
Subdivision Checklist – PLAT CONTENTS

Plat Distribution: In addition to the standard city and county agencies that receive plats for review and comment, other governmental agencies may need to be consulted based upon the location of the proposed subdivision. Copy the following agencies when:

- **Kansas Department of Transportation (KDOT):** Notify when the proposed subdivision is located adjacent to a state or federal highway. Include the *drainage report* with the submission of the preliminary plat.
- **Kansas Department of Agriculture, Division of Water Resources (DWR):** Notify for subdivisions containing natural stream corridors that may be altered through the subdivision process.
- **Kansas State Historical Society (KSHS):** Notify for any subdivision located within 500-feet of property located on the state or national register of historic places.
- **Metropolitan Topeka Airport Authority (MTAA):** Notify for subdivisions located within a designated air hazard zone surrounding Forbes Field or Philip Billard airports.
- **Drainage District:** Notify when the proposed subdivision lies adjacent to a drainage structure such as a levy.
- **Township Fire District:** Notify the applicable township fire district for subdivisions located within unincorporated Shawnee County.
- **School District:** Notify the corresponding school district for moderate to large-scale residential subdivisions.

Pre-Application Conference: Prior to initiating application for a plat of subdivision, the subdivider is requested to schedule a pre-application conference with staff to review the subdivision proposal and identify potential issues.

Was a pre-application conference held and with whom? _____

Pre-Application Plat:

Scope: The pre-application plat needs to identify the extent of the entire tract from which the plat of subdivision is proposed. For example, if a 10-acre portion of an 80-acre is proposed to be subdivided, the entire 80-acres needs to be shown on the pre-application plat. Based upon individual circumstances, the pre-application plat may need to show a probable subdivision pattern for the entire tract even though the applicant's intention is to subdivide only a portion of the original tract.

Plat Content:

- Plan sheet generally measuring 24" X 36" in size.
- Name of subdivision (shall not duplicate or closely resemble the name of existing subdivisions).

- North arrow, date of preparation, and graphic scale.
- Name of adjoining property owners (if unsubdivided) or subdivision name.
- Location and size of water and sewer lines.
- Relationship to adjoining streets including name and right-of-way dimensions.
- Relationship to schools, parks and civic institutions.
- General alignment and dimension of proposed streets.
- General arrangement and dimension of proposed lots.
- Preliminary identification of existing natural features (e.g. steep slopes, mature stands of timber, natural drainage ways, etc.)
- Preliminary identification of floodplain and floodway, including base flood elevation.

Submittals:

- A report and recommendation of the Shawnee County Health Agency where individual, on-site septic systems are proposed.
- Ten (10) copies of the pre-application plat.
- Electronic file of pre-application plat in *.dwg, *.tif, *.jpg, or *.bmp format.

Preliminary Plat:

Scope: The pre-application plat needs to identify the extent of the entire tract from which the plat of subdivision is proposed. For example, if a 10-acre portion of an 80-acre is proposed to be subdivided, the entire 80-acres needs to be shown on the pre-application plat. Based upon individual circumstances, the pre-application plat may need to show a probable subdivision pattern for the entire tract even though the applicant's intention is to subdivide only a portion of the original tract.

Plat Content:

- Vicinity map.
- Name of subdivision (which shall not duplicate or closely resemble the name of existing subdivisions).
- Location of boundary line in relation to the quarter section corner.

- Name and address of the property owner, developer and person preparing the plat.
- Prepared on plan sheets measuring 24" x 36" with of 1"=200' or greater.
- North arrow, date of preparation, scale and graphic scale.
- Existing Improvements:* Location, width and name of *existing:* ① platted streets or other public ways, ② railroads and utility rights-of-way, ③ parks and other public open spaces and ④ permanent buildings within or adjacent to the proposed subdivision.
- Existing Utilities:* Identify existing sewers, water mains, gas mains, culverts or other underground installations within the subdivision or immediately adjacent to, showing pipe size, grades and location.
- Names of adjacent subdivisions, and owners of unplatted adjacent parcels.
- Natural Features:* Topography with contour intervals of not more than five (5) feet, type (1, 2, or 3) location and width of water courses, bridges, wooded areas, lakes (surface area), ravines (grade of side slopes), approximate acreage and such other features as may be pertinent. Identify areas to be preserved in their natural state along with a note detailing the manner in which such areas are to be maintained.
- Floodplain:* Identify the extent of 100-year floodplain and floodway, base flood elevation and minimum opening elevations.
- Proposed Streets:* Location, name and width of proposed streets, roadways, highways, pedestrian ways and easements.
- Proposed Utilities:* Location and character of proposed utility lines, including sewers (sanitary and storm), water, gas, telephone and power lines.
- Proposed layout, numbers and approximate dimensions of all lots, and, the number or letter of blocks.
- Public Spaces:* Location and size of proposed parks, playgrounds, churches or school sites, or other special uses of land to be considered for dedication to public use or reservation by deed or covenant for the use of all property owners in the subdivision and the conditions of such dedication or reservation.
- Building setback lines with dimensions.
- Indication of lots for which uses other than residential are proposed.
- A statement as to how lots will be sewered and the water service provider.

- Design Variance:* For requests to deviate from the standards of the subdivision regulations, a variance note shall be placed on the plat to read as follows:

Variance: In accordance with Section 134-4 of the Subdivision Regulations, the Zoning and Platting Committee hereby grants the following variance(s) to the provisions of these regulations:

1. A variance to Section 134- , to modify

Submittals:

- Preliminary street plans. Distribute to the appropriate city or county public works department for review.
- Drainage report. Distribute to appropriate city or county public works department. If adjacent to a state or federal highway, submit also to KDOT.
- Waiver of extension. If the applicant seeks to consolidate review of the preliminary and final plat a waiver of extension needs to accompany the preliminary plat. The request needs to be approved by the planning manager and signed by the planning director.
- Ten (10) copies of the pre-application plat.
- Electronic file of pre-application plat in *.dwg, *.tif, *.jpg, or *.bmp format.

Final Plat:

Plat Contents:

- Prepared on plan sheets measuring 24” x 36” with a scale of 1”=100’ or larger.
- If more than one plan sheet, each sheet shall be labeled 1 of #, 2 of #, etc.
- Name of subdivision.
- Entry for Book, Page, Date & Time in the upper right-hand corner.
- Legal Description.* 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 mathematically close; the allowable are of closure on any portion of the plat shall be one foot in 5,000.
- Monuments.* Location of monuments shall be shown and described; locations shall be shown in reference to existing official monuments or the nearest established street lines, including true angles and distances to such reference points or monuments.

- 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 or area of all curves, and with all other information necessary to reproduce the plat on the ground; dimensions shall be shown from all angle points and points of curve to lot lines.
- Lots.* Lots shall be clearly designated by number or letter; the area of each lot shall be indicated in terms of square feet either in tabular form or within the lot boundaries.
- Blocks.* Blocks shall be lettered clearly in the center of the block.
- Streets.* The exact location, width and name of all streets to be dedicated.
- Easements.* Location and width of all easements to be dedicated. Centerline dimension and bearing shall be provided where an easement does not follow a platted lot line.
- 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.
- Setbacks.* Building setback lines on the front and side streets with dimensions.
- Name and address of the developer and the surveyor or engineer making the plat.
- Scale of plat, along with graphic scale, date of preparation and north arrow.
- Floodplain:* Delineation of the 100-year floodplain and floodway; identification of the base flood elevation; and, minimum opening elevations.
- Notes.*
 - DEDICATION: Know all men by these presents that the undersigned owners to the above described tract of land have caused the same to be subdivided into lots, blocks and public ways which shall be know as SUBDIVISION NO. .
 - NOTICE: In the event there are other owners or those holding any proprietary interest in any land contained in this subdivision who do not appear and duly acknowledge this plat prior to the time of recording in the Office of the Register of Deeds, the plat shall be null and void.
 - EASEMENTS: Easements are hereby granted to the public as follows: “Utility Easements” to locate, construct and maintain or authorize the location, construction, maintenance and use of conduits for all and any purpose, water, gas, sewer mains, poles and wires or any or all of them over, under and along the strips marked “Utility Easements”. A temporary construction easement of 12-feet adjacent to the side of utility easements is dedicated for the use of the public utilities while construction is in progress. Said temporary construction easements are automatically null and void following initial installation of utilities within said utility easements and shall not require any action by the governing body to vacate, remove or otherwise eliminate.

- GENERAL DRAINAGE EASEMENT: Drainage easements are hereby established as shown to provide for the unobstructed overland flow or surface water and/or the construction and maintenance of pipe, flume, ditch or any or all improvement for the drainage of said water, all as may be determined and/or approved by the director of the applicable department of public works. Property owners shall not place any permanent or semi-permanent obstruction in said easement. All maintenance within the general drainage easement (GDE) shall be the right, duty and responsibility of the property owner(s) of the property in which the easement is so located, however, if maintenance is neglected or subject to other unusual circumstances and is determined to be a hazard or threat to public safety by the director of the applicable department of public works, corrective maintenance may be performed by the governing jurisdiction with costs assessed to and borne upon, said property owner(s). Officials representing the applicable department of public works shall have the right to enter upon the easement for purposes of periodic inspection and/or corrective maintenance.

- DRAINAGE DETENTION FACILITY EASEMENT: Drainage detention facility easements are hereby established as shown to provide for the detention of storm surface water and constructed as approved by the director of the department of public works of the applicable governmental jurisdiction. All maintenance within the drainage detention facility easement (DDFE) shall be the right, duty and responsibility of the property owner(s) of the property in which the easement is so located, however, if maintenance is neglected or subject to other unusual circumstances and is determined to be a hazard or threat to public safety by the director of the applicable department of public works, corrective maintenance may be performed by the governing jurisdiction with costs assessed to and borne upon, said property owner(s). Officials representing the applicable department of public works shall have the right to enter upon the easement for purposes of periodic inspection and/or corrective maintenance of the facility. Upon receiving written approval from the appropriate department of public works, property owner(s) may construct improvements within the easement, provided the improvement does not interfere with the function of the detention facility.

- CHANNEL DRAINAGE EASEMENT: Channel drainage easements shall not be obstructed by any permanent or semi-permanent obstruction. This includes, but is not limited to, new trees or shrubs, fences, retaining walls, buildings or other miscellaneous obstructions that interfere with access and egress of maintenance vehicles and equipment or obstruct the flow of water in the channel such that the design conditions are not present. Any permanent or semi-permanent obstruction located in the easement may be removed by personnel representing the City of Topeka to provide for the proper operation and maintenance of the channel without cost or obligation for replacement. Cost of removal and replacement shall be the responsibility of the property owner.

- STREETS: The public ways (streets and roads) not heretofore dedicated, are hereby dedicated to the public. Temporary turn-around easements are hereby established as shown on the accompanying plat and shall be automatically vacated when streets are extended.

BUILDING LINES: Building or setback lines are hereby established as shown on the accompanying plat and no building or portion thereof shall be built between this line and the street right-of-way line.

IN TESTIMONY WHEREOF, The owners, _____, have caused these presents to be signed this _____ day of _____, 2002.

Name of Owner

Name of Owner

STATE OF KANSAS, COUNTY OF SHAWNEE, SS: Be it remembered that on this _____ day of _____, 2002, before me a notary public, in and for the County and State aforesaid, came _____, who are personally known to me to be the same persons who executed the within instrument of writing, and such persons duly acknowledge the execution of the same.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my seal the day and year last written above.

Name of Notary

My Commission Expires: _____

SURVEYOR'S CERTIFICATE: I hereby certify the details of this plat to be correct, to the best of my knowledge and belief, that all boundary corners of this subdivision of land have been monumented, that iron pins are set as shown on the attached plat this _____ day of _____, 2002.

Name of Surveyor and LS #

CONSENT TO ANNEXATION: The owners of record of the above described real estate does hereby evidence its complete and irrevocable consent to annexation by the City of Topeka, in accordance with the laws of the State of Kansas. This consent shall run with the land and shall be binding upon the heirs, successors and assigns of the undersigned.

CERTIFICATE OF APPROVALS:

APPROVED BY THE TOPEKA-SHAWNEE COUNTY METROPOLITAN PLANNING COMMISSION THIS _____ DAY OF _____, 2002

Name, Chairman

Name, Planning Director

THIS SUBDIVISION HAS BEEN PRESENTED TO THE CITY COUNCIL, CITY OF TOPEKA, KANSAS, ON THE _____ DAY OF _____, 2002, FOR ACCEPTANCE OF LAND TO BE DEDICATED FOR PUBLIC PURPOSES. THE CITY COUNCIL HEREBY ACCEPTS THE LAND FOR PUBLIC PURPOSES.

By the City Council
City of Topeka, Kansas

Name, Mayor

Name, City Clerk

ENTERED ON THE TRANSFER RECORD OF SHAWNEE COUNTY, KANSAS, THIS _____ DAY OF _____, 2002.

Name, County Clerk

REVIEWED BY THE COUNTY SURVEYOR, THIS _____ DAY OF _____, 2002.

Name, County Surveyor, LS #

FILED FOR RECORD IN THE OFFICE OF THE SHAWNEE COUNTY REGISTER OF DEEDS THIS _____ DAY OF _____, 2002, AT _____ O'CLOCK.

Name, Register of Deeds

- NOTE: Property owners shall be admonished from placing any permanent or semi-permanent obstruction in permanent sewer, drainage or utility easements. This includes, but is not limited to, trees, shrubs, fences, retaining walls, buildings or other miscellaneous obstructions that interfere with access or egress of maintenance vehicles or equipment for the operation and maintenance of the utilities or pipe lines located in the easement. Any permanent or semi-permanent obstruction located in the permanent sewer or utility easement may be removed by personnel representing the governing body, to provide for the proper operation and maintenance of that utility line, without cost or obligation for replacement, cost of removal, and/or replacement shall be the responsibility of the property owner.

- NOTE: No building permits shall be issued until arrangements for the installation of water mains and/or connection charges have been made with the City of Topeka Water Department.

VARIANCE: Pursuant with Section 134-4 of the City of Topeka Subdivision Regulations, the Topeka-Shawnee County Metropolitan Planning Commission hereby grants the following design variances to the provisions of the Subdivision Regulations:

1. A variance to Section 134- , to

Subdivision Checklist – DESIGN STANDARDS

Subdivision Regulations:

- Block Dimensions.* (§134-134)
 - Length.* In residential subdivisions, **1,200-feet** where no existing plats are recorded, except in outlying subdivisions where a greater length may be permitted due to topography, etc. In blocks longer than 800-feet, **pedestrian ways or easements** may be required near the center of the block and have a minimum width of **10-feet**.
 - Width.* In residential subdivisions, the block width shall be sufficient to allow two (2) tiers of lots. Business and industrial uses shall be of such width to as may be considered suitable for the prospective use.

- Streets, Alleys and Public Ways.* (§134-135)
 - Major traffic thoroughfares.* Shall conform as nearly as possible to the Transportation Plan.
 - Minor streets.* In residential subdivisions, streets shall be designed to discourage through or non-local traffic.
 - Cul-de-sacs.* Shall be not longer than **500-feet**, including the turn-around which shall be provided at the end.
 - Right-angle intersections.* Streets shall be laid out to intersect at right-angles. Where topography or other conditions warrant a deviation, the minimum angle shall be **60°**.
 - Streets adjacent to railroad right-of-way, limited access freeway or other major traffic thoroughfare.* A *frontage road* shall be provided parallel and adjacent to rights-of-way of railroad, limited access freeways and major traffic thoroughfares, however, a street may be provided at a distance suitable for the appropriate use of land between such street and such rights-of-way.
 - Half-streets.* Dedication of half-streets will not be approved except where are essential to the reasonable development of the subdivision.
 - Alleys.* Alleys shall be provided in *commercial* and *industrial* districts, except where adequate provision is made for service access such as off-street loading, unloading and parking.

- Minimum Street Dimensions.*

Street Type	Right-of-Way ①	Pavement ②	Grade ③	Alignment ④
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Major Traffic Thoroughfare:				
Primary Dual Roadway	120	65	6	500
Primary Single Roadway	100	65	6	500
Secondary	80	49	6	300
Collectors:				
Primary	70	41	8	200
Secondary	70	37	8	200
Minor Street:	60	29	10	100
Cul-de-sac:	50 (radius) ⑤	90		
15 building sites or less		27	10	
> 15 building sites		29	10	
Frontage Road:				
Two-Way	60			
One-Way	50			
Alleys:	20	20	10	
Pedestrian Ways:	10	4	12	

- ① Measured in feet. When existing or anticipated traffic on primary or secondary thoroughfares in subdivisions warrant greater widths or rights-of-way, such widths shall be required. (§134-136)
- ② Measure in feet from back of curb to back of curb. (§134-139)
- ③ Measured as a percentage. (§134-138)
- ④ Horizontal alignment minimum radii at the centerline of right-of-way. A tangent shall be provided between all reverse curves of sufficient length as related to the radius so as to provide for a smooth flow of traffic. (§134-140)
- ⑤ Right-of-way dimension on turn-around.

Lot Dimensions.

- Minimum width. 50-feet* at the building line.
- Minimum depth. 110-feet.*
- Minimum area.* Subject to the district zoning regulations.
- Side lot lines.* Shall be at right angles to straight street lines, or radial to curved street lines.
- Corner lots. 30-foot* minimum building setback to both streets except where topography, street alignment or established setbacks warrant a deviation.

- Double frontage lots.* Shall be avoided unless felt will give better street alignment and lot arrangement.
- Frontage.* Every lot shall have frontage upon a street.
- Setback lines.* Shall be shown on preliminary and final plats not less than the front setback required by the zoning district.
- Septic systems.* Lot sizes shall be subject to soil percolation rates.
- Private water supply.* Where served by private water supply, well or other means, the size of lots shall be subject to §§134-2 and 134-132(c).
- Easements Required.* (§134-142)
 - Permanent Utility Easements.* Permanent easement not less than *six (6) feet* in width shall be provided on each side of all *rear lot lines, and on side lot lines* where necessary for drainage, utility poles, wires, conduits, gas, water and heat mains and other public utilities. Such easements shall be at least *12-feet* in continuous width. Where *sanitary and storm sewers* are installed, the easement shall not be less than *eight (8) feet* in width and provided on each side of all lot lines and be not less than *16-feet* in continuous width.
 - Temporary Construction Easements.* *Twelve (12) foot* temporary construction easements shall be provided on each side of the permanent easement, for the initial construction of utilities in the subdivision.
 - Above Ground Obstructions.* Utility poles, meters and other above ground obstructions shall be installed no more than *four (4) feet* from the edge of the easement.