

PRELIMINARY PLAT APPLICATION

GENERAL PROCESS

- Preliminary Plat applications are subject to Article 4 of the Subdivision Regulations and Article 12 of the Procedures Manual. Lots must meet the requirements of the appropriate zoning district found in Article 4 of the Zoning Regulations. All documents are available on the City website under Online Documents and Regulations.
- Schedule at least one pre-application meeting with staff—call for appointment.
- Submit completed application, fee, buffer list & documentation by deadline.
- Notify surrounding property owners within 200' by certified letter. Letters must be mailed at least 20 days prior to Planning Commission meeting. Staff will post a sign on the property.
- Staff notifies applicant within 5 days if application is incomplete.
- Initial plat review by staff & notification of any areas that do not meet the Regulations.
- Applicant submits revised plats for Planning Commission by revision deadline.
- Staff comments sent to Planning Commission 5 days prior to meeting, copy to applicant.
- Letter to Applicant detailing Planning Commission's action.

~Approval of preliminary plat and subdivision construction documents are prerequisites to submittal of final plat, unless concurrent submittals are approved by staff.

REQUIRED SUBMITTALS/DOCUMENTATION

- Pre-application meeting: 2-3 copies of sketch plat per guidelines in Article 4, Section 4.02 of the Subdivision Regulations
- Application Submittal--
 - 7 full-size, certified paper copies, 1 reduced copy, and 1 digital copy of preliminary plat
 - Vicinity map with property identified.
 - Required Supplemental Information
 - A buffer list & map of surrounding owners described above. (Available from the Johnson County Dept. of Records & Tax Admin., 111 S. Cherry St., Olathe, KS.)
Submit copies of certified receipts when letter mailed.
- Revision/Planning Commission: 14 full-size copies, 1 reduced copy, and one digital copy

~Failure to submit all of the required documentation may result in tabling the plat.

APPLICATION REVIEW SCHEDULE

Meetings are at 7:00 p.m. at City Hall.

Check Planning Review Calendar on the City website for specific dates.

<http://www.desotoks.us/PDF%20Files/planningcal.pdf>

Application Submittal Deadline	Publication / Notification Date	Revision Submittal Deadline	Planning Commission
<u>4 weeks before the Planning Commission Meeting</u>	<u>20 Days Before the Planning Commission Meeting</u>	<u>2nd Monday Before the Planning Commission Meeting</u>	<u>4th Tuesday of the month</u>

APPLICATION FEES

1-10 lots:	\$500.00 + \$5/lot
11-50 lots:	\$600.00 + \$4/lot
51-150 lots:	\$600.00 + \$3/lot
151-500 lots:	\$600.00 + \$2/lot
501 + lots:	\$600.00 + \$1/lot

CITY CONTACTS (913) 583-1182

Linda Bohnsack
City Planner, ext 115
lbohnsack@desotoks.us

Mike Brungardt
City Engineer, ext 116
mbrungardt@desotoks.us

Pat Guilfoyle
City Clerk, ext 110
pguilfoyle@desotoks.us

Patrick Reavey
City Attorney, ext. 125
preavey@desotoks.us

Steve Chick, Sr.
Building Official, ext. 130
schick@desotoks.us

Kevin Ritter
Fire Chief
913-208-5352
dfd1600@yahoo.com

IMPORTANT: Review Article 4 of Subdivision Regulations & Article 12 of Procedures Manual available at www.desotoks.us under 'On-Line Documents and Regulations'

PRELIMINARY PLAT CHECKLIST

Return Form to:
 City of De Soto Planning Department
 P.O. Box C, 32905 W. 84th Street
 De Soto, KS 66018
 (913) 583-1182 ext. 115
 Fax: (913) 583-3123

For Office Use Only
 Subdivision Name.: _____
 Filing Fee: _____
 Deposit: _____
 Date Filed: _____
 Date of Meeting _____

Name of Subdivision: _____

Owner: _____ Phone: _____

E-mail: _____ Fax: _____

Address: _____ City/State/Zip: _____

Subdivider: _____ Phone: _____

Address: _____ City/State/Zip: _____

E-mail: _____ Fax: _____

Plat Prep: _____ Phone: _____

Address: _____ City/State/Zip: _____

E-mail: _____ Fax: _____

Instructions:

The following checklist is to be completed by the Applicant and Verified by Planning staff (items followed by an asterisk (*) are to be verified by the City Engineer) and shall accompany the Preliminary Plat when it is submitted to the Planning Commission. If the answer to any of the questions is "No", the Applicant shall provide a written explanation to accompany this checklist.

	Yes	No
I. Was a pre-application meeting held with staff?	___	___
II. Does the Preliminary Plat show the following information?		
A. Scale of the Plat is 1"=100' or larger.	___	___
B. Name of the proposed subdivision.	___	___
C. Location of boundary lines and reference to section or quarter-section lines.	___	___
D. Legal description, complete with Section, Township, Range, principal meridian, and county.	___	___
E. Name, address and phone number of owner(s).	___	___
F. Name, address and phone number of developers(s).	___	___
G. Name, address and phone number of subdivider(s).	___	___

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	Yes	No
H. Name, address and phone number of planner, engineer, landscape architect, or surveyor who prepared the Preliminary Plat.	___	___
I. Date of preparation, north arrow and graphic scale.	___	___
J. Current zoning classification and proposed use of the area being platted.	___	___
K. Location, width & name of platted streets or other public ways, railroad rights-of-way, utility easements, parks and other public open spaces and permanent buildings within or adjacent to the proposed subdivision.	___	___
L. Location of existing sewers, water mains, gas mains, culverts or other underground installations within or adjacent to the proposed subdivision with pipe size, manholes, grades, and location.	___	___
M. Names of adjacent subdivisions together with arrangement of streets and lots and owners of adjacent parcels or un-subdivided land.	___	___
N. Topography at contour intervals of not more than two (2) feet referred to U.S.G.S. or City datum, with spot elevations where the ground is too flat for contours	___	___
O. Location of water courses, bridges, wooded areas, lakes, ravines and other significant physical features.	___	___
P. Soil types and locations for all areas proposed to be developed without public sanitary sewer.	___	___
Q. Vicinity map showing streets within 500 feet of the subdivision at a scale of 1" = 1,000' or larger.	___	___
R. Arrangement of lots and their approximate sizes. (Lots with on-site waste systems must contain 1 net acre)	___	___
S. Proposed phasing lines.	___	___
T. Location and width of proposed streets, alleys, pedestrian ways and easements.	___	___
U. General plan of sewage disposal, water supply, and drainage, including a map showing the drainage area of each major drainage way.*	___	___
V. Location and size of proposed parks, playgrounds, churches, school sites, or other special uses of land to be considered for reservation or dedication for public use.	___	___
W. General street layout of adjacent property within 200 feet showing how streets and other public facilities in the subdivision relate to adjacent property.	___	___
X. Approximate gradient of streets (slopes/grades to be shown in % with arrow to show direction).*	___	___
Y. Relationship to adjacent un-subdivided land.	___	___

	Yes	No
Z. Subdivision information--		
• Gross acreage of the subdivision	___	___
• Amount acreage in each zoning district	___	___
• Acreage dedicated to streets and other public uses	___	___
• Total number of buildable lots	___	___
• Maximum, minimum and average lot sizes	___	___
• Proposed use for lots	___	___
• Density	___	___
III. Does the proposed subdivision design conform to the Comprehensive Plan?	___	___
IV. Did the subdivider submit a complete list of the names of mailing addresses of all owners of record of land within 200 feet of the property and a copy of the letter of notification sent by certified mail?	___	___
V. Will the proposed subdivision make the development of adjacent property more difficult?	___	___
VI. Are lots sized appropriately for the zoning district?	___	___
VII. Are all lots free from floodplain encroachment?	___	___
VIII. Are drainage ways and other drainage facilities sufficient to prevent flooding both on-site and off-site?*	___	___
IX. Are all lots buildable with respect to topography, drainage ways, bedrock, and soil conditions?*	___	___
X. Do proposed street grades and alignment meet all requirements?*	___	___
XI. Is the proposed subdivision inside the City limits?	___	___
XII. Were copies of the preliminary plat submitted in accordance with the City's Application and Review Schedule?	___	___
XIII. Was the preliminary plat fee paid?	___	___
SUPPLEMENTAL MATERIALS NEEDED:	Yes	No
• Utility letters	___	___
• Drainage Study	___	___
• Grading Plan	___	___
• Landscaping Plan	___	___

**SAMPLE LETTER OF NOTIFICATION FOR
PRELIMINARY PLAT APPLICATION**

(Current Date)

(Name of adjacent Property Owner)
(Address)
(City, State, Zip)

Dear **(insert name)**:

Notice is hereby given that an application for a preliminary plat has been submitted by **(insert name of applicant)** for the **(insert name of subdivision)**. The subdivision as proposed would consist of **(insert number of proposed lots)** lots that average **(insert average size of proposed lots)** acres **(or square feet)** per lot. The subdivision is proposed for property located at:

(Insert address or parcel number and general description of the location of the property, i.e.—Parcel # BF220000-0025, a 40-acre tract of land located ¼ mile south of Grand Avenue on the southeast corner of the intersection of Main and 2nd Street.)

The De Soto Planning Commission will consider this application at their regular meeting at 7:00 p.m. on **(insert meeting date)** at City Hall, located at 32905 West 84th Street in De Soto, Kansas. The above preliminary plat may have an affect upon property under your ownership, which is within 200 feet **(or 1000 feet if in the unincorporated area of the County)** of the property under consideration. You are invited to submit any comments or questions you wish to be considered or discussed at the Planning Commission meeting to the Community Development department at City Hall no later than **(insert date of Thursday prior to Commission meeting)**. Interested members of the public are encouraged to attend the meeting in order to discuss their concerns and witness the decision making process.

A reduced version of the proposed preliminary plat is attached to this letter. The complete application and scaled drawings are available for inspection in the Community Development office at City Hall between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. For additional information, please contact Linda Bohnsack, the city planner at lbohnsack@desotoks.us or by telephone at (913)583-1182, ext. 115.

Sincerely,

(Insert applicant's name & signature)