

IMPROVEMENT PERMIT APPLICATION

An Improvement Permit Application is needed to ensure property value and community harmony.

Date of submission: ____/____/____

NAME: _____ ADDRESS: _____

Lot # _____ Phone: _____ Construction Dates: _____ to _____

Contractor: (if applicable) _____ Contractor Phone: _____

TO EXPEDITE YOUR PROPOSAL, PLEASE SUBMIT IN DEPTH AND DETAIL, THE FOLLOWING:

STATE THE TYPE OF IMPROVEMENT: (Include a complete description, photo, color swatch, plant types, any available brochure on items, etc. so that we may better understand your request.)

ENCLOSE A COPY OF YOUR PLOT PLAN showing the location of proposed improvement or alteration. These can be obtained at City Hall or you may use a copy obtained when you purchased your home. Any exterior improvement requiring a **BUILDING PERMIT** should be obtained from City Hall, prior to construction and be included with this application.

FENCES: Must be approved by the ARC with final approval of the SWPOA Board prior to construction. Guidelines: Constructed of wood; stained/sealed within one year of installation; should come no further than 5 feet from the rear corners of the dwelling.

DECKS: Must be constructed of **1)** a wood material that is designed for such a construction and stained/sealed within one year of installation; and/or **2)** a composite material that is designed for such a construction. A building permit is required for platforms and decks that exceed 30 inches (762 mm) above grade at any point and not over any basement or story below (KCMO Building Code).

LANDSCAPING: Two copies of additional plans are needed to evaluate the appearance of major improvements. Please include a list of the vegetation you are considering (SHRUBS, TREES, FLOWERS, etc.) and any materials that may be used in constructing retaining walls, etc. Normal landscaping around the foundation of your home does **NOT** need ARC approval. Any statuary, walls, or other items over 36" high, ponds, or waterfalls require ARC approval.

PAINT: Please attach a **PAINT SWATCH** for each color being applied (doors, trim, body of house, etc.) to this application.

OUTSIDE ADDITIONS: Approval is needed for any structure on your property, i.e., dog runs, playhouses, or large playscapes/swingsets. No detached sheds are permitted. Please submit a plot plan, list of materials and the location of any such additions.

I HEREBY AGREE TO ABIDE BY THE COVENANTS & RESTRICTIONS ADOPTED BY THE SUMMIT WOOD PROPERTY OWNERS ASSOCIATION (SWPOA) AND THE SWPOA ARCHITECTURAL REVIEW COMMITTEE (ARC) FOR SUMMIT WOOD, UNDERSTANDING THEIR JURISDICTION WHERE MY PROPERTY IS LOCATED. UPON APPROVAL, I AGREE TO FOLLOW

MY APPLICATION WITHOUT MODIFICATION. I HEREBY STATE THAT THE ABOVE APPLICATION IS NOT MISREPRESENTED AND IS CORRECT.

Property Owner's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Neighbors notified (Lot #) _____

Citation Issued (date) _____

ARC Review Determination:

_____ Your application request was **approved** (as written) by the Architectural Review Committee
on _____ (date).

Signature of ARC Committee Chair or Member

_____ Your application request was **not approved** because of the following:

The following items/modifications are necessary when resubmitting your application request:

1. _____
2. _____
3. _____
4. _____

Additional Comments:

Questions:

Contact Name: _____

Phone Number: _____ e-mail: _____