

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**The City of Mission Hills, Kansas  
6300 State Line Road, Mission Hills, Kansas 66208  
(913) 362-9620; Fax (913) 362-0673**

## **Architectural Review Board Checklist**

Before a building permit can be issued for your project, Architectural Review Board (ARB) approval must be given. The ARB meets every two weeks on Tuesday afternoon at 3:00 p.m. Submittals to the ARB must be provided to City Hall no later than 4:30 p.m. on the date of the previous ARB meeting. **Only the first ten complete submittals will be on the meeting agenda.** The following items **must** be included in the submittal to ensure placement on the ARB agenda:

- \_\_\_\_\_ Two (2) full size copies and one (1) 11x17 inch copy of the architectural drawings of the structure proposed, prepared by a licensed architect. Drawings must include the following:
  - Suggested building materials, with samples of non-standard and synthetic materials
  - Elevations with dimensions of the whole structure, including height, eave lines, locations of openings, size of accessory structures, etc. (partial elevations will be rejected)
  - Existing grade and any proposed grade changes (A topographical survey may be required)
  - Standard of measurement
- \_\_\_\_\_ Total square footage of any buildings, itemized below:
  - Footprint of existing house (including garage)
  - New footprint area for additions
  - Total square footage affected (include all floors)
  - Total square footage of any new or expanded accessory structures, detached accessory structures and recreational facilities
- \_\_\_\_\_ Two (2) full size copies and one (1) 11x17 inch copy of a boundary pin survey of the property, per ordinance 5-1026 D, including the location and dimensions of existing buildings with dimensions to property lines. (Mortgage surveys will not be accepted.) **Note:** *A boundary survey is not required if the overall footprint of the house is not changing, unless the area of work is an existing non-conforming location.*
- \_\_\_\_\_ Two (2) full size copies and one (1) 11X17 inch copy of the site plan showing the location of the proposed structure on the lot including all ancillary structures such as A/C units, pool equipment, generators, etc. with dimensions to the property lines.
- \_\_\_\_\_ Color photographs of all four elevations, regardless of where work is being performed, in addition to photos of the area of work. (8½" x 11" Format Preferred)
- \_\_\_\_\_ A completed permit application signed by the owner.

### ***Additional Provisions:***

- The OWNER or an OWNER REPRESENTATIVE must be present at the scheduled ARB meeting before any action will be taken.
- For a permit to be issued, an ARB-approved project must have FULL and COMPLETE construction plans for staff plan review (two full size hard copies and one electronic set in PDF format). All plans must be completed by the same architect and contractor listed on the permit at the time of the application. Otherwise, the proposal will need to be resubmitted to the ARB for their approval. After a satisfactory plan review, the permit will be issued.
- Construction drawings that differ from the originally approved ARB drawings **MUST** be resubmitted to the ARB before a permit will be issued.
- Construction drawings created by an architect other than the architect that created the original ARB approved drawing must be resubmitted to the ARB before a permit will be issued.
- Any changes that occur after ARB approval will require the project be resubmitted to the ARB before construction can proceed.
- See *backside for additional requirements for all **Substantial Construction Projects***.\*

\* "Substantial Construction" is defined as follows: (1) any new principal building; or (2) an addition of 3,000 square feet or more to an existing principal building; (3) an addition of which results in at least a 50% increase of the footprint or square footage of the overall structure; or (4) an Outdoor

## **ARB Checklist**

(continued)

**Additional requirements for SUBSTANTIAL CONSTRUCTION<sup>†</sup> applications: (All drawings to be provided - two full size and one 11x17 format.)**

\_\_\_\_\_ A statement of overall size of the proposed structure

Provide an area breakdown as follows:

- Principal Building Footprint (1<sup>st</sup> floor gross area including garage and front porch)
- First floor finish area
- Garage area
- Finished area for all additional floors
- Area of all detached accessory buildings, new and existing.
- Area of existing, and new or expanded accessory structures, detached accessory structures and recreation facilities

\_\_\_\_\_ A streetscape<sup>‡</sup> including a phantom outline of the original house. (Must be certified for accuracy by a licensed architect or engineer.)

\_\_\_\_\_ A topographical survey (2'-0" interval preferred) including previous home before demolition (if applicable), existing conditions and proposed grade changes.

\_\_\_\_\_ A perspective rendering or physical model. (A color elevation is inadequate.)

\_\_\_\_\_ A green space map showing the green space versus impervious surface for the proposed lot, and surrounding neighbors as determined by City staff. The map shall include the following color coded items:

- All roofed structures and their associates areas (black)
- All hardscape patios, driveways, etc. and their areas (grey)
- All green space with its total area (white)
- A table indicating each property listing total lot area, areas listed above and % of each with relation to the total lot area
- For the two abutting side neighbors, provide eave and ridge heights, and dimension from property line.

\_\_\_\_\_ Staking of the entire footprint of the principal building and all detached accessory buildings

\_\_\_\_\_ Story poles marking the primary corners of the home, with indication of the proposed eave line <sup>§</sup>

\_\_\_\_\_ A finish board indicating samples of primary siding, roofing, trim and other significant materials. (To be provided at the meeting)

### **Additional Provisions:**

- The OWNER must be present for Substantial Construction Projects at the scheduled ARB meeting before any action will be taken.

**NOTE:** *The Mission Hills Board of Zoning Appeals (BZA) has recently adopted new By-Laws, which, among other things, revise the hearing process that will be used when considering appeals from decisions of the Architectural Review Board (ARB). Under the revised By-Laws, the BZA shall determine whether or not an ARB decision was reasonable based upon the evidence presented to the ARB and the record of the ARB proceedings. Testimony at the BZA hearing will be limited to a discussion of the evidence presented to the ARB. No new evidence will be considered.*

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Recreational Facility or Pool that has a surface area greater than 500 square feet; provided, however, that the replacement of an existing Facility or Pool within the same footprint as the existing Facility or Pool shall not be a Substantial Construction Matter.

<sup>†</sup> "Substantial Construction" is defined as follows: (1) any new principal building; or (2) an addition of 3,000 square feet or more to an existing principal building; (3) an addition of which results in at least a 50% increase of the footprint or square footage of the overall structure; or (4) an Outdoor Recreational Facility or Pool that has a surface area greater than 500 square feet; provided, however, that the replacement of an existing Facility or Pool within the same footprint as the existing Facility or Pool shall not be a Substantial Construction Matter.

<sup>‡</sup> "Streetscape" is defined as follows: The elevation at face plane at the front of the house in relationship to the grade and elevation of all surrounding houses" such as models, computer generations, or photographs. The streetscape must include a depiction of at least two houses on each side of the proposed structure with the proposed structure represented to scale with overall dimensions of the new and existing homes. Overall dimensions should include a minimum of: the highest ridge line, the primary eave line, and the first floor level.

<sup>§</sup> The ARB will visit the job site the day of the ARB meeting where the story poles will be reviewed.