

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 that are placed in the area 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.

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. See Code Section 5-1026.B for site control and maintenance requirements.

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. 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 \$550 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. 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 \$375 which includes one final inspection. A performance bond/check is also required in the amount of \$5,000.

STORMWATER DRAINAGE STUDY

A stormwater drainage study is required to be approved by the City before the building permit can be purchased. The study must be prepared and sealed by an engineer. See Code Section 5-1314 for more information.

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 a building new home.

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. Contact City Hall for building setbacks, greenspace recommendations, and lot coverage limits.

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 and a hard copy can be purchased at City Hall.

3

Work with your architect 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 property.

5

Complete the design and submit all required documents. Meet with the Professional Review Board and make any recommended changes to the design. Present your project to the Architectural Review Board for approval.

6

Based on Architectural Review Board approval, provide construction drawings to the City for building code review along with any other requested documentation.

7

Once all required documents have been provided and the City review is completed, purchase your building permit and begin construction.

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? The Design Guidelines state that *"When designing ones dream home, the impulse to include 'all your favorite things' is understandable, but can lead a client, designer or builder to combine a potpourri of architectural styles and ideas on the exterior of the house. This is inconsistent with the understated elegance of Mission Hills, which requires editing and an eye for style. A good rule for all Mission Hills homes is 'one style per house'."*

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 1) site plan with footprint of proposed house and any detached buildings—outline and label the main mass and any wings; 2) front elevation drawing of proposed home—outline and label main mass and wings, and include dimensions; 3) indicate architectural style of proposed home—must be well known, documented architectural style; 4) provide photos of two different houses that are true examples of the style being proposed; and 5) completed Design Guideline Checklist. City staff will schedule a time to meet with you 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 Planner, and three other consulting professional architects. 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 submitted to City Hall and before the Architectural Review Board meeting. There is a non-refundable Professional Review Panel fee of \$2,000 that must be paid when the project is submitted.

The City requires **story poles** to be placed on the property for review by the Professional Review Panel prior to its meeting with the owner. 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.]

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 seven weeks before the desired ARB meeting date. The City's Zoning Regulations require all Mission Hills' 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 a property owner be present at the ARB meeting. The ARB may require additional information to be submitted before the building permit can be issued, such as the 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 landscaping, pools, outdoor kitchens, or 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

In addition to Architectural Review Board approval, you will need to submit a stormwater drainage study, land disturbance permit/documentation, and construction drawings. A review fee of \$400 must be paid before the construction drawing will be reviewed. Review of construction drawings can take 1-2 weeks depending on the size of your project.

After construction drawings and other documents are approved, 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 purchase the building permit within one year or else your project will need to be re-approved by the ARB.