

# Property Maintenance Checklist

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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  At least 80 percent of individual surface areas, such as gutters, windows, or exterior walls, are free of 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 free of leaves and debris.

## 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  Items are stored 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.
  - Screening can be made from a fence, wall or landscaping but must be approved through Community Services at 913/895-6270.
13. Yes  No  Firewood is neatly stacked, free of insects or rodents and must be 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 Parking in Residential Areas brochure, which lists the commercial vehicle size regulations, please call Community Services at 913/895-6270.

## Inoperable vehicles

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

## License plate obscured from view

17. Yes  No  All vehicle license plates are visible and not obscured from view by an adjacent structure, vegetation or by a cover, tarp, or similar object.

## Trees and shrubs

18. Yes  No  The property is free of dead trees, broken or dead limbs that present a hazard to the public.
19. 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 rights-of-way such as streets and sidewalks must remain clear of limbs and branches. The minimum height clearance over sidewalks is 8 feet. The minimum height clearance over streets is 12 feet and for improved

thoroughfares and designated truck routes the height clearance is 13 feet.

### Tall weeds and grass

20. Yes  No  Grass and weeds do not exceed more than 10 inches in height or more than 10 inches in length if matted down.

21. Yes  No  Any vegetation that is poisonous to the touch has been removed.

### Fences

22. 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 for a new fence call Planning and Development Services at 913/895-6225.

23. Yes  No  Scaling or peeling paint does not exceed 20 percent of the fence surface area.

### Animals

24. Yes  No  Dogs and/or cats are licensed with the City of Overland Park.

- You may obtain a license through the City Clerks office. Please call 913/895-6150 for details.

25. Yes  No  Excessive accumulation of animal waste is cleaned up and disposed of properly.

### Water

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

### 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.

27. Yes  No  Trash containers and/or trash bags are screened from view from any street or neighboring property and located behind the front of the house.

28. Yes  No  Trash containers and/or trash bags are leakproof and waterproof and are kept closed at all times while being stored.

- Cardboard boxes and paper sacks are not acceptable trash containers.

29. 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.

30. Yes  No  The property is free of any worn out/broken item(s), trash, debris or refuse.

- These items must be in an enclosed structure or screened from view and cover no more than 20 percent of the rear yard.

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Community Planning and Services  
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Ph. 913/895-6270 Fax 913/895-5086  
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Community Services

## Guidelines for Residents

