

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 out 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 of 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 February 1, 2002

ATTACHMENT G