



# HISTORIC DISTRICT DESIGN REVIEW

Depending on the scope of work within a historic district, applications may be approved by staff through an administrative review, or by the Historic Preservation Commission (HPC) through a public hearing.

**Administrative Review** – If the change is considered *insubstantial* as defined below, the application will be reviewed administratively without the need for a Commission review and hearing.

**Commission Review** – If the change is considered *substantial* as defined below, the application will be reviewed by the Commission in an upcoming HPC public hearing. Applicants are encouraged to attend, but may provide a notice to proceed in their absence. Commission Review may also be referred to as a Regular Review.

Note: Any scope of work not addressed in the following table shall be deemed *substantial* and require Commission review and approval. For more information or questions, contact the **Historic Preservation Office** at (816) 513-2902 or [kchp@kcmo.org](mailto:kchp@kcmo.org).

Scope of Work	Contributing Building		Non-contributing Building	
	Insubstantial	Substantial	Insubstantial	Substantial
Additions less than 100 sq. feet and no more than one story on non-street facing facade	●		●	
Additions visible from public right of way (non-administrative review)		●		●
Accessory structures, new (sheds, garages, etc.), visible from public right of way		●		●
Awnings, new installation		●		●
Awnings, color or material change	●		●	
Chimney removal or alteration		●	●	
Deck, visible from the public right of way		●		●
Demolition of primary building over 50 years old		●		●
Demolition of primary building less than 50 years old		●	●	
Demolition of accessory structures		●	●	
Doors, visible from the public right of way		●		●
Driveways, new materials	●		●	
Driveways, new		●		●
Equipment (antennas, satellite dishes, etc.)		●		●
Exterior siding (clapboard, stucco, brick, etc.), replacement with new materials		●		●
Fencing or walls that are set back to the rear corner of the building and not adjacent to a public sidewalk or street	●		●	
All other fencing and gates		●		●

<b>Scope of Work</b>	<b>Contributing Building</b>		<b>Non-contributing Building</b>	
	<b>Insubstantial</b>	<b>Substantial</b>	<b>Insubstantial</b>	<b>Substantial</b>
Fire escape		•		•
Ground source heating	•		•	
HVAC (exterior components)	•		•	
Insulation (from exterior)		•		•
Landscaping (mature trees), visible from the public right of way	•		•	
Landscape structures (benches, gazebos, arbors, pergolas, pools, fountains, & etc. ) on secondary façade with minimal visibility	•		•	
Landscape structures (benches, gazebos, arbors, pergolas, pools, fountains, & etc. ) on primary façade or high visibility		•		•
Lighting on structure	•		•	
Lighting on site, new	•			•
New construction (infill building)		•		•
Paint, color change	•		•	
Paint, previously unpainted siding or masonry		•	•	
Pool		•		•
Porch, replacement of flooring, railings	•		•	
Porch, new construction		•		•
Porch, removal of non-historic infill	•		•	
Ramps (ADA) on primary façade		•		•
Ramps (ADA) on secondary façade with minimal visibility	•		•	
Relocation of building/structure		•		•
Re-pointing, new mortar mix, color, profile		•		•
Retaining walls		•		•
Roof replacement with same material but new style, color	•		•	
Roof replacement with new material		•		•
Roof venting (soffit, ridge, etc.)	•		•	
Screen-in existing primary porches		•		•
Screen-in existing secondary porches	•		•	

<b>Scope of Work</b>	<b>Contributing Building</b>		<b>Non-contributing Building</b>	
	<b>Insubstantial</b>	<b>Substantial</b>	<b>Insubstantial</b>	<b>Substantial</b>
Screened-in porches - new construction		•		•
Shutters		•		•
Sidewalks, new material same location dimensions	•		•	
Sidewalks, new		•		•
Sidewalk step railings	•		•	
Siding, change in material		•		•
Signs/plaques		•		•
Skylights		•		•
Solar panels		•		•
Steps/stairs, new materials/location		•		•
Storm windows, new materials	•		•	
Trim (scrollwork, fascia, porch details, etc.), new materials/design		•		•
Windows, visible from public right of way, replacement in-kind	•		•	
Windows, visible from public right of way, new materials		•		•
Wind turbines		•		•
Renewal of applications in which the scope of work has not been altered from the previous approved scope of work	•		•	