

# **PRELIMINARY AND FINAL PLAT APPLICATION PROCEDURES**

**For**

**THE UNINCORPORATED AREA OF  
JOHNSON COUNTY, KANSAS**

**A PRE-APPLICATION CONFERENCE IS REQUIRED PRIOR TO  
SUBMITTAL OF ANY APPLICATION**

**DEADLINE: All application materials shall be submitted at least 45  
days before a scheduled public hearing.**

**See Zoning Board Public Hearing Schedule**

For more information contact:  
Johnson County Department of Planning, Development, and Codes  
111 S. Cherry Street, Suite 3500  
Olathe, Kansas 66061  
913-715-2201  
913-715-2222 Fax

## PRELIMINARY PLATTING PROCEDURES

**APPLICANT RESPONSIBILITIES:** Submission of less than the following items may delay the review and processing of the application.

- A. A complete application form (Attachment A-1)
- B. Legal Description and common street address of the property.
- C. Payment of application fee. Make check payable to Johnson County Planning Department. (Attachment B)
- D. Letter of Authorization if not the legal owner of the property (Attachment C).
- E. A list of the owners of all properties within 1,000 feet of the subject property certified by a licensed abstractor, title company, or similarly qualified person.
- F. Ownership list and legal description certification form (Attachment D)
- G. Twelve (12) Preliminary Plat drawings and 1 reduced-scale paper photocopy no larger than 11"x17".
- H. Special studies, reports, etc., including preliminary plat analysis report, drainage area study, road profile report, etc. See the surveyors/engineers packet for additional information. (Attachment E)
- I. Post a sign (supplied by the Planning Department) at least 20 days before the scheduled hearing date. Complete Certification of Notification of Sign Posting form (Attachment E)
- J. Applicant or applicant's representative **MUST** attend the Zoning Board Hearing.

**FOR ADDITIONAL INFORMATION PLEASE REFER TO THE *JOHNSON COUNTY ZONING AND SUBDIVISION REGULATIONS*, WHICH INCLUDES THE FOLLOWING ARTICLES APPLICABLE TO PLAT APPLICATIONS.**

- 1. Article 4 – Application Procedures;
- 2. Article 17 – Supplementary Height, Area, and Bulk Regulations;
- 3. Article 25 – General subdivision regulations;
- 4. Article 26 – Preliminary Plat analysis reports;
- 5. Article 27 – Supplementary Subdivision Procedures and Requirements;
- 6. Article 28 – Simultaneous Preliminary and Final Plats;
- 7. Article 30 – Minimum Subdivision Standards
- 8. Article 31 – Minimum Infrastructure Requirements and Flood Plain information.

**DEADLINE:** All application materials **MUST** be submitted at least 45 days before a scheduled hearing date.

### PLANNING DEPARTMENT PROCEDURES

**Public Hearing:** The Planning Department will schedule a hearing before the appropriate Zoning Board, which is responsible for hearing the Preliminary Plat request.

**Posting of Sign:** The Planning Department will supply the applicant with a sign to be posted on the property within 48 hours after filing such application.

**Newspaper Publication:** The Planning Department will publish the Legal notice of the public hearing 20 days prior to the date of public hearing.

**Letter of Notification:** The Planning Department will mail notices of the public hearing, by certified mail, to all property owners within 1,000 feet (list provided by applicant) of the subject property at least 10 days prior to the Public Hearing. **(The applicant shall pay the certified mailing cost.)**

**Protest Period:** After the Zoning Board has made a recommendation to the Board of County Commissioners (BOCC), a 14-day protest period begins which allows owners of nearby properties the opportunity to file with the County Clerk a petition protesting the proposal.

**Board of County Commissioners (BOCC):** After the protest period has concluded, the application will be brought before the BOCC for final action. If the BOCC disagrees with the recommendation of the Zoning Board, the application must be returned at least once to the Zoning Board for reconsideration before the BOCC takes final action.

**PRELIMINARY PLAT APPLICATION**

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

Office Use Only

Application No. \_\_\_\_\_  
Township \_\_\_\_\_  
ZB Hearing Date \_\_\_\_\_  
Rezoning No. \_\_\_\_\_ Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_

**APPLICANT/AGENT INFORMATION**

**OWNER INFORMATION**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/ST/ZIP \_\_\_\_\_  
\_\_\_\_\_  
PHONE \_\_\_\_\_  
FAX \_\_\_\_\_

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/ST/ZIP \_\_\_\_\_  
\_\_\_\_\_  
PHONE \_\_\_\_\_  
CONTACT \_\_\_\_\_

**GENERAL INFORMATION**

Proposed Subdivision Name \_\_\_\_\_  
Legal Description (S-T-R 1/4 Section) \_\_\_\_\_  
Surveyor or Engineer Firm \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

**SUBDIVISION INFORMATION**

- 1. Gross Acreage \_\_\_\_\_
- 2. No. of Lots \_\_\_\_\_
- 3. Minimum Lot Size \_\_\_\_\_
- 4. Maximum Lot Size \_\_\_\_\_
- 5. Existing/Proposed/Zoning \_\_\_\_\_
- 6. Water Supplier \_\_\_\_\_
- 7. Proposed Sewage Disposal System \_\_\_\_\_
- 8. Road System \_\_\_\_\_

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 preliminary plat approval as indicated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT A-1**

## FINAL PLATTING PROCEDURES

**APPLICANT RESPONSIBILITIES:** Submission of less than the following items may delay the review and processing of the application.

- A. A complete application form (Attachment A-2)
- B. Legal Description and common street address of the property.
- C. Payment of application fee and plat filing fee. Make check payable to Johnson County Planning Department. (Attachment B)
- D. Letter of Authorization if not the legal owner of the property. (Attachment C)
- E. Copy of approved Preliminary Plat drawing.
- F. Twelve (12) Final Plat drawings and 1 reduced-scale paper photocopy no larger than 11"x17". See Article 27 – Supplementary Subdivision Procedures and Requirements.
- G. Special studies, reports, etc., including preliminary plat analysis report, drainage area study, road profile report, etc. See the surveyors/engineers packet for additional information. (Attachment F)
- H. Procedures for Filing an Approved Final Plat. Johnson County Subdivision Plat Check List and Transmittal. (Attachment G).

**FOR ADDITIONAL INFORMATION PLEASE REFER TO THE *JOHNSON COUNTY ZONING AND SUBDIVISION REGULATIONS*, WHICH INCLUDES THE FOLLOWING ARTICLES APPLICABLE TO PLAT APPLICATIONS.**

9. Article 4 – Application Procedures;
10. Article 17 – Supplementary Height, Area, and Bulk Regulations;
11. Article 25 – General subdivision regulations;
12. Article 27 – Supplementary Subdivision Procedures and Requirements;
13. Article 28 – Simultaneous Preliminary and Final Plats;
14. Article 30 – Minimum Subdivision Standards
15. Article 31 – Minimum Infrastructure Requirements and Flood Plain information.

**DEADLINE:** All application materials **MUST** be submitted at least 45 days before a scheduled hearing date.

### PLANNING DEPARTMENT PROCEDURES

**Hearing:** The Planning Department will schedule a hearing before the appropriate Zoning Board, which is responsible for hearing the Final Plat request.

**Board of County Commissioners Hearing:** After the Zoning Board has made a recommendation and all documents relating to the Final Plat have been received and verified by the Zoning Administrator, the Final Plat will be scheduled before the BOCC for final action.

**Recording of the Final Plat:** After approval by the BOCC the Plat shall be filed by the Zoning Administrator with the Register of Deeds of Johnson County, Kansas.

**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 \_\_\_\_\_

<b>APPLICANT/AGENT INFORMATION</b>	<b>OWNER INFORMATION</b>
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**

<b>A. Rezoning Applications</b>	<b>Review Fee</b>
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>B. Conditional Use Permit Applications</b>	
<ul style="list-style-type: none"> <li>• <i>*Seventy-five dollars (\$75.00) for only keeping animals on less than 10 acres in accordance with Zoning and Subdivision Regulations;</i></li> <li>• <i>*Preschools and Day-Care Centers in a residence or in an accessory building to a residence;</i></li> <li>• <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></li> <li>• <i>*Kennels.</i></li> </ul>	\$375 or \$75*
<b>C. Development Plan Applications</b>	
Preliminary	\$300 + \$7.50 a lot
Final	\$300
<b>D. Plat Applications</b>	
Preliminary	\$300 + \$7.50 a lot
Final	\$300
<b>E. Sign Permit</b>	\$75
<b>F. Tract/Lot Split or Lot Line Adjustments</b>	\$150
<b>G. Board of Zoning Appeals</b>	
Variance	\$150
Appeal	\$100
<b>H. Grading Plans</b>	\$225
<b>I. Flood Plain Development Permit Applications</b>	\$75
<b>J. Administrative Plan Review Applications</b>	\$150
<b>K. Public Works Fees</b>	
1. Storm Drainage Plans	\$200
2. Street Plans	\$200
<b>L. Airport Plan Review Applications</b>	\$50
<b>M. Nonconforming Use, Lot, or Structure Reviews</b>	\$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.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

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**

**SIGN POSTING PROCEDURES AND CERTIFICATION**

Each applicant is required to post one or more notification sign(s) on the property. The applicant is responsible for obtaining the sign(s) from the Johnson County Planning Department and for posting and maintaining the sign(s) as prescribed below:

1. The sign(s) shall be placed on the property at least twenty (20) days before the scheduled public hearing date;
2. If the Township Zoning Board or Board of Zoning Appeals public hearing is continued, delayed, or postponed, the sign(s) shall be replaced or amended to accurately describe the new date, place, and time for the public hearing;
3. If the property has more than one (1) abutting street, a sign shall be placed facing all streets;
4. If the property under consideration does not have any abutting street, consult with the Planning Department staff regarding the appropriate location for the sign(s);
5. The sign(s) shall be firmly affixed on the property in a place visible from the adjoining streets;
  - a. The bottom of the sign(s) shall be a minimum of two (2) feet above the ground;
  - b. The sign(s) shall be placed within five (5) feet of the public right-of-way; and
  - c. The sign(s) shall be positioned to have no visual obstructions and to be readily seen by passersby;
6. The status of the sign(s) should be checked frequently and fallen or destroyed sign(s) shall be immediately replaced; new sign(s) are available from the Planning Department if needed; and
7. The sign(s) shall be posted and maintained throughout the approval process and then removed by the applicant within ten (10) days after final action on the application by the Board of County Commissioners.

Prior to the public hearing, the applicant is required to certify that the sign(s) have been posted and maintained as required. Applicants are encouraged, but not required, to submit photographs showing the posted sign(s) as viewed from the abutting street(s). Failure to comply with these requirements may cause the public hearing to be continued to a later date.

THE FOLLOWING CERTIFICATION IS TO BE COMPLETED AND SUBMITTED TO THE PLANNING DEPARTMENT PRIOR TO THE OPENING OF THE PUBLIC HEARING.

I, \_\_\_\_\_ (printed name) hereby state that I have received a copy of the Sign Posting Procedures and that the required sign(s) have been posted and maintained as prescribed in the Sign Posting Procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Application No. \_\_\_\_\_

**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.

# Johnson County

## Subdivision Plat Checklist & Transmittal

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Plat Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Public Works Review Date: \_\_\_\_\_ Date to RTA: \_\_\_\_\_  
RTA Review Date: \_\_\_\_\_

Submit the plat and supporting data such as Land Survey Reference Reports and closure calculations to Johnson County Public Works after city approval. Plats will be held at the Records and Tax Administration Office for no more than one year, if not recorded during this time, the plat will be returned unfiled.

- \_\_\_ 1. Submit one original ink on mylar or 24# bond paper no larger than 36" x 30". No white out, correction tape, tape or appliqué film is allowed on the original. Blueprint copies are not acceptable. Folded copies of the original plat are not acceptable. Provide at least a 4" x 2" blank area in the upper left corner of the plat for the Register of Deeds stamp and seal. (PW)
- \_\_\_ 2. Monuments shall be shown at all exterior corners of the subdivision. Major exterior corners shall be set in concrete unless they are in pavement. In pavement, a rebar alone is acceptable, but a spike or nail is not. Corners along jagged lines of staged subdivisions shall be set, but are not required to be set in concrete unless they are on the exterior boundary of the overall subdivision. (PW)
- \_\_\_ 3. Found and set monuments shall be clearly labeled as to type and size, including cap type and inscription or imprint if applicable. The description "iron bar" is not an acceptable description for a rebar. Found monuments shall be set in concrete if they are accepted and used as a corner of the subdivision. State if the monument was found in concrete or placed in concrete. (PW)
- \_\_\_ 4. Double monumented corners: If a found monument is too far out of position to accept, set another monument set in concrete. Bearings and distances must be to monuments. Unmonumented "true corners" are not allowed. (PW)
- \_\_\_ 5. Double corners, gaps or overlaps at boundaries with a previously platted subdivision will not be allowed without prior consultation with the County Surveyor. (PW)
- \_\_\_ 6. Adequate control and dimensions shall be shown so that the survey can be retraced, this is usually the bearing and distance to monuments found to establish the exterior boundary of the subdivision. (PW)
- \_\_\_ 7. All government corners used for control shall be shown and the monuments properly described with their origins and the bearings and dimensions between them. (Usually half mile distance.) (PW)
- \_\_\_ 8. Plats shall indicate the basis of bearings. Preferred is Grid North, Kansas North Zone, and Grid North is required in previously unplatted land when the basis of bearing does not match the record title description or an adjacent subdivision plat. (PW)
- \_\_\_ 9. LSRRs (Land Survey Reference Reports) not more than one year old must be on file for each corner used for control. Only complete, two page reports will be accepted. Reports must show the subdivision name and detailed method of recovery or establishment. Surveyors are responsible for submitting reports to the Kansas State Historical Society. (PW)
- \_\_\_ 10. Digital drawing file or closure calculations shall be submitted to Public Works. The digital file may be emailed to the address below. (PW)
- \_\_\_ 11. A section vicinity map is required. This map shall show section, township and range with a small north arrow adjacent. (PW)
- \_\_\_ 12. Plats shall be accurately drawn to scale and have a North arrow pointing to the "top" or to the "left". The scale shall be indicated under the north arrow and include a graphic scale. (PW)
- \_\_\_ 13. Solid lines are for street and lot lines. Dashed lines are for easements and setbacks. Outside boundaries shall 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 and lines shall not obscure text and numbers. (PW, RTA).

- \_\_\_ 14. Block numbers are to be circled. Lot numbers are not circled. All tracts are to be identified by name, number or letter. (PW, RTA)
- \_\_\_ 15. 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 dimensions must equal the exterior dimensions. (PW, RTA).
- \_\_\_ 16. 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, RTA)
- \_\_\_ 17. Plats shall be one enclosed tract with one continuous line. There shall be no separate or isolated tracts, and no excepted tracts within the exterior boundary. If the adjacent road right-of-way has not been platted the plat should extend to the section line. (PW, RTA)
- \_\_\_ 18. The legal description shall match the exterior boundary of the drawing and shall have no exceptions. In metes and bounds descriptions the point of beginning shall be indicated in the legal description and shown on the drawing. A metes and bounds description is not required on a replat of whole lots in the same block. The overall acreage within the plat shall be included in the legal description. (PW, RTA)
- \_\_\_ 19. Plat names shall 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. On all plat phases the notation of the numerical order must be consistent (i.e. numerals 2nd, 3rd, 4th, or spelled Second, Third, Fourth). If the plat is a replat, the title shall so indicate either under the plat name or above the legal description. Lengthy plat names are discouraged. Plat and replat names are limited to 70 characters including spaces. The text shall include the statement "shall hereafter be known as ('name of subdivision')". (PW, RTA)
- \_\_\_ 20. Plats must have original signatures (no signature stamps, or copies of signatures). Plats must be certified and sealed by a licensed land surveyor and properly endorsed by the appropriate governing body or planning commission. If a signature block is provided for city approval, it must be signed. Signatures of city or township officials must be accompanied by the appropriate seals. Names, including the notary public's, shall be lettered under all signatures. Provide enough blank space for the required notary stamp and signature. Signatures and seals are required to be in black or blue ink. Plats shall have notarized signatures of all owners who have an interest in the property. 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. (PW, RTA)
- \_\_\_ 21. Portions of adjoining plats shall be shown in light dashed lines with appropriate names and lot and block numbers or labeled unplatted. Perimeter bearings and dimensions are to coincide with adjoining plats or the record deed. If not, show the recorded bearings and distances of adjoining plats or record deed and indicate they are the same line. (RTA)
- \_\_\_ 22. Divided Ownerships: When two or more owners have separate tracts, a statement describing the exact ownership in accordance with the new plat shall be included. If the separate owners split a new lot, the statement shall clearly define the parts of the new lots owned by the various owners. (RTA)
- \_\_\_ 23. Include a "consent and agreement" clause on plat. (RTA)
- \_\_\_ 24. A statement shall be made dedicating all easements, streets, alleys, access control and all other public areas not previously dedicated. (RTA)
- \_\_\_ 25. All real estate taxes due and owing must be paid at the time of recording. (RTA)

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, RTA notation at the end of each item represents Public Works and the Records & Tax Administration 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.

RTA – Records & Tax Administration – Sylvia Nordhus or Trish Spruytte (913-715-0797)

PW - Public Works Mapping Division – Sean Cahalan (913-782-2640) [Sean.Cahalan@jocogov.org](mailto:Sean.Cahalan@jocogov.org)

## ATTACHMENT G