

## Planned Development Approval

---

### GENERAL PROCESS

- Final Plat applications are subject to Article 4.04 of the Subdivision Regulations and Article 12 of the Procedures Manual available on the City website under Documents & Regulations, City Code, Appendix D.
- Schedule at least one pre-application meeting with staff (call for appointment)
- Submit completed application form, fee & documentation by deadline\*
- Staff notifies applicant within 5 days if application is incomplete
- Plat review performed by staff & notification of any areas that do not meet the Regulations.
- Submit revised copies for Planning Commission as noted below by the revision deadline.
- Staff report submitted to Planning Commission 5 days prior to meeting, copy to applicant.
- *If approved*, submit City Council copies as noted below, revised per any conditions from the Planning Commission, for acceptance of easements and dedications.
- Staff report sent to City Council 7 days prior to meeting, with copy to applicant.
- *If accepted*, applicant pays excise tax, submits any needed affidavits, contracts or agreements and the certified copies of the final plat to staff for official signatures.
- Applicant files signed and certified copies of plat with County offices and provides City with a minimum three copies.

\*Approval of preliminary plat and construction documents are prerequisites to submittal of final plat unless staff approves concurrent submittals.

---

### REQUIRED SUBMITTALS/DOCUMENTATION

- Pre-application conference: 1 full-size copy (24" x 36") of Preliminary Plat **updated with any changes recommended in the Planning Commission approval**, 1 full-size paper copy of proposed Final Plat + reduced copies for all attendees.
- Application submittal: Full-size, certified paper copies of Final Plat as specified by staff, 1 reduced copy, and 1 digital copy; plus any required Supplemental Information (pg 28 of Subdivision Regulations). For Minor Plat, submit surrounding property owners list & copy of notification letter.
- Planning Commission: Submit full-size copies as recommended by staff and one reduced copy of the Final Plat, revised per staff recommendations. (Surveyor certification required.)
- City Council: Submit full-sized and reduced copies as recommended by staff at least 7 days prior to the City Council meeting--**revised per Planning Commission approval conditions**.

Signatures and Filing: 3 full-size, certified copies of final plat on 24# bond paper & 1 digital copy submitted to staff following Council acceptance of dedications. Applicants are responsible for recording plat with the County & providing the City with minimum of 3 copies.

---

**IMPORTANT:** Review Subdivision Regulations Article 4 & Procedures Manual Article 12 available at [www.desotoks.us](http://www.desotoks.us), Online Documents and Regulations

Signatures and Filing: 3 full-size, certified copies of final plat on 24# bond paper & 1 digital copy submitted to staff following Council acceptance of dedications. Applicants are responsible for recording plat with the County & providing the City with minimum of 3 copies.

---

## FINAL PLAT APPLICATION FEES

1-10 lots:	\$200.00 + \$5/lot
11-50 lots:	\$200.00 + \$4/lot
51-150 lots:	\$200.00 + \$3/lot
151-500 lots:	\$200.00 + \$2/lot
501 + lots:	\$200.00 + \$1/lot

---

## APPLICATION REVIEW SCHEDULE

Meetings are at 6:00 p.m. at City Hall.

Check Planning Review Calendar on the City website for specific dates.  
<http://www.desotoks.us/PDF%20Files/planningcal.pdf>

Application Submittal Deadline	Revision Submittal Deadline	Planning Commission	City Council
<u>3 weeks before Planning Commission Meeting</u>	<u>1 week before Planning Commission Meeting</u>	<u>4<sup>th</sup> Tuesday of the month</u>	<u>1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month.</u>

---

Please keep these first two pages for future reference.

**IMPORTANT:** Review Subdivision Regulations Article 4 & Procedures Manual Article 12 available at [www.desotoks.us](http://www.desotoks.us), Online Documents and Regulations

# FINAL PLAT CHECKLIST

**Return Form to:**

Planning & Zoning Department  
 P.O. Box C, 32905 W. 84th Street  
 De Soto, KS 66018  
 (913) 583-1182 ext. 115  
 Fax: (913) 583-3123

For Office Use Only

Subdivision Name: \_\_\_\_\_  
 Filing Fee: \_\_\_\_\_  
 Deposit: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Pre Appl Mtg \_\_\_\_\_  
 Pre Plat Approval Date \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Plat Prep: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Instructions: The following checklist is to be completed by the Applicant and verified by Planning staff (items followed by an asterisk (\*) are to be verified by the City Engineer) and shall accompany the Final Plat when it is submitted to the Planning Commission. If the answer to any of the questions is "No", the Applicant shall provide a written explanation to accompany this checklist.

I. Does the Final Plat show the following information?	Yes	No
A. Name of the proposed 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 are mathematically correct.	___	___
C. Location of monuments or bench marks. 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, streets, public highways, alleys, parks & 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 plat on the ground, with dimensions shown from all curbs to lot lines.	___	___

**IMPORTANT:** Review Subdivision Regulations Article 4 & Procedures Manual Article 12 available at [www.desotoks.us](http://www.desotoks.us), Online Documents and Regulations

	Yes	No
E. Lots are numbered clearly. Blocks are numbered or lettered clearly in the center of the block.	___	___
F. Exact locations, widths and names of all streets and alleys to be dedicated.	___	___
G. Boundary lines and descriptions of the boundary lines of any area other than streets and alleys, which are to be dedicated or reserved for public use.	___	___
H. Minimum area and associated minimum elevation for the building on each lot planned as a building site when requested by City Engineer.	___	___
I. Building setback lines on the front and side streets with dimensions.	___	___
J. Name, address, signature and seal of the licensed land surveyor preparing the plat.	___	___
K. Scale of plat, 1" = 100' or larger, date of preparation and north arrow.	___	___
L. Statement dedicating all easements, streets, alleys, and all other areas not previously dedicated.	___	___
M. Cross sections, profiles, and grades of streets, curbs, gutters and sidewalks showing locations of in-street utilities on an attached final improvement plan.*	___	___
N. Locations, grades and pipe size of all utilities including water system, sanitary sewers, and storm drainage.*	___	___
<b>II. Were copies of the final plat submitted in accordance with the City's Application and Review Schedule?</b>	___	___
<b>III. Have all acknowledgments been provided:</b>		
A. Owner or owners and all mortgager. (signed)	___	___
B. Dedications or reservations.	___	___
C. Engineer, surveyor or person preparing plat. (signed)	___	___
D. City Clerk and County Collector.	___	___
E. Planning Commission Chairman	___	___
F. Mayor	___	___
G. Fire Chief	___	___
H. Building Inspector	___	___
<b>IV. Title Opinion:</b>		
A. Submitted (Date)	___	___
B. Have all owners signed plat?	___	___
<b>V. Has certification been submitted stating that all taxes and special assessments due and payable have been paid?</b>	___	___

**IMPORTANT:** Review Subdivision Regulations Article 4 & Procedures Manual Article 12 available at [www.desotoks.us](http://www.desotoks.us), Online Documents and Regulations

Yes No

**VI. Deed Restrictions:**

- A. Are any deed restrictions planned for subdivision?
- B. If so, has a copy been submitted?

**VII. How has installation of the following improvements been guaranteed?**  
(To be verified by the City Building Inspector)

	<u>Letter of Credit</u>	<u>Surety Bond</u>	<u>Petition(%)</u>
Streets	_____	_____	_____
Water	_____	_____	_____
Sewer	_____	_____	_____
Other, as required	_____	_____	_____
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**VIII. Are additional comments attached?**

**IX. Supplemental Data As Required--**

- Restrictive Covenants
- Proof of Ownership
- Review by the County Surveyor
- Taxes & Special assessments certificate
- Owner's Acknowledgement
- Final Landscaping Plan
- Construction Documents

**IMPORTANT:** Review Subdivision Regulations Article 4 & Procedures Manual Article 12 available at [www.desotoks.us](http://www.desotoks.us), Online Documents and Regulations