

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

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

## ARB 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, precise locations and dimensions of all openings (partial elevations will be rejected)
  - Existing grade and any proposed grade changes
  - A topographical survey is 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
- \_\_\_\_\_ 2 copies of a boundary pin survey of the property (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.*
- \_\_\_\_\_ A 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
- \_\_\_\_\_ A completed permit application signed by the owner

### **Additional Provisions:**

- An Owner or Owner's Representative must be present at the scheduled ARB Meeting before any action will be taken.
- The OWNER must be present for Substantial Construction Projects 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. 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 represented 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 represented to the ARB before a permit will be issued.
- Any changes that occur after ARB approval will require the project be represented to the ARB before construction can proceed.
- See backside for additional requirements for all Substantial Construction Projects\*.

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\* "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; or (3) 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.

## **ARB Checklist**

(continued)

### ***Additional requirements for SUBSTANTIAL CONSTRUCTION<sup>†</sup> applications:***

- \_\_\_\_\_ Total lot coverage for all structures to determine remaining greenspace
  - \_\_\_\_\_ Total square footage of any additions to the building, including all finished spaces and the garage
  - \_\_\_\_\_ Total square footage of any new or expanded accessory structures, detached accessory structures and recreation facilities
  - \_\_\_\_\_ A statement of overall size of the proposed structure in relationship to surrounding structures
- 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 any detached accessory structures
- \_\_\_\_\_ 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 map, including 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 verses impervious surface for the proposed lot, and surrounding neighbors. Include the original house as an overlay.
  - \_\_\_\_\_ Staking of the entire footprint of the principal building and all detached accessory structures.
  - \_\_\_\_\_ 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.

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

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

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<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.