

Quivira, Inc. Project Review Guidelines

When you are doing construction at LQ, there are two separate entities.

1. **Q, Inc.:** The key contact is Jennifer Alley, Community Manager, jalley@lakequivira.org. It is best to schedule a pre-construction meeting with Jen so she can review the process with you. At that time, she can share construction applications, variance information and details of the process. You are welcome to bring your architect or contractor, so you understand the process from all angles. Jen is a resource and will help make sure that you have your application and drawings ready for the review. Ultimately, your architectural drawings will be reviewed by the Architectural Review Board. The ARB meets on the third TUESDAY of each month at 5:30 at the Clubhouse. All materials are due to Q, Inc. two weeks in advance. <https://www.lakequivira.org/web/pages/residential-construction>

2. **City of Lake Quivira:** The key contact is Fred Grenier. building@lakequivira.ks.gov. Plans will go thru the planning team and the City will do the permitting and inspections. If your project requires a variance (i.e. encroaches on the property line setbacks of 40' from front, 25-30' from rear, 7' from side, and 25% lot coverage), homeowners will need a variance. The BZA meets on the second Tuesday of each month. <http://www.cityoflakequivira.org/building-codes-administration-.html>

Approach both entities concurrently so you do not miss a beat! The following is a list of sample projects. Dock site projects are reviewed by the Q, Inc. Lake and Residential Committee.

Home Improvement Action Contemplated			
Exterior	Restrictions/ARB Review/Approval	City Permit, Inspection & Code Compliance	Lake & Residential Review/Approval
Re-roof structure: no change to material or rafter	No	No	No
Re-roof structure: change in material, structural repair, enhancement or replacement	Yes	No	No
Paint exterior different color/materials	Yes	No	No
Replacement of siding: no change in material	No	No	No
Replacement of siding: change in material and or color (i.e. shake to stucco)	Yes	No	No
Window or door replacement same style & size	No	No	No
Minor window/door repair, rotten wood, etc.	No	No	No
Major window / door replacement, different size and placement	Yes	Yes	No
Gutter addition/replacement involving downspouts	No	No	No
Generator addition	No	Yes	No
Structural work to repair existing frame involving interior or exterior	No	Yes	No
Addition to existing structure	Yes	Yes	No
Teardown of existing structure	Yes	Yes	No
Replacement of existing structure	Yes	Yes	No
Construction or replacement of out buildings	Yes	Yes	No
Changes in utility service	No	Yes	No
Decks, Patios	Restrictions/ARB Review/Approval	City Permit, Inspection & Code Compliance	Lake & Residential Review/Approval
Minor deck repairs, same colors, similar materials, no railing or structure work	No	No	No
Major deck repair, replacement, or addition	Yes	Yes	No

Interior	Restrictions/ARB Review/Approval	City Permit, Inspection & Code Compliance	Lake & Residential Review/Approval
Paint Interior	No	No	No
Carpet or flooring replacement, no structural aspects involved	No	No	No
Interior plumbing or electrical addition, replacement	No	Yes	No
Appliance, furnace, AC replacement with no change in location, venting, plumbing or wiring	No	No	No
Basement or attic build out, finishing previously unfinished	No	Yes	No
Basement or slab or garage floor replacement	No	No	No
Basement wall peering, pressure grouting, mud jacking, modification	No	Yes	No
Kitchen/bathroom remodel involving structural, plumbing or electrical	No	Yes	No
Driveways, Hardscape, Landscape	Restrictions/ARB Review/Approval	City Permit, Inspection & Code Compliance	Lake & Residential Review/Approval
Driveway replacement, no change in material or coverage	No	No	No
Driveway replacement with change in grade, material or size	Yes	Yes	No
Addition or repair of exterior hardscaping (patio, walkway, stairs, turf)	Yes	Yes	No
Retaining wall addition, reconfiguration, enhancement, change in material	Yes	Yes	No
Retaining wall tuck pointing	No	No	No
Landscaping addition or removal unrelated to construction	No	No	No
Tree removal involving demo/construction	Yes	No	No
Tree removal NOT involving demo/construction	No	No	No
Brush removal	No	No	No
Installation of Sprinkler System	No	?	No
Fence, new or major modification	Yes	Yes	No
Miscellaneous	Restrictions/ARB Review/Approval	City Permit, Inspection & Code Compliance	Lake & Residential Review/Approval
Generator Addition	No		No
Satellite or Dish Antenna, over 18" in diameter	Yes	No	No
Appliance, furnace, A/C replacement – no change in location, venting, plumbing, wiring	No	No	No
Appliance, furnace, A/C replacement – change in location, venting, plumbing, wiring	No	Yes	No
Changes in Utility Service	No	Yes	No
Dock Site Improvements – Lake and Residential Committee	Restrictions/ARB Review/Approval	City Permit, Inspection & Code Compliance	Lake & Residential Review/Approval
Seawall replacement	No	No	Yes
Seawall or retaining wall tuck pointing	No	No	No
Dock site patio/deck repairs minor same materials	No	No	No
Dock site patio/deck replacement	No	No	Yes
Floating dock replacement	No	No	Yes

Dock site tree planting or removal	No	No	Yes
Dock site electrical repair or install	No	Yes	Yes
Deck & Retaining wall tear demolition	No	No	Yes
Deck & Retaining wall new construction	No	Yes	Yes
Dock site plumbing repair or install	No	Yes	Yes

Contacts:

- Quivira, Inc. Community Coordinator for ARB Matters: Jennifer Alley, JAlley@lakequivira.org
- RC / ARB Committee Chair: Margaret Bowker, Margaret.Bowker@jedunn.com
- City of Lake Quivira Building Official for City Matters: Fred Grenier, Building@lakequivira.ks.gov
- Lake and Residential Committee Chair for Lakeside Matters: John Nelson, lariejohn@gmail.com

Quivira, Inc. Project Review Guidelines

As a general statement of intent, the Restrictions Committee/Architectural Review Board (RC/ARB) reviews aesthetic attributes or impact on surroundings of a project while the City of Lake Quivira Board of Zoning and Appeals (BZA) reviews structural and code compliance attributes of a project. The above list of sample projects is NOT all inclusive, nor is it intended to be a definitive document with respect to whether approval should or should not be sought.

Homeowners should consult with Quivira, Inc. with projects that may require RC/ARB review and/or approval. Homeowners should consult City of Lake Quivira Building Department for projects that may require BZA review and/or approval.

Special Considerations:

- Nearly all roof replacements are approved via e-mail vote to avoid delays. However, if the applicant is changing from a wood roofing material to any of the newer products, Quivira, Inc. asks for a courtesy application clarifying the new material and color. Some roof replacements are mandated by inspection before re-sale closings.
- Grading and drainage issues must be addressed by both RC/ARB and the City of Lake Quivira.
- Any dock, dock site or seawall construction must go through the Lake and Residential Committee for approval. All sand/mix must be obtained by an approved vendor (no exceptions).

City of Lake Quivira Project Review Guidelines

Homeowners should contact the City of Lake Quivira Building Official for projects that may require permitting, setback variance, and BZA review. The Board of Zoning Appeals (BZA) meets at 6:00pm on the second Tuesday of each month at City Hall. Items for the BZA should be submitted to the Building Department at City Hall no later than 4 weeks prior to the meeting for consideration at the month's meeting.

Please note: Payment of Permit Fees and Bonds are by Check Only. When in question, please contact the City to prevent delays on your project.