



Building & Zoning Department
215 S. Broadway, Louisburg, KS 66053
913-837-5811 · louisburgkansas.gov
rwhitham@louisburgkansas.gov

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

PRELIMINARY 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: _____

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 Preliminary 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.

- | | | <u>Yes</u> | <u>No</u> |
|----|--|------------|-----------|
| 1. | Does the Preliminary Plat show the following information? | | |
| A. | The proposed name of the subdivision. (The name shall not duplicate or too closely resemble the name or names of an existing subdivision.) | _____ | _____ |
| B. | The location of the boundary lines of the subdivision and reference to the section or quarter section lines. | _____ | _____ |
| C. | The names and addresses of the subdivider, developer, owner, and the engineer or land surveyor who prepared the plat. | _____ | _____ |
| D. | Scale of the plat, 1"-100' or larger. | _____ | _____ |
| E. | Date of preparation and north point. | _____ | _____ |

		<u>Yes</u>	<u>No</u>
F.	Existing conditions:		
	1. Location, width and name of platted streets or other public ways, railroads and utility rights-of-way, parks and other public open spaces and permanent buildings within or adjacent to the proposed subdivision.	_____	_____
	2. All existing sewers, water mains, gas mains, culverts, or other underground installations, within or adjacent to the proposed subdivision, with pipe size and manholes, grades and location.	_____	_____
	3. Names of adjacent subdivisions together with arrangement of streets and lots, and owners of adjacent parcels of unsubdivided land.	_____	_____
	4. Topography with contour intervals of not more than two feet, referred to City or U.S.G.S. datum; where the ground is too flat for contours, spot elevations shall be provided.	_____	_____
	5. Location of water courses, bridges, wooded areas, lakes, ravines and such other features as may be pertinent to the subdivision.	_____	_____
	6. Current zoning classification.	_____	_____
G.	The general arrangements of lots and their approximate size.	_____	_____
H.	Location and width of proposed streets, alleys, and pedestrian ways and easements.	_____	_____
I.	The general plan of sewage disposal, water supply and drainage, including a map showing the drainage area of each major drainage way.	_____	_____
J.	Location and size of proposed parks, playgrounds, churches, school sites or other special uses of land to be considered for reservation or dedication for public use.	_____	_____
K.	General street layout of adjacent property within 200 feet to show how streets and other public facilities in the proposed subdivision relate to the adjacent property.	_____	_____
L.	Approximate gradient of streets.	_____	_____
M.	Vicinity map showing streets within 500 feet of the boundaries of the proposed subdivision.	_____	_____

		<u>Yes</u>	<u>No</u>
2.	Does the proposed subdivision design conform to the Comprehensive Plan?	_____	_____
3.	Will the proposed subdivision make the development of adjacent property more difficult?	_____	_____
4.	Are lots sized appropriately for existing zoning district?	_____	_____
5.	Are all lots free from floodplain encroachment?	_____	_____
6.	Are drainage ways and other drainage facilities sufficient to prevent flooding both on-site and off-site?	_____	_____
7.	Are all lots buildable with respect to topography, drainage ways, bedrock, and soil conditions?	_____	_____
8.	Do proposed street grades and alignment meet all requirements?	_____	_____
9.	Is the proposed subdivision inside the City limits?	_____	_____
10.	Were fifteen (15) copies of the preliminary plat submitted?	_____	_____
11.	Was the preliminary plat fee of \$_____ paid?	_____	_____