Final Plat Application and Checklist

ALL APPLICATIONS ARE DUE AT 12:00 NOON ON THE FILING DATE

	FEE SCHEDULE	
	NUMBER OF LOTS	FEE
_____	1 – 10	$150 PLUS $7.00 PER LOT
_____	11 – 50	$150 PLUS $6.00 PER LOT
_____	51-150	$150 PLUS $5.00 PER LOT
_____	151 – 500	$150 PLUS $4.00 PER LOT
_____	OVER 500	$150 PLUS $3.00 PER LOT

Office Use Only
Fee Paid: $
Date Paid:
Case No.:
Meeting Date:

ALL FIELDS HIGHLIGHTED IN RED ARE REQUIRED FIELDS

SUBDIVISON NAME _____

LOCATION _____

SIZE (IN ACRES) _____ **NUMBER OF LOTS** _____ **CURRENT ZONING** _____

REAL ESTATE PARCEL ID NUMBER _____

APPLICANT

FIRM _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

OWNER

NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

ARCHITECT

FIRM _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

ENGINEER

FIRM _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

Final Plat Application and Checklist

I,_____, (Contact Person's Name), hereby certify the attached and completed application contains the information as specified below in accordance with the Unified Development Code. I understand the submission of incomplete or inaccurate information may result in a delay in processing and action on this application and may be subject to other penalties provided by law.

_____ _____

Signature of Contact Person **Date**

Note: *The following items apply to all applications for final plat approval. The Applicant is strongly encouraged to work closely with Staff in advance of an actual application submittal.* ***Please submit ONLY THOSE DRAWINGS necessary to provide information required by this checklist. Submission of construction drawings or other nonessential drawings may delay the review process.***

Final Plats

1. A final plat for record shall be prepared and submitted to the Department of Community Development for review and recommendation by the Planning Commission and acceptance by the Governing Body. The original plat shall be in sheets of such materials, dimensions and scale as meets the current requirements for the County official in whose office the plats are required to be filed; provided, that when more than one sheet is required, an index sheet of the same size shall be filed showing the entire subdivision on one sheet with block and lot numbers, In no event shall the final plat be on a scale smaller than 200 feet to the inch.

General Requirements for all Final Plat Applications

1. Plat application form, filled out completely and accurately with all required contact information, signatures, etc.
2. All files must be electronic. A PDF file shown as 24 x 36 pages to include all general final plat data, existing conditions, proposed conditions, and any ancillary items shall be provided with sufficient information included as to allow for an appropriate review by the City. The plat must be sealed by a licensed land surveyor as required.
3. Include a PDF of the Stormwater report, all pages must be in one document. ***All plat sets must be one document. Individual pages will not be accepted.***

General Final Plat Data

1. Legal description and drawing.
2. Proposed name of subdivision and the words "FINAL PLAT".
3. Location map at a scale of not less than 1" = 2,000' with the site plan clearly marked to identify the location of the property.
4. The number of each lot and block, in accordance with a systematic numbering system and “letter” identification of all other parcels, proposed buildings, if any, and proposed ownership.
5. The length of all straight lines, deflection angles or bearings, and radii, arcs and central angles of all curves along the centerline and the property line of each street. All dimensions of property lines along each street and all the lines bordering each lot shall be in feet and decimal fractions of a foot. The true bearings and angles of intersections, and any other data necessary for the location of any dedicated easement in the field; calculated bearings shall be used.
6. The lines and names, with accurate dimensions in feet and decimals of feet, of all proposed streets or other ways or easements and other open spaces intended to be dedicated for public use or granted for use of inhabitants of the subdivision, also lines of all adjoining streets.
7. Suitable primary control points approved by the City Engineer or descriptions and "ties" to such control points, to which all dimension, angles, bearings and similar data given on the plat shall be referred. All dimensions shall be shown in feet and decimals of a foot.
8. The north arrow, scale, and date.
9. Properly executed dedication of all streets, highways, alleys, parks, playgrounds, and other lands as may be appropriate, intended for use by the owner, or owners.
10. Surveyor's certificate of actual field survey with bearings and distances referenced to section or fractional section, corners, township, and range. This survey must be balanced and closed by a Registered Land Surveyor.
11. Dedication language as provided by the Development Review Staff.
12. Blanks for date of approval and for Planning Commission Chair, Mayor and City Clerk's signatures with name printed under the signature line.

13. Blank space in the upper right hand corner of the plat for recording purposes.
14. The area, in square feet, of each lot, parcel or tract in the proposed subdivision. Such area may be indicated on each lot or parcel or on a separate chart on the face of the plat.
15. Dimension of the lot at the front building line on cul-de-sac lots or unusually shaped lots.
16. Final sidewalk/trail location plan included widths.
17. All lot dimensions clearly noted on each lot, parcel or tract.

Existing Conditions

Information, in report and map form (seven copies of each), showing:

1. Zoning.
2. Acreage to be subdivided.
3. Names of adjoining property owners or subdivisions and accurately showing existing property lines, streets, alleys, and other pertinent physical features.
4. Location of 100 year flood plain if located on the property.
5. Vicinity map indicating location of subdivision in relationship to major roadways.
6. Location of all existing structures, wells, etc. and whether they are to be retained or demolished.
7. Location of significant natural features, including the location and identification by common name, of trees and other significant vegetation prepared from aerial photos with on-site verification or survey.
8. Boundaries of any mined, underground space and submittal of any required engineering structural safety studies.

Proposed Conditions

On one or more separate sheet(s) from the plat and/or in report form, as appropriate, the following information:

1. The location of all building lines imposed by the sub-divider, except for BP zoning districts.
2. Housing classification for single-family subdivision.
3. All other required forms such as endorsements, dedications and certificates.
4. Such additional information as may reasonably be required by the Development Engineering Administrator or the Development Review Coordinator.

Landscape Plan and Fence Data

Detailed site and landscape plans must be prepared to clearly describe proposed improvements within the residential fence/landscape buffer tracts, stormwater management tracts and other common open space. If improvements are shared across plat lines, a phasing plan must be submitted to show how the improvement areas are to be coordinated and when such improvements are to be completed. Plans must include the following information:

1. Existing and proposed contours [Minimum of five foot (5') intervals for slopes over ten percent (10%) and two foot (2') intervals for slopes under ten percent (10%)] also including proposed berming.
2. Plans must reflect pedestrian access to, as well as circulation within, common open areas. Public sidewalks located within tract areas must be completed with the initial street improvements. Pedestrian links to the public walks and trails within the open space tracts to be owned by the homes association must be completed with the landscape improvements in these tracts.
3. Identification of existing individual trees and significant other vegetation requested to be credited towards landscape requirements.
4. A plant schedule to provide plant name (common and botanical), quantity, planting size, and unique planting and maintenance requirements).
5. Calculations for required planting areas.
6. Planting details to describe the various planting situations (tree, shrub, planting bed, tree protection, set back from parking stalls, etc.).
7. Sight distance information at intersections of public streets and private drives along public and private street right of way must be provided.
8. A complete fence design must be submitted to include a standardized fence detail to be utilized for individual lots adjacent to the residential fence/landscape buffer and the public, as well as private, open space tracts. The landscape plan should establish the permitted location for the fences to be allowed on lots located adjacent to these tracts. Staff suggests that the fence design for lots adjacent to these tracts be limited to open fencing such as wrought iron.

9. Perimeter Planting and Land Use Intensity Buffer, Internal Parking Lot Buffer requirements as well as other landscape and buffer requirements that will need to be addressed as they may apply to development within the common tract areas (i.e. homes association pool, playgrounds and recreational areas).
10. With regard to native grass and wildflower areas, the landscape plan must include detailed specifications to describe the proposed seed mix and explain how the native planting areas are to be established and maintained. Planting methods other than seeding may be determined necessary where plant uniformity or stability of the soil surface is considered essential.
11. Plans should reflect that all turf areas are to be established with the use of sod unless specifically noted for seeding in the approved final landscape plan.
12. Landscape irrigation plans must be included to show location of hose bibs and sprinkler heads and must reflect suggested coverage.
13. Other information may be determined necessary to address site specific details unique to a particular development.
14. The final landscape plans must be properly sealed by a registered Landscape Architect, licensed to practice in the state of Kansas.

ENGINEERING INFORMATION

Streets & Access

1. Location, type and size of access points, driveways, curb cuts to the proposed site and all adjacent sites.
2. Existing street network.
3. Proposed street network, including horizontal and vertical curvature data (use of direction arrows and percent of grade is permitted at preliminary for vertical curve data, unless otherwise specified / required.)
4. Show, label, and dimension all existing and proposed right of way.
5. Provide intersection site distance analysis.
6. Provide traffic lane markings and regulatory signs where applicable.
7. Street light plan. Where existing street lights must be relocated, said street lights must be noted as “to be relocated” on the plans along with the name and mailing address of the party who will assume relocation costs.
8. Vehicle maneuvering / turning templates reflecting the site can accommodate a minimum SU-30 class vehicle (for emergency access to all areas of the site), and the appropriate site-design vehicle for any other special areas of the site (such as delivery or dock areas, etc.).
9. A traffic study may be required at the discretion of the traffic Engineer.

Stormwater / Watershed

1. Existing and proposed storm drainage, indicating location and connections to existing drainage system.
2. Existing topography with contours at vertical intervals of not more than five feet (5’) where the slope is greater than ten percent (10%); and not more than two feet (2’) where the slope is less than ten percent (10%).
3. Proposed preliminary grading by contours at vertical intervals of not more than five feet (5’) where the slope is greater than ten percent (10%); and not more than two feet (2’) where the slope is less than ten percent (10%), supplemented by spot elevations where necessary.
4. Provide at a scale appropriate for clear readability the drainage basins, but not less than 1" = 100', both on-site and off-site drainage sub-basins coming to the subject site, including all points at which it leaves the site. Each sub-basin should be clearly labeled with a designation letter or number, acreage of the sub-basin, and CN value of the sub-basin.
5. Limits of the 100 year flood plain and floodway of all existing water courses that would impact this development.
6. Impervious area calculations.
7. Level of service calculations, which should include a completed Worksheet 1 and Worksheet 2, with all appropriate maps / plans to identify and justify the areas utilized on the worksheets. *(Staff notes that Worksheet 1a will not be accepted, Worksheet 1 with the change in CN value must be utilized.)*
8. Proposed BMP types and locations (identified from Worksheet 2), in plan, profile, and detail form.
9. A plan of the surveyed Stream Setback location, clearly denoting / labeling stream order, stream type, and subsequent setback requirements. For projects that do not have identified stream setback buffers on the project, please include a statement that the Stream Setback Ordinance does not apply. Each zone or setback area should be identified and labeled.
10. Evaluation of any stream components and associated storm system outfalls in compliance with APWA 5600, Section 5605 Natural Streams.
11. A PDF of the Stormwater report; all pages must be contained within one document.
12. Memorandum of Resource Management including:
    a. Identification of the soil types (and their properties) found on the project site, identified from the NRCS Soil Survey map.
    b. Identification or wetland delineation in the form of a copy of National Wetland Inventory index.
    c. Habitat evaluation for threatened and endangered species.

d. Location and general type of existing trees and significant vegetation and trees proposed for preservation and removal if estimated to be greater than 10" caliper, (prepared from aerial photo or survey).
e. Latest (not more than two years old) aerial photograph of the site.
f. Existing contour information for the site.

13. Such additional information as may reasonably be required in writing by the Development Engineering Administrator.
14. All engineering plans must be wet sealed by a Kansas Registered Professional Engineers.

Ancillary Items

The application shall also include:

1. A digital PDF street light plan, to be reviewed by the City Traffic Engineer;
2. A digital PDF of the plat reflecting:
   a. The stream buffer, identified by component, if applicable.
   b. The 100-year flood plain area, if applicable.
   c. The location of proposed sidewalks.
   d. The proposed use of each lot or parcel of the proposed subdivision.
   e. A Final Residential Fence/Buffer Plan, which reflects the exact location of required tracts, the location of all fences, walls, and landscaping, and a clear indication of all materials proposed to be used. Drawings shall also reflect a "typical fence" detail to be used along said landscape tract either at time of initial subdivision development or as individual fences are requested.
3. A digital PDF copy of a complete, recordable set of Homeowners Association formation documents and any covenants and restrictions proposed by the developer;

Supplemental submission before hearing

Following the initial staff review of the submittal, but before the meeting at which the Planning Commission will consider the application, the following additional material must be submitted:

1. A PDF file to include one full size set of all plat elements, fence/landscape buffer plan. All pages of the **full size set must be one document**. ***Do not submit individual pages.***
2. A digital final stormwater report.

Supplemental submission prior to recording

Within two (2) years after approval by the Governing Body and prior to issuance of Public Infrastructure Permits, the following additional material must be submitted:

1. Two copies of the approved plat on vellum or 24 lb bond paper, bearing original signatures, for signatures of the approving agency, and recording; and

Submission following recording and prior to issuance of building permits.

After approval of the plat by the Governing Body but prior to assignment of street addresses or issuance of any partial or full building permits, the following additional items must be submitted:

1. One copy of the plat containing original recording information, date, book, and page of recording information
2. One copy of all covenants and restrictions applicable to said subdivision, bearing the recording information.
3. One full size copy and one reduced copy of the address plan for electronic distribution (11"x14"). (Developer's ¼ item) (as recorded at the register of Deeds office) plus sidewalks locations and bearing addresses as assigned by the City of Lenexa Department of Community Development.

Supplemental submission before Governing Body approval

After review and recommendation by the Planning Commission, the applicant shall submit the following additional information, before Governing Body approval of the final plat.

Digital Submission Required: *(Note: This will assist the City in displaying new projects on its GIS mapping system).*

1. A digital copy of the final plat shall be submitted in a CAD .dxf file format. The .dxf file should have text located on a different layer than the projects line work.
2. All data collected for the project shall use the Johnson County Horizontal Control System. All data files submitted to the City of Lenexa shall abide by the KS State Plane North coordinate system, NAD83 using datum and feet as the unit of measure.