

ARTICLE 12

PLAT APPROVAL

PLAT APPROVAL PROCESS

Any subdivision of land within the jurisdiction of the City of De Soto must, with certain exceptions, follow the procedures outlined below. The simple division of one lot into two lots may qualify for a Lot Split, as explained in the subdivision regulations.

- The applicant shall first meet with planning staff to schedule a pre-application conference, receive an explanation of the subdivision procedure and its requirements, information on the current zoning, and an application form. (Checklists on page 49)
- The applicant shall meet with planning staff in a pre-application conference to discuss the preliminary and final plat requirements and other potential site-specific requirements prior to the submittal of an application.
- The application form shall be completely filled out and returned to the Planning Department with the appropriate filing fee and any required supplemental information. The following shall be submitted as a part of the application: (1) fourteen (14) copies of a preliminary plat conforming to the requirements of the subdivision regulations; (2) a vicinity map showing the location of the proposed subdivision; (3) a complete list of the names and mailing addresses of all owners of record of all unplatted land within 200 feet of the property being proposed for subdividing or resubdividing as prepared by the County Clerk or a title company; and (4) a copy of a letter of notification sent by certified mail submitted to such owners of record identifying the intent to subdivide or resubdivide the subject property shall be submitted. An application shall not be processed until it has been fully completed, the appropriate fee paid, all requested information submitted, and the required pre-application meeting is held with staff.
- The Planning Commission, based on the standards set out in the subdivision regulations, may approve, approve conditionally, or disapprove the preliminary plat within 60 days of receiving the plat at a regularly scheduled meeting.
- The subdivider shall submit the final plat application form, along with the appropriate fee and any required supplemental information. Included as part of the application

shall be the original and fourteen (14) copies of the final plat prepared in accordance with the subdivision regulations.

- The Planning Commission shall review the final plat and, based on the approved preliminary plat and the standards set out in the subdivision regulations, approve or deny the final plat.
- The Governing Body shall review the final plat for consideration for any dedication from the subdivider of street rights-of-way, drainage easements, parklands, or other property to be used for public purposes, and ensure that any fees, due prior to recording of the final plat, are collected.

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:
Name of Owner: Phone:
E-mail: Fax:
Address: Zip:
Name of Subdivider: Phone:
Address: Zip:
E-mail: Fax:
Name of Person who prepared the Plat: Phone:
Address: 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.

- 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).

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	Yes	No
F. Name, address and phone number of developers(s).	___	___
G. Name, address and phone number of subdivider(s).	___	___
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 and 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.	___	___
S. Proposed phasing lines.	___	___
S. Location and width of proposed streets, alleys, pedestrian ways and easements.	___	___

		Yes	No
T.	General plan of sewage disposal, water supply, and drainage, including a map showing the drainage area of each major drainage way.*	___	___
U.	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.	___	___
V.	General street layout of adjacent property within 200 feet showing how streets and other public facilities in the subdivision relate to adjacent property.	___	___
W.	Approximate gradient of streets (slopes/grades to be shown in % with arrow to show direction).*	___	___
X.	Relationship to adjacent un-subdivided land.	___	___
Y.	Gross acreage of the subdivision; acreage dedicated to streets and other public uses; total number of buildable lots; maximum, minimum and average lot sizes.	___	___
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 <u>unplatted</u> 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?	___	___

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FINAL PLAT CHECKLIST

Return Form to:
City of De Soto Planning & Zoning 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: _____
Name of Owner: _____ Phone: _____
E-mail: _____ Fax: _____
Address: _____ Zip: _____
Name of Subdivider: _____ Phone: _____
E-mail: _____ Fax: _____
Address: _____ Zip: _____
Name of Person who prepared the Plat: _____ Phone: _____
E-mail: _____ Fax: _____
Address: _____ Zip: _____

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 Final 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.

- | | | | |
|----|---|------------|-----------|
| I. | Does the Final Plat show the following information? | Yes | No |
| A. | Name of the proposed subdivision. | ___ | ___ |
| B. | Location of section, township, range, county and state, including the descriptive boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which are mathematically correct. | ___ | ___ |
| C. | Location of monuments or bench marks. Location of such monuments shall be shown in reference to existing official monuments or the nearest established street, lines, including the true angles and distances to such reference points or monuments.* | ___ | ___ |

		Yes	No
D.	The location of lots, blocks, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet with the length of radii on all curves, and other information necessary to reproduce the plat on the ground, with dimensions shown from all curbs to lot lines.	___	___
E.	Lots are numbered clearly. Blocks are numbered or lettered clearly in the center of the block.	___	___
F.	Exact locations, widths and names of all streets and alleys to be dedicated.	___	___
G.	Boundary lines and descriptions of the boundary lines of any area other than streets and alleys, which are to be dedicated or reserved for public use.	___	___
H.	Minimum area and associated minimum elevation for the building on each lot planned as a building site when requested by the City Engineer.	___	___
I.	Building setback lines on the front and side streets with dimensions.	___	___
J.	Name, address, signature and seal of the licensed land surveyor preparing the plat.	___	___
K.	Scale of plat, 1" = 100' or larger, date of preparation and north arrow.	___	___
L.	Statement dedicating all easements, streets, alleys, and all other areas not previously dedicated.	___	___
M.	Cross sections, profiles, and grades of streets, curbs, gutters and sidewalks showing locations of in-street utilities on an attached final improvement plan.*	___	___
N.	Locations, grades and pipe size of all utilities including water system, sanitary sewers, and storm drainage.*	___	___
II.	Were copies of the final plat submitted in accordance with the City's Application and Review Schedule?	___	___

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	Yes	No
III. Have all acknowledgments been provided		
A. Owner or owners and all mortgager. (signed)	___	___
B. Dedications or reservations.	___	___
C. Engineer, surveyor or person preparing plat. (signed)	___	___
D. City Clerk and County Collector.	___	___
E. Planning Commission Chairman	___	___
F. Mayor	___	___
G. Fire Chief	___	___
H. Building Inspector	___	___
IV. Title Opinion:		
A. Submitted (Date) _____	___	___
B. Have all owners and mortgager signed plat?	___	___
V. Has certification been submitted stating that all taxes and special assessments due and payable have been paid?	___	___
VI. Deed Restrictions:		
A. Are any deed restrictions planned for subdivision?	___	___
B. If so, has a copy been submitted?	___	___
VII. How has installation of the following improvement been guaranteed? (To be verified by the City Building Inspector)		

	<u>Letter of Credit</u>	<u>Surety Bond</u>	<u>Petition(%)</u>
Streets	_____	_____	_____
Water	_____	_____	_____
Sewer	_____	_____	_____
Other, as required	_____	_____	_____
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

VIII. Are additional comments attached?	___	___
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