



10555 Clayton Road ♦ Frontenac, MO 63131
tel.: (314) 994-3200 ♦ fax: (314) 994-3203
www.cityoffrontenac.org

Permit No. _____

Zoning District _____

Date of Application ____ / ____ / ____

Project Address: _____ Subdivision _____

Property Owner Name _____ Applicant: Yes No

Property Owner Address _____
Street City, State Zip Code

Telephone (____) _____ E-mail _____

Description of work _____ Total Estimated Cost \$ _____ .00

Residential:

Commercial:

- Residential:
 BPR-01 New Residential Building
 BPR-02 Addition
 BPR-03 Alteration
 BPR-04 Replacement
 BPR-05 Repair
 BPR-06 Interior Finish
 BPR-07 Fire/Storm Damage
 BPR-08 Swimming Pool/Spa
 BPR-09 Demolition
 BPR-11 Retaining Wall
 BPR-13 Garage
 BPR-14 Fence
 BPR-16 Footing/Fndn
 BPR-90 Other Residential
 BPR-10 Excavation/Grading/Land Disturb
Site Plan Required
Size of Excavation

Commercial:
 BPC-01 New Commercial Building
 BPC-02 Addition
 BPC-03 Alteration
 BPC-04 Replacement
 BPC-05 Repair
 BPC-06 Interior Finish
 BPC-07 Fire/Storm Damage
 BPC-08 Occupancy
 BPC-09 Commercial Demolition
 BPC-11 Retaining Wall
 BPC-13 Garage
 BPC-14 Fence
 BPC-15 Pool/Spa
 BPC-16 Footing/Fndn
 BPC-50 Cell Tower
 BPC-90 Commercial Other
 BPC-10 Excavation/Grading/Land Disturb
Site Plan Required
Size of Excavation

Contractor / Builder _____ Applicant: Yes No

Address _____
Street City, State Zip Code

Telephone (____) _____ E-mail _____

Frontenac Business License No. _____ Receipt No. _____

By signing this application, you acknowledge understanding that by submitting an incomplete application, your petition will not be added to the meeting agenda and, that review of construction plans will not be initiated until applicable building permit application(s) is completed and fees are paid.

Contractor / Builder Signature _____ On-Site Contact _____

Print Name and Title _____ On-Site Telephone (____) _____

Applicant if different than Owner and Contractor _____ Email: _____

Below For Office Use Only

FloodPlain Yes No Land Disturbance Yes No FloodPlain Development Permit Issued Yes No N/A

ARB Preliminary ____ / ____ / ____ ARB ____ / ____ / ____ Planning & Zoning ____ / ____ / ____ Board of Aldermen ____ / ____ / ____ BZA ____ / ____ / ____

Incomplete application completed ____ / ____ / ____ Outstanding fees paid ____ / ____ / ____ Issue(s) with other project(s) resolved ____ / ____ / ____

Escrow Bond Required N/A \$500 \$2,500 \$5,000

Receipt No. _____

Excavation Bond Required N/A _____

Receipt No. _____

Tree Replacement Fee Required N/A \$ _____

Permit Fee \$ _____

Filing Fee \$ _____ Receipt No. _____

Misc Fee \$ _____

Stormwater Fee \$ _____

Balance Due \$ _____ Receipt No. _____

Permit Issued By _____ Date Issued _____ Permit Expires _____

City of Frontenac, Missouri

ARCHITECTURAL REVIEW BOARD APPLICATION CHECKLIST LANDSCAPE & TREE PRESERVATION PLAN SUBMITTAL

Submittal Instructions

The City of Frontenac **Architectural Review Board** (ARB) was established consistent with Chapter 120, Article IV, section 120.200 of Frontenac Code of Ordinances, updated in 2021. The ARB reviews all new construction, changes and accessory building plans to preserve existing areas of natural beauty and/or cultural importance and assure that buildings, structures, signs or other developments are of good design, harmonious with surrounding developments and in general contribute to the overall appearance of Frontenac. Also refer to the Code of Ordinances Chapter 500 Adoption of Construction and Property Maintenance Codes.

The 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 Construction Permit Application, applicable fee (s) and the Check List as the cover letter for your ARB application and landscape and tree preservation submittal along with **Five copies of the items on the checklist to the Building Department**. Initial the applicant boxes on the checklists 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 to the Building Department by 11:00 am at least one week prior to the regularly scheduled Architectural Review Board (ARB) meeting to assure time for staff review and placement on the meeting agenda.**

These required submittal documents for the ARB Construction, Landscape and Tree Preservation Plan review correlate with the updated ordinances referenced above. The Check List below is a guide to the requirements of the ARB Construction and Landscape Plan and Tree Preservation Review. It is the applicant's responsibility to research and comply with all ordinances **and** any subdivision indentures or Bylaws that have bearing on the project.

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, a backyard fence compliant with the city 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.
- Frontenac 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.
- By signing this application, you acknowledge understanding that by submitting an incomplete application, your petition will not be added to the meeting agenda. Further, you understand that review of construction plans will not be initiated until appropriate building permit application is completed and fees paid.

ARCHITECTURAL REVIEW BOARD CONSTRUCTION CHECK LIST	Applicant	Reviewer
Requirements per Frontenac Ordinances Chapter 120 Section 120.270, 120.280 and 120.290, 120.300, 120.310 and 120.320	Submitted (Initial or NA)	Comments
A. Plans 24" X 36" are preferred and should be folded into individual packets		
<ol style="list-style-type: none"> 1. Dimensioned Property Lines, 2. Building setback lines, 3. Easements identified, 4. Existing and proposed area of work, 5. Location of driveways and parking areas, 6. Topographic contours of the existing grades and proposed finished grades at two-foot interval minimums for 25 feet from the face of existing and proposed area of work with an indication of direction of flow of storm water, 7. Location, type and size of proposed landscape material 8. Landscape material proposed to be removed, and 9. Identifying any accessory structures proposed or existing 10. Hardscape and greenspace coverage calculations for existing and proposed front, rear, side, and overall lot 		
B. Schematic floor plans and elevations (at a minimum scale of one-quarter inch = 1 foot)		
C. Roof Plans for new homes and additions		
D. Detailed building elevations (at a minimum scale of one-quarter inch = 1 foot) <ul style="list-style-type: none"> • 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. 		
E. Color photographs or digital file showing the main building located on adjoining property. Color photograph or digital file of all building elevations of existing structures for projects involving remodeling or additions		
F. The applicant materials must include a list of all building enclosure materials, including the style and make of windows and doors. <ul style="list-style-type: none"> • 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 proposed building materials shall be presented at the meeting where the application is being considered. 		
G. Evidence that applicable Trustee(s) or ward Aldermen, if there are no trustees, have been notified of the intended construction project must be provided.		
NOTES:		

Other Review Comments will be provided:

Note: the status if not provided, addressed or not addressed of each of the review comments will be indicated after the first review by the Building Department.

City of Frontenac, Missouri

ARCHITECTURAL REVIEW BOARD APPLICATION CHECKLIST LANDSCAPE & TREE PRESERVATION PLAN SUBMITTAL

LANDSCAPE AND TREE PRESERVATION CHECK LIST	Applicant	Reviewer
Requirements per City Ordinance Chapter 425 sections 425.010 through 425.150 and Appendix A	Submitted (Initial or NA)	Comments
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"> 1. North arrow and scale 2. Existing and proposed contours 3. Existing and proposed utilities, if applicable 4. Existing and proposed tree locations 5. Tree removals 6. New trees and other plantings 7. Plant labels and quantities 8. Plant list with genus/species, common name, botanical name, estimated installed size, container or Balled & Burlap 9. Labels and illustrations for hardscape materials including sidewalks, driveways, patios, walls and other features. 10. Any other applicable features, such as stormwater mitigation 		
D. 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. <i>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.</i>		
E. Clear visibility is required for drives, intersections and fire hydrants related to the International Fire Code or IFC. Chapter 250		
F. Tree Chart and Tree Survey completed by an ISA certified arborist to include: <ol style="list-style-type: none"> 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 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 4. Tree survey to include accurate surveyed location of each tree on the civil survey 5. Illustration of the drip line/critical root zone of all existing trees 6. Designation of tree status: to be removed or saved 7. Purpose or reason for removal: dead/dying, poor condition, in the improvement footprint, etc. 8. Indicated Grand Trees on the tree chart and survey (Good or fair condition softwood with DBH > 20" or hardwood with DBH > 24". Not including invasive species listed in Section 250.120 or box elder, silver maple, sweet gum, mulberry, green ash, mountain ash, black locust, poplar, cottonwood or willow trees) 9. Narrative explanation of why a Grand tree cannot be preserved if it is shown to be removed 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 or replacement fee is to be paid. Refer to Section 425.040 and Section 425.050		

Landscape & Tree Preservation Requirements Continued	Submitted (Initial or NA)	Comment
G. 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 425.110		
H. New plantings that meet the landscape design Principles per Section 425.130		
I. 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.		
J. 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.		
K. No trees that can reach 25' or higher within 15' of overhead utility lines.		
L. Quality landscape materials provided at an appropriate spacing (density) and installed size: <ol style="list-style-type: none"> 1. Canopy trees – 2" caliper minimum 2. Small deciduous trees – 2" caliper minimum 3. Flowering trees – 1.5" single stem, 8' feet tall clump, or 1.5" caliper multi-stem minimum 4. Evergreen trees – 6' height minimum – except for screening of garage doors, where an 8' height minimum will be required 5. Shrubs – 24" height minimum with exceptions as may be related to the scale of the structure 		
M. Evergreen screening and softening of air conditioning units, pool/spa equipment*, generators, driveway pads, retaining walls, blank facades and other poor views from neighbors.		
N. Trees & Plants selected from the city recommended list		
O. 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		
P. Drawing preparation and revision dates on the drawing submission so that current drawings can be located.		
Q. 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, if not provided, addressed or not addressed for each of the review comments will be indicated after the first review by the Building Department.

**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, 92nd Congress as amended.*

City of Frontenac Recommended Tree List

Canopy Trees

Botanical Name	Common Name
<i>Acer platanoides</i>	Norway Maple
<i>Acer rubrum</i>	Red Maple (Missouri native)
<i>Acer saccharum</i>	Sugar Maple (Missouri native)
<i>Acer truncatum</i>	Shantung Maple
<i>Aesculus spp</i>	Horse chestnut
<i>Alnus spp</i>	Alder
<i>Betula nigra</i>	River Birch (Missouri native)
<i>Carpinus betulus</i>	European Hornbeam
<i>Carpinus caroliniana</i>	American Hornbeam (Missouri native)
<i>Carya spp</i>	Hickory
<i>Carya ovata</i>	Shagbark Hickory (Missouri native)
<i>Castanea spp</i>	Chestnut
<i>Celtis spp</i>	Hackberry (Missouri native)
<i>Cercidiphyllum japonicum</i>	Katsura tree
<i>Cladrastis kentukea (C. lutea)</i>	American Yellowwood (Missouri native)
<i>Cotinus obovatus</i>	American Smoke Tree (Missouri native)
<i>Fagus spp</i>	Beech
<i>Ginkgo biloba</i>	Ginkgo (male only)
<i>Gleditsia triacanthos var. inermis</i>	Thornless Honey locust
<i>Gymnocladus dioica</i>	Kentucky Coffee tree (Missouri native)
<i>Liriodendron tulipifera</i>	Tulip poplar (Missouri native)
<i>Magnolia acuminata</i>	Cucumber Tree Magnolia (Missouri native)
<i>Magnolia macrophylla</i>	Bigleaf Magnolia
<i>Metasequoia glyptostroboides</i>	Dawn Redwood
<i>Nyssa sylvatica</i>	Black Gum (Missouri native)
<i>Ostrya virginiana</i>	American Hophornbeam
<i>Platanus x acerfolia</i>	London Planetree
<i>Platanus occidentalis</i>	American Sycamore (Missouri native)
<i>Quercus alba</i>	White Oak (Missouri native)
<i>Quercus bicolor</i>	Swamp White Oak (Missouri native)
<i>Quercus borealis</i>	Red Oak (Missouri native)
<i>Quercus coccinea</i>	Scarlet Oak
<i>Quercus imbricaria</i>	Shingle Oak (Missouri native)
<i>Quercus macrocarpa</i>	Bur Oak (Missouri native)
<i>Quercus muehlenbergii</i>	Chinkapin Oak (Missouri native)
<i>Quercus palustris</i>	Pin Oak (Missouri native)
<i>Quercus phellos</i>	Willow Oak (Missouri native)
<i>Quercus robur</i>	English Oak
<i>Quercus shumardii</i>	Shumard Oak (Missouri native)
<i>Quercus Stellata</i>	Post Oak (Missouri native)
<i>Quercus velutina</i>	Black Oak
<i>Sophora japonica</i>	Japanese Pagoda Tree
<i>Taxodium distichum</i>	Bald Cypress (Missouri native)
<i>Tilia americana</i>	American Linden (Missouri native)
<i>Ulmus 'Homestead'</i>	Homestead Elm
<i>Ulmus parvifolia</i>	Chinese Elm
<i>Zelkova serrata</i>	Japanese Zelkova

Small Deciduous Trees

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

Flowering Trees

Botanical Name	Common Name
Amelanchier spp	Serviceberry (Missouri native)
Cercis canadensis	Eastern redbud (Missouri native)
Cercis spp	Redbuc
Chionanthus virginicus	White Fringe tree (Missouri native)
Cornus florida	Flowering dogwood (Missouri native)
Cornus spp	Dogwood
Cotinus obovatus	American Smoke tree (Missouri native)
Crataegus crusgalli var.inermis	Thornless Hawthorne (Missouri native)
Crataegus mollis	Downy Hawthorne (Missouri native)
Crataegus phaenopyrum	Washington Hawthorn (Missouri native)
Crataegus spp (species with thorns)	English Hawthorn (only in non-pedestrian areas due to thorns)
Crataegus viridis	Green Hawthorn (Missouri native)
Koelreuteria paniculate	Golden rain tree
Magnolia stellate	Star Magnolia
Magnolia virginiana	Sweet Bay Magnolia
Magnolia x loebneri	Loebner Magnolia
Magnolia x soulangiana	Saucer Magnolia
Malus spp	Flowering Crabapple
Prunus spp	Flowering Cherry
Syringa reticulata	Japanese Tree Lilac
Viburnum prunifolium	Blackha Viburnum (Missouri native)

Evergreen and Broadleaf Evergreen Trees

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

Small Evergreen Trees

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

Unlawful to plant, install, restore or replace the following Invasive and Noxious Species per ordinance 250.120

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 fortunei*)

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 petiolata*)
 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 cuneata*)
 Spotted Knapweed (*Centaurea stoebe*)
 Teasels (*Dipsacus fullonum* and *D. laciniatus*)
 White and Yellow Sweet Clovers (*Melilotus albus* and *M. officinale*)
 Yellow Bluestem (*Bothriochloa ischaemum*)

Noxious Weeds

Canada thistle (*Cirsium arvense* L. Scop.)
 Common teasel (*Dipsacus fullonum* L.)
 Cutleaf teasel (*Dipsacus laciniatus* L.)
 Field bindweed (*Convolvulus arvensis* L.)
 Johnson grass (*Sorghum halepense* L.)
 Kudzu (*Pueraria montana* [Lour.] Merr.)
 Marijuana (*Cannabis sativa* L.)

Multiflora rose (*Rosa multiflora* Thunb. Ex Murr.)
 Musk thistle (*Carduus nutans* L.)
 Purple loosestrife (*Lythrum salicaria* L. and any hybrid thereof)
 Scotch thistle (*Onopordum acanthium* L.)
 Spotted knapweed (*Centaurea stoebe* L., including all subspecies)