

## Union Hill Design Review Committee

The Union Hill Design Review Committee (DRC) ensures that all structures within the Union Hill neighborhood conform to certain minimum architectural and aesthetic standards; prevents the erection of structures that are detrimental to the stability of values of surrounding properties; makes sure the structures conform to the design principles of the Union Hill Design Guidelines and the Development Plan; and promotes the health, safety and general welfare of the residents and businesses in the neighborhood.

**All exterior work must be approved by the Design Review Committee for approval prior to start of work and prior to application to the City of Kansas City Missouri for a building permit. If changes are made to a project previously approved by the DRC, the project changes must go back to the DRC for re-approval.**

The DRC is composed of five (5) members:

- One (1) residential representative appointed by the Union Hill Neighborhood Association,
- One (1) commercial representative appointed by the Union Hill Neighborhood Association,
- One (1) representative appointed by the Union Hill Homes Association, and
- Two (2) representatives appointed by the Developer.

**UNION HILL DESIGN REVIEW COMMITTEE  
APPLICATION**

Property Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_

Owner (if different than Applicant): \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone Number Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Application For:     New Construction             Exterior Painting             Signage  
                          Addition/Renovation             Landscaping             Other

Description Of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Architect of Proposed Work: \_\_\_\_\_

Contractor of Proposed Work: \_\_\_\_\_

If approved, the proposed work will be completed no later than: \_\_\_\_\_  
(Work that is not completed by this date may require reapproval by the DRC)

As a Union Hill property OWNER, COMMERCIAL TENANT, CONTRACTOR (CIRCLE ONE) requesting approval for work at the above property, I/we have read the current Design Standards and the submittal form and fully understand the requirements of this application. I/we hereby state that all work covered by this application will be executed and completed as represented herein and that all work will fully comply with the Design Standards and the decision of the Design Review Committee.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**UNION HILL DESIGN REVIEW COMMITTEE ACTION**

Approval             Approval Subject To Conditions Listed Below             Denial

Conditions Of Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
Chairman's Signature

Case Number: \_\_\_\_\_

**DRC Application Checklist for  
New Construction or Addition/Renovation to Existing Building**

- A. All applications will be reviewed for completeness. Any incomplete applications will be returned to the applicant. A meeting of the Design Review Committee will be scheduled after a complete application has been submitted. Notice of action taken by the DRC will be mailed to Applicant(s) as soon as possible after each meeting.
- B. Complete Application:
- Application Form - completed, signed and dated.
  - Design and/or construction documents as outlined on checklist below. Submit one (1) full size copy and four (4) 11x17 inch copies of the site plan and architectural drawings of the structure proposed, prepared by a licensed architect. A electronic file in PDF format and one (1) 11x17 inch copy of the site plan and architectural drawings may be submitted in lieu of four (4) 11x17 inch copies. Electronic documents must include appropriate signatures and professional registration stamps, etc.
  - Completed Checklist – indicate location on documents/drawings of each item (e.g. Sheet A1). If item does not apply to scope of work indicate as “N/A”

Note: Electronic files in “PDF” format may be submitted in lieu of printed documents to help expedite the DRC’s review. Electronic documents must include appropriate signatures and professional registration stamps, etc. One printed full size printed copy and one 11x17 inch printed copy of the design and/or construction documents and finish boards with physical color chips and material samples must be submitted as required.

The following is a list of items that **MUST** be included in Design Review Committee submittals and will be considered by the DRC prior to approval of any proposed construction (Normally the same documents that would be presented to the City for approval.).

**INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED.**

Drawings must include the following:

Indicate Location on Documents	Item
<b>Site Plan</b>	
	Minimum scale: 1" = 20' – 0"
	North arrow
	Existing grade and finish grades. <b>Note: A topographical survey of existing conditions is required when work includes significant changes to existing grades.</b>
	Location of existing and/or proposed structure(s), property lines, setbacks and easements including all ancillary structures such as A/C units, utilities, light poles, gas meters, generators, etc. Show dimensions of all new construction to the nearest property line. <b>Note: Dimensions of the common area surrounding the lot must be noted on the site plan.</b>
	Parking Analysis showing total number of spaces required per city code and total number of spaces provided. (For commercial properties only)
	Location of parking including stall dimensions, aisle dimensions, curbs and curb cuts, circulation, etc. Location of ADA parking, if required (commercial properties only)
	Line of proposed roof overhangs
	Fencing, Privacy screening and/or service yard
	Outdoor lighting layout
	Location of construction staging and access area
	Proposed landscape plan and description of plant material including type, species, size, unit, quantities, etc. Indicate existing trees and plant materials to be removed, if any.

	<b>Note: May be submitted at a later date for approval.</b>
<b>Architectural Plans:</b>	
<b>Floor Plans</b>	
	Minimum scale: 1/8"=1'-0"
	North arrow
	Overall exterior dimensions
	Location and dimensions of door and window openings
	Location and dimensions of walls, partitions and stairways
	Location and dimensions of decks and porches
<b>Elevations</b>	
	Scale: Front elevation (on residential) 1/4"=1'-0". All other elevations can be 1/8"=1'-0"
	Color photographs of existing building showing all four elevations, regardless of where work is being performed. (For Addition/Renovation to Existing Building).
	Building elevations showing <b>ALL</b> views. Dimensions of the whole structure, including overall building height, wall height, foundation lines, precise locations and dimensions of all openings. <b>Partial elevations will be rejected.</b>
	Location and dimensions of door and window openings
	Indicate <u>ALL</u> exterior building materials and features, including: <ul style="list-style-type: none"> <li>• Siding and trim</li> <li>• Roofing including cornice and fascia details</li> <li>• Chimneys</li> <li>• Railings</li> <li>• Utility appurtenances, mechanical equipment, solar panels, etc.</li> <li>• Decks and porches</li> </ul>
	Provide a finish board that includes samples of primary siding, roofing, trim and other significant materials.
	Provide exterior paint colors chips keyed to elevation drawings. <b>Note: May be submitted at a later date for approval.</b>
	Proposed Signage including street number(s) (commercial properties only).

**Additional Provisions:**

- All plans must be completed by the same architect and contractor listed on the application at the time of the application. Otherwise the application will need to be resubmitted to the DRC for their approval.
- Any changes that occur after DRC approval must be approved by the DRC before construction can proceed.

**DRC Application Checklist for  
For Exterior Painting**

- A. All applications will be reviewed for completeness. Any incomplete applications will be returned to the applicant. A meeting of the Design Review Committee will be scheduled after a complete application has been submitted. Notice of action taken by the DRC will be mailed to Applicant(s) as soon as possible after each meeting.
- B. Complete Application:
  - Application Form - completed, signed and dated.
  - Documents as outlined on checklist below. Submit four (4) 8½x11 inch copies of the elevations.
  - Completed Checklist – indicate location on documents/drawings of each item (e.g. Sheet A1). If item does not apply to scope of work indicate as “N/A”

Note: Electronic files in “PDF” format may be submitted in lieu of printed documents to help expedite the DRC’s review. Electronic documents must include appropriate signatures and professional registration stamps, etc. One printed copy of the elevations and finish boards with physical color chips and material samples must be submitted as required.

The following is a list of items that MUST be included in Design Review Committee submittals and will be considered by the DRC prior to approval of any proposed construction (Normally the same documents that would be presented to the City for approval.).

**INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED.**

Indicate Location on Documents	Item
	<b>ALL</b> elevations of the structure(s) to be painted keyed to show where each color will be used.
	A finish board including color chip, brand and color name for each color that will be used <ol style="list-style-type: none"> <li>1. Body Color</li> <li>2. Trim Color</li> <li>3. Accent No 1 Color</li> <li>4. Accent No 2 Color</li> <li>5. Accent No 3 Color</li> </ol>

**Additional Provisions:**

- Any changes that occur after DRC approval must be approved by the DRC before the project can proceed.

## DRC Application Checklist for For Signage

- A. All applications will be reviewed for completeness. Any incomplete applications will be returned to the applicant. A meeting of the Design Review Committee will be scheduled after a complete application has been submitted. Notice of action taken by the DRC will be mailed to Applicant(s) as soon as possible after each meeting.
- B. Complete Application:
- Application Form - completed, signed and dated.
  - Documents as outlined on checklist below. Submit four (4) copies of the documents.
  - Completed Checklist – indicate location on documents/drawings of each item (e.g. Sheet A1). If item does not apply to scope of work indicate as “N/A”

Note: Electronic files in “PDF” format may be submitted in lieu of printed documents to help expedite the DRC’s review. Electronic documents must include appropriate signatures and professional registration stamps, etc. One printed copy of the elevations and drawings and finish boards with physical color chips and material samples must be submitted as required.

The following is a list of items that **MUST** be included in Design Review Committee submittals and will be considered by the DRC prior to approval of any proposed construction (Normally the same documents that would be presented to the City for approval.).

### **INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED.**

Indicate Location on Documents	Item
	<b>ALL</b> elevations of the structure(s) effected by the proposed signage, showing proposed location, dimensions, color, etc. of proposed signage.
	Large scaled drawing of proposed signage showing details of construction/installation.

### **Additional Provisions:**

- Any changes that occur after DRC approval must be approved by the DRC before the project can proceed.

**DRC Application Checklist for  
Landscaping**

- A. All applications will be reviewed for completeness. Any incomplete applications will be returned to the applicant. A meeting of the Design Review Committee will be scheduled after a complete application has been submitted. Notice of action taken by the DRC will be mailed to Applicant(s) as soon as possible after each meeting.
- B. Complete Application:
- Application Form - completed, signed and dated.
  - Design and/or construction documents as outlined on checklist below. Submit one (1) full size copy and four (4) 11x17 inch copies of the site plan.
  - Completed Checklist – indicate location on documents/drawings of each item (e.g. Sheet A1). If item does not apply to scope of work indicate as “N/A”

Note: Electronic files in “PDF” format may be submitted in lieu of printed documents to help expedite the DRC’s review. Electronic documents must include appropriate signatures and professional registration stamps, etc. One printed copy of the site plan and finish boards with physical color chips and material samples must be submitted as required.

The following is a list of items that **MUST** be included in Design Review Committee submittals and will be considered by the DRC prior to approval of any proposed construction (Normally the same documents that would be presented to the City for approval.).

**INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED.**

Indicate Location on Documents	Item
<b>Site Plan</b>	
	Minimum scale: 1” = 20’ – 0”
	North arrow
	Property lines
	Existing grades and finish grades. <b>Note: A topographical survey of existing conditions is required when work includes significant changes to existing grades</b>
	Location of existing structure(s), property lines, setbacks and easements including all ancillary structures and appurtenances such as A/C units, utilities, light poles, gas meters, generators, etc.
	Line of proposed roof overhangs
	Outdoor lighting layout
	Proposed landscape plan and description of plant materials including type, species, size, unit, quantities, etc. Indicate existing trees and plant materials to be removed, if any. Include location of new sidewalks, brick pavers, etc.

**Additional Provisions:**

- Any changes that occur after DRC approval must be approved by the DRC before the project can proceed.