



PLANNING & ZONING
 1609 E. CENTRAL AVE.
 POB 295
 ANDOVER, KS 67002
 316.733.1303

SUBDIVISION APPROVAL CHECKLIST PRELIMINARY PLAT

This checklist is to be completed and submitted at the time of application, and is intended to assist an applicant in ensuring a complete submittal in order to avoid timely project delays. Staff will also complete the checklist upon receipt to determine if all required information is on the plat and all required supporting information is included. If insufficient information has been submitted for review, the plat shall be returned to the Subdivider for correction/completion.

SUBDIVISION NAME _____

COMPLETED BY (NAME): _____

COMPLETED BY (SIGNATURE): _____

GENERAL INFORMATION	APPLICANT	STAFF
1. VICINITY MAP showing existing subdivisions, streets, and unsubdivided tracts adjacent to the proposed subdivision. a. Show how proposed streets will connect with existing streets. b. Show names of adjacent subdivisions, or in the case of unplatted land, names of the owners of adjacent property. c. Show zoning district classifications of the proposed subdivision, and adjacent properties, if any.		
2. Label identifying the drawing as a PRELIMINARY PLAT .		
3. Proposed NAME OF THE SUBDIVISION , which must not duplicate or resemble the name of any plat previously recorded within the jurisdiction of these Subdivision Regulations. a. The word "Addition" should be used for a plat which has just been or is in the process of being annexed, not for land already in the City.		
4. NAME AND ADDRESS of the property owner and the Subdivider.		
5. NAME AND SEAL of the land planner who prepared the plat, and the surveyor who did the topographic survey.		
6. Date of preparation, north arrow, and scale of drawing.		
7. LOCATION of the subdivision by quarter-section, section, township and range. a. Location and boundary line of the proposed subdivision, as defined by measured distances to a section corner. b. Total area of the proposed subdivision, in acres.		
8. EXISTING USE of the property.		

EXISTING CONDITIONS	APPLICANT	STAFF
1. Location, right-of-way, width and names of ALL EXISTING PUBLIC OR PRIVATE STREETS , and location and width of ALL PRIVATE DRIVE APPROACHES WITHIN , adjacent to, or across the street from the tract.		
2. IMPORTANT ELEMENTS such as easements, section lines and corners, railroad rights-of-way, city and township boundary lines, and survey monuments.		
3. The horizontal location of EXISTING UTILITIES proposed to serve the subdivision, for the area in the subdivision and in adjoining streets and adjacent properties.		



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<p>a. Utilities include, but are not limited to: sanitary and stormwater sewers (show flow lines), water mains, culverts, catch basins, manholes, fire hydrants, underground and overhead wiring, pipelines, and gas lines.</p>		
<p>4. CONTOUR LINES OR SPOT ELEVATIONS based on Mean Sea Level, or other methods approved by the Planning Commission, showing the following intervals:</p> <ul style="list-style-type: none"> a. For ground slopes exceeding 10%: 5-foot contour intervals. b. For ground slopes less than 10%: 2-foot contour intervals. c. Where the ground is too flat for contours, show spot elevations. d. On zoning lots 10 acres or larger, used for residential or agricultural purposes, which are not subject to flooding and where there is no known watercourse: 10-foot contour intervals. <ul style="list-style-type: none"> i. USGS map data is acceptable. 		
<p>5. TOPOGRAPHIC SURVEY INFORMATION, including:</p> <ul style="list-style-type: none"> a. Date of the survey. b. Locations of existing survey monuments used in the survey. c. Location, elevation, and description of the Benchmark controlling the vertical survey. <ul style="list-style-type: none"> i. If any portion of the area being platted lies within a designated 1% annual chance floodplain, benchmarks approved by the Federal Emergency Management Agency (FEMA) must be used, and the datum used must be the same as in the currently adopted Flood Insurance Rate Map. d. The location of floodplains as shown on the City's currently adopted FEMA Flood Insurance Rate Map. e. The location and direction of all watercourses. 		
<p>6. SIGNIFICANT NATURAL FEATURES such as rock outcroppings, marshes, lakes, and wooded areas.</p>		
<p>7. LOCATION OF ALL EXISTING STRUCTURES, showing those to be removed and those to remain on the property after the Final Plat is recorded.</p>		

SUBDIVISION INFORMATION	APPLICANT	STAFF
<p>1. Location, right-of-way, width, names and approximate grades of PROPOSED STREETS, and their relationship to existing streets and alleys.</p>		
<p>2. STREET NAMES. Street names must follow applicable City or County street naming and property numbering policies, and are subject to the approval of the Planning Commission.</p> <ul style="list-style-type: none"> a. If a street is an extension of or in line with an already named street, that name must be used. b. If a street is not an extension of or in line with an already named street, its name must not duplicate any street name previously used in the City or its surroundings. c. Include appropriate prefixes and suffixes in the street name, to describe the type of street and provide relative direction. d. Address numbers are assigned by either the City or County, depending on their agreed jurisdictions. 		



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3. EASEMENTS. Show width and purpose (utilities, drainage, screening, greenspace, pedestrian ways, etc.). Generally, also depicted on a separate Utility/Drainage Plan.		
4. Location and type of UTILITIES TO BE INSTALLED , including provisions for stormwater drainage. Generally, also depicted on a separate Utility/Drainage Plan.		
5. ZONING LOTS. Show approximate dimensions, minimum lot sizes, and proposed lot numbers and block letters or numbers.		
6. Sites, if any, to be allocated for development of non-single-family dwellings, or to be dedicated or reserved for park, recreation area, greenspace or other public or private purposes.		
7. Proposed FRONT YARD BUILDING SETBACKS , which must not be less than required by applicable Zoning Regulations. a. Measure setbacks from the existing or proposed street right-of-way, whichever is a greater distance.		
8. AERIAL PHOTOGRAPH. Aerial should be most recently available image, and show at least 300 feet beyond the boundary of the project site.		

PRELIMINARY DRAINAGE PLAN	APPLICANT	STAFF
1. Show both MANMADE AND NATURAL EXISTING CONDITIONS , including proposed zoning lots, blocks, streets and reserves as mapped on the Preliminary Plat.		
2. Show basic DRAINAGE AREAS within the subdivision, and include drainage FLOW ARROWS .		
3. Reference or map all OFFSITE LAND which drains onto and across the site.		
4. Note any DOWNSTREAM PROPERTIES which received runoff from the site, with development impacts noted.		
5. Note REGULATORY OR LEGAL FEATURES , including but not limited to existing drainage easements and agreements, existing State of Kansas permits in effect on or adjacent to the property, and FEMA regulatory floodplains.		
6. Show PROPOSED DRAINAGE IMPROVEMENTS conceptually, including but not limited to major natural channels to be preserved, and detention or retention ponds.		
7. A WRITTEN SUMMARY providing any additional information necessary to clarify graphic drainage information.		

--OFFICE USE ONLY--

Subdivision Administrator Name _____
 Subdivision Administrator Signature _____