

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. (Attachment D)
- F. Ownership list and legal description certification form (Attachment C)
- 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, preliminary stormwater quality management plan, 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 application.

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 _____

NAME _____

ADDRESS _____

ADDRESS _____

CITY/ST/ZIP _____

CITY/ST/ZIP _____

PHONE _____

PHONE _____

FAX _____

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, final stormwater quality management plans, 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 _____

APPLICANT/AGENT INFORMATION

OWNER INFORMATION

NAME _____
 ADDRESS _____
 CITY/ST/ZIP _____
 CONTACT _____
 PHONE _____
 FAX _____

NAME _____
 ADDRESS _____
 CITY/ST/ZIP _____

 PHONE _____
 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

	<u>No. of Lots</u>	<u>Acreage</u>	<u>Zone</u>
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 _____

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
3. Stormwater Treatment Facility Review and Permit Fee	\$250
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 _____, 20__, 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

STATE OF KANSAS
COUNTY OF JOHNSON

The foregoing instrument was acknowledged before me on this ____day of _____, 20__,
by _____.

My Commission Expires:

OWNER

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 including the Johnson County Department of Records and Tax Administration (RTA). Properties with multiple ownerships (e.g., et al) shall include all owner names and addresses. The list will not be accepted if prepared from real estate, county clerk or other sources.

IF THE LIST IS PREPARED BY A LICENSED ABTRACTOR, TITLE COMPANY OR SIMILARLY QUALIFIED PERSON, OTHER THAN THE RTA, attached to the list shall be a cover letter that certifies that the list is consistent with the RTA 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. list is prepared, per RTA records, and FURTHER that the legal description has been checked and is accurate with respect to the property for which the application is proposed.

IF THE LIST IS PREPARED BY THE RTA, the applicant will be required to submit 1) a Land Records Request Form and Certification (see attached), and 2) sign an Acknowledgment of Receipt of 1,000 Ft. List form, before receiving the list from RTA and before the list will be accepted or used by the Johnson County Planning, Development, and Codes Department.

The applicant is responsible for any costs associated with preparation of the 1,000 ft. ownership list.

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 licensed abstractor, Title Company, or other similarly qualified person preparing my 1,000-foot radius ownership list.

Signature

Date

Printed Name

ATTACHMENT D [revised 04/21/2011]

LAND RECORDS REQUEST FORM AND CERTIFICATION

I, the undersigned, hereby request the following land records:

- A list of all the owners of any real property, except public streets and ways, located within 200 feet of the boundaries of the subject property described below.
- A list of all the owners of any real property, except public streets and ways, located within 1000 feet of the boundaries of the subject property described below.

Description of Subject Property: _____

By signing below I hereby certify I shall not (i) use; or (ii) sell, give or otherwise make available to another person; any list of names or addresses contained in or derived from this request, for the purpose of (a) selling or offering for sale; or (b) allowing another person to sell or offer for sale; any property or service to any person listed, or to any person who resides at any address listed. Further, I have read and understand this Land Records Request Form And Certification, which is voluntarily entered into, and which is and shall be binding upon me.

ACKNOWLEDGMENT AND RELEASE

I, the undersigned, of lawful age, do hereby acknowledge that the information provided in response to the above designated request is obtained from the public records. The Johnson County Department of Records and Tax Administration therefore does not warrant or guarantee the accuracy of the public records researched, nor the information collected and provided therefrom. Furthermore, in consideration of receiving the above designated information/records, the undersigned does hereby release, waive, discharge and hold harmless the Board of County Commissioners of Johnson County, Kansas, and its departments, officers, employees and agents, from any and all actions, suits, liabilities, claims or demands whatsoever, arising out of or in connection with the use of the above designated records. I have read and understand this acknowledgment and release, which is voluntarily entered into, and which is and shall be binding upon me, my spouse (if any), and my heirs, successors, assigns and legal representatives.

Printed Name

Signature

Address

Phone Number

Date

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.
- K. A plan shall be provided that shows all common areas, open space, or facilities for public quasi-public use, including clubhouses, meeting rooms, identification signs, landmarks, gates, fountains, lakes, and similar such development features.
- L. The proposed concepts for stormwater quality management including location of any proposed treatment facilities or preserved open space, the drainage area to treatment facilities, a preliminary plan for maintenance, and all other requirements in accordance with the applicable Design Manual adopted by the County.

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 stormwater retention and, detention and treatment 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.

ATTACHMENT F

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