

ARTICLE 16: PLAT APPROVAL**PLAT APPROVAL PROCESS**

Any subdivision of land within the jurisdiction of the City of Eudora 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 Article 16 of this Procedures Manual and in the applicable subdivision regulations. The subdivision process involves submittal of a preliminary plat, engineering plans for any public improvements and a final plat. The following provides a more detailed overview of the subdivision process.

A. Preliminary Plat Process:

1. The applicant shall first meet with the Codes Administrator and all other applicable city staff members to discuss the following:
 - A. Procedure for filing plats.
 - B. Availability of City sewer, water, electric and other applicable public services.
 - C. Comprehensive Plan requirements for major streets, land use, parks, schools and public open spaces.
 - D. Zoning requirements for the property in question and adjacent properties.
 - E. Special setback requirements for arterial, collector and local streets.
 - F. Proposed phasing of the property, if applicable.
 - G. Any other issues that may be applicable to the development.
2. The preliminary plat application form shall be completely filled out and returned to the Office of the Codes Administrator with the appropriate application fee and required information. As a part of the application, 15 copies of a preliminary plat conforming to the requirements of the subdivision regulations and a vicinity map showing the location of the proposed subdivision shall be submitted.

An application shall not be scheduled for public hearing until the application form has been fully completed, the fee is paid, and all required information submitted. The fee shall be used to cover expenses incurred by the city in the processing and review of the application.

3. The Planning Commission, based on the standards set out in the Eudora Subdivision Regulations, may approve, approve conditionally, or disapprove the preliminary plat within 60 days of receiving the plat at a regularly scheduled meeting.

B. Engineering Plan Review Process:

1. Upon the approval of the preliminary plat by the Planning Commission, the subdivider shall have prepared by a licensed professional engineer, engineering drawings for all proposed and required improvements containing the data and information specified in the applicable subdivision regulations. The engineering drawings shall be submitted to the Codes Administrator for review and approval by the city. If the proposed subdivision is to be developed in phases, engineering drawings need only be for the applicable phase of the development to which the subsequent final plat will apply unless otherwise specified by the Codes Administrator, City Engineer or Planning Commission.
2. The applicable City staff shall review the submitted engineering drawings in order to determine their compliance with city design standards. After having reviewed the submitted engineering drawings, the applicable City staff shall notify the subdivider and the Codes Administrator as to their compliance. In the event that the drawings do not so conform or comply, the applicable City staff shall specify the manner in which such drawings do not so comply. The subdivider shall then have corrections made of the defective drawings and resubmit the corrected drawings.
3. The Planning Commission shall approve a final plat only after consideration of the Applicable City staff's opinion that the drawings are consistent with the approved preliminary plat and comply with their design standards.

C. FINAL PLAT PROCESS

1. 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 15 copies of the final plat prepared in accordance with the subdivision regulations.

A final plat application shall not be scheduled for public hearing until the application form has been fully completed, the fee is paid, and all required information submitted. The fee shall be used to cover expenses incurred by the city in the processing and review of the application.

2. The Planning Commission shall review the final plat and, based on the approved preliminary plat and standards set out in the Subdivision and Zoning Regulations, approve or deny the final plat.
3. The final plat shall then come before the City Council for their consideration of any dedications from the subdivider of street rights-of-way, drainage easements, park lands, or other property to be used for public purposes.

**CITY OF EUDORA, KANSAS
PRELIMINARY PLAT APPLICATION**

Return Form to:
Codes Administrator
City of Eudora
12 East 7th
Eudora, KS 66025
(785) 542-4111
(785) 542-4112 (fax)

Contacts:
PC Secretary (785) 542-4111
Codes Administrator (785) 542 3124
City Administrator (785) 542-4111
Planning Consultant (816) 363-2696
Engineering Consultant (785) 749-4474

For Office Use Only

Case ID.: _____
Filing Fee: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____

APPLICANT INFORMATION:

Name of Subdivision: _____

Applicant: _____ Phone: _____

Address: _____ Zip: _____

Fax: _____ E-mail: _____

Owner: _____ Phone: _____

Address: _____ Zip: _____

Fax: _____ E-mail: _____

Signature of Owner _____ Date: _____

Name of Subdivider: _____

Surveyor: _____

Preliminary plat fee of \$ _____ Paid: Yes _____ No _____

GENERAL INFORMATION

Address/Location: _____ Acreage: _____

Legal Description (may be attached) _____

Current Zoning _____ Current Land Use _____

Proposed Land Use Description _____

PRELIMINARY PLAT CHECKLIST

The following checklist is to be completed by the applicant and shall accompany the Preliminary Plat when it is submitted to the Codes Administrator. If the answer to any of the questions is "No", a written explanation must accompany this checklist.

- | | | |
|----|---|----------------------|
| 1. | Does the Preliminary Plat show the following information? | <u>Yes</u> <u>No</u> |
| A. | The proposed name of the subdivision. (The name shall not duplicate or too closely resemble the name of an existing subdivision.) | _____ _____ |

Yes No

- B. The location of the boundary lines of the subdivision and reference to the section or quarter section lines. _____
- C. The names and addresses of the subdivider, developer, owner, and the land surveyor who prepared the plat. _____
- D. Scale of the plat, 1"-100' or larger. _____
- E. Date of preparation and north point. _____
- F. Existing conditions:
 - 1. Location, width and name of platted streets or other public ways, railroads and utility rights-of- way, parks and other public open spaces and permanent buildings within or adjacent to the proposed subdivision. _____
 - 2. All existing sewers, water mains, gas mains, culverts, or other underground installations, within or adjacent to the proposed subdivision, with pipe size and manholes, grades and location. _____
 - 3. Names of adjacent subdivisions together with arrangement of streets and lots, and owners of adjacent parcels of unsubdivided land. _____
 - 4. Topography with contour intervals of not more than two feet, referred to U.S.G.S. datum. Where the ground is too flat for contours, spot elevations shall be provided. _____
 - 5. Location of water courses, bridges, wooded areas, lakes, ravines and such other features as may be pertinent to the subdivision. _____
 - 6. Current zoning classification of the subject property and adjacent properties. _____
 - 7. Location of FEMA-designated floodplain boundaries. _____
- G. The general arrangements of lots and their approximate size. _____

- H. Location and width of proposed streets, alleys, and pedestrian ways and easements. _____
- I. The general plan of sewage disposal, water supply and drainage, including a map showing the drainage area of each major drainage way. _____

	<u>Yes</u>	<u>No</u>
J. 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.	_____	_____
K. General street layout of adjacent property within 185 feet to show how streets and other public facilities in the proposed subdivision relate to the adjacent property.	_____	_____
L. Approximate gradient of streets.	_____	_____
M. Vicinity map showing streets within 500 feet of the boundaries of the proposed subdivision.	_____	_____
N. Proposed phasing of the property, if applicable.	_____	_____
2. Does the proposed subdivision design conform to the Comprehensive Plan?	_____	_____
3. Will the proposed subdivision make the development of adjacent property more difficult?	_____	_____
4. Are lots sized appropriately for existing zoning district?	_____	_____
5. Are all lots free from floodplain encroachment?	_____	_____
6. Are drainage ways and other drainage facilities sufficient to prevent flooding both on-site and off-site?	_____	_____
7. Are all lots buildable with respect to topography, drainage ways, bedrock, and soil conditions?	_____	_____
8. Do proposed street grades and alignment meet all requirements?	_____	_____
9. Is the proposed subdivision inside the City limits?	_____	_____
10. Were fifteen (15) copies of the preliminary plat submitted?	_____	_____
11. Were copies of all application materials submitted to the engineering and planning consultants?	_____	_____
12. HOA bylaws and/or subdivision CCRs, if applicable.	_____	_____
13. Was a certified list of adjoining property owners provided?	_____	_____

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FINAL PLAT APPLICATION

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For Office Use Only
Case ID.: _____
Filing Fee: _____
Date Submitted: _____
Hearing Date: _____

APPLICANT INFORMATION:

Name of Subdivision: _____

Applicant: _____ Phone: _____
Address: _____ Zip: _____
Fax: _____ E-mail: _____

Owner: _____ Phone: _____
Address: _____ Zip: _____
Fax: _____ E-mail: _____
Signature of Owner _____ Date: _____

Name of Subdivider: _____
Name of Person who prepared the Plat: _____

GENERAL INFORMATION

Address/Location: _____ Acreage: _____
Legal Description (may be attached) _____
Current Zoning _____ Current Land Use _____
Proposed Land Use Description _____

FINAL PLAT CHECKLIST

The following checklist is to be completed by the applicant and shall accompany the Final Plat when it is submitted to the Codes Administrator. If the answer to any of the questions is "No", a written explanation must accompany this checklist.

1. Does the Final Plat show the following information?

	<u>Yes</u>	<u>No</u>
A. Name of subdivision (not to duplicate or too closely resemble the name of any existing subdivision).	_____	_____

	<u>Yes</u>	<u>No</u>
B. Location of section, township, range, county and state, including the description boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which must be mathematically correct. The allowable error of closing on any portion of the plat shall be one foot in five thousand (5,000).	_____	_____
C. The location of existing monuments or bench marks shall be shown And described on the final plat. 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.	_____	_____
D. The location of lots, 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.	_____	_____
E. Lots shall be numbered clearly. Blocks shall be numbered or lettered clearly in the center of the block.	_____	_____
F. The exact locations, widths and names of all streets and alleys to be dedicated.	_____	_____
G. Boundary lines and description of the boundary lines of any area other than streets and alleys which are to be dedicated or reserved for public use.	_____	_____
H. Building setback lines on the front and side streets with dimensions.	_____	_____
I. Name, signature and seal of the licensed land surveyor preparing the plat.	_____	_____
J. Scale of the plat (scale to be shown graphically and in feet per plat scale inch), date of preparation and north point.	_____	_____
K. Statement dedicating all easements, streets, alleys, and all other public areas not previously dedicated.	_____	_____
2. Were fifteen (15) copies of the final plat submitted?	_____	_____
3. Were copies of all application materials submitted to the engineering and planning consultants?	_____	_____

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 4. Have all acknowledgments been signed? | _____ | _____ |
| A. Owner or owners and all mortgager. | _____ | _____ |
| B. Dedications or reservations. | _____ | _____ |
| C. Registered surveyor preparing plat. | _____ | _____ |
| D. City Clerk and County Collector. | _____ | _____ |
| 5. Title Opinion: | | |
| A. Submitted (Date) _____ | _____ | _____ |
| B. Have all owners and mortgager signed plat? | _____ | _____ |
| 6. Has certification been submitted stating that all taxes and special assessments due and payable have been paid? | _____ | _____ |
| 7. Deed Restrictions: | | |
| A. Are any deed restrictions planned for subdivision? | _____ | _____ |
| B. If so, has a copy been submitted? | _____ | _____ |
| 8. Are additional comments attached? | _____ | _____ |
| 9. How has installation of the following improvement been guaranteed? | | |

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