

FINAL PLAT APPLICATION
 Johnson County Planning Department
 111 S. Cherry Street, Suite 3500
 Olathe, Kansas 66061
 913-715-2201

Office Use Only

Application No. _____ Date Received _____
 Township _____
 ZB Hearing Date _____
 Rezoning No. _____ Preliminary Plat No. _____ Date Paid _____

APPLICANT/AGENT INFORMATION

OWNER INFORMATION

NAME _____

NAME _____

ADDRESS _____

ADDRESS _____

CITY/ST/ZIP _____

CITY/ST/ZIP _____

CONTACT _____

PHONE _____

PHONE _____

FAX _____

FAX _____

GENERAL INFORMATION

Subdivision Name _____

Legal Description (S-T-R 1/4 Section) _____

General Location or Address _____

SUBDIVISION INFORMATION

1. Gross Acreage _____

2. Lot information

	No. of Lots	Acreage	Zone
A. Residential	_____	_____	_____
B. Commercial	_____	_____	_____
C. Industrial	_____	_____	_____
D. Other	_____	_____	_____
Total	_____	_____	_____

3. Water Supplier _____

4. Sewage Disposal Systems _____

5. Road System (Public/Private) _____

If Public, indicate construction type, proposed rights-of-way, and lineal feet of each.

	TYPE	ROW	FEET
A	_____	_____	_____
B	_____	_____	_____
C	_____	_____	_____
D	_____	_____	_____

I, the undersigned am the owner, duly authorized agent, of the aforementioned property situated in the unincorporated portion of Johnson County, Kansas. By execution of my signature, I do hereby officially apply for Final Plat approval as indicated above.

Signature _____

Date _____

ATTACHMENT A-2

ZONING FEE SCHEDULE

JOHNSON COUNTY, KANSAS

Effective January 1, 2005

A. Rezoning Applications	Review Fee
Rural or Residential Districts	\$300 0-5 acres \$350 5.1-10 acres \$400 10.1-20 acres \$450 20.1 > acres
Planned Retail Business Districts	\$600 0-5 acres \$750 5.1-15 acres \$900 15.1-25 acres \$1050 25.1-50 acres \$1200 >50 acres
Planned Employment Center Districts	\$600 0-5 acres \$750 5.1-15 acres \$900 15.1-25 acres \$1050 25.1-50 acres \$1200 >50 acres
B. Conditional Use Permit Applications	
<ul style="list-style-type: none"> • <i>*Seventy-five dollars (\$75.00) for only keeping animals on less than 10 acres in accordance with Zoning and Subdivision Regulations;</i> • <i>*Preschools and Day-Care Centers in a residence or in an accessory building to a residence;</i> • <i>*Accessory buildings or structures larger than or accessory buildings in greater quantities than permitted by Article 18 of the Zoning and Subdivision Regulations;</i> • <i>*Kennels.</i> 	\$375 or \$75*
C. Development Plan Applications	
Preliminary	\$300 + \$7.50 a lot
Final	\$300
D. Plat Applications	
Preliminary	\$300 + \$7.50 a lot
Final	\$300
E. Sign Permit	\$75
F. Tract/Lot Split or Lot Line Adjustments	\$150
G. Board of Zoning Appeals	
Variance	\$150
Appeal	\$100
H. Grading Plans	\$225
I. Flood Plain Development Permit Applications	\$75
J. Administrative Plan Review Applications	\$150
K. Public Works Fees	
1. Storm Drainage Plans	\$200
2. Street Plans	\$200
L. Airport Plan Review Applications	\$50
M. Nonconforming Use, Lot, or Structure Reviews	\$100

ATTACHMENT B

OWNER AUTHORIZATION

I/WE _____, hereby referred to as the “Undersigned”, being of lawful age, do hereby on this ____ day of _____, 200_, make the following statements, to wit:

1. I/We the Undersigned, on the date first above written, am the lawful, owner(s) in fee simple absolute of the following described real property

See Exhibit A attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize _____ (Hereinafter referred to as “Applicant”), to act on my/our behalf for the purpose of making application with the Planning Office of Johnson County, Kansas, _____ (common address) the subject real property, or portion thereof, and which authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. I/We the Undersigned, hereby agree to protect, defend, indemnify and hold the Board of County Commissioners of Johnson County, Kansas, its officers employees and agents (hereinafter collectively referred to as the “County”), free and harmless from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities, whether false, fraudulent, meritless or meritorious, of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character (hereinafter “claims”), in connection with, relating to, or arising directly or indirectly out of this authorization and the actions taken by the Applicant and the County in reliance thereof. I, the Undersigned, hereby further agree to investigate, handle, respond to, provide defense for and defend any such claims at my sole expense and agree to bear all other costs at my sole expense and agree to bear all other costs and expenses related thereto, even if such claims are groundless, false or fraudulent.

4. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand below.

STATE OF KANSAS
COUNTY OF JOHNSON

The foregoing instrument was acknowledged before me on this ____ day of _____, 200_,
by_____.

My Commission Expires: _____

Notary Public _____

ATTACHMENT C

**List of Owners of Record within 1,000 feet
and
Legal Description Certification**

As described in the Applicant Responsibilities section of this Application Procedures packet, applicants are responsible for submitting the names and mailing addresses of all the owners of real property within 1,000 ft. of the property on which the application is being made. The list shall be prepared by a licensed abstractor, title company, or similarly qualified person. The list shall be certified that it is consistent with the owners of record according to the Register of Deeds. All owner names and addresses shall be provided for all property owners for properties with multiple ownership.

As noted above this list is to be CERTIFIED by the abstractor, title company or other qualified person that a search has been conducted of the records on file with the JOHNSON COUNTY REGISTER OF DEEDS' OFFICE. The list is not acceptable if prepared from real estate, county clerk or other record sources. The list is not complete if all owners of multiple ownership parcels have not been identified and fully disclosed with names and addresses provided.

Attached to the list shall be a cover letter that certifies that the list is consistent with the Register of Deeds records. The cover letter shall also certify that the legal description of the property owned (or under authorization) by the applicant/agent/owner is the property for which the 1,000 ft. radius list is prepared, per Register of Deeds records, and FURTHER that the legal description has been checked and is accurate with respect to the property for which the application is proposed.

Any questions about these procedures should be directed to the Johnson County Planning, Development, and Codes Department, telephone 913-715-2201 or fax 715-2222.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read, understand and have provided the above information to the abstractor, Title Company or other similarly qualified person preparing my 1,000-foot radius ownership list.

Signature

Date

Printed Name

ATTACHMENT D

**PRELIMINARY PLAT ANALYSIS REPORT
PRELIMINARY DEVELOPMENT PLAN ANALYSIS REPORT
REQUIREMENTS:**

The following general guidelines for the Preliminary Plat Analysis Reports to be considered during review of Preliminary Plat applications are hereby established to assure that land subdivision proposals are evaluated with due regard to the potential impacts resulting from the subdivision of land. The Preliminary Plat Analysis Report shall provide a brief summary of the existing conditions and contemplated improvements relative to the proposed subdivision. Information necessary for the preparation of and the Preliminary Plat Analysis Reports with respect to items A through J in this Section shall be gathered, prepared and provided in writing by qualified persons whose services shall be obtained and secured by the applicant. Preliminary Plat Analysis Reports shall be reviewed by professional staff of the County, and the staff shall indicate by use of sketches, maps and written narrative whether the Preliminary Plat Analysis Report appears to be sufficient with respect to the following information:

- A. The general characteristics of the land including the maximum and minimum slopes, vegetation, soil types, any major streams, any areas subject to flooding and the total acreage of the property.
- B. The names and descriptions of streets that will provide access to and within the development, including the roadway surface characteristics, width, the general size and condition of any culverts and bridges, and the general ability of said roadways to carry current and anticipated traffic in a safe and efficient manner. The names of any new street indicated on the Preliminary Plat shall be assigned by the County Public Works staff.
- C. The proposed source of a potable water supply including estimated fire flow capacities and the method of serving the subdivision, and the adequacy of static and residual pressures and general character of the proposed distribution system for the subdivision.
- D. The proposed access to sanitary sewers, if applicable, with a sketch of connecting main alignments, ability of an available treatment plant to handle the wastewater, and a petition for formation of a sewer district, if applicable. Evidence that the subdivision has been discussed with officials of the Unified Wastewater Districts shall be included, as well as their response as to the appropriateness of the proposed project.
- E. In cases where sanitary sewers are not available, the results of at least one (1) percolation test per five (5) acres in the proposed subdivision shall be provided except for lots larger than five (5) acres. Percolation tests conducted with regard to this subsection shall be conducted by a person licensed to conduct such tests as provided in applicable County regulations and shall be conducted in the manner provided in those regulations. The engineer shall provide a formal written opinion as to the capability of the site for on-site wastewater disposal to serve the residents of the proposed subdivision.

Whenever the time of percolation from such tests is within ten percent (10%) of the maximum time of percolation allowed, a soils profile analysis shall be prepared by a qualified soil science technician and a report on the findings of that analysis along with of the technician's written opinion as to the capability of the site for on-site wastewater disposal to serve the residents of the proposed subdivision shall be submitted.

- F. The availability of natural gas to serve the proposed subdivision.
- G. A general summary of the type of street improvements that are contemplated for streets inside the subdivision and any peripheral streets or roads, including any major culverts or bridges.
- H. A general statement describing the amount of earth moving that is contemplated, by stages if applicable, and what degree of erosion control will be needed and the proposed methods of control.
- I. The proposed stages of development of the subdivision.
- J. The proposed concepts for surface water management including discussion of any stormwater detention facilities in accordance with the then applicable Storm Drainage Standards adopted by the County and as shown on the preliminary plat.

RELATIONSHIP OF PRELIMINARY DEVELOPMENT PLAN APPROVAL TO FINAL DEVELOPMENT PLAN SUBMITTAL REQUIREMENT:

The applicant shall file a Final Development Plan application along with the required documents for at least the first phase of the development within one (1) year after approval of the Preliminary Development Plan by the Board. Failure to do so shall cause the approval of the Preliminary Development Plan to become null and void, unless a time extension limited to twelve (12) months, is applied for by the applicant and granted by the Board. When a zoning change was approved based on the Preliminary Development Plan and the plan has expired, the case shall be reviewed by the Zoning Board and an action to have the planned zoning changed to the previous zoning classification or some other zoning classification may be initiated by following the procedures provided in Article 4 of these regulations. Final Development Plans substantially complying with the approved Preliminary Development Plan, as provided in Section 8 of this Article, must be submitted to the Planning Office at least fourteen (14) days prior to the Zoning Board meeting at which the Final Development Plan application is requested to be considered. Development Plans submitted as Final Development Plans but which do not substantially comply with the approved Preliminary Development Plan pursuant to the requirements set forth in Section 8 of this Article shall be deemed to be and shall be treated as a new or a revised Preliminary Development Plan which must be submitted at least thirty (30) days prior to the Zoning Board meeting at which the application is requested to be considered.

FINAL DEVELOPMENT PLAN APPLICATION REQUIREMENTS:

The Final Development Plan shall consist of a site plan and supporting documents which conform to all requirements and conditions placed on approval of the Preliminary Development Plan by the Board. At the request of the Zoning Administrator, the applicant may be required to submit details of portions of the Final Development Plan at a scale greater than 1" = 100'. The Final Development Plan shall contain the items listed below and all items required in Section 3, Items A through N of this Article, in final form.

- A. Location, number, and direction of illumination and intensity of all exterior lighting fixtures.
- B. Location, quantity and specifications of landscape materials.
- C. Drawings indicating the location, dimensions, materials and design of all signs.

- D. Construction plans for storm water retention and detention facilities, streets, vicinity streets (public or private), storm drainage, and any other facilities to be dedicated to the public in accordance with the approved Preliminary Development Plan and the then applicable County standards.

PROCEDURES FOR FILING AN APPROVED FINAL PLAT

Johnson County Subdivision Plat Check List and Transmittal

Plat Name _____

Contact Name _____

Phone Number _____ Fax _____

Date _____

Submit the plat with this plat check list along with supporting data such as section corner reference reports and closure calculations to Johnson County Public Works after County approval. Plats will be held at the Register of Deeds for one year, if not recorded during that time, the plat will be returned unfiled.

1. Submit one original ink on vellum or 24# bond paper no larger than 30"x36". No white or tape is allowed on the original. Blue print type copies are not acceptable. Provide at least a 4" x 2" blank area in the upper left corner of the plat for Register of Deeds stamp and seal. (PW)
2. Plats must be properly endorsed by the appropriate governing body. The plat must be certified and sealed by a registered land surveyor. (PW)
3. Plats must have original signatures (no signature stamps, no copies of signatures). Signatures of County Officials, Township Officials and registered land surveyors must be accompanied by the appropriate seals. Names shall be lettered under all signatures including the notary public's signature. Provide enough blank space for the required notary stamp and signature. Signatures and seals are required to be in black or blue ink. If a plat is signed by an officer of a corporation, the name of the corporation shall be shown, and the titles shall be lettered under all signature lines. (RD)
4. All owners who have an interest in the property shall sign the plat, and the signatures must be notarized. When two or more owners have separate tracts a statement describing the exact ownership shall be included, and all owners sign the plat. The statement shall define the parts of lots owned if the lots are split. A replat shall show ownership according to the "new" plat. (CC)
5. Plat name must be unique. Plats shall be filed in numerical order (i.e., 2nd before 3rd) Numerical order of plats (i.e., 2nd 3rd, etc.) shall be included in the name of the plat. The notation of the numerical order must be consistent (i.e., numbers 2nd, 3rd, 4th, or spelled Second, Third, Fourth). If plat is a replat, the title shall so indicate either under the plat name or above the legal description. Lengthy replat names are discouraged. All plat and replat names are limited to 70 characters including spaces. (RD)
6. Include a consent and agreement clause on plat. (CC)
7. A statement shall be made dedicating all easements, streets, alleys, access control and all other public areas not previously dedicated. (CC)
8. The legal description shall match the exterior boundary of the drawing. A metes and bounds description is not required on a replat of lots in the same block. Legal descriptions shall have no exceptions. In metes and bounds descriptions the point of beginning needs to be indicated in the legal description and shown on the drawing. The overall acreage within the plat shall be included in the legal description. The text shall include the statement "shall hereafter be known as (name of subdivision)". (PW, CC)

9. Plats shall be one enclosed tract with one continuous line. There shall be no separate tracts. (PW, CC)
10. A section vicinity map is required. This map shall show section, township and range with a small North arrow adjacent. (PW)
11. Plats shall be accurately drawn to scale. A North arrow is required and should point to the “top” or to the “left”. Scale shall be indicated under the north arrow. Graphic scale is also required. (PW)
12. Solid lines are for street and lot lines. Dashed lines are for easements and setbacks. Outside boundaries are to be dark heavy lines and match the legal description. For scanning purposes shading should be kept to a minimum and should be as light as possible. Shading & lines shall not obscure text and numbers. (PW, CC).
13. Block numbers are to be circled. Lot numbers are not circled. All tracts are to be identified by name, number or letter. (PW, CC)
14. The bearings and dimensions of each lot and other tracts shall be shown on the drawing. Along the exterior boundary the sum of the interior lot dimensions must equal the exterior dimension. (PW, CC)
15. The road right-of-way width shall be shown on each street. All streets shall be named and appear on the plat and coincide with previously named and numbered streets. (PW, CC)
16. Portions of adjoining plats should be shown in light dashed lines with appropriate names, lot numbers and block numbers or state unplatted. Perimeter bearings and dimensions are to coincide with adjoining plats, if not, show the recorded bearings on adjoining plats and indicate they are the same line. (CC)
17. Monuments shall be shown at all exterior corners of the subdivision. All monuments shall be clearly described in the legend. (PW)
18. Section corner reference reports to Public Works for all section corners, quarter corners, and center corners shown on the drawing or described in the legal description. (PW)
19. Closure calculations or coordinate data sheet, or digital drawing files were submitted. (PW)
20. All real estate taxes due and owing must be paid in full at time of recording. (CC)

This document was prepared to inform all parties of the requirements and rules by which plats are recorded in Johnson County, Kansas. The above requirements have been developed from Kansas Statutes with additional requirements to insure uniformity of plats. Failure to comply with any of the above items will result in plats being rejected or corrected. The PW, RD, CC notation at the end of each item represents Public Works, Register of Deeds, and the County Clerk’s Office. These offices do not review draft plats, however, if you have a question on an item, please check with any or all of the departments indicated.

County Clerk	715-0775
Register of Deeds	715-2300
Public Works Mapping Division	715-8322

Revised January 17, 2002

ATTACHMENT G