

**City of Prairie Village**  
**Notice of Demolition and/or New Single-Family Residential Structure**  
**Instructions for Property Owners/Contractors**

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The Prairie Village Zoning Regulations require that any teardown of an existing residential structure and any new principal residential structure shall send notice to all property owners within 200 feet of the lot before a building permit can be issued.

The notice to residents must include the following documents with your public notice form:

1. Site plan that includes the new structure with distances to the property lines, utility easements, driveways, patios, sidewalks, decks, pergolas, and egress wells. No elevation information is required for this generic rendering of a site plan.
2. Elevation drawing, which include front, side, and rear details to include dimension notation from top of foundation to peak of roof and the overall wall length dimension. All elevation drawings can be included on one sheet, if space allows.

Documents shall be prepared on paper stock no smaller than 8.5" x 11". Details are to be rendered professionally, proportionally scaled, and legible. These documents are not required to bare the seal of a Kansas Registered Design professional. The documents should provide enough information to convey general information to the neighbors for design and placement on the lot.

This notice shall be sent via certified mail, return receipt requested, on the attached form provided by the City. The applicant will need to provide the following items as proof to the Prairie Village Codes Department before a building permit will be issued:

1. Photocopies of certified mail receipts and one copy of each document sent to each property owner that is located within 200 feet of the project. These renderings shall coordinate with documents submitted to the Codes Department for the building permit application. This information will be retained and available upon request as public information.
2. The applicant may provide any additional information within this package that they think will better enhance communication with neighboring properties, such as anticipated work schedules, request for pre-inspection of foundations, removal and installation of fences, landscaping details, etc.