Permit Form and Checklist

Goal – To ensure quality workmanship and materials, harmony of external design with existing structures and to location with respect to topography and finish grade elevation for any additions and modifications to lots. (Country Village [reformatted version] Indentures pg. 22, paragraph 3)

1. Read and understand the County rules regarding the type of Project you are completing and check the box below.
    - Refer to the St. Louis County Code (some helpful information is below)
        - ☐ I understand the Country rules regarding my project
2. Read and understand the Subdivision rules regarding the type of Project you are completing and check the box below.
    - Refer to the Subdivision Indentures AND Subdivision rules below – Refer to the Country Village website if the Owner does not have a copy
        - ☐ I understand the Subdivision rules regarding my project
3. Submit the attached completed and signed form to the Trustees
4. Get 1st written approval from the Trustees and notification if a Deposit is required
5. Obtain a County permit if necessary
6. If applicable, submit a deposit to be returned after work is completed and all debris is removed from the site and adjacent lots, and any and all damages to the subdivision improvements are repaired
7. Get 2nd written approval (Start Work Permit)
8. Request in writing if an extension is needed on the estimated completion date, prior to the expiration of the Work Permit.

County rules

Please view the St. Louis County Code as necessary - https://library.municode.com/mo/st._louis_county/codes/code_of_ordinances?nodeId=TITXIPUWOBURE

Below is ONLY a summary, compliance with the full code is the Property owner's responsibility. Please contact St. Louis County with any questions regarding their code.

1. A building permit is required for sheds over 120 square feet and over 10 feet high, fences around swimming pools, spas, or hot tubs AND for all fences more than 6 feet in height.
2. Fences, six (6) feet in height or less, may be installed without a building permit. The St. Louis County Property Maintenance Code states that all accessory structures must maintained structurally sound and in good repair. Fences must be kept structurally sound, with no peeling or flaking paint, and no rusted or worn finishes. Failure to abide by this ordinance may result in a violation notice to the property owner.
3. Barbed wired and electrical fencing is not permitted in residential areas.

Corner Lots Only:

Fencing located on a corner lot cannot be located within the sight distance triangle. A sight distance triangle is defined as the area of a corner lot bound by the property lines and a line connecting the two (2) points on the property lines thirty (30) feet from the intersection of the property lines

Helpful Links:

1. https://stlouiscountymo.gov/st-louis-county-departments/transportation-and-public-works/public-works-publications-and-manuals/pw-miscellaneous-guides/when-is-a-residential-building-permit-required/
2. https://stlouiscountymo.gov/st-louis-county-departments/transportation-and-public-works/residential-building/

Subdivision Rules

In addition to the fencing rules of St. Louis County:

Refer to the following pages and paragraphs of the indentures. (Pg. 22 - #2 #3), (Pg. 23 #4, #7, and #8), (Pg. 24 - #13 and #14), (Pg. 29). Property owner is still responsible for abiding by the Indentures beyond the referenced sections.

Other rules and conditions:

1. Homeowner should be current on all dues and fees for the Subdivision.
2. All structures shall be constructed and completed with quality workmanship.
3. For fencing, structural or supporting members are to be facing toward the area to be enclosed or in such a manner as to present the least conspicuous view of these members to the public.
4. All fencing shall be no greater than six (6) feet in overall height. Fencing in excess of six (6) feet will require special approval by the Subdivision Architectural Committee to keep the aesthetics of the Subdivisions and a permit by St. Louis County. Sheds, plantings, and other accessory structure height restrictions may apply.
5. All fencing used for security or property demarcation shall be inside the rear and side property lines and shall not extend towards the street beyond the front of the building. For these purposes, the front of the building is considered the side of the building facing towards the street. On corner lots, the front of the building shall be where the constructually intended main entrance to the building is located.
6. Structures must be kept in good repair and properly preserved. The property owner shall repair, paint, remove or otherwise attend to any structure if it becomes unsightly or a menace to public health, safety and welfare.
7. Allowable materials for structures are those that are designed for that type of structure and may include wood, plastic or other synthetic materials, woven fabric, metal or chain-link (in the case of fencing). Barbed wire (or other items intended hurt or injury) and electrical fencing is NOT permitted.
8. The replacement of existing damaged buildings, structures, plantings, and fencing, including the height, material and location of original construction and installation must comply with the County code and Subdivision Indentures. Items that are in violation are NOT grandfathered in when being replaced.
9. No fence shall be erected on lots bordering on parks unless approved by the Trustees. There are restrictions are certain lots regarding items that are prohibited from being erected and installed. Residents must be aware if these restrictions apply to their Property.

Country Village Permit Application Form

Property Address - _____

Description and location of project:

Requested Start Date:_____ Completion Date:_____

Plans, Drawings, or Pictures attached: ___Yes or ___No (place and "X" on only one).

Including these will speed up the process.

Materials - _____ Color - _____

Contractor Name -_____ Email-_____ Phone-_____

(Licensed and insured Contractor recommended)

Property Owner Name - _____ Email - _____

Owner Address - _____ Phone - _____

If different than above

Applicant Name - _____ Email - _____

Applicant Address - _____ Phone - _____

Tenant Name (if applicable) _____ Email -_____Phone-_____

Property Survey Completion Date - _____

Property Survey Company Name - _____ Phone: _____

_____ Date:_____ _____ Date:_____

Signature of Applicant Signature of Owner (if different than Applicant)