

**CBD DESIGN STANDARDS APPROVAL APPLICATION****CITY of CAPE GIRARDEAU**

COMMUNITY DEVELOPMENT DEPARTMENT, 44 NORTH LORIMIER STREET, CAPE GIRARDEAU, MO 63701 (573) 339-6327

**Property Address/Location**

<b>Applicant</b>		<b>Property Owner of Record</b> <input type="checkbox"/> <i>Same as Applicant</i>	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email	Telephone	Email
<b>Contact Person</b> <i>(if Applicant is a Business or Organization)</i>		<i>(Attach additional owners information if necessary)</i>	

**Description of proposed work****ADDITIONAL ITEMS  
REQUIRED**In addition to this completed application, the following items must be submitted (*City staff may require additional items, depending on the proposed work*):

\_\_\_ One (1) set of photos of the building and/or site in its current condition

\_\_\_ One (1) set of drawings, renderings, color and/or paint samples, material samples, sales brochures, cut sheets, photos, and/or other items that convey the appearance of the proposed new building or the proposed building alteration or addition

**CERTIFICATION**

I hereby certify that I am the Property Owner of Record or an Agent authorized by the Property Owner of Record to file this application on their behalf. I understand and acknowledge that this application is only for design approval and that the proposed work may require licenses and permits in addition to this approval. I will ensure that all required licenses and permits are obtained prior to commencing the proposed work.

\_\_\_\_\_  
Applicant Signature\_\_\_\_\_  
Date**OFFICE USE ONLY**

Date Received \_\_\_\_\_ By \_\_\_\_\_ File Number \_\_\_\_\_ MUNIS Appl. # \_\_\_\_\_ Permit # \_\_\_\_\_

Action \_\_\_ APPROVED AS SUBMITTED \_\_\_ APPROVED WITH CONDITIONS \_\_\_ DENIED

Date of Action \_\_\_\_\_ Reviewer Signature \_\_\_\_\_

Notes/Conditions of Approval

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# **CITY OF CAPE GIRARDEAU**

## **CBD DESIGN STANDARDS APPROVAL APPLICATION**

### **INSTRUCTIONS**

Properties zoned CBD (Central Business District) are required to comply with certain design standards that are intended to protect the unique character of the district. The standards apply to new buildings as well as exterior alterations and additions to existing buildings. Per the standards, new buildings shall be compatible with the general architectural character of the surrounding buildings in terms of setback, orientation, height, scale, massing, materials, and colors.

New buildings shall not:

- Disrupt an existing pattern of setbacks along a street;
- Disrupt an existing pattern of buildings being oriented toward a street; or
- Result in disproportionate height, scale, or massing relative to the surrounding buildings.

Exterior alterations and additions to existing buildings shall be compatible with the architectural character of the building being altered or added to and with the general architectural character of the surrounding buildings in terms of setback, orientation, height, scale, massing, materials, and colors.

Exterior alterations and additions shall not:

- Remove, materially alter, or obscure significant character-defining features such as parapets, cornices, belt courses, corbels, quoins, and patterned brickwork;
- Remove, materially alter, or obscure non-storefront wall openings in a manner that disrupts an existing wall opening pattern on a public-facing building elevation;
- Reduce or expand non-storefront wall openings to fit replacement windows or doors, except for minor shimming;
- Replace double-sash windows or divided light windows with windows consisting of a single, undivided light;
- Disrupt an existing pattern of setbacks along a street;
- Disrupt an existing pattern of buildings being oriented toward a street; or
- Result in disproportionate height, scale, or massing relative to the surrounding buildings.

Any project involving a new building, or an exterior alteration or addition to an existing building, on a CBD-zoned property requires CBD Design Standards Approval prior to commencing work. A CBD Design Standards Approval Application must be submitted to the City. Applications may be submitted via email to [cityplanning@cityofcape.org](mailto:cityplanning@cityofcape.org) or delivered to: City of Cape Girardeau, Planning Services Division, 44 North Lorimier Street, Cape Girardeau, MO 63701. There is no fee.

City staff will review each application for completeness. If additional information is needed, then the applicant will be contacted. Applications deemed incomplete will not be reviewed until the requested information is provided. Upon approval or denial, a copy of the application with the reviewer's signature is given to the applicant.

If a project involves any of the following, then a Certificate of Appropriateness Application (reviewed by the Historic Preservation Commission) must be submitted instead:

- Demolition in whole or in part of any building;
- Painting of an unpainted surface on the exterior of any building, excluding new construction;
- Painting of an exterior wall and the roof, trim, or architectural details attached thereto or contained therein, in the same color, unless such condition already exists; or
- Addition or alteration of a mural on the exterior of any building. The term "mural" means any sign or piece of graphic artwork that is painted or applied directly to a wall, roof, or other portion of a building.

For questions, please contact the Planning Services Division at (573) 339-6327 or [cityplanning@cityofcape.org](mailto:cityplanning@cityofcape.org).