

Architectural Review Board Checklist For Non-Substantial Construction Matters *

Building permits that contain additions or changes to the site or exterior of the home require Architectural Review Board (ARB) approval. The ARB meets every two weeks on Tuesday at 3:00 p.m. Complete submittals must be provided to City Hall no later than 4:30 p.m. on the date of the previous ARB meeting. Refer to the ARB Schedule for meeting dates and submittal deadlines. **Only the first 10 complete submittals will be on the agenda.**

The following items **must** be included in the submittal to ensure placement on the ARB agenda:

_____ Two (2) full size copies (to scale) and one (1) 11"x17" copy of the **architectural drawings of the structure** proposed, prepared by a licensed architect. Full size copies must be drawn to scale. Standard of measurement – minimum of ¼ inch = 1 foot scale. Half size copies cannot be substituted for 11"x17" copies.

Architectural drawings must include the following:

- Elevation drawings with dimensions of the whole structure.
 - Include height, eave lines, locations of openings, etc. on building elevations. All building elevation drawings should include a 6 ft. tall scale human figure. Partial elevations will be rejected.
 - Include dimensions of proposed accessory structures (retaining walls, fire pits, outdoor kitchens, etc.)
 - Any changes to the existing condition (including additions, removals, or replacements) that will be covered under the building permit must be clouded/highlighted on the plans.
- Proposed building materials and exterior fixtures, with samples of non-standard and synthetic materials. All faux materials must be labeled as such. Indicate thickness of veneers.
- Existing grade and any proposed grade changes (a topographical survey may be required)

_____ Two (2) full size copies (to scale) and one (1) 11"x17" copy of a **Boundary and Improvement** survey of the property, per Code Section 5-1026.A.3. The Boundary and Improvement Survey must contain information required by the 2020 *Kansas Minimum Standards for Boundary Surveys*. (Mortgage surveys are not accepted.) Standard of measurement – minimum of 1 inch = 10 feet. NOTE: If the project only includes items that do not change massing or footprint of a structure (such as windows or doors) then a survey may not be required.

Boundary survey must include the following:

- Location and dimensions of existing structures (home, detached buildings, pools, driveways, patio, walkways, mechanical equipment, etc.).
- Location of easements and right-of-ways. If proposing to place any structure in an easement or right-of-way, owner must receive permission from the utility before building permit can be issued.
- Location of Floodway or Floodplain.
- If the project is adding any area that is not greenspace, indicate amount of greenspace that will remain on the property after the project is completed. [Greenspace is area of natural pervious vegetation such as turf, trees, shrubs, and planting beds.]
- If the project is adding impervious surface, include existing topographic contours at 2 ft. intervals with elevations listed.

_____ Two (2) full size copies (to scale) and one (1) 11"x17" copy of a **site plan/survey** with items required above.

Site plan must include: (in addition to items on the boundary survey)

- Location of proposed structure(s) with dimensions, total square footage, and distance to property lines.
- All proposed structures or changes must be clouded/highlighted on the site plan.
- Percentage of greenspace on lot that will remain with proposed project.

_____ Color photographs of all sides of the house, regardless of where work is being performed, in addition to photos of the area of work. (8½" x 11" format preferred)

_____ Completed permit application signed by the property owner.

_____ Plan Review Fee must be paid at the time of submittal.

ARB Checklist

(continued)

ADDITIONAL PROVISIONS:

- The OWNER or OWNER REPRESENTATIVE must be present at the ARB meeting before any action will be taken.
- For a permit to be issued, an ARB-approved project must have FULL and COMPLETE sealed construction drawings for the City Inspector to review (two full size hard copies and one electronic set in PDF format). All construction drawings must be completed by the same architect or architectural firm that completed the ARB drawings.
- Construction drawings created by an architect or architectural firm other than the one who created the original ARB approved drawings must be resubmitted to the ARB for approval before a permit will be issued.
- Construction drawings that differ from the originally approved ARB drawings MUST be resubmitted to the ARB for approval 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. Architectural drawings showing the proposed change(s) must be submitted to the ARB for approval. Areas of change must be clouded/highlighted.
- NOTE: A drainage study will automatically be required if the project is adding 1,000 sq. ft. of impervious surface OR the project is causing the total greenspace area to be less than or fall within 3% of the minimum recommended.

****SUBSTANTIAL CONSTRUCTION PROJECTS:***

If the proposed project meets one of the following criteria, it is considered a "Substantial Construction" project. Please refer to the ARB Checklist for Substantial Construction Projects for submittal requirements.

1. Any new principal building; or
2. An addition of 3,000 square feet or more to an existing principal building; or
3. An addition of which results in at least a 50% increase of the footprint or square footage of the principal building; or
4. An Outdoor Recreational Facility of any size, or Pool having a depth greater than two feet (2') (except for a hot tub, Jacuzzi or whirlpool); provided, however, that the replacement of an existing Outdoor Recreational Facility or Pool within the same footprint as the existing Facility or Pool shall not be a Substantial Construction Matter. [Outdoor Recreational Facilities include any structure devoted primarily to recreational activities, including, but not limited to, sport courts (such as tennis courts, handball courts, racquetball courts, and basketball courts), trampoline pits, outdoor fire pits and fireplaces, and patios that include mechanical, electrical and/or plumbing installation(s).]

NOTE: The submittal deadline for Substantial Construction projects (except for pools and outdoor recreational facilities) is seven (7) weeks before the ARB meeting date. The submittal deadline for pools and outdoor recreational facilities that are considered Substantial Construction is five (5) weeks before the ARB meeting date.