

**Staley Hills Home Owners Association  
Architectural Review Committee  
Change Request Form**

**Please allow 30 days for review of your request**

**Submissions can be made online on eNeighbors mailed to: Staley Hills Homes Association  
Architectural Review Committee, c/o FirstService Residential, 11125 NW Ambassador Drive, Suite 200,  
Kansas City, MO 64153.**

**You may also email your submissions to either [lin.flournoy@fsresidential.com](mailto:lin.flournoy@fsresidential.com) or  
[ruby.simmons@fsresidential.com](mailto:ruby.simmons@fsresidential.com) or fax to (816) 454-0661.**

Date: \_\_\_\_\_

Homeowners Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Property: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Type of change to be made: Please circle each item to be changed or added:**

Hot Tub                                      Basketball Goal                                      \*Fence  
Landscaping                                      Satellite Dish  
Other \_\_\_\_\_

**Brief description of the change to be made: (\*A sketch or site plan must be attached-if you are  
constructing a fence-the fence, gate placement and width of gates must be drawn on the plan.)**

Describe the materials to be used.

***The Architectural Control Committee has not and does not express any opinion regarding the  
strength, engineering design or safety of said construction project. If a building permit is required, it  
must be obtained from the city of Kansas City, Missouri and submitted to the Architectural Control  
Committee along with the request for construction of your project. It is the homeowner's  
responsibility to see that the project is in compliance with all building codes, zoning ordinances and  
other laws and regulations.***

Staley Hills Architectural Review Committee:                      Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Approved if following changes are made to request:

Date Received: \_\_\_\_\_

Date Approved/Disapproved by ARC: \_\_\_\_\_

By: \_\_\_\_\_