City of Bonner Springs, Kansas

The Platting Process

Don E. Slone, AICP, CFM, Planning Director
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PLATTING:

- A "Plat" is a land surveyors drawing of the entire tract of land, showing precise boundaries, streets, lots, utilities, and all pertinent surveying items related to the "subdivision" of land;
- Plats are submitted and reviewed in two stages: the Preliminary Plat and the Final Plat;
- Previously platted property normally goes straight to the Final Plat (Replat) process;
- Preliminary plats are reviewed by the Development Review Team (DRT) which is a recommending body to the Planning Commission which has final plat approval authority;
- Public improvement construction plans for all required public improvements may be submitted to the Planning Director prior to or after submitting the final plat; and
- Final plats are approved by the Planning Commission and requires Governing Body acceptance of the dedication of all easements and right-of-way.

PUBLIC IMPROVEMENT REQUIREMENTS:

All Public Improvement Construction Plans for water lines, sanitary sewer, stormwater and streets shall be reviewed and approved by the City Engineer. Once approved by the City Engineer, the Project Engineer shall provide the Planning Director six (6) full size paper copies along with a disc of all approved Public Improvement Construction Plans in a DWG format for AutoCAD drawings or in a DGN format for MicroStation drawings to be uploaded into the City's GIS system. A Performance Bond and Maintenance Bond shall be submitted to the Planning Director along with all required fees prior to filing the Final Plat with the County.

All items listed below are required to be submitted to the City Planner.

Public Improvement construction timeline:

- The City Engineer approves all Public Improvement Construction Plans;
- The Project Engineer shall provide six (6) full size paper copies and a disc of all approved Construction Plans in a DWG format for AutoCAD drawings or in a DGN format for MicroStation drawings to be uploaded into the City's GIS system;
- The Project Engineer shall provide an estimate for each Public Improvement;
- A "Permit to Construct" from KDHE for all main line water and/or sanitary sewer extension;
- Copy of the NPDES Phase II, Notice of Intent (NOI) along with the Earth Change Permit and fee;
- Copy of the Bid Documents for each Public Improvement;
- Construction timeline from estimated start date to estimated completion date for each public improvement;
- Copy of each contractors "Certificate of Liability Insurance". All contractors are required to furnish a copy of their "Certificate of Liability Insurance" adding the City as the "Certificate Holder" at the following address:

  City of Bonner Springs
  205 E. 2nd Street, P.O. Box 38
  Bonner Springs, KS 66012-1001
  Attn: Don E. Slone, AICP, CFM, Planning Director

- Performance and Maintenance Bonds = 100% of the public improvement construction costs callable unto the City of Bonner Springs; and
- Approved and Signed Development Agreement between the Developer and the City.

All the above items are required to be completed prior to scheduling the Pre-Construction Conference

- The Planning Director schedules the Pre-Construction Conference;
- Construction commences on all public improvements;
- Two (2) sets of "Record Drawings" along with a scanned PDF disc of all Public Improvement Construction Plans shall be submitted from the City's Inspector, through the City Engineer for approval, scanning and final routing to the Planning Director;
- Walk-through inspection by City Staff for all public improvements and completion of all punch list items if any;
- Acceptance of all Public Improvements by the Governing Body; and
- Activation of the Maintenance Bond(s) = 100% of the construction costs effective for two (2) years.