

CITY OF TONGANOXIE, KANSAS

APPLICATION FOR PRELIMINARY PLAT AND FINAL PLAN APPROVAL

Requested Action	Fee Paid	Date Rec'd	Date Published	Hearing Date
_____ Preliminary Plat	_____	_____	_____	_____
_____ Street & Storm Sewer Plan		_____		
_____ Sanitary Sewer Plan		_____		
_____ Waterline Plan		_____		
_____ Final Plat	_____	_____	_____	_____
_____ Site Plan	_____	_____	_____	_____
_____ Landscaping Plan		_____		_____

Name of Development _____

General Location _____

Applicant:

Name: _____ Contact: _____

Address: _____

Phone/Fax: _____

E-mail address _____

Owner Developer:

Name: _____ Contact: _____

Address: _____

Phone/Fax: _____

E-mail Address _____

Engineer:

Name: _____ Contact: _____

Address: _____

Phone/Fax: _____

E-Mail Address _____

SUBDIVISION INFORMATION:

- Gross acreage of plat: _____
- Total number of lots: _____
Residential _____ Business _____ Industrial _____ Other _____
- Existing zoning _____ Proposed zoning _____

THE owner herein agrees to comply with the subdivision regulations for Tonganoxie, as amended, and all other pertinent ordinances or resolutions of Tonganoxie, and statutes of the State of Kansas. The undersigned further states that he is the owner of the proposed for platting.

OWNER'S SIGNATURE _____

OFFICE USE:

RECEIVED BY _____

Date _____ Fee Submitted _____

GENERAL INFORMATION

This general checklist is provided only to aid the understanding of the plat and plan approval process. The plat and plan approval process is detailed in the subdivision regulations. The subdivision regulations are available online at www.tongie.org or at City Hall. It is the responsibility of the applicant and/or his representative to meet all of the regulations applicable to this subdivision.

The Tonganoxie Planning Application and Review Schedule will be followed to allow time for staff review and a public hearing. A public hearing on the proposed plat will be held before the Planning Commission. When a plat is submitted, public notice must be published in the official paper of Tonganoxie, Kansas, giving the name of the subdivision, owner, legal description, location and approximate acreage.

Approval of the Preliminary Plat does not constitute final approval or acceptance of the subdivision by the City Planning Commission or authorization to proceed with the construction of improvements within the subdivision, but shall constitute approval of the general layout.

The approval of the Preliminary Plat shall only be effective for one (1) year, unless the Planning Commission grants an extension. The Planning Commission may not grant an extension for a period in excess of one (1) year. If the final plat has not been submitted for approval within this period, a Preliminary Plat must be re-submitted for Planning Commission approval.

When the Final Plat has been approved by the City Council, the developer shall supply 3 copies of the plat on reproducible drafting film and 11 blue-line copies for proper signatures. The developer is responsible for filing the Final Plat with the Register of Deeds in Leavenworth County.

After receiving the recorded final plats and a performance bond or irrevocable letter of credit from the developer, he may proceed with the installation and construction of the required improvements. Building permits will be issued after improvements have been completed and approved by the City Engineer.

The developer shall file performance and maintenance bonds with the City.

As built plans, profiles and cross sections of the required improvements shall be filed with the City Engineer.

See complete information in the Subdivision Regulations:

Section S-2 Preliminary Plat Procedure and Content

Section S-3 Final Plat Procedure, Content, and Action by the Planning Commission

Section S-4 Minimum Subdivision Design Standards & General Requirements

Section S-5 Improvements and Improvement Plan

Site Plan Review Standards and Site Review Committee

Preliminary Plat Checklist

- Submit a minimum of 6 copies
- Current Title Report - no more than 3 months old & a certificate of title verifying ownership no more than 30 days old
- Review: See Planning Application & Review Schedule for submittal dates. Staff review will include Planner, Administrator, City Superintendent, Engineer, Fire Chief, Police Chief and Building Inspector
- Fee: See Application Fee schedule for current fee amounts as established by the City Council. Costs incurred by the city for review of revised plats will be billed to the applicant.
- Checklist:
 - ☐ Clearly marked "Preliminary Plat"
 - ☐ Name of subdivision (If replatting, original plat must be referenced in title)
 - ☐ Name & address of owner, and name, address and registration of the engineer and/or surveyor preparing the plat
 - ☐ Surveyor's seal, signature & date--see KS Minimum Standards for Boundary Surveys
 - ☐ Date completed, Scale, North point, Key map
 - ☐ Legal description--including section, township, range and meridian
 - ☐ Drawing to scale of platted area, dimensioned and tied to at least 2 section corners
 - ☐ Contours at a minimum of 2 foot intervals
 - ☐ Names and location of adjacent owners and subdivisions
 - ☐ Location and dimension of property lines, streets, alleys, easements, buildings, utilities, watercourses and other items that will affect the plat
 - ☐ Existing & proposed zoning
 - ☐ Location and elevation of 100 year floodplain and floodway boundaries
 - ☐ Layout, number and dimensions of proposed lots and building or setback lines
 - ☐ Location, width & dimensions of all lands proposed for dedication to public use including easements
 - ☐ Proposed names for streets
 - ☐ New utilities--method and timeline for all installations proposed, 3 copies of preliminary layouts of the street paving and all utility lines and all appurtenant work such as manholes & fire hydrants, utility lines and power poles
 - ☐ Written & signed statements from City-County Health Department stating approval of lot sizes and type of sewage system if not connecting to the city sewer system.
 - ☐ Written & signed commitments of utility availability from appropriate Utility officials gas, electric, telephone, water, cable.
 - ☐ Restrictions proposed for the plat in the Owner's Declaration of Plat.

Final Plat Checklist

Submit a minimum of 4 copies of the Final Plat, 1-11x17 copy, 1 address map, with required signatures and professional certifications for review by the Planning Commission.

- Review: See Planning Application & Review Schedule for submittal dates. Staff review will include Planner, Administrator, City Superintendent, Engineer, Fire Chief, Police Chief and Building Inspector
- Fee: See Application Fee schedule for current fee amounts as established by the City Council. Costs incurred by the city for review of revised plats will be billed to the applicant.
- Checklist:
 - ☐ Clearly marked with legal description
 - ☐ Boundary lines marked with accurate distances & angles
 - ☐ Mark highways, streets, alleys with width and names
 - ☐ Outline of property dedicated for public use
 - ☐ Lines of departure from one street to another
 - ☐ Lines adjoining property and lines of adjoining streets with width & names
 - ☐ All lots designated by numbers or letters
 - ☐ All streets avenues and other grounds by names , letters or numbers
 - ☐ Location & widths of building lines on front & side streets
 - ☐ Location & widths of utility easements, easements for future construction and easements for drainage purposes.
 - ☐ All dimensions both linear & angular for locating boundaries
 - ☐ The radii, arcs, chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners
 - ☐ Location and description of survey monuments and bench marks
 - ☐ Subdivision name, Clearly marked as Final Plat, Points of compass, and names of every owner or subdividers
 - ☐ Reference to Private restrictions and trusteeships if on a separate instrument
 - ☐ Plat Restrictions, dedication of public use, granting of easement acknowledged by owners
 - ☐ Signature lines & verification of owners
 - ☐ Signature lines for Land Surveyor or Licensed Professional Engineer of the State of Kansas
 - ☐ Signature lines for Chairman & Secretary of the Planning Commission
 - ☐ Signature lines for City Engineer
 - ☐ Signature lines for Mayor and City Clerk
 - ☐ Signature lines for Register of Deeds
 - ☐ Signature line for the County Surveyor
 - ☐ True north point, graphic scale, & date