

## Architectural Review Board Checklist New Homes

Building permits for new homes require Architectural Review Board (ARB) approval. Proposed plans must be submitted at least 7 weeks before the ARB meeting when the review will take place. The ARB meets every two weeks on Tuesday at 3:00 p.m. Refer to the ARB Schedule for meeting dates.

All of the following items **must** be submitted to be considered a complete application. Each exhibit should be a separate sheet.

### **Exhibit 1 – Boundary Pin Survey with existing structures/topography:**

\_\_\_\_\_ Digital copy and 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. [Half size copies are not acceptable.] 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: 1 inch = 10 feet.

#### Boundary survey must also include the following:

- Lot area.
- 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.
- Existing topographic contours at 2 ft. intervals with elevations indicated.
- Location of Floodway and/or Floodplain.
- Height of current house at highest ridge, height at four corners measured from bottom of eaves, finished first floor elevation at the point of entry of the principal building, top of foundation at the four main corners, and square footage of the principal building.

### **Exhibit 2 – Proposed Site Plan:**

\_\_\_\_\_ Digital copy and two (2) full size copies (to scale) and one (1) 11"x17" copy of the proposed **site plan**. [Half size copies are not acceptable.] Standard of measurement: 1 inch = 10 ft.

#### Site plan must include:

- Dashed outline of existing house.
- Location of existing easements and right-of-ways.
- Location of proposed structure(s) with dimensions, labels identifying what they are, square footage, and distance to property lines. Also dimension the drive width at the front property line and width of walkways.
- Indicate materials (wood, natural limestone, brick, concrete, etc.).
- Area breakdown of footprint of each type of roofed structures: first floor living area, garages, covered porches, and detached buildings.
- Proposed topographic contours at 1 ft. intervals with elevations indicated.
- Shade roofed structures and hardscape/other non-greenspace areas a different color. An example of other non-greenspace areas is gravel or mulch used for play structures.
- For the two abutting side neighbors, provide dimension from the home to the applicant's property line.
- Do not include interior floorplan.

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### **Exhibit 3a & 3b – Greenspace Maps:**

Provide a **greenspace map** showing greenspace versus non-greenspace area for the applicant's lot and surrounding neighbors as determined by City staff. [Greenspace is area of natural pervious vegetation such as turf, trees, shrubs, and planting beds.] NOTE: This is not an impervious v. pervious calculation. Include a chart with each properties lot area, lot coverage of roofed structures, greenspace area, non-greenspace area, and greenspace percentage.

\_\_\_\_\_ The **first map** should include the following color coded items (in physical and digital forms):

- All roofed structures (black)
- All patios, driveways and other non-greenspace areas (grey)
- All green space (white).
- A table listing each property's total lot area, areas listed above, and % of each with relation to the total lot area

\_\_\_\_\_ The **second map** should include the following items (in physical and digital forms):

- Provide site plan of the applicant's lot used to digitally calculate greenspace area with each area of non-greenspace outlined and the square footage indicated.

### **Exhibit 4 – Tree Inventory:**

\_\_\_\_\_ Digital copy and two (2) full size copies (to scale) and one (1) 11"x17" copy of the **proposed site plan with existing trees**. [Half size copies are not acceptable.] Standard of measurement: 1 inch = 10 ft.

Tree Inventory must include:

- Outline of all proposed structures and hardscape.
- Identification of size and species of all existing trees on site that are 6" DBH or larger or a grouping of three or more trees that are 2.5" DBH or larger; showing extent of the crowns.
- Indicate trees to be protected and removed.
- Indicate location of any excavation that requires root pruning; landscaping beds; fences; walls and retaining walls.
- **The site plan must be certified correct by a certified Arborist or licensed Landscape Architect for all trees on the property.**

### **Exhibit 5 – Streetscape:**

\_\_\_\_\_ Submit a **streetscape** showing the relationship of the proposed home with surrounding homes. A Streetscape is defined as the elevation at face plane at the front of the house in relationship to the grade and elevation of surrounding houses shown as models, computer generations, or photographs (physical and digital copy). **Must be certified accurate by a licensed architect or engineer.** The Streetscape must include:

- A depiction of the proposed home on the property with a phantom outline of the original house.
- A depiction of at least two existing houses (or as designated by City Planner) on each side of the proposed home with the proposed structure represented to scale with overall dimensions of the new and existing homes. Distance between homes must be proportionally correct.
- Overall dimensions should include existing average grade, highest ridge line, primary eave line, and first floor level (using sea level).
- Indicate property lines of applicant's lot.

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### **Exhibit 6 – Architectural Drawings:**

\_\_\_\_\_ Digital copy and 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: ¼ inch = 1 foot scale. [Half size copies are not acceptable.]

#### Architectural drawings must include the following:

- Elevation drawings with dimensions of the whole structure. Sea level measurements are not acceptable.
  - Include height, eave lines, locations of openings, etc. All building elevation drawings should include a 6 ft. scale human figure.
  - Include elevation drawings and dimensions of all proposed accessory structures (retaining walls, fire pits, outdoor kitchens, etc.)
- Indicate proposed building materials and exterior fixtures, with samples of non-standard and faux materials. **All faux materials must be labeled as such.** Indicate thickness of veneers.
- A roof plan. Indicate all pitches, roof decks, and materials.
- Perspective renderings of all four sides of the home (from street level) or physical model including a 6 ft. tall human figure. Renderings must include any patios, decks, pools, walls, etc. A color elevation drawing is inadequate.

### **Additional Items:**

\_\_\_\_\_ Color photographs of all sides of the existing house (8½" x 11" format preferred).

\_\_\_\_\_ Completed permit application signed by the property owner.

\_\_\_\_\_ \$250 Plan Review Fee.

\_\_\_\_\_ \$2,000 Professional Review Panel Fee. The PRP reviews the proposed plans with the owners/architect prior to the ARB meeting.

\_\_\_\_\_ Digital and physical copy of **proposed landscape plan**: [The landscape plan can be submitted at a later time, but it must be submitted and approved by the ARB before the project is completed.]

#### Landscape plan must include:

- Site plan with proposed home and hardscape outlined. Site plan must clearly mark rights-of-way.
- Size and species of all existing trees, proposed trees, and proposed landscape beds. NO planting will be allowed in the City's right-of-way.

\_\_\_\_\_ A "**finish**" board indicating samples of primary siding, roofing, trim, stone, and other significant materials to be provided at the ARB meeting.

\_\_\_\_\_ **Story poles/markings** must be placed on site before the Professional Review Panel review of the project. The PRP meeting is usually held a few weeks after the above items are submitted. See "Story Pole Guidelines" for requirements. A site plan marking the location of the poles must be submitted to City Hall.

\_\_\_\_\_ A **drainage study** must be submitted and approved by the City before a building permit can be issued.

### **ADDITIONAL PROVISIONS:**

- The OWNER or OWNER REPRESENTATIVE must be present at the ARB meeting action to be taken.
- After ARB approval, FULL and COMPLETE sealed construction drawings must be submitted for the City Inspector to review (two full-size hard copies and one PDF set) along with a \$400 review fee. 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.*