

Building permits for new houses last 18 months unless the square footage is 6,500 or more which lengthens the permit duration to 24 months. The required inspections will be marked on the building permit application. Be sure to schedule the appropriate inspections with City Hall throughout and at the end of the project.

A fully executed building permit application represents an agreement on behalf of the property owner and owner's agents to comply with all construction-related requirements which include the following: a tarped or covered receptacle on-site for food, trash, garbage and other non-construction debris which must be removed and disposed of on at least a weekly basis; a dumpster on-site for construction debris which must be removed and disposed before the contents exceed the height of the dumpster walls; a portable toilet placed on-site and emptied on a periodic basis; and a construction fence installed and maintained. See Mission Hills Code of Ordinances, 5-1026 (L) (6) for rules regarding soil stockpiles.

If you decide to make changes after the ARB approves your project, you will need to return to the ARB for approval of the changes. Some very small changes can be approved by the City Administrator. When submitting changes to the ARB, you will need to submit two full size sets and one 11x17 set of drawings with the changes clouded.

## Land Disturbance Permit

---

To fulfill Federal requirements for addressing stormwater runoff, the City has adopted a Land Disturbance Ordinance which requires a permit for land disturbance activity. New houses require a Tier #3 Land Disturbance Permit. A Land Disturbance Permit application, along with an Erosion and Sediment Control Plan, must be submitted to City Hall for review and approval. Both the application and instructions for what must be submitted on the plan are available on the City's website and at City Hall. The Tier #3 permit fee is \$490 which includes inspections. A performance bond/check in the amount of \$5,000 is also required.

## Demolition Permit

---

A demolition permit application, and accompanying information, must be submitted to City Hall 45 days before the permit can be paid for and demolition can begin so that the City can provide notice of the demolition to surrounding neighbors per the zoning requirements. See "Requirements for City Approval" on the Application for Demolition Permit for information that must be submitted with the permit application before it can be approved. A demolition permit cannot be purchased without the purchase of the building permit for the new house, with one exception. If you wish to demolish the existing home and not immediately build the new one, after demolition the hole must be filled, the lot graded, driveways and approaches must be removed, and the lot must have sod or natural ground cover growing on it.

The permit fee for a whole house demolition is \$360 which includes one final inspection. A performance bond/check is also required in the amount of \$5,000.

## Documents and Information

---

The building permit application, demolition permit application and land disturbance permit application and instructions are available on the City's website and at City Hall. The Zoning Regulations and Design Guidelines are also available on the City's website and at City Hall.

City of Mission Hills  
6300 State Line Road  
Mission Hills, KS 66208  
913-362-9620  
www.missionhillsks.gov

# Building a New Home in Mission Hills

To ensure that each new home in Mission Hills will complement our unique community, all new homes must be reviewed by the City's Professional Review Panel and approved by the Architectural Review Board. The Architectural Review Board is a committee composed of five residents of Mission Hills. This brochure contains detailed information on the administrative process for demolishing and building new homes.



## Summary of Approval Process

---

- 1** Gather all available information on your lot. Check with Johnson County Records and Tax Administration to see if there are any deed restrictions on your property. Submit a boundary pin survey to City Hall and staff will figure the setback requirements and lot coverage limitations for your lot.
- 2** Read the Introduction and Chapter 1 of the Design Guidelines to determine which of the guidelines are applicable to your lot. The Design Guidelines are available on the City's website at [www.missionhillsks.gov](http://www.missionhillsks.gov) and a hard copy can be purchased at City Hall.
- 3** Work with your designer to prepare a conceptual design and submit it to City Hall. A Pre-Application Conference will be held with you, your architect, and City staff to review the proposed design. You will be given feedback regarding how your project meets the City's Zoning Regulations and the Design Guidelines.
- 4** Based on the Pre-Application Conference, determine whether to proceed with your submitted design, make changes to your design, or invest in a different lot.
- 5** Complete the design and submit all required documents to City Hall. A meeting with the Professional Review Panel will be held and your project placed on the appropriate Architectural Review Board agenda. Based on the recommendations of the Professional Review Panel, determine whether to proceed with your submitted design or make any recommended changes.
- 6** Based on the Architectural Review Board approval, provide construction drawings to City Hall for code review along with any other documentation requested.
- 7** Once all required documents have been provided and the City review is complete, purchase your permit and begin your project.

## Design Guidelines

---

The Design Guidelines are the culmination - and continuation - of decades of diligent work by many devoted residents of Mission Hills who have been seeking to preserve the remarkable community design heritage and strong property values of Mission Hills for future generations. Since the 1980s, successive City Councils, Planning Commissions, Architectural Review Boards and City staff have been reviewing development proposals, conducting research, analyzing existing development patterns, updating the City's Comprehensive Plan and refining the Mission Hills Zoning Regulations to better shape new development in forms that build upon and enhance the original design of Mission Hills.

The Design Guidelines identify the historic and established patterns that make Mission Hills unique, including our incomparable greenspace, layouts of lots, and the massing and architecture of homes of many sizes and styles. It is the intent of the Guidelines to make the design review process transparent and predictable, to recognize the property interests of the applicant and to balance the sometimes competing interests of the property owner/ applicant with their neighbors.

### **The three fundamental areas to be considered are:**

**Greenspace** - How does my lot fit into the greenspace system of Mission Hills, and how should it contribute to that most treasured community asset?

**The Lot** - How should the location and massing of the home on the lot contribute to the overall neighborhood design, and how does it respect the space and privacy of its neighbors?

**The House** - Does the form and massing of the house project the form of a classic Mission Hills house, and how does its architecture embody the understated elegance that is so characteristic of Mission Hills?

## Zoning Regulations

---

The City's Zoning Regulations are found in Chapter 5 of the Mission Hills Code of Ordinances. The Zoning Regulations include requirements for where a house can be placed on a lot and how large the house can be. It is important to meet with City staff to determine these requirements before you begin to design your home. If your project violates any of the Zoning Regulations, you will need to request a variance from the Board of Zoning Appeals before the building permit can be issued for the project and your variance request must meet the five criteria set by State statute.

## Pre-Application Conference

---

Once you have completed a design for your new home, submit elevation drawings, an accurate to-scale site plan, and the Design Guideline Checklist to City Hall. City staff will schedule a time to meet with you and your architect to discuss how your project meets the City's Zoning Regulations and the Design Guidelines.

## Professional Review Panel

---

The Professional Review Panel consists of the City Architect, City Administrator, Planner, and two other consulting professional architects/designers. The Panel will meet with you and your architect to review your project. The Panel will then make a recommendation to the Architectural Review Board to either approve, approve with conditions, or deny your project. The meeting will take place after the official house submittal has been received by City Hall and before the Architectural Review Board meeting. There is a non-refundable Professional Review Panel fee of \$1,245 that must be paid when the project is submitted to City Hall.

## Architectural Review Board

---

**Architectural Review Board Checklist** - The ARB Checklist lists the items that must be submitted to City Hall by the appropriate deadline before your project can be placed on an ARB meeting agenda. All new homes are considered Substantial Construction projects and require additional information which is listed on the Checklist. If information is missing from the submittal, such as dimensions on the drawings or a boundary pin survey, the notification and scheduling process will be delayed until that information can be submitted to City Hall.

**Architectural Review Board Schedule** - The ARB meeting schedule lists ARB meeting dates. The submittal deadlines on the schedule are for non-substantial construction projects. For new homes, all information listed on the ARB Checklist must be submitted to City Hall at least five weeks before the desired ARB meeting date. The City's Zoning Regulations require all neighbors within 500 feet of your property to be noticed of the meeting at least 28 calendar days prior to the meeting.

**Architectural Review Board Meeting** - The ARB requires story poles to be placed on the property at a time where they can be reviewed by the ARB prior to its meeting. Most property owners place the story poles on the day of their initial meeting with the ARB. The story poles need to mark the primary corners of the home, with an indication of the proposed eave line. [An example showing what needs to be marked is available at City Hall.] The ARB requires at least one of the property owners be present at the ARB meeting. The ARB may require additional information to be submitted before the building permit can be issued, such as a drainage study or landscape plan. It is common for property owners to request approval for the new home initially and return to the ARB at a later date to request approval for pools, outdoor kitchens, and other hardscape items.

**Architectural Review Board Required Findings** - To approve your project, the ARB must find: 1) the project meets customary architectural requirements in appearance and design for a structure of the type proposed, and that the proposed structure is in general conformity with the style and design of the surrounding structures, 2) the project will not adversely affect values of surrounding properties and will not adversely affect the health, safety, and general welfare of residents, 3) the project conforms to the principles of the Design Guidelines, 4) the project meets the recommendation of the Professional Review Panel, or if not, there is sufficient justification for the deviation, and 5) the project conforms to the principles of the Comprehensive Plan.

## Building Permit

---

Once the Architectural Review Board approves your project, there may be other documents required before your building permit is ready to purchase. Construction drawings will need to be submitted and reviewed for code compliance. Review of construction drawings can take 1-2 weeks depending on the size of your project.

After construction drawings and other documents are reviewed, you will be able to pay for your building permit and begin construction. ARB approval is good for one year so you will need to pay for your permit within one year or else you will need to bring your project back to the ARB for approval. The City requires performance bonds (or checks) from the contractor for the following items.

\$5,000 - Whole House Demolition

\$5,000 - Tier #3 Land Disturbance

\$5,000 - Substantial Construction of New House

Once the project is completed and there is no damage to City infrastructure or to neighboring properties, the performance bonds/checks will be returned to the contractor.

The City also requires two \$200 deposit checks for "no parking" signs and the contractor sign that are placed in the area during construction and for the contractor sign that is placed on site during construction. Once the "no parking" signs and contractor sign are returned to City Hall, the deposit checks will be returned to the contractor.