

**APPLICATION FOR THE CITY OF WILDWOOD'S
ARCHITECTURAL REVIEW BOARD**

(please read thoroughly)

The following information and items shall be provided to the Department of Planning for processing and dissemination in association with scheduling of submittals before the City of Wildwood's Architectural Review Board (ARB). The ARB meets on the second Thursday of each month, unless otherwise changed, with the submittal deadline being 2:00 p.m. on the Monday ten (10) days prior to the meeting. If the agenda cannot support the number of submitted applications, a special meeting may be requested by the applicant or the item will be carried over to the succeeding month. Twelve (12) sets of complete plans shall be submitted, with the information bearing an original signature and seal of the Licensed Architect upon it, before the Board will conduct its review. The completeness of the submission will aid in the understanding of the project by the Board and the relevance of their comments, as well as expedite reviews in an effort to avoid delays. Failure of the architect to sign and seal all requested items that are the subject of this review process, where applicable, or not providing the requested information identified below, will disqualify the submittal and the Department of Planning will return the packet to architect of record.

SECTION I

Architectural review consists of a two (2) part submission: 1) Conceptual Review - for initial design approval; and 2) Formal Review, which would include elevations for final approval to commence with construction documents and, ultimately, zoning authorization for building permit. Please note which type of review is being submitted on this application:

- Concept Review - proceed to Section II for submittal criteria.
- Formal Review - Concept approval was obtained on the ____ day of _____, 20__;
proceed to Section III for submittal criteria

Project Name: Happy Hounds Playground

Address/Location: 2448 Pond Road, Wildwood MO 63040

Zoning/Ward: CUP for recreational land use

SECTION II

Concept Review Submittal:

- One (1) disc, or digital version, with all applicable information, as outlined below.
- Twelve (12) sets of plans, collated and folded, with all applicable sheets containing a title block, north arrow, and graphic scale, and also including:
 - Generalized plan, or aerial photograph, of the area within four hundred (400) feet of the subject property [in all directions], which indicates the infrastructure and site improvements,

including building footprints, curb cuts and driveway locations, and other natural and man-made features of significance. The intent of this plan is to better understand the project site and context, and how the project under consideration will complement both existing conditions, as well as approved, adjacent future projects.

- Photographs reflecting existing site conditions and immediate surrounding properties.
 - Preliminary Plat/Site Development Plan [existing and proposed improvements must be shown].
 - Preliminary elevations for all compass directions, which shall be labeled, as well as notations identifying the preliminary materials and color choices, with associated color sheets.
-
- Original signature, seal, and date of the Licensed Architect, who prepared the documents.
 - A rendering of the proposed structure or building, a three-dimensional model indicating building elements in a simplified form [architect may use chipboard for this model], or a three-dimensional or computer-generated model of the proposed structure or building.



Formal Review Submittal:

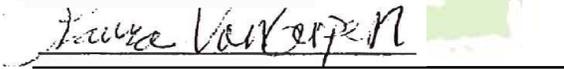
Formal review may require a series of meetings to obtain final approval. All submittal packets shall include, but not be limited to, the following:

- One (1) disc, or digital version, with all applicable information, as outlined below.
- Twelve (12) sets of plans, collated and folded, with all applicable sheets containing a title block, north arrow, and graphic scale, and including:
 - Generalized plan, or aerial photograph, of the area within four hundred (400) feet of the subject property [in all directions], which indicates the infrastructure and site improvements, including building footprints, curb cuts and driveway locations, and other natural and man-made features of significance. The intent of this plan is to better understand the project site and context, and how the project under consideration will complement both existing conditions, as well as approved, adjacent future projects.
 - Photographs reflecting existing conditions, with planned site improvements superimposed upon them.
 - Approved Site Development Plan for the project, including any amendments thereto.
 - Landscaping/Streetscape Plan for the development.
 - Interior floor plan(s).
 - Elevations for all compass directions, which shall be labeled. Elevations shall include final material types, colors, and applicable cut sheets for certain design elements, as well as actual samples of such.
 - Building section(s) indicating interior character [at a minimum, one (1) is required, unless building design is complex].
 - Alternatives to the proposed design, if requested by the ARB, the City Council, or the Planning and Zoning Commission.
- Original signature, seal, and date of the Licensed Architect, who prepared the documents.

- A three-dimensional model indicating building elements in a simplified form [architect may use chipboard for this model], or a three-dimensional or computer-generated model of the proposed structure or building.

The items contained in either submittal package must meet minimum requirements, and further information may be requested, as directed by the Department of Planning and/or the ARB. Once an application has been processed for an upcoming meeting, the agenda will be sent to the appropriate representative(s), whose attendance with their architect(s) for presentation and discussion with the ARB, is mandatory. The ARB will not consider any submittal, unless the architect of record is in attendance and PRESENTS SAID PROJECT, or as otherwise agreed to by its members or the Department of Planning, in advance of the scheduled meeting date. If you have any further questions, please feel free to contact the Department of Planning at (636) 458-0440 extension 118, Terri Gaston.

We, the undersigned, are aware of the aforementioned items and submit this application in full compliance with the requirements of the Architectural Review Board on this day 4 of May, 2015.



Applicant [signature]



Licensed Architect [signature]

Laura VanGerpen

Applicant [print]

Megan (Nasrallah) Ridgeway

Licensed Architect [print]

All Contact Information for Applicant and Architect:
[or attach business cards here]

For Office Use Only

Application submittal accept on: _____

Department of Planning Staff

Concept Review is scheduled for: _____

Concept Approval: _____

Formal Review is scheduled for: _____

Comments: _____

Final Approval by the ARB on: _____

W I L D W O O D

Architectural Review Board Chair