

# Westchester Architectural Review Committee (ARC) Information and Process Overview

## PURPOSE OF THE ARCHITECTURAL REVIEW COMMITTEE (ARC)

- The purpose of the Westchester Architectural Review Committee (ARC) is:
  - First and foremost, provide support and guidance to Westchester homeowners as needed to maintain the safety and value of their homes and make improvements.
  - Interpret the architectural guidelines to ensure any proposed changes are consistent with those guidelines.
- Homeowners are required to complete an ARC Request Form and submit to the ARC for review and approval prior to commencing work.
- Benefit to all homeowners is a standardized approval process and consistent look & feel throughout community that sustains and enhances property values.

## WHO IS THE ARCHITECTURAL REVIEW COMMITTEE (ARC)?

- Committee members are also proud homeowners volunteering their time to keep Westchester a desirable place to live.

Tim Scribner	Board Member	<a href="mailto:Scribner76@yahoo.com">Scribner76@yahoo.com</a>	913-553-0884
Anita Starke	Member	<a href="mailto:anitamail@everestkc.net">anitamail@everestkc.net</a>	816-590-7302
Marsha Ayres	Member	<a href="mailto:ml_ayres@yahoo.com">ml_ayres@yahoo.com</a>	913-488-4450
Paula Makin	Member	<a href="mailto:Paula.makin@att.net">Paula.makin@att.net</a>	913-710-8267
Stormy Cisneros	Member	<a href="mailto:santoscisneros@yahoo.com">santoscisneros@yahoo.com</a>	816-695-9008

## WHEN IS AN ARC REQUEST FORM REQUIRED?

- ARC Request Form is required for any and all exterior changes, updates and/or modifications:
  - a. Color changes to house, trim, front doors, garage doors, decks etc. Attach the paint company's paint color chip to the ARC form.
  - b. Window replacement. Windows on the front of the house must be replaced with sliders or casement windows unless the existing window is a double-hung window.
  - c. Roof replacement
  - d. Landscaping
    - i. ARC form required for plantings, shrubs, ornamental bushes, ornamental trees etc. within homeowner's approved 3' area of responsibility or other approved extended garden, that could reach height of 4'.
    - ii. If proposing changes to footprint, in addition to completed ARC Request Form, please include layout plan with elevations & dimensions and pictures.
  - e. Decks & patios including replacement & rebuild, retaining wall(s) and privacy fences/walls
  - f. Installing or modifying any downspout for storm water discharge

## EXCEPTIONS:

- ARC Request Form is NOT required for "Like for Like" replacement of exterior doors, garage doors, rain gutters, personal sidewalks, driveway. Replacement must be exactly the same in style, size, shape and color.
- Any tree planting, removing, or major trimming must be submitted to the Westchester Board for approval.

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## HOW TO PREPARE AND SUBMIT A FORM

HOMEOWNER RESPONSIBILITY	ARC RESPONSIBILITY
<ul style="list-style-type: none"> <li>✓ If needed, contact any ARC member to discuss any changes, updates or modifications that you are thinking about making. ARC member can provide helpful information and guidance.</li> <li>✓ Complete and submit the ARC Request Form to any ARC member               <ul style="list-style-type: none"> <li>○ Include signatures from neighbors acknowledging that homeowner is submitting ARC Request Form</li> <li>○ Contractor, contact name and phone number</li> </ul> </li> <li>✓ Communicate with ARC as needed</li> <li>✓ Receive ARC approval prior to commencing any work</li> <li>✓ Secure permit(s) as required by the City of Lenexa               <ul style="list-style-type: none"> <li>○ Phone Number: 913.477.7725</li> <li>○ <a href="https://www.lenexa.com/government/departments_divisions/community_development/your_home/remodeling_project_permits">https://www.lenexa.com/government/departments_divisions/community_development/your_home/remodeling_project_permits</a></li> </ul> </li> <li>✓ Homeowner/contractor to submit request for utility locate               <ul style="list-style-type: none"> <li>○ Call 811</li> <li>○ <a href="https://www.kansasonecall.com/request-a-locate/">https://www.kansasonecall.com/request-a-locate/</a></li> </ul> </li> <li>✓ Contact ARC member for any scope changes to the approved ARC Request Form</li> <li>✓ Homeowner is responsible for any and all damage(s) by homeowner or homeowner's contractor, to Westchester common property and /or neighboring property(s) including but not limited to streets, sidewalks, curbs, electrical, water, sprinklers, lawns, etc. Homeowner to repair or replace, in a timely manner, and solely at homeowner's expense.</li> <li>✓ Notify ARC when project is complete. Project must be complete within 6 mo of approval.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Assist homeowners with any Project Pre-Planning</li> <li>✓ Receive and review submitted ARC Request Forms in a timely fashion</li> <li>✓ Communicate with homeowner as needed</li> <li>✓ Notify homeowner via ARC Request Form that project is approved or denied</li> <li>✓ If approved and upon project completion, ARC will sign off via ARC Form</li> <li>✓ If project is completed without ARC approval or not completed per approved ARC Request Form, ARC will meet with homeowner and if a solution cannot be reached, issue will be referred to the Westchester Board of Directors for resolution.</li> </ul>