

# HISTORIC PRESERVATION COMMISSION OF UNIVERSITY CITY

## APPLICATION FOR REVIEW

Note:

In University City Historic Districts, and for University City Landmarks, a review is required for new construction and for certain alterations which are specified in the regulations for the district or landmark. A Review shall not be required for ordinary maintenance or repairs when materials to be used are similar to or compatible with those originally used when the buildings within the historic district were built. The materials submitted with this application will be reviewed by the Historic Preservation Commission for compliance with the standards for each historic district or landmark.

The Historic Preservation Commission encourages property owners to seek preliminary guidance of the Commission at the beginning of any renovation project to avert unnecessary expense and scheduling problems that might surface at the end of the review process. Please call the Director at 314-505-8501 for meeting times of the Commission and to be placed on the agenda.

In addition to this review, Building Permits are required for new construction, structural changes, fences and certain other activities. Property owners are advised to check with the Department of Planning & Zoning to determine if a Building Permit is needed.

**ADDRESS OF PROPERTY** \_\_\_\_\_

**NAME OF HISTORIC DISTRICT** \_\_\_\_\_

### GENERAL INFORMATION

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address (if different) \_\_\_\_\_

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

### TYPE OF REVIEW REQUESTED

\_\_\_ Design Review for Conformance with District Standards

\_\_\_ Preliminary Review/Consultation

\_\_\_ Permit to Demolish

\_\_\_ Designation of Historic Landmark or District

\_\_\_ Other: \_\_\_\_\_

**DESCRIPTION OF PROPOSED PROJECT:** Please include or attach sufficient information for the Commission to judge your proposed work; insufficient information may cause a delay in approval. Also, please include a brief explanation of the reason for the proposed change and a specific list of the exact proposed changes in detail.

List of Proposed Changes:

---

---

---

---

---

---

---

---

---

---

**SUBMITTAL REQUIREMENTS:** Submit at least 14 days prior to regularly scheduled meeting. Required: Photographs of the area, building or buildings to be affected by your project.

Submit, as appropriate, 2 copies of:

<input type="checkbox"/> Plans	<input type="checkbox"/> Specifications	<input type="checkbox"/> Site Plans
<input type="checkbox"/> Materials Samples	<input type="checkbox"/> Manufacturer's Literature	<input type="checkbox"/> Other
<input type="checkbox"/> Drawings of Installation Details		

Photocopies and reductions are acceptable.

SUBMIT TO: Department of Planning & Zoning 4th Floor  
6801 Delmar Blvd.  
University City, MO 63130  
(314) 862-3168 (FAX)  
E-mail: [inspections@ucitymo.org](mailto:inspections@ucitymo.org)