	Norway Maple
<b>Acer rubrum</b>	Red Maple (Missouri native)
<b>Acer saccharum</b>	Sugar Maple (Missouri native)
<b>Acer truncatum</b>	Shantung Maple
<b>Aesculus spp</b>	Horse chestnut
<b>Alnus spp</b>	Alder
<b>Betula nigra</b>	River Birch (Missouri native)
<b>Carpinus betulus</b>	European Hornbeam
<b>Carpinus caroliniana</b>	American Hornbeam (Missouri native)
<b>Carya spp</b>	Hickory
<b>Carya ovata</b>	Shagbark Hickory (Missouri native)
<b>Castanea spp</b>	Chestnut
<b>Celtis spp</b>	Hackberry (Missouri native)
<b>Cercidiphyllum japonicum</b>	Katsura tree
<b>Cladrastis kentukea (C. lutea)</b>	American Yellowwood (Missouri native)
<b>Cotinus obovatus</b>	American Smoke Tree (Missouri native)
<b>Fagus spp</b>	Beech
<b>Ginkgo biloba</b>	Ginkgo (male only)
<b>Gleditsia triacanthos var. inermis</b>	Thornless Honey locust
<b>Gymnocladus dioica</b>	Kentucky Coffee tree (Missouri native)
<b>Liriodendron tulipifera</b>	Tulip poplar (Missouri native)
<b>Magnolia acuminata</b>	Cucumber Tree Magnolia (Missouri native)
<b>Magnolia macrophylla</b>	Bigleaf Magnolia
<b>Metasequoia glyptostroboides</b>	Dawn Redwood
<b>Nyssa sylvatica</b>	Black Gum (Missouri native)
<b>Ostrya virginiana</b>	American Hophornbeam
<b>Platanus x acerfolia</b>	London Planetree
<b>Platanus occidentalis</b>	American Sycamore (Missouri native)
<b>Quercus alba</b>	White Oak (Missouri native)
<b>Quercus bicolor</b>	Swamp White Oak (Missouri native)
<b>Quercus borealis</b>	Red Oak (Missouri native)
<b>Quercus coccinea</b>	Scarlet Oak
<b>Quercus imbricaria</b>	Shingle Oak (Missouri native)
<b>Quercus macrocarpa</b>	Bur Oak (Missouri native)
<b>Quercus muehlenbergii</b>	Chinkapin Oak (Missouri native)

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<b>Quercus palustris</b>	Pin Oak (Missouri native)
<b>Quercus phellos</b>	Willow Oak (Missouri native)
<b>Quercus robur</b>	English Oak
<b>Quercus shumardii</b>	Shumard Oak (Missouri native)
<b>Quercus stellata</b>	Post Oak (Missouri native)
<b>Quercus velutina</b>	Black Oak
<b>Sophora japonica</b>	Japanese Pagoda Tree
<b>Taxodium distichum</b>	Bald Cypress (Missouri native)
<b>Tilia americana</b>	American Linden (Missouri native)
<b>Ulmus 'Homestead'</b>	Homestead Elm
<b>Ulmus parvifolia</b>	Chinese Elm
<b>Zelkova serrata</b>	Japanese Zelkova

**Small Deciduous Trees**

<b>Botanical Name</b>	<b>Common Name</b>
<b>Acer buergerianum</b>	Trident Maple
<b>Acer campestre</b>	Hedge Maple
<b>Acer japonicum</b>	Full Moon Maple
<b>Acer palmatum</b>	Japanese Maple
<b>Acer pensylvanicum</b>	Striped Maple
<b>Asminia triloba</b>	Pawpaw (Missouri native)
<b>Carpinus betulus 'Fastigiata'</b>	Fastigate European Hornbeam
<b>Carpinus betulus 'Columnaris'</b>	Columnar European Hornbeam
<b>Carpinus caroliniana</b>	American Hornbeam/Ironwood
<b>Sassafras albidum</b>	Common Sassafras (Missouri native)

**Flowering Trees**

<b>Botanical Name</b>	<b>Common Name</b>
<b>Amelanchier spp</b>	Serviceberry (Missouri native)
<b>Cercis canadensis</b>	Eastern redbud (Missouri native)
<b>Cercis spp</b>	Redbud
<b>Chionanthus virginicus</b>	White Fringe tree (Missouri native)
<b>Cornus florida</b>	Flowering dogwood (Missouri native)
<b>Cornus spp</b>	Dogwood
<b>Cotinus obovatus</b>	American Smoke tree (Missouri native)
<b>Crataegus crusgalli var. inermis</b>	Thornless Hawthorn (Missouri native)
<b>Crataegus mollis</b>	Downy Hawthorn (Missouri native)
<b>Crataegus phaenopyrum</b>	Washington Hawthorn (Missouri native)
<b>Crataegus spp (species with thorns)</b>	English Hawthorn (only in non-pedestrian areas due to thorns)
<b>Crataegus viridis</b>	Green Hawthorn (Missouri native)

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<b>Koelreuteria paniculata</b>	Golden rain Tree
<b>Magnolia stellate</b>	Star Magnolia
<b>Magnolia virginiana</b>	Sweet Bay Magnolia
<b>Magnolia x loebneri</b>	Loebner Magnolia
<b>Magnolia x soulangiana</b>	Saucer magnolia
<b>Malus spp</b>	Flowering Crabapples
<b>Prunus spp</b>	Flowering Cherry
<b>Syringa reticulata</b>	Japanese Tree Lilac
<b>Viburnum prunifolium</b>	Blackhaw Viburnum (Missouri native)

**Evergreen and Broadleaf Evergreen Trees**

<b>Botanical Name</b>	<b>Common Name</b>
<b>Abies spp</b>	Fir
<b>Chamaecyparis spp</b>	False cypress
<b>Ilex opaca</b>	American Holly (Missouri native)
<b>Juniperus virginiana</b>	Eastern Red Cedar (Missouri Native)
<b>Juniperus virginiana 'Canaertii'</b>	Canaerti Juniper
<b>Larix spp</b>	Larch
<b>Magnolia grandiflora</b>	Southern Magnolia
<b>Metasequoia glyptostroboides</b>	Dawn Redwood
<b>Picea spp</b>	Spruce
<b>Pinus spp</b>	Pine
<b>Pinus echinata</b>	Short-leaf Pine (Missouri Native)
<b>Pseudotsuga menziesii</b>	Douglas Fir
<b>Thuja occidentalis</b>	American Arborvitae
<b>Thuja orientalis</b>	Oriental Arborvitae
<b>Tsuga canadensis</b>	Canada Hemlock

**Small Evergreen Trees**

<b>Botanical Name</b>	<b>Common Name</b>
<b>Arborvitae spp</b>	Arborvitae
<b>Ilex x attenuate 'Fosters #2'</b>	Foster's Holly
<b>Juniperus chinensis varieties</b>	Upright Juniper
<b>Juniperus scopulorum varieties</b>	Upright Juniper

**City of Frontenac, Missouri**  
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**Unlawful to plant, install, restore or replace the following Invasive and Noxious Species:**

**Invasive Trees, Shrubs and Woody Vines**

Autumn Olive (*Elaeagnus umbellata*)  
Bush Honeysuckles (*Lonicera maackii* (Amur) and *Lonicera x bella* (bella))  
Callery Pear (Bradford Pear) (*Pyrus calleryana*)  
Common Buckthorn (*Rhamnus cathartica*)  
Golden Rain Tree (*Koelreuteria paniculata*)  
Heavenly Bamboo (*Nandina domestica*)  
Japanese Honeysuckle (*Lonicera japonica*)  
Mimosa (Silk Tree) (*Albizia julibrissin*)  
Multiflora Rose (*Rosa multiflora*)  
Russian Olive (*Elaeagnus angustifolia*)  
Tree-of-Heaven (*Ailanthus altissima*)  
Wintercreeper (*Euonymus fortune*)

**Invasive Wildflowers, Grasses and Other Nonwoody Plants**

Beefsteak Plant (*Perilla frutescens*)  
Canada Thistle (*Cirsium arvense*)  
Caucasian Bluestem (*Bothriochloa bladhii*) Chinese Yam (*Dioscorea oppositifolia* (sometimes called *D. batatas*))  
Common Reed (*Phragmites australis australis*)  
Crown Vetch (*Securigera varia* (formerly *Coronilla varia*))  
Garlic Mustard (*Alliaria petiolate*)  
Hydrilla (*Hydrilla verticillata*)  
Indian Strawberry (Mock Strawberry) (*Duchesnea indica* (syn. *Potentilla indica*))  
Japanese Knotweed (*Fallopia japonica*)  
Japanese Stiltgrass (*Eulalia*) (*Microstegium vimineum*)  
Johnson Grass (*Sorghum halepense*)  
Kudzu (*Pueraria montana*)  
Leafy Spurge (*Euphorbia esula*)  
Musk Thistle (Nodding Thistle) (*Carduus nutans*)  
Purple Loosestrife (*Lythrum salicaria*)  
Reed Canary Grass (*Phalaris arundinacea*)  
Sericea Lespedeza (*Lespedeza cuneate*)  
Spotted Knapweed (*Centaurea stoebe*)  
Teasels (*Dipsacus fullonum* and *D. laciniatus*)  
White and Yellow Sweet Clovers (*Melilotus albus* and *M. officinale*)  
Yellow Bluestem (*Bothriochloa ischaemum*)