



Design Review Application

Architectural & site plan submittal for new construction and exterior improvements.

Before you begin

- You must have a signed contract on the lot before the Design Review Board will accept this submittal.
- One complete set of plans professionally drawn by an architect — plus a digital file — is required in addition to this form.
- The Board meets once a month, or as needed. Allow 14 days for review. Applications not acted on within 45 days are deemed approved.

STEP 1 OF 8

Property & Owner

Tell us who owns the lot and where it's located. This must match the recorded deed.

Property Owner's Name(s) *

Current Mailing Address *

Business / Day Phone

Residence / Evening Phone

Mobile Phone *

Email *

Lot Information

Lot Number *

Phase (1, 2, 4, 5 = Custom I / 3, 6 = Custom II) *

Lot Address *

STEP 2 OF 8

Design Team

Your architect/designer and your contractor/builder.

Licensed architect required

- Plans that are not designed by a licensed architect will require special approval from the Kelby Creek Design Review Board (KCDRB).

Architect / Designer

Architect/Designer's Name *

Company Name

Current Mailing Address

Mobile Phone

Contractor / Builder

Contractor/Builder Name *

Company Name

Current Mailing Address

Mobile Phone

STEP 3 OF 8

Home Details & Areas

Square footage and architectural style for the proposed residence.

Architectural Style *

Heated Square Footage per Level

Basement (SF)

Main Level (SF) *

Upper Level (SF)

A basement, attic space, screened porches, decks, verandas, patios, and garages are not counted toward the minimum main-level square footage, even if heated.

Garage

Garage size

☐ Two-Car ☐ Three-Car

Garage Square Footage

Covered Deck/Porch Area (SF)

Uncovered Deck/Porch Area (SF)

Patio Area (SF)

Minimum Standards by Phase

Lot Type / Phase	Min. Home Size	Front Setback	Side Setback	Rear Setback
Custom I — Phase 1, 2, 4, 5	2,000 SF above ground	30' / 35'	10' (25' at street intersections)	35'
Custom II — Phase 3, 6	2,500 SF above ground	50' / 55'	15' (25' at street intersections)	50'

Design standards to keep in mind

- Main roof pitch must be 10:12 or greater, unless the architectural style dictates otherwise.
- No skylights or roof vents are permitted on the front elevation.
- Windows facing the street must be casement style unless an exception is granted in writing.
- No more than two garage doors on the same plane; minimum 3' offset on a 3rd or 4th door. No carports. Embossed panel garage doors are not allowed.
- No more than three exterior materials; public-facing elevations need at least an 80/20 split of two materials.
- Decks, covered porches and elevated patios over 6' above finish grade require 18" square brick or stone columns. Covered decks, porches and patios need masonry roof columns from footing to soffit; masonry on all exposed foundations.

STEP 4 OF 8

Submittal Checklist

Confirm each item is included in your plan set. This mirrors what the Board will check for.

A. Construction Plans

- ☐ Square footage per level (basement, main, upper)
- ☐ Garage square footage (two- or three-car)
- ☐ Elevations — front, side, and rear
- ☐ Entry/porch elevation, including front step details
- ☐ Deck/porch/patio post, column and railing details, including masonry columns where required
- ☐ Garage door design details
- ☐ Window grids, if used
- ☐ Roof pitch
- ☐ Dormer pitch
- ☐ Fireplace flue — elevation, size, materials

Note: no skylights or vents are allowed on the front elevation.

B. Site Plan (scale 1/8" — all plans, per Aug. 2026 amended Design Guidelines)

- ☐ Building envelope
- ☐ Building setbacks
- ☐ Existing & proposed grading contours outlining drainage plan
- ☐ Finished floor elevation
- ☐ Hay bale or silt fencing location
- ☐ Accessory building location & elevation, if any (requires separate design approval)
- ☐ Patio design
- ☐ Retaining wall location and materials
- ☐ Pool plans, if any (requires separate design approval)

☐ Portable toilet location

C. Landscape Plans (submit 30 days before final grading)

- ☐ Landscape beds — location and square footage
- ☐ Plants — type, location, size
- ☐ Trees — type, location, size
- ☐ Landscaping design around mechanical equipment
- ☐ Retaining wall — material design
- ☐ Courtyard — material design

STEP 5 OF 8

Exterior Materials, Finishes & Colors

List each product and color. Include samples or literature with your printed submittal if requested by the KCDRB.

Masonry Products & Color (brick / stone / stucco) *

Siding Products & Color

Soffit / Fascia / Gutter Products & Color

Trim Colors

Window Colors / Type *

Windows visible from the street must be casement style unless an exception is granted by the Review Board.

Roof Product & Color *

Doors — Front, Garage, Other

Deck Railing

Retaining Wall(s)

STEP 6 OF 8

Insurance & Deposit

Required with every submittal.

Certificate of Insurance

- ☐ General Liability
- ☐ Workers Compensation and Employer's Liability
- ☐ Auto

Liquidated Damages Deposit

\$1,000.00 — due with this application

- Make checks payable to Kelby Creek POA.
- The deposit, or any remaining portion, is refunded at final approval once construction and landscaping are complete and the property has passed final inspection.

☐ I am including the \$1,000.00 Liquidated Damages Deposit, payable to Kelby Creek POA, with this submittal

\$500.00 Initial Assessment

\$500.00 Initial Assessment

- Per the Declaration, a one-time \$500.00 Initial Assessment is due when the final Certificate of Occupancy (C of O) is issued for the home. You may choose to have this applied against your Liquidated Damages Deposit instead of paying it separately at C of O — provided the full \$1,000.00 deposit is still available at that time (i.e., no deductions were made for site cleanup or damage).

How would you like to handle the \$500.00 Initial Assessment?

- ☐ Apply against my deposit at final approval
- ☐ Pay separately when my C of O is issued

If you choose to apply it against the deposit, you'll receive \$500.00 back at final approval instead of \$1,000.00 (assuming the full deposit is still available), and won't be billed the Initial Assessment separately at C of O.

STEP 7 OF 8

Acknowledgment & Signature

NO WORK MAY BEGIN UNTIL APPROVAL BY THE DESIGN REVIEW BOARD HAS BEEN GRANTED.

I/we have read the current Kelby Creek Design Guidelines, Covenants, Conditions and Restrictions and fully understand the requirements set forth as they pertain to this application. All work will be completed in conformance with the approved documents and application. Any change to any building associated with this application shall be resubmitted to the Design Review Board, and approval obtained, prior to commencement of any and all improvements.

During construction, I/we agree to provide gravel to the driveway of this property for use as a temporary access.

During construction, I/we agree to keep the lot and job site clean of trash, debris, and excess weeds throughout the construction process, out of consideration for neighboring homeowners.

I/we understand that an incomplete submittal may result in delays processing this application, and that I/we must have a contract on the lot before the Design Review Board will accept this submittal.

☐ I/we have read and agree to the statement above.

Wet signature required — must be the property owner

- This application is not valid until signed by hand by the property owner of record for this Lot. Please print the completed form and sign in ink on the line below before submitting your application — a typed name alone does not satisfy this requirement, and a signature from an architect, builder, or other agent does not satisfy this requirement on the owner's behalf.

Property Owner Signature — Printed Name *

Date *

Sign here by hand, in ink, after printing

STEP 8 OF 8

Review & Submit

- ☐ Print this completed application, if filled out on screen.
- ☐ Attach one complete set of plans professionally drawn by an architect, plus a digital file.
- ☐ Attach your certificates of insurance and the \$1,000.00 deposit check, payable to Kelby Creek POA.
- ☐ In most cases, hand-deliver the packet to a Design Review Board member. If that's not possible, it may be mailed to Kelby Creek Design Review Board, 1312 Kelby Parkway, Nixa, MO 65714.

Questions can be sent to DRB@kelbycreeknixa.com — this email cannot accept the application, plans, or deposit check, which must be delivered in person or by mail.

Want faster review?

- Email a preliminary copy of your completed application and digital plans to DRB@kelbycreeknixa.com to start informal Board review early. This does not replace the requirement to deliver your wet-signed original, deposit check, and insurance certificates in person or by mail — and the Board's 45-day response window does not begin until that signed original is received.

FOR KELBY CREEK DESIGN REVIEW BOARD USE ONLY

- Homesite Number:
- Date Received:
- Received By:

Prefer to apply online?

- A guided, step-by-step version of this application is available at kelbycreeknixa.com, under Association Documents → Design Review Application. That online version is the current source of truth — if it and this PDF ever differ, the online version governs.