

## SECTION 2

### PRELIMINARY PLAT PROCEDURE AND CONTENT

#### SECTION 2.1 PRELIMINARY PLAT PROCEDURES

In obtaining final approval of a proposed subdivision by the Planning Commission and the City Council, the subdivider shall submit a preliminary plat in accordance with these procedures:

- a. The subdivider shall prepare and file with the City Clerk six (6) copies of a preliminary plat, one (1) copy on 11" by 17" sheet of paper, a digital format approved by the City Planner, and a current Title Report at least thirty (30) days before the Planning Commission meets. Said Title Report shall be no more than 3 months old, with a certificate of title verifying ownership that is no more than thirty (30) days old. (Updated by Ordinance #1029 4/24/00 & Ordinance 1230, May 29, 2007)
- b. Said plat shall be accompanied by the current fee per lot for each lot in the subdivision, as established by the City Council providing said subdivision does not consist of less than ten (10) lots, in which case the current minimum filing fee as established by the City Council shall be required.
- c. The City Clerk shall forthwith refer two (2) copies to the City Engineer, and one copy to the Regional Planning Director.
- d. The City Engineer shall carefully examine said plat as to its compliance with the regulations of the city, the existing street system, and appropriate engineering practices, and shall within five (5) days prior to the Planning Commission meeting submit his findings in duplicate to the Planning Commission Secretary.
- e. Upon receipt of the plat, the Planning Commission shall cause notice to be published in the official paper of Tonganoxie, Kansas not less than twenty (20) days prior to the date of consideration by the Planning Commission. Said notice shall contain the name of the subdivision, the subdivision owner, its approximate acreage, the legal description of the subdivision and its general location. It shall also contain the following statement. "Anyone desiring further information concerning this action may contact the City Clerk". (Updated by Ordinance #1006 11/8/99) (Updated by Ordinance # 1186 5/23/05)
- f. After receiving the Engineer's and the planning Director's report and the Planning Commission approves, modifies, or disapproves said plat within five (5) days after said hearing, the subdivider shall be notified by the Secretary of the Tonganoxie Planning Commission. In case a plat is disapproved or modified, the reason for such action and the requirements necessary to meet the Planning Commission's approval shall be stated in the notification.

- g. One (1) copy of the approved preliminary plat shall be returned to the subdivider along with the approved notification, thus allowing him to proceed with the preparation of the final plat and detailed construction drawings and specifications for the improvements required under these regulations.
- h. The approval of the preliminary plat does not constitute final approval or acceptance of the subdivision by the City Planning Commission or authorization to proceed on construction of the improvements within the subdivision, but shall constitute approval of the general layout.
- i. The approval of a preliminary plat shall only be effective for one (1) year, unless an extension is granted by the Planning Commission. The Planning Commission may not grant an extension of a period in excess of 1 year. If the final plat has not been submitted for approval within this period, a preliminary plat must be again submitted to the Planning Commission for approval.

## **SECTION 2.2 PRELIMINARY PLAT CONTENT**

- The preliminary plat shall be made to scale of one inch equals one hundred feet (1" = 100') or larger, or if the subdivision contains more than one hundred sixty (160) acres, the plat may be drawn to a scale of one inch equals two hundred feet (1" = 200'), and shall show:
- a. Clearly marked "Preliminary Plat".
  - b. The proposed name of the subdivision and, if different, the title under which the subdivision is to be recorded.
  - c. The name and address of the owner and the name, address, and registration of the Engineer or Land Surveyor preparing the plat.
  - d. The date, scale, north point, and a key map showing the general location of the proposed subdivision in relation to surrounding development.
  - e. The legal description of the area being platted.
  - f. The boundary line (accurate in scale, showing error of closure, both angular and dimensional, equal to or less than recommended in good engineering practice), the dimensions and the location of the property to be platted, and the location of section lines.
  - g. Contours with intervals of not more than two (2) feet, one foot preferred.
  - h. The names and location of adjacent subdivision and the names of record owners within the subdivision and of adjoining parcels of un-platted land.

- i. The location and dimensions of property lines, streets, and alleys, easements, buildings, utilities, watercourses and other existing features affecting the plan.
- j. The existing zoning classification and proposed use of the area being platted.
- k. Location of any 100-year flood plain or floodway boundaries as defined by the Federal Emergency Management Agency.
- l. The layout, number, and approximate dimensions of proposed lots.
- m. The layout of all existing and proposed building lines and easements.
- n. The location, width, and dimensions of all streets, alleys, and grounds proposed to be dedicated for public use.
- o. Proposed names for all the streets in the area being platted
- p. A written and signed statement from the developer detailing the methods and timing for the installation of all public improvements. The statement shall be accompanied by three (3) copies of preliminary layouts of the street paving and all utility lines, and all appurtenant work such as manholes and fire hydrants.
- q. Written and signed statements from the City-County Health Department stating their approval of lot sizes and type of sewage system to be used or their recommendation for all subdivisions which are not planned for connection to city sewer.
- r. Written and signed statements from the appropriate officials of the availability of gas, electricity, telephone, and water to the proposed subdivision.
- s. Any restrictions proposed to be included in the Owner's Declaration of Plat.