

## Architectural Review Board Checklist Substantial Construction Matters\*

### [Substantial Additions, Outdoor Recreational Facilities, and Pools over 2 ft. in depth]

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. 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 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: minimum of 1 inch = 10 feet.

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.
- Existing topographic contours at 2 ft. intervals with elevations listed.
- Location of Floodway and/or Floodplain.

\_\_\_\_\_ Two (2) full size copies (to scale) and one (1) 11"x17" copy of a **site plan/survey**.

Site plan must include: (in addition to items required on the Boundary and Improvement survey)

- Location of proposed structure(s) with dimensions, total square footage, and distance to property lines.
- Area breakdown to include footprint of each type of roofed structures: main living area, garages, porches, and detached buildings.
- All proposed structures or changes must be clouded/highlighted on the site plan.
- Proposed grade changes with new contours (1 ft. intervals) and elevations marked.
- Percentage of greenspace on lot that will remain with proposed project.
- If project is a substantial addition, must identify 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; show extent of the crowns of all existing trees in relation to proposed or existing structures; 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.

\_\_\_\_\_ Two (2) full size copies (to scale) and one (1) 11"x17" copy of the **architectural drawings** of the structure(s) 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 each structure. Sea level measurements are not acceptable.
  - Include height, eave lines, locations of openings, etc. on building elevations. All building elevation drawings should include a 6 ft. scale human figure. Partial elevations will be rejected.
  - Include dimensions of all 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 indication of 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.
- If a substantial addition, include a perspective rendering (from street level) or physical model including a 6 ft. tall human figure. A color elevation drawing is inadequate.

\_\_\_\_\_ If the property is adding any area that is not greenspace, provide a **greenspace map** showing the green space versus non-greenspace area for the applicant's lot. Provide the site plan used to calculate greenspace area with non-greenspace areas shaded and sq. ft. listed. [Greenspace is area of natural pervious vegetation such as turf, trees, shrubs, and planting beds.]

# ARB Checklist

\_\_\_\_\_ If the project is a substantial addition, provide a **greenspace map** showing 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.] The map should include the following color coded items:

- All roofed structures and their associated areas (black)
- All patios, driveways, etc. and their areas (grey)
- All green space with its total area (white).
- A table listing each property's 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.
- Provide site plan used to calculate greenspace area with non-greenspace area shaded and sq. ft. listed.

\_\_\_\_\_ If the project is a substantial addition, submit **streetscape** including a phantom outline of the original house. Must be certified accurate by a licensed architect or engineer. 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. 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 homes. Distance between homes must be proportionally correct.
- Overall dimensions should include highest ridge line, primary eave line, and first floor level (using sea level).
- Indicate property lines of applicant's lot.

\_\_\_\_\_ If the project is a substantial addition, **story poles** marking all outside corners of the proposed structure(s), cut at the eave lines must be placed on site. Mark footprint of proposed structure(s) with spray paint. [See Story Pole Guidelines]

\_\_\_\_\_ If the project is a substantial addition, a **"finish" board** indicating samples of primary siding, roofing, trim, stone, and other significant materials must be submitted. (To be provided at the meeting.)

\_\_\_\_\_ 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. Submittals for Substantial Construction additions will also require a Professional Review Panel Fee.

## **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) 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. Areas of change must be clouded/highlighted on the revised drawings.
- **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.

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. If you are proposing a new home, refer to the ARB Checklist for New Homes.