

Staff Use Only

PT - _____

PC Date: _____

CC Date: _____

Date Rec'd: _____

Rec'd by: _____

FINAL PLAT APPLICATION

Date: _____

Subject Property Address: _____

Subdivision Name: _____

Legal description of tract: _____

Record Property Owner: _____ Phone: _____

Address: _____

E-mail (*required*): _____

Parcel No(s): _____ Quarter Section: _____ Section/Township/Range: _____

General Location: _____

Current Zoning: _____ Zoning Case No.: _____ Preliminary Plat Case No.: _____

No. of Acres: _____ No. of Blocks _____ No. of Lots: _____ Average Lot Size: _____

I hereby certify that the information herein submitted is complete, true, and accurate. That I have been reviewed the development procedures and guidelines required, and hereby grant the City permission to post a public notice sign on the subject property.

Applicant Signature: _____ Date: _____

Applicant Name (**Printed**): _____

Does Applicant have Permission from the Owner(s) to Apply for Rezoning and Authorize Permission to Post?

Yes ___ No ___

If Requested, Can the Applicant Provide a Letter of Consent from the Owner(s)?

Yes ___ No ___

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Final Plat Application Process

A pre-application meeting with staff is required prior to application submittal. Call or email to set an appointment -- 913-667-1708

Submittal Requirements

- _____ Completed and signed application – Signature of applicant is required
- _____ One (1) 24" x 36" Mylar originals of the final plat (*See attached plat sheet format*)
- _____ Two (2) 24" x 36" printed copies of the final plat (*See attached plat sheet format*)
- _____ Ten (10) 11" x 17" copies of the final plat (*See attached plat sheet format*)
- _____ One (1) digital copy of the final plat
- _____ Check for \$300.00 – made payable to the City of Bonner Springs for application fee
- _____ PDF copy of all drawings must be emailed to staff

Meetings

The Planning Commission holds a public meeting and votes to provide a recommendation to the Governing Body.

- *Planning Commission meetings are typically on the third (3rd) Tuesday of each month at 7:00 PM*

The Governing Body will review the application for consideration and action at a regular City Council meeting.

- *The City Council typically meets on the second (2nd) and fourth (4th) Monday of each month at 7:30 PM.*

Filing the Final Plat

The original of any final plat shall be filed with the Unified Government/Wyandotte County Register of Deeds only after:

- Approval by the Planning Commission
- Acceptance of dedications or easements by the Governing Body,
- Execution of an agreement regarding construction or financial guarantees for completion of public improvements, and
- Approval of engineering drawings as required by these regulations and other City ordinances.

References

Bonner Springs Subdivision Regulations, Article IV, Section 3: Final Plat submission requirements

https://www.bonnerrsprings.org/DocumentCenter/View/91/subdivision_regulations?bidId=

Questions? -- Contact staff at 913-667-1708

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FEES

Application Fee: \$300 \$ _____

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Total Due: \$ _____

Invoice Date: _____
Payment Rec'd Date: _____
Check #: _____
Receipt #: _____

Plat Sheet Format

- The names and signatures of the owner or owners of the property, duly acknowledged and notarized, shall appear on the original copies submitted;
- The final plat, prepared for recording purposes, shall be drawn at a scale of at least 1" - 100' (one inch equals one-hundred feet). The size of the sheet on which such final plat is prepared shall be 24" by 36" (twenty-four inches by thirty-six inches).
- Any off site utility easements or rights-of-way that will be required to provide public services or access to the platted subdivision shall be shown on the preliminary plat and provided to the Planning Commission for approval and submitted to the Governing Body for acceptance prior to filing.

The final plat shall show and contain the following information:

- 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 descriptive 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 (1) foot in five thousand (5,000) feet;
- c. The location of existing monuments or benchmarks 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;
- d. The location of lots; blocks; alley, street and highway rights- of-way; 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. Table showing the Lot numbers, square feet and address as assigned by the Planning Department;
- g. The exact locations, widths and names of all streets and alleys to be dedicated;
- h. 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;
- i. Building setback lines along all streets with dimensions;
- j. Name, signature and seal of the licensed engineer or the registered land surveyor conducting the survey and preparing the plat;
- k. Scale of the plat (scale to be shown graphically and in feet per plat scale inch), date of preparation and north arrow;
- l. Statement dedicating all easements, streets, alleys, and all other public areas not previously dedicated; and
- m. The following acknowledgments:**

1. A certificate signed and acknowledged by all parties having any record, title, or interest in the land subdivided, and consented to the preparation and recording of said subdivision map.
2. A certificate signed and acknowledged as above, dedicating or reserving all parcels of land shown on the final plat and intended for any public or private use including easements, and those parcels which are intended for the exclusive use of the lot owners of the subdivision, their licensees, visitors, tenants, and servants.
3. A certificate signed by the registered land surveyor responsible for the survey and final map. The signature of the said surveyor shall be accompanied by his seal.
4. A certificate signed and acknowledged by the County Clerk that all taxes and special assessments due and payable have been paid.
5. A copy of any restrictive covenants applicable to the subdivision shall be submitted with the final plat.

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➤ The acknowledgment of a notary in the following form:

STATE OF KANSAS)
) ss
 COUNTY OF _____)

Be it remembered that on this ____ day of _____, 20____,
 before me, a notary public in and for said County and State, came
 _____, to me personally
 known to be the same person who executed the foregoing instrument
 of writing, and duly acknowledged the execution of same. In
 testimony whereof, I have hereunto set my hand and affixed my
 notarial seal the day and year above-written.

(SEAL) _____
 Notary Public

My Commission Expires: _____

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➤ The endorsement by the Planning Commission in the following form:

This plat of _____ has been submitted
 to and approved by the Bonner Springs Planning Commission this
 _____ day of _____, 20____.

 Planning Commission Chair

 Planning Commission Secretary

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- The acceptance of easements and dedication of land for public use by the Governing Body in the following form:

These easements and rights-of-way accepted by the Governing Body of Bonner Springs, Kansas, this _____ day of _____, 20 ____.

(SEAL) _____
Mayor

ATTEST:

City Clerk

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- County Surveyor

This survey has been reviewed for filing pursuant to K.S.A. 53-2003, 58-2005, and 58-2011, for content only, and is in compliance with those provisions. No other warranties are extended or implied.

Reviewed by: _____ Date: _____
County Surveyor

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- A blank space for noting entry in the following form:

This is to certify that this instrument was filed for record in the Register of Deeds office on this _____ day of _____, 20____, at _____ o'clock and is duly recorded.

Register of Deeds