



INSTRUCTIONS

PRELIMINARY PLAT APPLICATION

1. Prior to submission of a preliminary plat, the applicant shall hold a pre-application conference with the Zoning Administrator. The purpose of the pre-application conference is to review the proposed plat, the requirements of the Subdivision Regulations, and the procedures to be followed in submitting the plat for approval. No statements or commitments given by either the applicant or the Zoning Administrator shall be binding or taken as an assurance of approval.
2. The applicant/agent shall fill out the attached application. An application form must be completely filled in before it can be filed. Portions of the form that are not applicable shall be marked N/A. All applications must be signed by the owner or his duly authorized agent. If the application is signed by an agent, a written authorization from the property owner must be submitted naming the agent and that the owner is aware and approves the requested platting.
3. The applicant shall provide, at the time of filing the application, a list of the names and addresses of owners of all property within a 1,000-foot radius of and including the property for which the hearing is requested. If such property is located near or adjacent to the limits of an incorporated city, the area shall be a maximum of one thousand (1,000) feet in the unincorporated area and two hundred (200) feet in a city. The list must contain the names and mailing addresses of all the owners of property within the notification area. This list may be obtained from a licensed title company or from the tax records of Reno County. If the property adjoins the County line, the ownership list must include owners into adjoining counties.
4. The application shall be accompanied by twenty (20) copies of the proposed preliminary plat.
5. The filing fee for a preliminary plat shall be \$300 plus \$20 per lot up to a maximum of \$1,000.
6. The application, copies of the plat and the filing fee shall be filed with the Zoning Administrator by 5:00 p.m. on the approved deadline date to be scheduled for the next regular Planning Commission meeting at which the Preliminary Plat is to be considered.



Section No. _____

Case No. _____

Township No. _____

Date Filed _____

Range No. _____

PRELIMINARY PLAT APPLICATION

Name of Subdivision _____

General Location _____

Name of Property Owner _____

Mailing Address _____

Email _____ Phone _____

Name of Agent _____

Mailing Address _____

Email _____ Phone _____

Name of Surveyor _____

Mailing Address _____

Email _____ Phone _____



Name of Engineer _____

Mailing Address _____

Email _____ Phone _____

SUBDIVISION INFORMATION

1. Gross Acreage of Plat _____

2. Number of Lots

a. Residential _____

b. Commercial _____

c. Industrial _____

d. Other _____

Total Number of Lots _____

3. Minimum Lot Frontage _____ Ft.

4. Minimum Lot Area _____ Acres

5. Existing Zoning _____

6. Proposed Zoning _____

7. Public Water Supply _____ (Yes, No) Name _____

8. Public Sanitary Sewers _____ (Yes, No) Name _____

9. Health Department Approval (where applicable) _____(Yes, No)



10. Lineal Feet of New Road(s)

a.	_____	R/W	_____	Ft.
b.	_____	R/W	_____	Ft.
c.	_____	R/W	_____	Ft.
d.	_____	R/W	_____	Ft.
e.	_____	R/W	_____	Ft.

TOTAL _____ Ft.

11. Sidewalk adjacent to all roads _____ Yes _____ No

The owner herein agrees to comply with the requirements of the Subdivision Regulations for Reno County, as amended, and all other pertinent resolutions and regulations of Reno County, and Statutes of the State of Kansas. It is agreed that all costs of recording the plat and supplemental documents thereto with the Register of Deeds shall be assumed and paid by the owner when billed. The undersigned further states that he is the owner of the property proposed for platting.

Owner's Signature _____

Agent (if any) _____

OFFICE USE ONLY:

Received by the Zoning Administrator, at _____ (A.M.)(P.M.) on this ____ day of _____, 20____, together with the appropriate fee of \$_____.

Name and Title



PRELIMINARY PLAT CHECK LIST

Name of Subdivision _____ Date _____

Name of Owner _____

Name of Subdivider _____

Name of Person who Prepared the Plat _____

Signature of Person who Completed this Check-List _____

INSTRUCTIONS

The following check-list is to be completed by the Zoning Administrator and shall accompany the Preliminary Plat when it is submitted to the Planning Commission. If the answer to any of the questions is "No", a written explanation must accompany this check-list.

	<u>Yes</u>	<u>No</u>
A. Does the Preliminary Plat show the following information	_____	_____
1. Name of the Subdivision	_____	_____
2. Location of boundary lines and reference to section or quarter section lines	_____	_____
3. Name and address of owner(s)	_____	_____
4. Name and address of subdivider(s)	_____	_____
5. Name of surveyor who prepared the Plat	_____	_____
6. Scale of Plat, 1" = 100', or larger	_____	_____
7. Date of preparation and north point	_____	_____
8. Location, width and name of platted streets or other public ways, railroads and utility R/W, parks and other public open spaces and permanent buildings within or adjacent to the propose subdivision	_____	_____



	<u>Yes</u>	<u>No</u>
9. Location of existing sewers, water mains, gas mains, culverts or other underground installations, within or adjacent to the proposed subdivision with pipe size, manholes and grades	_____	_____
10. Names of adjacent subdivisions together with arrangement of streets and lots and owners of adjacent parcels of unsubdivided land	_____	_____
11. Topography at contour intervals of not more than two (2) foot referred to U.S.G.S. and locations of water courses, bridges, wooded areas, lakes, ravines and other significant physical features	_____	_____
12. Arrangement of lots and their approximate sizes	_____	_____
13. Location and width of proposed streets, alleys, pedestrian ways and easements	_____	_____
14. General plan of sewage disposal, water supply and utilities if public	_____	_____
15. Notation of type of sewage disposal and water supply if non-public	_____	_____
16. Location and size of proposed parks, playgrounds, churches, school sites, or other special uses of land to be considered for reservation for public use	_____	_____
17. Relationship to adjacent unsubdivided land	_____	_____
B. Does the proposed use of land conform to the Comprehensive Plan	_____	_____
C. Were twenty copies of the preliminary plat submitted	_____	_____
D. Preliminary Plat fee of paid	_____	_____
E. Comments		
