



# PRELIMINARY AND FINAL DEVELOPMENT PLAN APPLICATION PROCEDURES

For

The UNINCORPORATED AREA OF  
JOHNSON COUNTY, KANSAS

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

[See Zoning Board Public Hearing Schedule](#)

**A PRE-APPLICATION CONFERENCE WITH THE DEVELOPMENT REVIEW  
COMMITTEE IS REQUIRED PRIOR TO SUBMITTAL OF ANY APPLICATION**  
[Development Review Process Guidebook and Application Questionnaire](#)

## PRELIMINARY DEVELOPMENT PLAN PROCEDURES

**APPLICANT RESPONSIBILITIES:** Omission of any of 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 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. 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. 12 Preliminary Development Plan drawings and 1 reduced-scale paper photocopy no larger than 11"x17".
- H. Post a sign (supplied by the Planning Department) at least twenty (20) days before the scheduled public hearing. Complete Certification of Notification of Sign Posting form (Attachment E)
- I. Applicant or applicant's representative **MUST** attend the Zoning Board Hearing.
- J. Development Plan Analysis Report (Attachment F)
- K. Development Plan Check List (Attachment G)

**FOR ADDITIONAL INFORMATION PLEASE REFER TO *JOHNSON COUNTY ZONING AND SUBDIVISION REGULATIONS* WHICH INCLUDE THE FOLLOWING ARTICLES APPLICABLE TO DEVELOPMENT PLAN APPLICATIONS:**

1. Article 4 – Application Procedures
2. Article 11 – Planned Zoning Districts General Requirements;
3. Article 15 – Development Plan Procedures;
4. Article 17 – Supplementary Height, Area, and Bulk Regulations;
5. Article 22 – Flood Plain Overlay Zoning Districts; and

**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 Development Plan request.

**Posting of Sign:** The Planning Department will supply the applicant with a sign to be posted on the property at least twenty (20) days before the scheduled public hearing.

**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 DEVELOPMENT PLAN APPLICATION

Office Use Only

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

APPLICANT/AGENT INFORMATION

OWNER INFORMATION

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

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

PROPERTY INFORMATION

Project Name \_\_\_\_\_
Present Zoning \_\_\_\_\_ Property ID No. \_\_\_\_\_
Rezoning Application No. \_\_\_\_\_ BOCC Resolution No. \_\_\_\_\_
Address of Property \_\_\_\_\_ Total Project Size \_\_\_\_\_
Present Improvements or structures \_\_\_\_\_

PROPOSED USE INFORMATION

Phase \_\_\_\_\_ Acreage \_\_\_\_\_
Proposed Land Use \_\_\_\_\_
Proposed Improvements \_\_\_\_\_

ENGINEER/ARCHITECT/DESIGNER

Firm/Agency \_\_\_\_\_
Address: \_\_\_\_\_
City/State/Zip \_\_\_\_\_
Contact \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax: \_\_\_\_\_

I, the undersigned, am the (Circle One) (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 Development Plan approval.

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

ATTACHMENT A-1

## **FINAL DEVELOPMENT PLAN PROCEDURES**

**APPLICANT RESPONSIBILITIES:** Omission of any of 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. 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 Development Plan drawing.
- F. 12 Final Development Plan drawings and 1 reduced-scale paper photocopy no larger than 11"x17".

**FOR ADDITIONAL INFORMATION PLEASE REFER TO THE *JOHNSON COUNTY ZONING AND SUBDIVISION REGULATIONS* WHICH INCLUDES:**

- 1. Article 4 – Application Procedures;
- 2. Article 11 – Planned Zoning Districts General Requirements;
- 3. Article 15 – Development Plan Procedures;
- 4. Article 17 – Supplementary Height, Area and Bulk Regulations;
- 6. Article 22 – Flood Plain Overlay Zoning Districts;
- 5. Article 26 – Preliminary Plat Analysis Reports;
- 6. Article 27 – Supplementary Subdivision Procedures and Requirements, and
- 7. PROCEDURES FOR FILING AN APPROVED FINAL PLAT (Attachment H)

**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 Development Plan request.

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



FINAL DEVELOPMENT PLAN APPLICATION

Office Use Only

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

APPLICANT/AGENT INFORMATION

OWNER INFORMATION

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

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

PROPERTY INFORMATION

Project Name \_\_\_\_\_
Rezoning No. \_\_\_\_\_ Preliminary Development Plan No. \_\_\_\_\_
Date Preliminary Development Plan Approved \_\_\_\_\_ Resolution No. \_\_\_\_\_
Address of Property \_\_\_\_\_
Total Project Size \_\_\_\_\_
Present Improvements or Structures \_\_\_\_\_

PROPOSED USE INFORMATION

Phase: \_\_\_\_\_ Acreage \_\_\_\_\_
Proposed Land Use: \_\_\_\_\_
Proposed Improvements: \_\_\_\_\_

ENGINEER/ARCHITECT/DESIGNER

Firm/Agency: \_\_\_\_\_
Address: \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax: \_\_\_\_\_
City/State/Zip \_\_\_\_\_ Contact: \_\_\_\_\_

I, the undersigned, am the (Circle One) (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 Development Plan approval.

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

ATTACHMENT A-2



## FEE SCHEDULE

<b>Rezoning</b>		
Rural or Residential Districts	\$300	0-5 acres
\$350		5.1-10 acres
\$400		10.1-20 acres
\$450		>20 acres
Planned Retail Business Districts	\$300	0-5 acres
\$350		5.1-10 acres
\$400		10.1-20 acres
\$450		>20 acres
Planned Employment Center Districts	\$600	0-5 acres
\$750		5.1-15 acres
\$900		15.1-25 acres
\$1,050		25.1-50 acres
\$1,200		>50 acres
<b>Conditional Use Permit</b>		\$375 or \$75*
*The seventy-five-dollar (\$75.00) fee applies to:		
✓ Keeping animals on less than 10 acres in accordance with the Zoning and Subdivision Regulations		
✓ Preschools and Day-Care Centers in a residence or accessory building to a residence		
✓ Accessory buildings or structures larger than or in greater quantities than permitted by Article 18 of the Zoning and Subdivision Regulations		
✓ Kennels		
<b>Accessory Dwelling Unit Permit (Public Hearing Required)</b>		\$375
<b>Special Permit (Public Facilities/Utilities)</b>		\$375
<b>Development Plan (Site Plans)</b>		
Preliminary	\$300 + \$7.50 per lot	
Final		\$300
<b>Plat</b>		
Preliminary	\$300 + \$7.50 per lot	
Final		\$300
<b>Board of Zoning Appeals</b>		
Variance		\$150
Appeal		\$100
<b>Airport Plan Review</b>		\$50
<b>Sign Permit</b>		\$75
<b>Tract/Lot Split or Lot Line Adjustment</b>		\$150
<b>Grading Plan</b>		\$225
<b>Flood Plain Development Permit</b>		\$75
<b>Administrative Plan Review (Includes Accessory Dwelling Unit Certificate)</b>		\$150
<b>Nonconforming Use, Lot, or Structure Review</b>		\$100



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 our 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 acknowledge before me on this \_\_\_day of \_\_\_\_\_, 20\_\_\_, 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 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 ABSTRACTOR, 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**





## 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. \_\_\_\_\_

### ATTACHMENT E

## **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.

**ATTACHMENT F**



## DEVELOPMENT PLAN CHECKLIST

### JOHNSON COUNTY PLANNING, DEVELOPMENT AND CODES DEPARTMENT

The following items apply to development plan requirements on applications for conditional use permits, preliminary and final development plans for planned residential and planned retail and employment center zoning districts. Some proposals, because of their simplicity may require less information. Some applications, because of their complexity, may require more information. You are encouraged to work closely with staff in advance of your actual application submittal to determine what may and may not apply. Submission of less information than necessary to adequately review and process your application may delay the review process. Please check the appropriate boxes as the form is completed (I-included; NI-not included, NA-not applicable) and include with your application:

I	NI	NA	
___	___	___	Fifteen (15) copies of site plan at a minimum scale of 1"=100'
___	___	___	One 11" x 17" reduction of the site plan.
___	___	___	Location by common street address and legal description.
___	___	___	Names, address and telephone numbers of the applicant, owner, and preparer of the plan.
___	___	___	Date of preparation, Scale Numerical and Graphic and North Arrow.
___	___	___	Existing and proposed contours at no greater than five-foot (5') intervals. For especially flat sites, a contour of 2 or 1 foot may be appropriate.
___	___	___	The boundary lines of the area included in the development plan, including approximate angles (bearings) dimensions and reference to a section corner, quarter-section corner, or point on a recorded plat.
___	___	___	The plan depicts the area included in the development plan as well as the area within two-hundred (200) feet of the boundaries thereof:
___	___	___	a. The location, widths and names of all existing or platted streets, railroad and utility rights-of-way, parks and other public open spaces and permanent easements.
___	___	___	b. The location and dimensions of permanent buildings, structures, or houses and natural features, such as woodlots, streams and lakes or ponds, and any land area subject to the 100-year flood.
___	___	___	c. Locations of existing sewers, water mains, culverts and other underground facilities, indicating pipe sizes, grades, manholes and locations of record.
___	___	___	General location arrangement and dimensions of proposed buildings and structures.



I	NI	NA	<b>Lists, tests or tables indicating the following:</b>
—	—	—	The total floor area of buildings, the area of the site, and the percent of building coverage of the site.
—	—	—	The number of building sites or lots and the number of parking spaces to be provided.
—	—	—	Any other quantities needed to describe or quantify the proposed development or to determine compliance with the zoning regulations.
—	—	—	Preliminary Development Plan Analysis Report
—	—	—	Preliminary sketches of building elevations depicting the general style, size and exterior construction materials of the buildings proposed in sufficient detail to exhibit the relative compatibility of the proposed development with the character of the neighborhood.
—	—	—	General location, arrangement and dimensions of parking spaces width of aisles, width of bays, angle of parking and other similar information.
—	—	—	General location and dimensions of vehicular drives, entrances, exists, acceleration and deceleration lanes, location and dimensions of pedestrian entrances, exists, walks and walkways.
—	—	—	Location, height and general materials to be used for walls, fences and landscaping.
—	—	—	Indication of proposed schedule sequencing and location of each development phase in the project is to be developed in phases.

I \_\_\_\_\_ (printed name of *(circle one)* agent or owner), hereby certify that the attached and completed application contains the information as specified above in accordance with the Johnson County Zoning and Subdivision Regulations. I understand the submission of incomplete or inaccurate information may result in a delay in processing and action on this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACHMENT G**





## PROCEDURES FOR FILING AN APPROVED FINAL PLAT

### Johnson County Subdivision Plat Check List and Transmittal

Plat Name _____
_____
Contact Name _____ Telephone Number _____
Email _____ 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 or tape is allowed on the original. Blue print type copies are not acceptable. (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 (this includes the notary public's signature). If a plat is signed by an office 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., 2<sup>nd</sup> before 3<sup>rd</sup>) Numerical order of plats (i.e., 2<sup>nd</sup> 3<sup>rd</sup>, etc.) shall be included in the name of the plat. The notation of the numerical order must be consistent (i.e., numbers o 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 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. (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. (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. Street names shall coincide with previously named and numbered streets. (PW)
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, shown the recorded bearings on 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. The County Clerk, the Register of Deeds, and the Public Works Department do not review draft plats for recording. The PW, RD, CC notation at the end of each item represents Public Works, Register of Deeds, and the County Clerk's Office. If you have a question on an item, please check with any or all of the departments indicated.

County Clerk  
Public Works Mapping Division

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## ATTACHMENT H