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**Leawood Homes Association
Remodeling and New Home Construction Standards
January 31, 2015**

The community known as Old Leawood, and especially the area covered by the Leawood Homes Association, is unique within the Kansas City metropolitan area. Mature trees, older homes (built with quality materials), a sense of character defines our neighborhood. As Old Leawood was developed, The Kroh Bros (the original developers) included in the deed for all properties, covenants and restrictions to ensure that the community would retain the character and charm we all now cherish. The responsibility for managing these requirements falls upon the Leawood Homes Association.

The Remodeling and New Home Construction Standards are written to preserve this unique character, yet allow for the fact that today's families live a different kind of life from when these homes were first constructed.

The Standards have been prepared by the Leawood Homes Association after review by the community to help clarify the elements that allow homes in this area to maintain a premium value. The Leawood Homes Association considers the standards *necessary* to maintain the character of the community that it is charged with *protecting*, while watching it grow and thrive. Adherence to these standards is required to meet the conditions of the deeds restrictions on the properties in the Associations jurisdiction.

**THIS PROCESS IS INDEPENDENT OF THE CITY OF LEAWOOD BUILDING REVIEW.
ISSUANCE OF A BUILDING PERMIT BY THE CITY OF LEAWOOD DOES NOT CONSTITUTE
APPROVAL BY THE LEAWOOD HOMES ASSOCIATION.**

These standards can be revised or amended at any time as directed and approved by the Homes Association Board of Directors.

Please note that legal actions required by the Leawood Homes Association shall be assessed to the property owner pursuant to K.S.A. 58-4621

Remodeling and New Home Construction Standards

Definitions

Greenspace – The area of the property not covered by man-made constructions. It is the area that is not covered by roofs, driveways, patios, porches, walkways, pools, tennis courts, etc.

Grade Reference Point (GRP) – A survey point on the property at the center of the lot along the front build line of the existing structure, for which a grade elevation is recorded prior to any preparation for demolition or remodel. The GRP is the original grade point of the property prior to

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any demolition or grade change. This original GRP must be referenced on all drawings submitted including the registered topographical survey and site plan.

Finished Floor Elevation – Elevation of the top of the first floor finished flooring relative to the Grade Reference Point.

Size and Scale

1. Footprint. The final size of the under-roof project footprint (new house/existing house + addition) shall not exceed 20% of the lot size. A minimum of 55% Greenspace is required on any given lot.
2. Massing. The roof height of each side of the finished home (new construction/remodel project) shall not exceed 23' measured from the Grade Reference Point. The roofline may increase within a 1 to 3 slope to a maximum of 31' in height from the Grade Reference Point. See Fig 1.

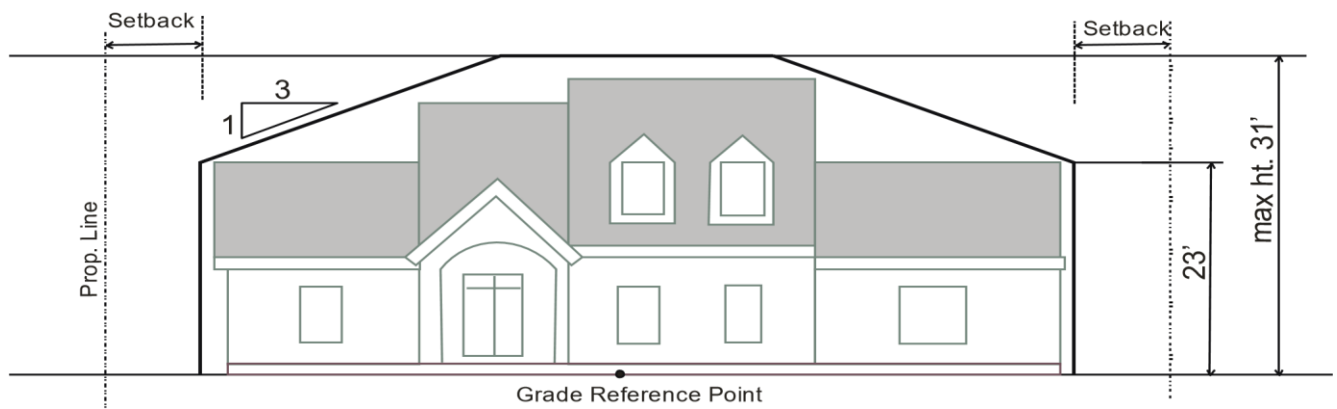


Fig. 1 MASSING DIAGRAM

3. New homes or additions to existing homes shall not exceed 31' in height from the Grade Reference Point. The finished floor elevation of new construction/remodel shall be no greater than 30 inches above the Grade Reference Point specified in the Topographical Survey. "Under no circumstances shall the finished floor elevation of new construction be more than 15" higher than the original finished floor elevation, unless a specific variance is submitted, reviewed and approved by the review committee. Please note that this elevation restriction should be included in the instructions when scopes of work for drainage plans are prepared.
4. Under the Topographical Survey, all property pins on the subject property shall be located and staked. A boundary survey shall be completed to re-establish property corners and properly relocate property pin(s) should any pins be missing.
 - For demolitions and new home construction: After the foundation forms are placed and prior to the concrete being poured, a licensed surveyor shall verify the planned

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top of foundation elevation is consistent in meeting the requirements of section 3 above.

- Should the Homeowners Association not receive this verification and have to seek independent verification, the expense will be billed to the applicant.
 - Additionally, see section on Plan Revisions and Non-Compliant Alterations for other penalties.
5. A maximum of two garage bays may be visible on the street frontage elevation(s) of the plans. In the case of corner lots, both elevations facing the street or right of way must meet this requirement. Both shall be considered frontage or primary facades.
 6. Only the following materials are **acceptable** for building exteriors: Natural stone Indigenous to “Old Leawood”, Brick, Traditional Masonry Stucco (three coat stucco), Cedar or Fiber Cement lap siding, LP Smartside (lap boards only), Cedar or Fiber Cement Shingles.
 7. Any retaining wall over 2’ tall **MUST** be faced with natural stone, brick, masonry stucco or landscaped so as not to be visible.
 8. New construction and grading shall not increase runoff onto adjacent property. Additional runoff shall be directed toward the city drainage system. Careful consideration needs to be given to drainage during planning based on state and local requirements.
 9. No continuous two story elevations are allowed. Houses with a steep grade or walkout basement will be reviewed taking into account the plot grade.
 10. There shall be no uninterrupted wall sections greater than 14 linear feet. Straight sides, (combined existing and new construction) greater than 27 linear feet are not allowed. Architectural features must be incorporated to eliminate a continuous unbroken wall.

Appearance

New construction and additions must take into account, and be compatible with the existing streetscape. Materials should be consistent with other properties in the existing streetscape.

1. Architecture and quality of materials **MUST** be consistent on all 4 sides of structure.
2. Window style and quality **MUST** be consistent on all 4 sides of structure. Mullions should be provided in new windows consistent with existing windows.
3. All Chimneys shall be of masonry construction.

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4. Man-made stone shall only be used where natural stone is not a structural option. If manmade stone is used, its use must be indistinguishable from natural stone indigenous to "Old Leawood" buildings. Samples must be submitted for approval.
5. Unbroken roof lines are not allowed except in ranch-style homes.
6. The minimum roof pitch on roof sections shall be 4/12. Exceptions will be considered when the roof section is not visible from perimeter elevations.
7. Masonry (stone or brick) shall be incorporated in all elevation(s) of teardowns/new homes and maintained at the pre remodel proportions on major renovations, consistent with the existing streetscape.

All plans will be reviewed by the Architectural Review Committee with the intent of maintaining the architectural quality and high standards of construction in our community while recognizing the diversity in design and the need to update properties to current living standards.

If during the review process, there is a unanimous committee concern regarding an aspect of quality or design not specifically addressed by these standards. The committee may reject the plans and request a revision to correct the concern.

Plan Revisions and Non-Compliant Alterations

1. Revisions to plans previously approved by the Leawood Homes Association Architectural Review Committee shall be subject to the requirements of the current standards. Elements not affected by the revisions shall not be reconsidered.
2. If non-compliant alterations or violations to the standards are made any time after the Committee's approval, the approval may be rescinded with notification to the applicant/builder until such violations are removed or altered. Further disregard of the violations may result in legal action from the Homeowners Association including but not limited to "stop work" orders, property liens or fines.
3. Legal actions required by the Leawood Homes Association shall be assessed to the property owner pursuant to K.S.A. 58-4621.

Submission and Notification Procedures

Changes to any home (remodel/addition/new construction) that modifies the outward appearance, elevation or square footage of a Residence, require prior approval by the Leawood Homes Association.

Homeowners are encouraged to establish a dialogue with the Leawood Homes Association Architectural Committee (phone number listed at end of document) early in the planning process and prior to obtaining a building permit from the city, so that all requirements are understood and can be incorporated into final plans.

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Notification of surrounding property owners

A certified letter of notification to property owners within 200 ft. of subject home (with a copy to the LHA) is required. Certified Mail Return Receipt Requested postage shall be used and copies of the returns provided to the LHA before an approval letter will be issued.

The letter shall notify the addressees of the proposed architectural changes to the home and provide them with contact information so that they can review the plans if they choose. The letter should also inform neighbors that they have the opportunity to submit any comments or concerns to the Architectural Review Board within 2 weeks of the day the letter was sent. A template letter is provided at the end of these standards.

Homeowners are required to submit plans for the Leawood Homes Association Architectural Review Board at the time the certified letters are issued.

Submission Requirements

1. **\$50.00 processing fee for single story projects 500 square feet or less.
\$100 fee for major renovation of existing property 500 to 1500 square feet.
\$200 fee for major renovation of existing property over 1500 square feet.
\$300 fee for teardowns/rebuilds**
2. **Copies of receipts for the issuance of certified letters at submittal. Note: Copies of the Return Receipts can be provided after submittal but will be required prior to the approval letter being issued.**
3. **Submit Plans in one of the following formats:**
 - a. **One full scale set of plans in PDF format via email and two half size sets of plans**
 - b. **One full-size sets of plans and two half size sets of plans.**
4. **A boundary and plot survey showing outline of existing structure and new structure and any trees "over 8" in diameter" that will be removed.**
5. **Demolition and new construction requires a Topographical Survey to establish the original Grade Reference Point and possible new grading for the new construction.**
6. **Summary of square footage of existing structure and new structure**
7. **Photos of existing property as well as adjacent properties, plus street views from both directions showing existing property and adjacent properties.**
8. **Contact name, address, phone numbers and e-mail, to be used to communicate with homeowner.**

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Plans should be submitted to:

Leawood Homes Association
P.O. Box 6735
Leawood, Kansas 66206
913.341.0330

PLANS WILL NOT BE ACCEPTED FOR REVIEW UNTIL ALL SUBMISSION REQUIREMENTS ARE MET!

Upon Presentation of Plans

Leawood Homes Association will provide a lawn sign that must be displayed until plans are approved. Sign will read:

BUILDING PERMIT APPLIED FOR
PLANS CURRENTLY BEING REVIEWED BY
LEAWOOD HOMES ASSOCIATION
913.341.0330

After Plans are Reviewed

Homeowner or contact designated will receive a letter from Leawood Homes Association stating either:

- a. There are no objections to the plans
- b. There are objections to the plans, with objections listed.

A contact name and number will be on the letter. If the Architectural Review Committee has objections, the options are; to discuss objections by phone or request a meeting with the board or submit revised plans. Revisions must be submitted in writing for approval.

Appeal Process

If a meeting with the Architectural Review Committee fails to resolve the objections, then the homeowner has the option to appeal to the Board of Leawood Homes Association. Every attempt will be made to reach an understanding about the objectionable aspects of the plans, **but** the Leawood Homes Association **must** follow the charter of the Original Deeds & Covenants in maintaining the character of the neighborhood.

Contact Information

Please contact the general administrative number for the Leawood Homes Association 913.341.0330.

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Sample Notification Letter

March 15, 2013

Leawood Homeowner
Street Address
Leawood, KS 66206

Dear Neighbor,

Please be advised of our plans to renovate/remodel {REMODEL ADDRESS}. OR
Please be advised of our plans to demolish existing house and replace with new construction
{REMODEL ADDRESS}.

{Provide a brief description of the remodel}

Plans are available for your review over the next two weeks by contacting: {CONTACT
INFORMATION}

Comments on these plans may be submitted to the Leawood Homes Association no later than
two weeks from the postmarked date to be considered in their review.

Comments may be addressed to any of the following:

info@leawoodhoa.com

Leawood Homes Association
P.O. Box 6735
Leawood, Kansas 66206

913.341.0330