



Building & Zoning Department  
215 S. Broadway, Louisburg, KS 66053  
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## ARTICLE 18

### PLAT APPROVAL

#### **PLAT APPROVAL PROCESS**

Any subdivision of land within the jurisdiction of the City of Louisburg or the City of Louisburg Growth Area must, with certain exceptions, follow the procedures outlined below. The simple division of one lot into two lots may qualify for a Lot Split, as explained Article 17 of this Procedures Manual and in the applicable subdivision regulations. The subdivision process involves submittal of a preliminary plat, engineering plans for any public improvements and a final plat. The following provides a more detailed overview of the subdivision process.

#### **A. Preliminary Plat Process:**

1. The applicant shall first meet with the Codes Administrator, the city's planning consultant, the city engineer and all other applicable city or county staff members to discuss the following:
  - A. Procedure for filing plats.
  - B. Availability of City sewer, water, gas and other applicable public services.
  - C. Comprehensive Plan requirements for major streets, land use, parks, schools and public open spaces.
  - D. Zoning requirements for the property in question and adjacent properties.
  - E. Special setback requirements for arterial, collector and local streets.
  - F. Any other issues that may be applicable to the development.
2. The preliminary plat application form shall be completely filled out and returned to the Office of the Codes Administrator with the appropriate application fee, deposit and required information. As a part of the application, 15 copies of a preliminary plat conforming to the requirements of the subdivision regulations and a vicinity map showing the location of the proposed subdivision shall be submitted.

**An application shall not be scheduled for public hearing until the application form has been fully completed, the fee and deposit paid, and all required information submitted. The deposit shall be used to cover expenses incurred by the city in the processing and review of the application. If the city's processing and review costs exceed the amount of the initial deposit, the applicant shall be required to pay the additional amount.**

3. The Planning Commission, based on the standards set out in the subdivision regulations, may approve, approve conditionally, or disapprove the preliminary plat within 60 days of receiving the plat at a regularly scheduled meeting.

**B. Engineering Plan Review Process:**

1. Upon the approval of the preliminary plat by the planning commission, the subdivider shall have prepared by a licensed professional engineer, engineering drawings for all proposed and required improvements containing the data and information specified in the applicable subdivision regulations. The engineering drawings shall be submitted to the Codes Administrator for review and approval by the City. If the proposed subdivision is to be developed in phases, engineering drawings need only be for the applicable phase of the development to which the subsequent final plat will apply unless otherwise specified by the Codes Administrator, City Engineer or planning commission.
2. The City Engineer shall review the submitted engineering drawings in order to determine their compliance with City design standards. After having reviewed the submitted engineering drawings, the City Engineer shall notify the subdivider and the Codes Administrator, as to their compliance. In the event that the drawings do not so conform or comply, the City Engineer shall specify the specific manner in which such drawings do not so comply. The subdivider shall then have corrections made of the defective drawings and resubmit the corrected drawings.
3. The Planning Commission shall approve a final plat only after consideration of the City Engineer's opinion that the drawings are consistent with the approved preliminary plat and comply with their design standards.

**C. Final Plat Process**

1. The subdivider shall submit the final plat application form, along with the appropriate fee, deposit and any required supplemental information. Included as part of the application shall be the original and 15 copies of the final plat prepared in accordance with the subdivision regulations.

**A final plat application shall not be scheduled for public hearing until the application form has been fully completed, the fee and deposit paid, and all required information submitted. The deposit shall be used to cover expenses incurred by the city in the processing and review of the application. If the city's processing and review costs exceed the amount of the initial deposit, the applicant shall be required to pay the additional amount.**

2. The Planning Commission shall review the final plat and, based on the approved preliminary plat and standards set out in the subdivision and zoning regulations, approve or deny the final plat.
- 3.. The final plat shall then come before the Governing Body for their consideration of any dedications from the subdivider of street rights-of-way, drainage easements, park lands, or other property to be used for public purposes.

**CITY OF LOUISBURG, KANSAS**

**FINAL PLAT APPLICATION**

Return Form To:  
Codes Administrator  
City of Louisburg  
215 S. Broadway  
Louisburg, KS 66053  
(913) 387-5811  
(913) 387-5374 (fax)

For Office Use Only  
Subdivision No.: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Date of Meeting: \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Deposit: \_\_\_\_\_

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**APPLICANT INFORMATION:**

Name of Subdivision: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Subdivider: \_\_\_\_\_

Name of Person who prepared the Plat: \_\_\_\_\_

**Instructions:**

The following checklist is to be completed by the applicant and shall accompany the Final Plat when it is submitted to the Codes Administrator. If the answer to any of the questions is "No", a written explanation must accompany this checklist.

- |    |   |            |           |
|----|---|------------|-----------|
| 1. | Does the Final Plat show the following information?   | <u>Yes</u> | <u>No</u> |
| A. | Name of subdivision (not to duplicate or too closely resemble the name of any existing subdivision).  | _____      | _____     |
| B. | Location of section, township, range, county and state, including the description boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which must be mathematically correct. The allowable error of closing on any portion of the plat shall be one foot in five thousand (5,000). | _____      | _____     |
| C. | The location of existing monuments or bench marks shall be shown And described on the final plat. Location of such monuments shall be shown in reference to existing official monuments or the nearest established street lines, including the true angles and distances to such reference points or monuments.                 | _____      | _____     |

		<u>Yes</u>	<u>No</u>
D.	The location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet with the length of radii on all curves, and other information necessary to reproduce the plat on the ground.	_____	_____
E.	Lots shall be numbered clearly. Blocks shall be numbered or lettered clearly in the center of the block.	_____	_____
F.	The exact locations, widths and names of all streets and alleys to be dedicated.	_____	_____
G.	Boundary lines and description of the boundary lines of any area other than streets and alleys which are to be dedicated or reserved for public use.	_____	_____
H.	Building setback lines on the front and side streets with dimensions.	_____	_____
I.	Name, signature and seal of the licensed land surveyor preparing the plat.	_____	_____
J.	Scale of the plat (scale to be shown graphically and in feet per plat scale inch), date of preparation and north point.	_____	_____
K.	Statement dedicating all easements, streets, alleys, and all other public areas not previously dedicated. See sample final plat for terminology.	_____	_____
2.	Was the original on mylar, tracing cloth, or similar material, and were fifteen (15) copies submitted?	_____	_____
3.	Have all acknowledgments been signed?	_____	_____
A.	Owner or owners and all mortgager.	_____	_____
B.	Dedications or reservations.	_____	_____
C.	Engineer, surveyor or person preparing plat.	_____	_____
D.	City Clerk and County Collector.	_____	_____
4.	Title Opinion:		
A.	Submitted (Date) _____	_____	_____
B.	Have all owners and mortgager signed plat?	_____	_____
5.	Has certification been submitted stating that all taxes and special assessments due and payable have been paid?	_____	_____
6.	Deed Restrictions:		
A.	Are any deed restrictions planned for subdivision?	_____	_____
B.	If so, has a copy been submitted?	_____	_____

