

Johnson County

Subdivision Plat Checklist & Transmittal

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