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**The City of Chesterfield is committed to excellence
in service and overall quality of life:
By being the City of Choice in the St. Louis Region
within which to live, work, play, and visit.**

- City of Chesterfield Mission Statement

The Planning Commission and the Planning and Development Services Division strive for the above in the review of projects presented to the City of Chesterfield for development. To assist with this process, the Architectural Review Board was established in 1998.

The terms and provisions of the Architectural Review Standards ([Section 04-01 of the Unified Development Code](#)) shall apply to all vacant or undeveloped land and all property to be redeveloped including additions and alterations. Projects will be reviewed by the Architectural Review Board (ARB) to provide recommendations to the Planning Commission and Planning and Development Services Division.

The Planner assigned to your development project will notify you when the project is ready for submission to the ARB. This may be upon completion of the first full review by the City or upon resubmittal after comments raised by the City have been addressed if said comments will impact the site layout or design. The Planner will work with you and advise you on the appropriate agenda review date for your project.

To aid you in preparing an item for review, the attached information has been developed:

- Project Statistics and Checklist
- Architectural Review Standards

To ensure you have everything you need for ARB review, once the project is ready for ARB submittal, you will be notified by your Project Planner to submit one copy of your full ARB application for review. **This review is done to ensure you have everything you need prior to submitting the required seventeen (17) copies necessary for the meeting. Again, your Project Planner will notify you of all submittal deadline dates as they assist you through this process.*

All items requested must be submitted by the date provided to you by your assigned Planner in order to have the project placed on the ARB's agenda.

If you have questions about the architectural review process, contact your assigned Project Planner, or contact the Planner of the Day at 636-537-4733 or pod@chesterfield.mo.us

Thank you,

Aimee Nassif, AICP
Planning and Development Services Director



**ARCHITECTURAL REVIEW BOARD
Project Statistics and Checklist**

Date of First Comment Letter Received from the City of Chesterfield _____

Project Title: _____ **Location:** _____

Developer: _____ **Architect:** _____ **Engineer:** _____

PROJECT STATISTICS:

Size of site (in acres): _____ **Total Square Footage:** _____ **Building Height:** _____

Proposed Usage: _____

Exterior Building Materials: _____

Roof Material & Design: _____

Screening Material & Design: _____

Description of art or architecturally significant features (if any): _____

ADDITIONAL PROJECT INFORMATION:

Checklist: Items to be provided in an 11" x 17" format

- Color Site Plan with contours, site location map, and identification of adjacent uses.
- Color elevations for all building faces.
- Color rendering or model reflecting proposed topography.
- Photos reflecting all views of adjacent uses and sites.
- Details of screening, retaining walls, etc.
- Section plans highlighting any building off-sets, etc. (as applicable)
- Architect's Statement of Design which clearly identifies how each section in the Standards has been addressed and the intent of the project.
- Landscape Plan.
- Lighting cut sheets for any proposed building lighting fixtures. (as applicable)
- Large exterior material samples. (to be brought to the ARB meeting)
- Any other exhibits which would aid understanding of the design proposal. (as applicable)
- Pdf files of each document required.

ARCHITECTURAL REVIEW DESIGN STANDARDS

Please refer to [Section 04-01 of the Unified Development Code](#) for the Architectural Review Design Standards.

ARCHITECTURAL TERMS

Please refer to [Section 10-06 of the Unified Development Code](#) for definitions of Architectural Terms.