



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

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

**Property Address/Location**

|                  |                  |  |                  |
|------------------|------------------|--|------------------|
| <b>Applicant</b> |                  | <b>Property Owner of Record (if other than Applicant)</b>  |                  |
| Mailing Address  | City, State, Zip | Mailing Address  | City, State, Zip |
| Telephone        | Email            | Telephone  | Email            |
|                  |                  | <i>(Attach additional owners information if necessary)</i> |                  |

**Provide a brief description of proposed work**

**ADDITIONAL ITEMS REQUIRED**

In addition to this application, the following items must be submitted *(City staff may require additional items, depending on the nature of the request)*:

- One (1) set of color samples, material samples, manufacturer's brochures, or similar items that convey the appearance of the proposed alteration
- One (1) set of current photos of the building(s) or structure(s) to be altered

**CERTIFICATION**

I certify that I am the Property Owner of Record or an Agent authorized by the Property Owner to file this application on their behalf. I understand and acknowledge that this application only applies to the above work for which a permit is not required. If the scope of work is changed such that a permit is required, then I will obtain all required licenses and permits prior to commencing work.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

|   |
|---|
| OFFICE USE ONLY   |
| Date Received _____ By _____ File Number _____  |
| Action <input type="checkbox"/> APPROVED AS SUBMITTED <input type="checkbox"/> APPROVED WITH CONDITIONS <input type="checkbox"/> DENIED |
| Date of Action _____  |
| Reviewer Signature _____  |
| Notes/Conditions of Approval  |
| _____   |
| _____   |
| _____   |
| _____   |

**CITY OF CAPE GIRARDEAU**  
**CBD DESIGN STANDARDS APPROVAL APPLICATION**  
**INFORMATION SHEET**

Properties that are zoned CBD (Central Business District) must comply with certain design standards that ensure buildings and structures are architecturally compatible with the unique character of the district. Projects involving new construction, as well as some alterations, require permits from the City. In these cases, the plans are reviewed for compliance with the design standards as part of the normal plan review process. There are, however, other types of alterations that affect the exterior appearance of a building or structure, but do not require a permit. Examples include:

- Painting a non-painted surface, or painting in a new color or shade
- Changing wall covering
- Changing roof covering
- Changing or covering windows and doors (non-structural)
- Adding, changing, or covering architectural features, soffits, fascias, etc. (non-structural)

For projects such as these, a CBD Design Standards Approval Application must be submitted to the City (no fee). Ordinary maintenance and repair work, where there is no change to the exterior appearance, is excluded.

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

For questions, please contact the Development Services Department at (573) 339-6327.