

## Development Review Board Submissions

All proposed commercial developments within the City of Lake Saint Louis must be approved by the Development Review Board before a building permit is issued. The DRB is comprised of Lake Saint Louis elected officials, civic leaders and business people. The Development Review Board's primary concern is the aesthetics of the proposed development.

Review by the Development Review Board is a first step toward obtaining a building permit for a new commercial structure. Applications submitted for DRB approval must be accompanied by twelve (12) sets of collated and bound drawings on 11" x 17" paper, two (2) full size sets of collated and bound drawings and one (1) electronic copy in PDF format, all of which include:

1. Exterior elevations of all sides of the proposed structure including
  - all side elevations, including their proposed relation to the finished grade
  - building dimensions
  - building heights
2. Color renderings including
  - a list of all exterior materials proposed to be used (samples may also be required)
3. A site plan showing the location of the proposed structure on the site including
  - total area of each floor level
  - North arrow
  - parcel dimensions
  - full size vicinity map (reduced size maps are generally not legible)
  - number of acres
  - street names
4. A detailed landscape plan including
  - size of all proposed vegetation
  - common and scientific names of plants
  - type, location and dimensions of all proposed retaining walls and fencing
  - type, location and dimensions of all trash dumpster screening
5. An exterior architectural lighting plan including
  - type of proposed fixtures
  - location of proposed fixtures
6. A detailed design of the trash receptacle enclosure including
  - the materials to be used for the enclosure and gates
  - a detail of how the gates are to be secured
7. A complete sign package for the development, including
  - colors
  - materials
  - script or font style
  - lighting and overall brightness
  - a coherent theme, complementary to the architecture of the primary structure and limited in size as prescribed by the Municipal Code or Development Standards