



**Lawrence-Douglas County Metropolitan Planning Office**

6 East 6<sup>th</sup> Street, P.O. Box 708, Lawrence, KS 66044  
 (785) 832-3150 Fax (785) 832-3160  
<http://www.lawrenceplanning.org>

**MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS**

Final Plats

The applicant shall schedule a Pre-Application meeting with Planning Staff at least seven (7) working days prior to submittal of the application.

**Pre-Application Meeting**

(Completed by Planning Staff)

**Pre-Application Meeting Date** \_\_\_\_\_, **200** .

**Target Application Submission Date** \_\_\_\_\_, **200** .

**Application Review Fee** \$ \_\_\_\_\_

During the meeting, Planning Staff will assist the applicant to determine **if** the following items are Required or Not Applicable to the application:

<b>Major Residential or Nonresidential Subdivision</b> Final Plat Requirements		
<b>Required</b>	<b>Not Applicable</b>	<b>Documentation/Requirement</b>
√		Major Residential or Nonresidential Subdivision Final Plat (___ copies)
		Master Street Tree Plan and graphic
		Other _____

**Notes:** \_\_\_\_\_

**Major Residential and Nonresidential Subdivisions**

Final Plat



## MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS

### Final Plats

### Submittal Requirements Checklist and Determination of Completeness

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application may delay the review process. Please complete and return with your application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of application submission.

<b>Major Residential or Nonresidential Subdivision Final Plat Requirements</b>						
<b>Determination of Completeness</b> Completed by staff			<b>Submittal Requirements Checklist</b> Completed by Applicant			
Notes	Incomplete Inaccurate Insufficient	Complete Accurate Sufficient	Provided	Required	<b>Requirement for Application</b> See Section 20-804(f) for more detail on each requirement	
				✓	Completed Application Form	
				✓	Owner Authorization Form <b>if</b> applicant is not the legal owner of the property	
				✓	Proof of property taxes paid obtained from the Douglas County Treasurer. Any unpaid special assessments shall be noted with the application submittal and a proposed redistribution plan for these unpaid special assessments, which meets the City Clerk and City Engineer requirements for lots within the City of Lawrence or with the County Clerk and County Engineer requirements for lots within the unincorporated area of Douglas County, also shall be submitted with the application	
				✓	Major Subdivision Final Plat, ___ copies	
				✓	Payment of Review Fee	
					Supplemental Information that demonstrates how public utilities may be extended to the subdivision to accommodate future urban density development. (if determined required at Pre-App Meeting)	

### Major Residential and Nonresidential Subdivisions

#### Final Plat



## MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS

### Preliminary Plats

### Technical Specifications Checklist and Determination of Completeness

This checklist has been provided to assist you, the applicant, as you prepare your Certificate of Survey for your application. Submission of inaccurate or incomplete technical information than necessary to adequately review and process your survey may delay the review process. Please complete and return with your application.

Planning Staff will use this checklist to review your survey to make note that each specification required of the survey is provided.

<b>Major Subdivision Final Plat</b>						
<b>Determination of Completeness</b> Reviewed by staff			<b>Technical Specifications Checklist</b> Completed by Applicant			
Notes	Incomplete Inaccurate Insufficient	Complete Accurate Sufficient	Provided	Required	<b>Required Specification</b> See Section 20-807(e) for more detail on each specification	
				✓	<u>Name under which the Subdivision is to be recorded</u>	
				✓	<u>Descriptive Information</u> which shall state the following: <ol style="list-style-type: none"> <li>a. Name of the Subdivision; and</li> <li>b. Date of preparation, north arrow, and graphic scale; and</li> <li>c. <u>Legal Description</u> of proposed subdivision complete with section, township, range, principal meridian, county and size in acres. Show location of nearest section and/or quarter-section with a description tying it to the point of beginning for the subdivision. A replat shall not be required to be referenced to a section and/or quarter-section corner, provided the original plat for the subject replat is tied to at least one of these corner monuments; and</li> <li>d. <u>Show names of adjoining Subdivisions</u> or in the case of unplatted land show the names of the owner or owners of adjoining property; and</li> <li>e. <u>Easements</u> with widths and general purpose; and</li> <li>f. Sites for proposed Dedication of drainage ways, parks, schools, or other public purposes.</li> </ol>	
				✓	<u>The following information which is required which is similarly required on the Preliminary Plat:</u> <ol style="list-style-type: none"> <li>a. Location of any area zoned "Floodplain" or within a Floodplain Overlay District; and</li> <li>b. Boundaries of significant stands of mature trees, Jurisdictional Wetlands, historic sites and archaeological sites on the property proposed for Subdivision; and</li> <li>c. Proposed Streets (including location and proposed names), and their relation to Platted Streets or to proposed streets as shown on any adopted general Development plan of adjacent property; and</li> <li>d. Block and Lot numbers and dimensions of Blocks and Lots.</li> </ol>	

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				✓	<u>Accurate dimensions</u> for all lines, angles, and curves, used to describe boundaries, Streets, Easements and areas to be reserved for public use. Data for all curves shall include radius, arc length, chord length, and central angle.
				✓	For land located in a <u>Floodplain</u> , as defined and regulated under Chapter 20, Article 12 of the City Code and the comparable provisions adopted by resolution in Douglas County, the following information shall be provided: a. The total area of each Lot located in the designated Floodplain; and b. The Minimum Building Elevation and Minimum Elevation of Building Opening, as determined from Chapter 20, Article 12 or the applicable County Floodplain regulations.
				✓	<u>Any Lot including or adjacent to a Lot including Sensitive Lands</u> (see Section 20-1101(c)(iii)), designation of a Building Envelope within which a building may be built after compliance with applicable setback, floodplain and sensitive land standards shall be provided.
				✓	<u>Dated Signature and Seal</u> of licensed Land Surveyor responsible for the final plat with a note stating: "This survey conforms to the Kansas Minimum Standards for Boundary Surveys."
				✓	<u>Acknowledged Certifications on the face of the plat for the following:</u> a. A certificate signed by all parties having any record, title, or interest of record in the land subdivided, showing their consent to the preparation and recording of the final plat; and b. A certificate signed by the Owner or Owners, dedicating all parcels of land which are intended for public use.
				✓	<u>Endorsement of the Planning Commission</u> as evidenced by the signature of its Chairperson.
				✓	<u>Acceptance of Dedication by the appropriate Governing Body</u> , as indicated by the signature of the Chairperson of the Board of County Commissioners, the Mayor or another person authorized to sign on behalf of either.
				✓	<u>A Certificate of all taxes and special assessments paid</u> , as a separate document. In the case of unpaid special assessments, a proposed redistribution of such unpaid special assessments which meets the City's requirements and is acceptable to the City Clerk and Public Works Director shall be provided.
				✓	<u>A note indicating that additional information is provided on associated Preliminary Plat</u> , such as drainage and structural elevation information, if such information is indeed required of the preliminary plat.
				✓	<u>A review date and signature line</u> for the date of review and signature of the County Surveyor beneath a note stating: "Reviewed in compliance with K.S.A. 50-2005."

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**Determination Of Completeness, Accuracy, and Sufficiency**

(Completed by Staff and kept in file if determined to be complete, accurate and sufficient. If it is determined not to be then copy shall be provided to the applicant.)

I have reviewed the \_\_\_\_\_ application submitted by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Application No. \_\_\_\_\_

Based upon the submitted information, I find the application to be:

- Complete (based upon the items reviewed)
- Incomplete, inaccurate, or insufficient (circle) for the following reasons:
  - The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with the Subdivision Regulations.
  - The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with the Subdivision Regulations.
  - The application or plan cannot be approved without a variance or some other change or modification that the decision-making body for that application or plan does not have the authority to make.
  - Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Planner

\_\_\_\_\_  
Date

Resubmit by \_\_\_\_\_ to be placed on the agenda for the Planning Commission meeting on \_\_\_\_\_. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)

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**MAJOR SUBDIVISION**

**Application Form**

(Completed by Applicant or Applicant's Agent)

Pre-Application Meeting Date:		Planner:	
<b>Applicant or Agent Information</b>			
Contact Name(s):		Primary Phone:	
Company:		Mobile Phone:	
Street Address:		Fax:	
City/State/Zip Code:		E-Mail Address:	
<b>Property Owner Information</b>			
Owner Name(s):		Primary Phone:	
Street Address:		Fax:	
City/State/Zip Code:		E-Mail Address:	
<b>Property and Proposed Division Information</b>			
Address:			
City/Zip:			
Are you proposing a Preliminary Plat or Final Plat?			
Number of Existing lots:		Number of Proposed lots:	
<b>Additional Information</b>			
Present Zoning:			
Present land use:		Number of existing structures:	
Description of present use of land:		Description of existing structures:	
Are you or will you be submitting other applications?			
If so, what other applications are you submitting?			

<b>Signature</b>	
I/We, the undersigned am/are the <b>(owner(s)), (duly authorized agent), (Circle One)</b> of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for a Final Plat as indicated above.	
Signature(s): _____	Date _____
_____	Date _____
_____	Date _____

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**STAFF USE ONLY**

Application No. \_\_\_\_\_

Date Received \_\_\_\_\_

Action or Decision Date \_\_\_\_\_

Fee \$ \_\_\_\_\_

Date Fee Paid \_\_\_\_\_



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**OWNER AUTHORIZATION**

I/WE \_\_\_\_\_, hereby referred to as the "Undersigned", being of lawful age, do hereby on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize \_\_\_\_\_ (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the Planning Office of Lawrence/Douglas County, Kansas, regarding \_\_\_\_\_ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

STATE OF KANSAS  
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_,

by \_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public

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Attachment A Owner Authorization Form