



Exterior Modification & Structure Application

For garage door replacements, added exterior structures (hot tubs, pergolas, decks, and similar), fencing changes, and any alteration to previously approved construction or landscape plans.

Before you start work

- Article IV(b) of the Declaration requires written KCDRB approval before any post-construction landscaping change, exterior color change, or exterior addition/alteration begins.

STEP 1 OF 6

Property & Scope of Work

Tell us about the home and what you're proposing to change. Select every category that applies — later sections only expand on what you pick here.

Guideline reference: Declaration Article IV(b) — Approval of Plans and Post-Construction Changes

Owner name(s) *

Lot number *

Property address *

Original construction / landscape approval date (optional — if known)

Not required — the KCDRB can look this up. Fill in only if you happen to have it.

Lot Classification (select all that apply)

☐ **Corner lot**

25' minimum from any side property line facing a street for fencing; two street-facing elevations.

☐ **Interior lot**

Backs to another lot — rear fencing may not extend beyond the rear corner of the home.

☐ **Public-view lot**

Backs to or sides on a common area or public street — screening requirements apply to yard structures and equipment.

What Are You Proposing? (select all that apply)

☐ Garage door replacement

☐ Exterior structure

☐ Fence or wall

☐ Landscaping change

☐ Exterior color / material

☐ Replacing existing structure

Brief description of the proposed work

STEP 2 OF 6

Garage Doors

Complete this section if you selected garage door replacement above. Skip it otherwise.

Guideline reference: Design Guidelines — Garages and Parking Spaces

Configuration

Total garage doors on this home

Doors on the same plane

Offset of 3rd/4th door from that plane (in)

Wall width beside each garage door (ft)

No more than two garage doors may exist on the same plane. The minimum offset on a third or fourth door is 3 feet (36 in), and the wall beside a garage door should be at least 2 feet wide. No carports are allowed.

Door Design

- ☐ Raised panel
- ☐ Carriage style

- ☐ Flat panel
- ☐ Embossed panel

Embossed panel garage doors are not permitted by the Design Guidelines.

Material & color

- ☐ New door design is representative of the home's overall architecture
- ☐ Where visible from the street, garage is visually reduced/screened per the Design Guidelines' intent to minimize street-scene impact

STEP 3 OF 6

Exterior Structures

Covers any "Exterior Structure" as defined in the Declaration — decks, gazebos, hot tubs, pergolas, patios, playsets, and similar. Complete one entry per structure; attach additional sheets if proposing several.

Guideline reference: Declaration Article I(i) & Article VII; Design Guidelines — Decks, Porches & Elevated Patios; Outside Equipment

Structure Details

- ☐ Deck / covered porch
- ☐ Gazebo
- ☐ Hot tub / spa
- ☐ Patio / elevated patio / enclosure
- ☐ Pergola
- ☐ Swimming pool (in-ground)

- ☐ Playground / swing set
- ☐ Basketball goal
- ☐ Greenhouse
- ☐ Doghouse / animal shelter

- ☐ Trampoline
- ☐ Playhouse / treehouse
- ☐ Shed / outbuilding / detached garage
- ☐ Other recreational or play structure

Location on lot

- ☐ Front yard ☐ Side yard ☐ Rear yard

Setback from nearest property line (ft)

Primary materials

Covered / roofed?
(Y/N)

Height above lowest finish grade (ft)

Visible from street, common area, or neighboring lots?
(Y/N)

Decks, covered porches and elevated patios over 6' above finish grade require 18" square brick or stone masonry columns. Covered decks, porches and patios need masonry roof columns from footing to soffit.

If this structure is visible from a public area, include a screening plan (fencing or landscaping) with this application.

Additional structures / notes

STEP 4 OF 6

Fencing & Screening

Fence installation and replacement uses its own dedicated Kelby Creek Fence Application — it captures the site plan, material samples, and elevation detail the KCDRB needs, in a format they already review against.

Guideline reference: Declaration — Walls and Fences; Design Guidelines — Screening, Retaining Walls

Complete the Fence Application separately

- Available online at kelby-creek-fence.netlify.app, or as a downloadable PDF ([kelby-creek-fence-application.pdf](#)) from the same source as this worksheet.
- No fence work may begin until the KCDRB grants written approval — allow up to 14 days for review.

Before You Go, It Helps to Know

- Your lot type (Interior, Public View, or Other/perimeter) determines which fence style is allowed
- A 4' black iron/aluminum rail fence with 3 horizontal rails is the only style permitted on Interior and Public View lots
- Fence height may not exceed 4 feet, on any lot
- No fencing is allowed within 25' of a side property line facing the street

- Interior-lot fencing may not extend beyond the rear corner of the home
- Privacy fencing is never allowed on a property boundary line — only as KCDRB-approved screening
- Chain link and welded wire fencing are never permitted

Have These Ready to Attach

- Site plan showing fence location, length, height, and distance from all property lines
- Material sample, photo, or product spec sheet showing style and color
- Fence design/elevation detail (rail spacing, post and column design, if applicable)
- Retaining wall materials, if a wall is included

☐ I will submit the separate Fence Application for this fence work

Equipment / Mechanical Screening

☐ Mechanical equipment, meters, or trash containers will be screened from street and common-area view

☐ Boats/RVs (if any) will be kept in an enclosed garage or matching structure

STEP 5 OF 6

Landscaping & Exterior Color Changes

Covers landscaping changes to an already-approved yard and any exterior color, material, or replacement work on the residence itself.

Guideline reference: Declaration Article IV(b); Design Guidelines — Landscaping Criteria

Landscaping Change

Describe the change

Any trees ≥8" caliper being removed within 25' of a common-area boundary? (Yes / No / N/A)

Removing trees 8" or larger in caliper within 25' of a common-area boundary requires Developer permission.

Exterior Color / Material Change

What's changing?

New color / material / product

Replacing an Existing Structure (age, casualty loss, etc.)

☐ Replacement will use the same materials, location, and elevation as the original structure

Required by Article IV(b) unless a change is separately submitted and approved.

STEP 6 OF 6

Review & Submit

Confirm the checklist below before submitting this application to the KCDRB.

Guideline reference: Declaration Article IV & Article XIV — Approval of Plans; Design Review Board

Owner Certification & Signature

I/we have read the current Kelby Creek Design Guidelines and Declaration of Restrictions and understand the requirements set forth as they pertain to this application.

This application must be signed by the property owner

- If a contractor or vendor is helping prepare or submit this application, that's welcome — use the field below for their information. The signature itself must be the property owner's, since approval is granted to the owner of record.

Submitted by (optional — contractor/vendor name and company, if applicable)

Property Owner Signature — type full legal name *

Date *

- ☐ By typing my name above and checking this box, I certify that I am the property owner of record for this Lot and am electronically signing this application.

Submission Checklist (Article IV(b) / Article XIV)

- ☐ I understand no work will begin until written KCDRB approval is received
- ☐ Plans, elevations, materials, and location for the proposed change are attached
- ☐ Any replacement work matches the original structure's materials, location, and elevation (or a change is separately requested above)
- ☐ I understand the KCDRB has 45 days to act, or the application is deemed approved (Article XIV(b))
- ☐ I understand I may appeal a decision in writing to the Board within 7 days (Article XIV(d))

Additional notes for the Design Review Board

How to Finish Submitting

- ☐ Print this completed application, or fill out the downloadable PDF version, if working online.
- ☐ Attach plans, elevations, materials, and location details for the proposed change.
- ☐ Submit by email to DRB@kelbycreeknixa.com, or hand-deliver the packet to a Design Review Board member. If neither is possible, it may be mailed to Kelby Creek Design Review Board, 1312 Kelby Parkway, Nixa, MO 65714.

Approval of this application by the KCDRB does not waive the requirement for any applicable permits from the City of Nixa, State of Missouri, or other governmental agency having jurisdiction in Kelby Creek.

This worksheet summarizes requirements from the Kelby Creek Design Guidelines (amended October 2026) and Declaration of Restrictions (recorded July 23, 2009, Christian County, Missouri). It does not replace formal review and written approval by the Kelby Creek Design Review Board. Final decisions rest solely with the KCDRB.

Prefer to apply online?

- A guided, step-by-step version of this worksheet is available at kelby-creek-exterior-modification.netlify.app. That online version is the current source of truth — if it and this PDF ever differ, the online version governs.