

Innsbrook Architectural & Building Location Regulations

For Replacement, Remodeling and Exterior Improvements of Chalet Structures & Lots



Written approval is needed before any alterations, modifications, replications or changes to the exterior of an existing chalet, or chalet lot are began including, but not limited to: painting, staining, roofing, exterior remodeling or additions. The owner must contact the Innsbrook Permitting Coordinator at permits@innsbrook-resort.com or 636.928.3366 x9815 to coordinate what is needed for the review, approvals and issuance of a building permit prior to the commencement of work. Permit applications may be downloaded at: www.innsbrook-resort.com/property-owners/forms.

Revised: May 2022



Innsbrook

596 Aspen Way Dr., Innsbrook, MO 63390
636.928.3366 x9176
property@innsbrook-resort.com
www.innsbrook-resort.com

General Information & Requirements

I. Exterior Building Requirements

- a. Piers & Foundations
 - i. Piers must be finished with either a dark color or match the exterior siding.
- b. Paint & Stain
 - i. Consult Building Commissioner prior to any exterior painting or staining.
 - ii. Paint and stain colors must be approved.
 - iii. White siding, trim, windows or accent material is not permitted.
 - iv. Existing paint or stain color may be in violation of regulations.
- c. Siding
 - i. T-111 siding cedar, fir, or pine with 8" on center vertical grooves is pre-approved.
 - ii. Other siding will be considered on a case-by-case basis to ensure architectural compatibility and durability.
 - iii. Vinyl and steel siding are prohibited.
- d. Roofing Shingles
 - i. Minimum 25-year guaranteed asphalt, fiberglass, or cedar shake is permitted.
 - ii. Consult Building Commissioner for approval of shingle color.
- e. Windows
 - i. Aluminum, wood, and vinyl are permitted as long as the exterior finish coordinates with the siding, trim or is a dark anodized bronze finish.
 - ii. An aluminum milled finish is only acceptable when matching existing windows with this finish.
- f. Doors
 - i. Metal exterior sliding doors are to be finished with a dark anodized bronze finish.
 - ii. All additional entry doors must match the siding, trim or deck color.
- g. Lighting
 - i. Pathway lighting, which is not attached to or within 25' of the chalet, is limited to downward directed lighting mounted on standards not to exceed 24" above the natural ground level.
 - ii. Allowed only for areas of ingress and egress leading to and from the parking area and lake/dock/deck.
 - iii. Decorative, landscape and dock lighting is prohibited.
 - iv. Wattage of bulbs must be kept to a minimum while meeting safety concerns.
 - v. Spotlights and floodlights must be downcast.

II. Site Requirements

- a. Landscaping
 - i. Landscaping that alters or changes existing grade requires approval by the Building Commissioner and/or ARB.
 - ii. Landscaping walls or retaining walls require approval by the Building Commissioner and/or ARB.
 - iii. Live trees greater than 2" (lots 435 and above) or 6" (lots 1-434) require approval by the Building Commissioner and/or ARB prior to cutting down.
 - iv. Blue vinyl protective tarpaulins are prohibited.
- b. Fencing
 - i. Accent split rail natural cedar fencing is allowed to frame the entrance of a driveway.
 - 1. Maximum of three sections of fence on each side of the drive. One section of fence on both sides of the drive must be parallel to the drive, one section to be angled, and one section parallel to the property line.
- c. Exterior Lawn Ornamentation
 - i. If judged to be unsightly by the ARB, ornamentation shall be removed immediately.
 - ii. Shall not exceed 24" in height.

- iii. This includes, but shall not be limited to, statuary.
 - iv. Flagpoles require approval by the Building Commissioner and/or ARB.
 - 1. Flagpole lighting is prohibited.
 - v. Entry monuments may not exceed 36" in height.
 - 1. Lighting must be downcast.
- d. Docks
- i. Only one dock per chalet with a maximum surface of 160 sq. ft., not including steps, is allowed.
 - ii. Floating docks are not permitted.
 - iii. All support structure is to be located above the full lake level at full pool.
 - iv. Portions of the dock, or dock steps, are not to cantilever more than 4 ft. over the water from full pool.
 - v. Storage compartments on docks are to be horizontal in nature and not extend above seat rail height, or a maximum of 30".
 - 1. Compartments must be same material and color as dock.
- e. Seawalls
- i. The following materials are allowed for seawall construction:
 - 1. Pressure treated wood timbers (Top of wall not to exceed 12" above full pool).
 - 2. Riprap (Top of wall not to exceed 18" above full pool): Riprap should be placed in an orderly fashion to establish a continuous wall that appears regular and level with the water surface.
 - 3. Concrete (Top of wall not to exceed 12" above full pool): The top, flat surface of the wall, as well as the exposed surface of the wall exceeding 6" above full pool, shall be capped and faced with pressure treated lumber, or other approved material.
 - ii. Backfill that is visible shall be earth, or other approved material.
- f. Decks
- i. Replacement of an existing deck, even as is, needs approval.
 - ii. Decks are classified as any open (covered or not) structural area (usually elevated), which is connected to the primary residence along one or more of its major dimensions.
 - iii. A single deck level may not extend more than 20' from any given point of the structure.
 - iv. Stairs that run the entire length of the deck, at the point of connection, must attach multi-level decks to one another.
 - v. Overall depth of combined decks may not extend more than 24' from any given point of the structure.
 - vi. A site plan may be required identifying location of proposed deck and its proximity to opposing property lines or lakes. Identify any trees greater than 2" in caliper that may need to be removed.
- g. Dish & Antenna Installation
- i. Any dish or antenna should be mounted on the building proper.
 - ii. The dish or antenna should be in the least conspicuous location, verified by the Building Commissioner prior to installation.
 - iii. If a remote site is required due to inadequate reception, the dish must be camouflaged.
 - iv. Only one antenna, dish or otherwise, is permitted per chalet.
 - v. Circular dishes may not exceed 20" in diameter.
 - vi. Elliptical dishes may not exceed 31"x36".
 - vii. Dish or antenna support may not exceed 36" in length.
- h. Structure Setbacks
- i. Structure setback from the center of the road is 75'.
 - ii. Structure setback from the side yard is 15'.

- iii. Structure setback from the lake is 50'.
 - iv. Structure setback from the edge of golf course is 50'.
 - v. A variance from the setback may be allowed by the ARB based on irregular lot dimensions, topography of the site, or existing development patterns not of applicant's creation.
- i. Gazebos: One gazebo per lot in addition to one outbuilding (see below) is allowed on chalet lots.
- i. All gazebos must receive ARB approval before installation.
 - ii. We encourage gazebos to be located on an existing deck, however, if that is not an option, the gazebo must be located in close proximity to the chalet. It need not be attached by a walkway.
 - iii. The gazebo shall not exceed 16' in diameter.
 - iv. If not located on the deck, the gazebo must be octagonal in shape.
 - v. The height of the gazebo shall not exceed 12' from the floor to the center of the roof peak.
 - vi. The gazebo must be constructed using wood for posts and walls.
 - vii. Roofing: Minimum 25-year guaranteed asphalt, fiberglass, or cedar shake is acceptable.
 - viii. Color must be muted earth tones or a color matching the chalet.
 - 1. White siding, trim, or accent material is not permitted.
 - ix. Wall to open ratio: the gazebo may not have solid walls from floor to ceiling.
 - 1. Maximum amount of wall allowed is a half wall with upper half open.
- j. Outbuildings
- i. All outbuildings must receive ARB or Building Commissioner approval before installation.
 - ii. Outbuildings shall not be located between chalet and lake.
 - iii. One outbuilding is allowed per lot.
 - 1. This could be in addition to one gazebo.
 - iv. The maximum size is 168 square feet.
 - v. Only one level is allowed.
 - vi. Maximum door size is 108 inches.
- k. Playground Equipment & Play Structures
- i. All playgrounds must receive ARB or Building Commissioner approval before installation.
 - ii. One piece of playground equipment or structure is allowed per lot.
 - iii. A play structure may not have solid walls.
 - iv. Trees may not be displaced to accommodate the playground equipment or structure.
 - v. Placement of the playground equipment or structure must be so it is not readily visible from the adjacent properties or the road.
 - vi. The colors must be muted and blend with natural colors of surroundings.
- l. Lot Signs
- i. Lot signs identifying the address or name may be no larger than 11"x17".
 - ii. Signs cannot be lighted.
 - iii. Signs must be located proximate to the entrance to the driveway and may not cross or be affixed on adjacent property.
- m. Propane Tanks
- i. Tanks exceeding 5 gallons in capacity must be buried.
 - ii. Tanks exceeding 5 gallons need ARB approval before installation.
 - iii. Site plan showing location and size is required for ARB approval.

- iv. All above-ground tanks require screening from neighbors, lakes and roads. Screening may consist of landscape plant material, lattice or other method as approved by ARB or Building Commissioner.
 - v. Only one tank per lot is allowed.
- n. Hot Tubs
- i. Hot tubs and hot tub support structure shall be screened from view.
 - ii. Screening may consist of landscape plant material, lattice or other method as approved by ARB or Building Commissioner.
 - iii. Must be approved by ARB or Building Commissioner as to location and finishes.
- o. Noise
- i. Noise-producing implements, tools and machinery are prohibited:
 - Weekdays before 7:00 a.m. or after 5:30 p.m.
 - Saturdays before 8:30 a.m. and after 4:30 p.m.
 - Sundays
 - New Year's Day, Memorial Day, Indep. Day, Labor Day, Thanksgiving, Christmas

III. Environmental

- 1. Primary residency is prohibited within chalet plats.
- 2. Septic Systems
 - a. Innsbrook Owners' Association permit is required.
 - b. Also required to meet guidelines of Village of Innsbrook.
 - c. Subject to review by ARB to determine adequacy of system.
 - d. Plumbing inspections are required prior to closing interior walls and upon completion.
 - e. Washing machines, garbage disposals or dishwashers shall not be installed or operated in any chalet unless said unit is served by the Innsbrook Sewer System.

IV. Tear-Downs, Replacements and Rebuilds

- 1. ARB Approval Responsibilities
 - a. Review Requirements
 - i. \$150 ARB review fee submitted to Building Commissioner
 - ii. \$25 construction permit fee submitted to Building Commissioner
 - iii. \$35 permit fee submitted to the Village of Innsbrook
 - iv. Location approval
 - v. Detail of floor plan and building elevations
 - vi. Completed "Exterior Finish & Colors" form
 - 1. Sample board may be required
- 2. Architecture
 - a. New building shall have semblance of, and architectural compatibility to, an Innsbrook A-frame chalet.
 - b. One exterior elevation shall contain an A-frame facade. At minimum, the elevation shall have a roofline with a 5" offset from the wall to the outside edge of the shingle extending from the roof peak to the base of the main level.
- 3. Basements
 - a. The foundation shall be hidden from the views of neighbors with a minimum offset from the foundation of 11 feet 6 inches on side elevations and rear (lakeside) elevations.
 - i. Offset may include living area and/or decking.
 - b. Side elevation offsets need not be required for a maximum of 4' from front elevation to allow

- greater dimension from the front elevation to the bedroom & living area wings.
- c. The front (curbside) foundation elevation need not be offset.
 - d. Any exposed concrete wall must be painted or sided to complement.
 - e. Full story exterior walls 16' or greater in length must include a window, door or other acceptable architectural detailing.
 - f. Excavated material shall be removed from site.
4. Main Level
 - a. New building main level cannot exceed 2,000 square feet.
 5. Environmental
 - a. No permanent living
 6. Location
 - a. New building cannot be built substantially closer to a neighbor without their approval.
 - b. Stakes indicating exact building location prior to approval.
 7. Septic Systems
 - a. An Innsbrook Owners' Association permit is required; must also meet the guidelines of the Village of Innsbrook.
 - b. Subject to review by ARB to determine adequacy of existing and/or replacement system.
 - c. Water appliances (i.e.: washing machine, dishwasher & garbage disposal) are prohibited.
 - d. Plumbing inspections are required prior to closing interior walls and upon completion.
 8. Garages
 - a. Vehicle garages must be attached to the chalet by a roofline -- ARB approval required.
 9. Contractor Requirements
 - i. Same rules as for residential home contractors (see attached).
 10. If any changes are made that affect building size, location on site, exterior appearance or exterior materials, plans shall be resubmitted for approval.
 11. Submit time frame for construction. All exterior construction, including staining, painting, seeding, finish grading and final site cleanup, must be completed.
 12. Submit approval from Village of Innsbrook.
 13. Submit approval from governing Fire District.
 14. After construction's complete, owner must receive Occupancy Permit from Building Commissioner
 - i. Deviation from approved plans and specifications may result in the denial of an occupancy permit and lien placed on the property.

V. Assessments

- a. Annual assessments are due from Property Owners based on availability of services, not usage.
- b. All chalets shall be wired and hooked up to the Innsbrook electronic security system. Any home not in compliance shall still be charged the system fee.

Contact Information and Fee Schedules

Innsbrook Building Commissioner

Phone: 636.745.3000 x9815
Email: permits@innsbrook-resort.com

Fees, Innsbrook Owners' Association

\$25 Permit fee for all projects
\$150 ARB fee for plans subject to review (for new construction or tear-downs/rebuilds)

Make IOA Fee checks payable to:

Innsbrook Owners' Association

attn: Permitting
596 Aspen Way Dr.
Innsbrook, MO 63390

Village of Innsbrook

\$35 permit fee for all projects that add value to the property, including additions, new decks, docks, gazebos and outbuildings.

Village/City Administrator

Carla Ayala

Phone: 636.745.8844
Fax: 636.745.7755
Email: carla.innsbrook@gmail.com

Make Village permit checks payable to:

Village of Innsbrook

attn: Permitting
596 Aspen Way Drive
Innsbrook, MO 63390

Additions to living space require approval of the governing Fire District:

Wright City Fire Protection District 636.745.2262

396 W. Second St. N
Wright City, MO 63390

Fire permit applications can be found at <https://www.wrightcityfire.com/fire-marshall-office>

Warrenton Fire Protection District 636.456.8935

606 Fairgrounds Rd
Warrenton, MO 63383
www.warrenton-fire.org

Fire permit applications can be found at https://www.warrenton-fire.org/building_permits

Contractor Requirements

1. Certificates of Insurance: Any contractor performing work whereas a building permit is required must provide a certificate of insurance coverage to the Innsbrook Building Commissioner. Contractor shall have a certificate of insurance on file with Innsbrook, which will provide 30-day written notice of cancellation and will include the following coverages:

- a. Vehicle Liability
- b. Contractors' Liability
- c. Completed Operations
- d. Independent Contractors
- e. Workers' Compensation (Statutory Limits)

Required minimum limits of coverage:
\$1,000,000 bodily injury
\$500,000 property damage

Certificate of insurance will be made to: Innsbrook Corporation and Innsbrook Property Owners' Association.

2. Building Permit: Contractors shall maintain a valid, timely building permit on site at all times, and shall make it available for inspection upon request.

3. Any changes made after plan approval which involve site location, size of building or structure, or exterior appearance, shall be resubmitted to building commissioner for re-approval. Failure to do so shall be cause for revocation of building permit. Contractors shall also have Village of Innsbrook and Fire District permits.

4. Site Clean-Up: Contractors are responsible for daily clean-up of debris, mud, rock, trash, etc. deposited on any public roads or right-of-ways. Debris left on the construction site shall be deposited in suitable containers provided by the contractor. Contractors are responsible for any trash or debris originating from job site that may blow away or otherwise leave the site.

5. Removal of Debris: Contractors are solely responsible for the removal of all building materials, scrap, trash, debris, etc. and shall not use Innsbrook dumpsters for disposal of any items. There shall be no burning on building sites.

6. No noise-producing implements, tools or machinery shall be allowed Saturday before 8:30 a.m. and after 4:30 p.m., NEVER ON SUNDAY and the following holidays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas and are not allowed on weekdays before 7:00 a.m. or after 5:30 p.m.

7. Contractors, their employees and their families shall not avail themselves of the amenities of Innsbrook, which are the exclusive properties of homeowners (lakes, fishing, swimming, beaches, etc.).

8. Solicitation and Fraternization: Contractors and their employees are strictly forbidden to solicit or fraternize with any Innsbrook property owner, homeowner, or their guests in any manner. Contractors shall take the most direct route to and from the job site and entrances to Innsbrook. Innsbrook has privately owned roads and facilities.

9. Contractors shall not display any signs pertaining to their company. Trailers, etc. with signs are prohibited.

10. Blasting is not permitted except by specific approval which requires special insurance, precautions and notifications.

Violations and any failure to comply with any of these items shall be cause for revocation of the building permit and denial of access to Innsbrook, including the use of any Innsbrook road or right-of-way.

This signed document must be submitted to the Innsbrook Building Commissioner along with a copy of the insurance certificate.

Innsbrook Project Site Address

_____ *is an authorized representative of*

Contractor's Name

Contractor's Company

Contractor's Office Number

Cell Number

Home Number

Contractor's Signature

Date

Authorized Innsbrook Representative Signature



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636.928.3366 • www.innsbrook-resort.com

FOR OFFICE USE ONLY

- Certificate of insurance
- Vehicle liability insurance
- Contractor's liability insurance
- Completed operations insurance
- Workers' compensation
- Permit application
- Blueprint
- Independent contractors' insurance
- Site plan