



Landscape Plan Submission Worksheet

Prepares your landscaping submission for KCDRB review, using the required tree counts, planting-bed coverage, and approved species lists in the Design Guidelines and Declaration of Restrictions.

45-day rule

- Per Article XIV(b) of the Declaration, an application not acted upon by the Design Review Board within 45 days of filing is deemed approved.

STEP 1 OF 7

Lot & Owner Information

Landscaping installation or modification of any kind requires submission to the KCDRB for approval (Design Guidelines, "Basic Guidelines").

Owner Name(s) *

Lot Number *

Property Address *

Phase (I, II, IV, V = Custom I, min. 2,000 SF / III, VI = Custom II, min. 2,500 SF) *

Lot Classification

Select all that apply.

- ☐ **Corner lot** Fronts on two streets — the street-side yard counts toward trees (front-yard rate) and 5% beds; 25' side setback at street intersections. Not a corner lot if a POA buffer separates it from the side street — check "Side yard on a common area."
- ☐ **Interior lot** Backs up to another lot — 4' black iron/aluminum rail fencing is the only rear fencing allowed.
- ☐ **Side yard on a common area** Side yard faces a common area or POA buffer (not a street) — sod required and 5% bed coverage in that side yard; does not add to the tree count.
- ☐ **Rear yard on a common area / public view** Backs to an open common area or public view — sod required, 5% minimum rear-yard bed coverage, rear landscaping commensurate with the front yard.
- ☐ **Back-to-back lot** Backs to another Kelby Creek lot — 3% minimum rear-yard bed coverage applies.

Reason for Submission

- ☐ New construction landscaping ☐ Modification to approved landscaping ☐ Post-construction change

STEP 2 OF 7

Sod & Irrigation

Enter the irrigated yard areas — these drive the tree and planting-bed requirements in the following steps.

Measure irrigated (sodded) lawn areas only — exclude the house, driveway, walks, planting beds, and interior side yards between homes. Enter a side-yard area only for a corner lot (the street-side yard) or a side yard facing a common area or POA buffer.

Guideline reference: Design Guidelines — Landscaping Criteria; Declaration Article XI

Front Yard Irrigated Area (SF) *

Side Yard Irrigated Area (SF — if applicable)

Rear Yard Irrigated Area (SF) *

Confirmations

- ☐ Sod will be installed in all public-view areas and yards backing to open common areas
- ☐ An underground irrigation system will be installed throughout all yards
Required for every lot — Design Guidelines, Landscaping Criteria.
- ☐ Lawn grass variety maintains color and appearance year-round

STEP 3 OF 7

Shade & Ornamental Trees

Front yard (plus the street-side yard on corner lots): 1 shade tree per 1,000 SF, plus 1 ornamental accent tree. Rear yard: 1 shade tree per 2,000 SF, plus 1 ornamental accent tree. Side yards facing a common area or POA buffer do not add to the tree count. Partial trees round up.

Guideline reference: Design Guidelines — Trees Requirements. Bradford Pear is not permitted.

Front/Side Shade Trees Required (calculated)

Rear Shade Trees Required (calculated)

Ornamental Accents Required

Total Trees Proposed

Existing significant trees the Board agrees to retain may offset this requirement at the KCDRB's discretion.

Existing Trees to Be Retained

Number of existing trees ≥8" caliper proposed for retention

Any within 25' of a common area boundary? (Y/N)

If yes, Developer permission is needed.

Select Species From the KCDRB-Approved List

Check all species proposed for this lot. Species not on this list may still be considered by the Board upon request — note any such request in Additional Notes (Step 7).

- | | | |
|---|--|--|
| ☐ Bald Cypress | ☐ Japanese Maple | ☐ Shademaster Honeylocust |
| ☐ White Bud | ☐ London Plane Tree | ☐ Star Magnolia |
| ☐ Aristocrat Pear | ☐ Northway Spruce | ☐ Caddo Sugar Maple |
| ☐ White Oak | ☐ Northern Red Oak | ☐ Scarlet Oak |
| ☐ English Oak | ☐ Shumard Oak | ☐ Chanticleer Pear |
| ☐ Canadian Hemlock | ☐ White Pine | ☐ Willow Oak |
| ☐ Saw Tooth Oak | ☐ River Birch | ☐ White Spire Birch |

- ☐ Bur Oak
- ☐ Norway Maple
- ☐ Sweetgum
- ☐ Flowering Dogwood
- ☐ Foster Holly
- ☐ Flowering Crabapple

- ☐ Tulip Poplar
- ☐ Pin Oak
- ☐ Eastern Redbud
- ☐ Smoke Tree
- ☐ Keteleeri Juniper
- ☐ Cornelian Cherry

- ☐ Ash
- ☐ Red Maple
- ☐ Russian Olive
- ☐ Amur Maple
- ☐ Purple-Leaf Plum
- ☐ Serviceberry

Bradford Pear is explicitly prohibited by the Design Guidelines and cannot be approved.

STEP 4 OF 7

Planting Beds

Front yards require 10% bed coverage of irrigated area. Street-side yards on corner lots, and side yards facing a common area, require 5%. Rear yards require a 3% minimum on back-to-back lots, and 5% on lots backing to public views or common areas.

Guideline reference: Design Guidelines — Planting Beds

Required Coverage

Calculate from your Step 2 areas and Step 1 lot classification.

Front Yard Required (10%, SF)

Side Yard Required (5%, SF)

Rear Yard Required (3% or 5%, if applicable, SF)

Total Required (SF)

Planned Bed Area

Planned Front-Yard Bed Area (SF)

Planned Side & Rear Bed Area (SF)

Total Planned Bed Area (SF)

STEP 5 OF 7

Shrubs & Ground Cover

Select shrub species from the KCDRB-approved list and choose a ground-cover material for beds.

Guideline reference: Design Guidelines — Landscaping Criteria (shrub list & bedding materials)

Select Shrub Species

- ☐ Potentilla
- ☐ Compact Amur Maple
- ☐ Common Lilac
- ☐ Cistena Plum
- ☐ Gold Tip Juniper

- ☐ Rose of Sharon / Althea
- ☐ Redtwig Dogwood
- ☐ Forsythia
- ☐ Old Gold Juniper
- ☐ Nana Procumbens Blue Pacific Juniper

- ☐ Anthony Waterer Spirea
- ☐ Little Princess Spirea
- ☐ Blue Mist Spirea
- ☐ Redleaf Barberry
- ☐ Capitata Yew

- | | | |
|---|---|--|
| ☐ Hicks Yew | ☐ China Girl Holly | ☐ Dwarf Korean Lilac |
| ☐ Hydrangea | ☐ Mentor Barberry | ☐ Golden Barberry |
| ☐ Crape Myrtle | ☐ Purpleleaf Smoketree | ☐ Snowmound Spirea |
| ☐ Persian Lilac | ☐ Mint Julep Juniper | ☐ Andorra Juniper |
| ☐ Densiformis Yew | ☐ Blue Princess Holly | ☐ Emerald Gaiety Euonymus |
| ☐ Emerald Cushion Euonymus | ☐ Sarcocoe Euonymus | ☐ Boxwood |
| ☐ Lodense Privet | ☐ Crimson Pygmy Barberry | ☐ Glossy Abelia |
| ☐ Pink Flowering Almond | ☐ Compact Burning Bush | ☐ Pussy Willow |
| ☐ Dwarf Burford Holly | ☐ Girard Azalea | ☐ PJM Rhododendron |
| ☐ Emerald Isle Juniper | ☐ Bar Harbor Juniper | ☐ Japanese Flowering Quince |
| ☐ Vanhoutte Spirea | | |

Additional shrub species requested for Board review (not on the approved list)

The approved list is not all-inclusive. Additional species will be considered by the Board upon request.

Bedding Ground Cover

- ☐ Mulch
 ☐ Creek gravel
 ☐ Other natural material
 ☐ Lava rock
 ☐ White rock

Lava rock, white rock, and other unnatural colors/materials are considered inappropriate for Kelby Creek and will not be approved.

STEP 6 OF 7

Walls, Drainage & Extras

Retaining walls, vegetable gardens, and drainage plans all require KCDRB review.

Guideline reference: Design Guidelines — Retaining Walls, Surface Drainage; Declaration Article XI

Retaining Wall

- ☐ Wall proposed
 ☐ None proposed

Wall Material (natural stone / wood ties / other — specify in notes)

Material Samples Attached? (Y/N)

Vegetable Garden

- ☐ Garden proposed
 ☐ None proposed

Garden Area (SF, max 100 without written KCDRB consent)

Behind rear corners, ≥5' from lot boundary? (Y/N)

Drainage & Erosion Control

- ☐ Drainage plan included, with directional arrows showing runoff routed to natural drainage or storm facilities
☐ Erosion control plan included
☐ Pervious surfaces used in place of hardscape where possible

STEP 7 OF 7

Review & Submit

Confirm the submission checklist below, then attach this worksheet to your landscape plans for 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 landscaper or contractor 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 — landscaper/contractor 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

- ☐ Site & landscape plans drawn at consistent scale, 1/8"
- ☐ General landscaping plan attached
- ☐ Lot-grading and drainage plan attached
- ☐ Exterior color scheme included, if applicable to this submission
- ☐ 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 worksheet, or fill out the downloadable PDF version, if working online.
- ☐ Attach your landscape plan, lot-grading/drainage plan, and any supporting materials — plant lists, photos, contractor approval letters, and similar.

- ☐ **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.**

Questions can also be sent to DRB@kelbycreeknixa.com.

Approval of this landscape plan 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 August 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-landscape-plan.netlify.app. That online version is the current source of truth — if it and this PDF ever differ, the online version governs.