

# Form J

## REQUEST FOR MINOR CHANGES TO COMMERCIAL STRUCTURES

### APPLICANT'S CONTACT INFORMATION:

**Name:**

**Phone Number:**

**Address:**

### PROPERTY INFORMATION:

**Transect Zone (if known):**

**Lot #:**

- ❖ *Picture(s) of the location of future improvements - specifically showing colors scheme of home & improvement  
Attached YES OR NO*

### CONTRACTOR INFORMATION

**Name:**

**Phone Number:**

**Address:**

*Only Guild Member or property owner may alter the exterior of any unit upon approval*

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*The following requirements are based on the property's zone (all live works currently built in New Town (as of 12/15/10) are in the T5 Zone*

The Signage and Awning Design Review has been established to ensure the applicant's signage and/or awning design is in compliance with the established Outdoor Design Standards. This form and two (2) sets of the documents listed below should be submitted to the ARB prior to the commencement of the installation of any signage/awning improvements. The ARB reserves the right to request additional information in order to review the proposed plans.

Upon review of the required documents, the sign or awning design will be approved without exception, rejected or approved with conditions. If the design is approved without exception, the applicant may proceed with the installation of the signage improvements. If the design is conditionally approved, the applicant must submit the required modifications and additional information requested by the ARB. Once this information is reviewed and approved by the ARB, the applicant may proceed with the installation. If the applicant does not agree to the conditions imposed by the ARB, the application shall be considered rejected.

**DESCRIPTION:**

**1. Signage & Awning Requirements:**

**Signs** shall be made of wood, composite or metal.

**Façade Signs** shall be designed integrally with the storefronts, no larger than 3 feet in height (by any length), and shall not be backlit, translucent or located higher than the second floor sill.

**Blade Signs** may be attached perpendicular to the façade extending up to 4 feet from the frontage line, not exceeding 1.5 feet in the vertical dimension.

**Postal Numbers** shall be placed on the principal building facades and on the alley and rear lane. Location, font, size and color shall be further specified by the Town Architect's approved list.

**Awnings** shall be a light metal armature stretching a non-translucent canvas membrane. Retractable awnings are preferred and they shall be sloping rectangles without sides or bottom soffit panels

***Section 1.3.8 General Signage Standards***

- a. One address number no more than 6 inches vertically shall be attached to the building in proximity to the principal entrance.
- b. One blade sign for each business may be permanently installed perpendicular to the façade. Such a sign shall not exceed a total of 3 square feet unless otherwise specified for the specific zone
- c. Signage may be externally lit with full-spectrum bulbs unless otherwise specified.
- d. All awnings, signs and similar architectural elements shall have a clearance above any sidewalk of at least 7 feet, 6 inches.
- e. Address numbers shall be no smaller than permitted by the City's Fire Department

***Section 1.7.8 (T5) Signage Standards***

- a. In addition to the signage permitted in 1.3.8, a single external sign band may be applied to the façade of each building, providing that such sign not exceed 3 feet in height by any length.
- b. Blade signs, not to exceed 4 square feet for each separate business entrance, may be attached perpendicular to the façade.
- c. Signage shall be externally lit, except that signage within the shop front may be neon lit.

**2. Submissions –**

- a. **Plot Plan** – Copy must be attached showing the location of all requested improvements.
- b. **Design Plan** – (Be very specific, types of materials, colors, dimensions, etc.) Please attach pictures of drawings, and supply samples of materials for the Architect to review. Please feel free to attach a separate sheet of paper with all pertinent information.
  - *location, species and size of materials:*

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**c. Submissions checklist - Failure to supply the below noted submissions could result in the denial of your Architectural request.**

- Materials List YES or NO N/A
- Picture(s) of Samples YES or NO N/A
- Dimensions Listed YES or NO N/A
- Picture(s) of Location YES or NO N/A
- Color of Home YES or NO N/A
- Guild Member YES or NO N/A
- Plot Plan w/ location of alteration YES or NO N/A

**3. Fee - \$50.00**

**Agreement & Approval**

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Applicant Phone Number)

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED AS NOTED BY: \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED AS SHOWN BY: \_\_\_\_\_ DATE \_\_\_\_\_

DISAPPROVED AS NOTED BY: \_\_\_\_\_ DATE \_\_\_\_\_

MORE INFORMATION REQUIRED: \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS FROM THE TOWN ARCHITECT:

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*Send to:*  
**The New Town at St. Charles General Assembly**  
3333-5 Rue Royale St.  
St. Charles, MO 63301  
636-916-2085 phone  
636-916-2019 fax  
[staff@ntga.net](mailto:staff@ntga.net)