



City of Prairie Village - Codes Administration Department
Homes Association Registration

Homes Association Name:

(Include copy of the Association's Articles of Incorporation)

Association Boundaries

(Provide a general description of the association boundaries AND attach a map identifying the association boundaries)

Addresses of all properties within association boundaries

(Attach list including address, City, State, and ZIP Code)

Contact person to receive City notices directed to Homes Association:

Name _____ Address _____

City, State, ZIP _____

Phone _____ e-mail _____

Authorized Signature _____

Date: _____

For office use only

Rec'd by	Approved by
Date	Date

ARTICLE 9. ASSOCIATION NOTIFICATION OF CONSTRUCTION ACTIVITY

- 4-901. INTENT. The purpose of this Article is to establish procedures for notifying homes associations of planned construction activity occurring within association boundaries. (Ord. 2150, Sec. 1)
- 4-902. DEFINITIONS. As used in this Article, unless the context otherwise requires:
- (a) "Construction activity" means any improvement, construction, renovation or demolition of a single-family residential property requiring a permit issued by the City and which meets any of the following:
 - (1) Involves the partial or total demolition of a residential structure;
 - (2) Increases the interior square footage of a residential structure; or
 - (3) Alters the building footprint of a residential structure.
 - (b) "Homes Association" means any legally constituted homes association, including any homeowners' association or residential condominium or townhome owners' association representing property within the City, whose formation is recorded through its Articles of Incorporation filed with the State of Kansas and/or recognized through filings with the Johnson County, Kansas, County Clerk's Office. (Ord. 2150, Sec. 1)
- 4-903. HOMES ASSOCIATION REGISTRATION.
- (a) In order to receive notice of construction activity as described in this Article, the homes' association must register with the Codes Administration Department by completing a form provided by the City and supplying information including but not limited to:
 - (1) The name of the homes' association;
 - (2) The boundaries of the association, including addresses of all properties within the association's boundaries;
 - (3) A copy of the association's Articles of Incorporation or similar document; and
 - (4) The name and address of the individual designated to receive notices from the City as required by this Article.
 - (b) It shall be the responsibility of the homes' association to notify the City of changes to its name, boundaries or contact information.
 - (c) There shall be no registration fee charged for homes associations. (Ord. 2150, Sec. 1)
- 4-904. NOTIFICATION PROCEDURE.
- (a) Upon receipt of a construction permit application, the City shall determine whether the location of the proposed construction activity is to occur at a single-family residence within the boundaries of a registered homes' association.
 - (b) If the proposed construction activity is to occur at an address within the boundaries of a registered homes' association, the City shall, within five (5) business days of receipt of the permit application, send notice to the individual identified according to 4-903(a)(4). The notice shall be delivered by United States

mail and/or, if provided by the homes association, electronic mail. The notice shall include information including but not limited to:

- (1) The location and general description of the proposed construction activity; and
- (2) The name and telephone number of the individual filing the permit application.

(c) Upon review, acceptance, and issuance of a construction permit, the City shall notify the homes association that the permit has been approved and issued.

(Ord. 2150, Sec. 1)