

Johnson County Planning Department

Plats

A guide to platting land in unincorporated areas of Johnson County, Kansas.

This document is for informational use only and should not be substituted in lieu of the *Johnson County Zoning and Subdivision Regulations*.

What is a Plat?

A subdivision plat is a scale-drawing of a division of land showing the boundaries of the lots created. A subdivision plat contains a legal description of the property, the name(s) of the property owner dividing the land, the location of any public rights-of-way and easements, and other special notes.

In contrast to a “certificate of survey” or “plot plan” often required by lenders for mortgage purposes, a plat is a legal document that is approved by the governing body and recorded with the County Register of Deeds.

Purpose

Platting enables a landowner to divide his or her property in a manner that is efficient, environmentally sound, and compatible with the County’s existing or planned development pattern. The subdivision of land and accompanying dedication of street rights-of-way creates a lasting impact on the County’s overall development potential.

The *Johnson County Zoning and Subdivision Regulations* (Regulations) establish minimum requirements for the preparation and evaluation of plats. The purpose of these requirements is to assure orderly development and the promotion of the public health, safety, and general welfare.

Lots to be platted must comply with the underlying zoning district. **A separate rezoning request may be required** to allow the lot sizes that are proposed in the plat.

Preliminary vs. Final Plats

The platting process requires separate Preliminary and Final Plat approvals by the Board of County Commissioners (BOCC). A Preliminary Plat shows the proposed layout of the subdivision and includes information of the existing physical features found on the property such as buildings, flood plains, vegetation, and topography. The Final Plat , filed with the County Register of Deeds, serves as a legal record of the newly created land divisions.

Application Requirement

To apply for a Preliminary Plat, the applicant must submit the following information or items to the Johnson County Department of Planning, Development, and Codes.

1. Verification of lot conformance with zoning district.
2. Completed application form.
3. Legal description of the property.
4. Payment of the then applicable application fee.
5. "Letter of Authorization" if the applicant is not the legal owner of the property.
6. List of owners of all properties within 1,000 feet of the subject property. A licensed abstractor or title company must prepare this list. **The abstractor shall certify that the list is consistent with the identified owners of record filed with the Department of Records and Tax Administration.**
7. Preliminary plat drawing (10 copies)
8. Preliminary Plat Analysis Report
9. Reduced-scale plat drawing, no larger than 11"x17".
10. The Posting of a "Public Hearing Notice" sign supplied by the County Planning, Development, and Codes Department, within 48 hours of filing application and the completion a "sign certification" form.
11. Attendance at the appropriate Zoning Board Hearing.

Application forms, detailed instructions and other related information should be obtained from the Planning, Development and Codes Department, County Administrative Building 111 S. Cherry Street, Suite 3500, Olathe, Kansas 66061.

Preliminary Plat Analysis Report

The "Preliminary Plat Analysis Report" provides an initial basis for evaluating the impact of the subdivision on the immediate area and on overall countywide development patterns. The report must be prepared *in writing* by a Kansas registered engineer or surveyor whose services are to be secured by the applicant.

The report provides a summary of existing conditions of the property and a description of proposed development features. Planning staff will review the report for completeness. The following information must be included:

1. **Land** – The general characteristics of the land including the maximum and minimum slopes, vegetation, soil types, major streams and areas subject to flooding, the dimensions of each lot, and the total acreage of the property.
2. **Streets** – The names and descriptions of streets that will provide access to and within the development, including the roadway surface characteristics (e.g., gravel or asphalt), surface width, and the general size and condition of any culverts and bridges. Information also shall be provided regarding the general ability of roads to carry current and anticipated traffic. All internal streets constructed in new

subdivisions are the responsibility of the developer. Street Names of any new streets require approval by the County Clerk's Department 913-715-0787. All new driveways for each lot within subdivision require entrance permit approval by the County Public Works Department.

3. **Potable water** – The proposed source of potable water (suitable for drinking) must be identified, including estimated fire flow capacities (gallons/minutes) and method of serving the subdivision. Depending upon the fire flow available, the property owner may be responsible for providing fire hydrants.
4. **Wastewater** – The proposed wastewater system shall be identified.

If on-site individual treatment systems (e.g. Septic tanks or holding tanks) are to be used, the County Environmental Department must be contacted for information on permitting requirements. 913-492-0402

If sanitary sewers are to be used, the following information must be provided: a sketch of connecting main alignments, the status and availability of a treatment plant to handle the wastewater, and County Unified Wastewater District's comments. 913-681-3200.

5. **Earth moving, mineral rights, and stormwater** – A general statement addressing the extent of mineral rights, earth moving, and the measures employed to control erosion must be submitted to the Planning, Development, and Codes Department. The statement should also discuss stormwater management on the site in accordance with the County Stormwater Drainage Standards.

The Time Frame

Depending upon whether the preliminary and final plat applications are submitted simultaneously (see below), the process may take approximately 60 to 120 days from the date of application to the final approval by the Board of County Commissioners (BOCC).

The process, however, may take an additional 30-90 days if any of the involved parties require an extension or if the BOCC asks the Zoning Board to reconsider the applications.

Simultaneous Preliminary and Final Platting

Residential subdivisions, which meet the following requirements, are eligible for simultaneous submission of Preliminary and Final Plat applications.

1. The subdivision will result in the creation of no more than 8 residential lots.

2. No more than one additional minor street, such as a street which is no more than 700 feet in length, is proposed to serve the subdivision and its final gradient will largely be unchanged from existing gradients.
3. The County Engineer shall determine that the topography of the area is such that no detailed drainage study is needed.
4. The proposed subdivision is consistent with the Rural Comprehensive Plan policies.
5. The subdivision shall not have street access, wastewater disposal, or other design issues that would make the normal platting process the most appropriate way to consider the proposal.

The Zoning Administrator shall make a determination of subdivision application eligibility for simultaneous platting process within seven days of the pre-plating conference.

Environmental Criteria

Preliminary and Final Plat applications will be reviewed based upon the following criteria:

- Availability of water
- Highway or public road congestion
- Water quality
- Aesthetic assets
- Land of historic significance
- Irreplaceable features
- Stormwater controls
- Soil erosion
- Wastewater disposal
- Groundwater

Public Open Space Dedication

The County may require applicants to dedicate or reserve sites for parks or public open space, or may require a fee to be paid in lieu of dedication, or a combination dedication and fee payment.

The fee assessed to each project shall range from a 1-5% of the current appraised value of the site. Land dedications or reservations for future dedication shall be accepted from subdivisions of tracts 50 acres or larger. Tracts smaller than 50 acres shall be required to pay a fee in lieu of dedication. All dedicated lands shall meet established standards for size and shape, location and accessibility, topography and drainage, and natural features.

For More Information

Johnson County Web Page: www.jocogov.org

Johnson County Department of Planning, Development, and Codes Web Page:
<http://planning.jocogov.org>

Or to Johnson County, Kansas
Department of Planning, Development, and Codes
County Administrative Building
111 S. Cherry Street, Suite 3500
Olathe, Kansas 66061