

## Property Maintenance Checklist

Every citizen has a responsibility to keep our residential neighborhoods clean and attractive. This checklist highlights some of the major provisions of the city's property maintenance ordinances. Please use this checklist to help you recognize potential violations on your property and take corrective action to preserve your property value and the character of your neighborhood.

### Exterior wall surfaces and trim including sheds, garage or other Outbuildings

1. Yes No All surfaces are free of holes, damaged or loose material which would let in rain, moisture, insects or animals.
2. Yes No Gutters, windows or exterior walls do not have chipping or peeling paint.

### Exterior openings

3. Yes No Exterior openings are fitted with an appropriate window, door, hatchway or crawl space cover.
4. Yes No Windows and doors fit tightly within the frame and are in good working condition.
5. Yes No Glass windowpanes are free of open cracks or holes.  
Windowpanes may only be repaired using a method specifically designed for glass repair.
6. Yes No Screens and frames are in good repair and free of breaks or holes.
7. Yes No Awnings are in good repair.

### Hard surfaces, walkways and driveways

8. Yes No All hard surfaces, such as concrete and asphalt are in good repair and not deteriorating to the extent that it would be a safety hazard.

### Roofing and guttering

9. Yes No Roof, eaves and soffits are structurally sound, not damaged and will not admit rain or animals.
10. Yes No Guttering and downspouts are in good repair and secured in place.

### Attached structures

11. Yes No Porches, landings, fire escapes, decks, railings and exterior stairs are maintained in good repair.  
▪ All repairs or replacements must be made with compatible materials.

### Exterior storage of items

12. Yes No Useful items are stored in the rear yard only, within a fully enclosed structure or screened from view of the adjacent neighbors and streets.

▪Firewood and play equipment are exempt from screening requirements but must be stored behind the front building line. Screened storage areas may cover no more than 20% of the rear yard.

13. Yes No Firewood is neatly stacked, free of insects or rodents, and placed behind the building set-back line (in other words, not in the front yard) and in the case of a corner lot, is not located in the side yard adjacent to a street.

### **Vehicle parking**

14. Yes No Vehicles are parked on your driveway or in the street if permitted.  
▪ Parking on the grass is prohibited.
15. Yes No Any commercial vehicles on the property meet the city's size regulation for parking in residential areas.  
▪ For a copy of the Vehicles brochure, which lists the commercial vehicle size regulations, please call Codes Administration at 913-631-2500 Ext 290 or visit the Codes Administration office in the lower level of City Hall.

### **Inoperable vehicles**

16. Yes No Inoperable vehicles are parked or stored within an enclosed structure.

### **Trees and shrubs**

17. Yes No The property is free of dead trees and broken or dead limbs that present a hazard to the public.
18. Yes No Trees and shrubs are trimmed to eliminate sight distance problems on corner property and to allow proper clearance at public rights-of-way.  
▪ Public right-of-way such as streets and sidewalks must remain clear of limbs and branches. The minimum height clearance over sidewalks is 15 feet. The minimum height clearance over streets is 15 feet and for improved thoroughfares and designated truck routes the height clearance is 15 feet.

### **Tall weeds and grass**

19. Yes No Grass and weeds do not exceed more than 10 inches in height or more than 10 inches in length if matted down.
20. Yes No Poison Ivy has been removed from the property.

### **Fences**

21. Yes No The fence and gates are in good repair and any repairs or replacements have been made with compatible materials.  
▪ To obtain a fence permit please visit Codes Administration in the lower level of City Hall or you may contact 913-631-2500 Ext 290.

## Water

22. Yes . No Swimming pools, birdbaths or any other items stored outdoors that may retain water are free of standing or stagnant water.

## Trailers

23. Yes . No The trailer is parked in the side or rear yard, but not in a side yard adjacent to a street, on asphalt, concrete or paver brick area intended to be used as a driveway.
- A trailer may be parked on a paved driveway between the street and a residence four times during any 30-day period. Each time may not exceed 24 hours in duration.
  - Current City Ordinances allow exterior storage or parking of only one trailer at your home.

## Solid waste

Solid waste is trash. Residential solid waste includes, but is not limited to, unwanted or discarded materials (solid or liquid), garbage, ashes, rubbish, dead animals, yard wastes, tree limbs, appliances, etc.

24. Yes . No Trash containers and/or trash bags are located behind the front of the house.
25. Yes . No Trash containers and/or trash bags are leak proof and waterproof and are kept closed at all times while being stored.
- Cardboard boxes and paper sacks are not acceptable trash containers.
26. Yes . No Solid waste is not placed in front of your residence or next to the street prior to 24 hours before your scheduled trash pick up and at no time is trash blowing or being scattered.
- Solid waste placed next to the street other than the 24 hours before a scheduled pick up could be subject to immediate removal by the city and associated costs and administrative fees charged to the property owner. Solid waste or waste containers cannot be placed in or on any curb, gutter, drainage area, sidewalk or paved portion of the street at any time. Dumping of trash, junk, limbs, grass or other yard waste on private property or in a storm drain is prohibited.
27. Yes . No The property is free of any worn out/broken item(s), trash, debris or refuse.

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