



FINAL PLAT APPLICATION

Neighborhood & Development Services
SERVING THE CITIES OF GARDEN CITY, HOLCOMB & FINNEY COUNTY

CITY ADMINISTRATIVE CENTER
301 N. 8th Street
P.O. Box 998
Garden City, KS
67846-0998

PH: (620) 276-1170
FAX: (620) 276-1173
www.garden-city.org

NOTICE: Prior to submission of any plat, the Subdivider/Developer shall contact the Neighborhood and Development Services Department to schedule a pre-application meeting.

NAME OF SUBDIVISION: _____

GENERAL LOCATION AND ADDRESS: _____

APPLICANT(S)

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____ FAX: _____

PROPERTY OWNER(S) - (IF DIFFERENT THAN APPLICANT)

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____ FAX: _____

FIRM PREPARING THE PLAT

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____ FAX: _____

ATTORNEY OR AGENT

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____ FAX: _____

ALL CORRESPONDENCE REGARDING THIS PLAT WILL BE SENT TO ONLY ONE INDIVIDUAL (PLEASE CHECK ONE):

PROPERTY
APPLICANT: _____ OWNER: _____ FIRM: _____ ATTORNEY: _____

*** FOR OFFICE USE ONLY ***

CASE NUMBER: _____ DATE RECEIVED: _____

FILING FEE: \$ _____ (Non-Refundable)
PLANNING GOVERNING BODY

COMMISSION DATE: _____ DATE: _____

PRELIMINARY PLAT APPROVAL DATE: _____

EXISTING ZONING: _____

PROPOSED ZONING: _____

PROPOSED USE OR PURPOSE: _____

PROPOSED NUMBER OF LOTS: _____

EXISTING NUMBER OF LOTS: _____

TOTAL LAND AREA:
Square Feet: _____
Acres: _____

SUBMITTAL REQUIREMENTS:

- One (1) signed copy of this application form along with a completed Final Plat Checklist.
- Three (3) full size paper copies and three (3) 11x17 paper copies of the Final Plat.
- Proof of Paid Taxes.
- Copy of the deed establishing ownership and evidence that all parties having a mortgage or lien interest including the owners have properly signed the plat dedication.
- Final Plat Fee.

With the signing of this application, the property owner authorizes the City of Garden City to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the Governing Body, City Boards & Commissions, and City Departments.

I, _____, hereby confirm that all the above statements contained as part of this application herewith are true and correct to the best of my knowledge.

APPLICANT SIGNATURE: _____

Date: _____



FINAL PLAT CHECKLIST

NEIGHBORHOOD &
DEVELOPMENT SERVICES
DEPARTMENT
620-276-1170

Instructions: *The following is a basic checklist of information summarized from the Subdivision Regulations to be included on the Final Plat. The firm preparing the plat shall be responsible for completion of this checklist. Details for each item are included in their entirety in the Subdivision Regulations. It is the applicant's responsibility to obtain a copy of the regulations and become familiar with all development regulations. The firm shall provide a written explanation for any negative response to checklist items.*

Name of Subdivision _____ Applicant's Name _____

Proposed Number of Lots: _____ Existing Parcels or Lots: _____ Total Land Area: SQFT: _____ Acres: _____

****Please note: Final Plat submittals that do not meet the requirements of adopted City Codes may not be placed on the agenda of the Planning Commission until corrected.**

****For office use only****

Date Received: _____

Signature: _____ Title: _____ Date: _____

Case Number: _____

	YES	NO	**PLEASE CHECK EACH ITEM**
1			Name of subdivision. No name shall duplicate or resemble the name of an existing subdivision.
2			A subtitle shall follow consisting of a general description of the subdivision referencing section, township and range and/or previously recorded plats.
3			The location by section, or quarter section, township, and range, and including the legal description of the boundary of the subdivision, based on an accurate survey, giving angular and linear dimensions. The allowable error of closure on any portion of a final plat shall be not more than one (1) in ten thousand (10,000). Closure calculations shall be furnished for the boundary and all blocks.
4			The location of the boundary shall be shown in reference to existing monuments, section corners and subdivision boundary corners (as applicable), including bearings and distances to such monuments or corners.
5			The location of lots, streets, alleys, easements, parks and other features with accurate bearings and dimensions in feet and decimals of feet, curve data (central angle, radius, tangent and arc length), and with all other information required by law or necessary to reproduce the plat on the ground.
6			The layout, number and approximate dimensions and square feet of lots. Lots shall be clearly numbered. Blocks are to be numbered and shown clearly in the center of the block.
7			The exact location, rights-of-ways widths, and names of all streets to be dedicated and of any existing streets.
8			The location, width, and purpose of all easements to be dedicated. If the easement is being dedicated by the plat, it shall be properly referenced in the owner's certification of dedication. Easements existing prior to the subdivision that must remain in use shall also be shown with recording notations.
9			Boundary lines and description of boundary lines of any areas other than streets and alleys, which are to be dedicated or reserved for public or other use.
10			Building setback lines on all streets with dimensions.
11			The location and type of all monuments found or set.
12			The names of adjoining subdivisions.
13			The names and addresses of the owner, Sub-divider/Developer, and surveyor.
14			Statement dedicating all easements, streets, alleys, and all other public areas not previously dedicated.
15			The date, north point, legend, graphic scale and scale of the plat.
16			A vicinity map showing section lines, the subdivision, adjacent subdivisions, corporate limits, major streets and other prominent features.
17			Description and other written data shall be located either right or left.
18			Location of the boundary lines of the subdivision and reference to the section, quarter sections, or quarter-quarter section lines, and any adjacent corporate boundaries, and the written legal description of the property.
19			A title report by an abstractor, title insurance company, or an attorney's opinion of title, showing the name of the owner of the land and all other persons who have an interest in, or an encumbrance on, the plat. The Sub-divider/Developer shall provide proof of written notification that all such persons have been notified of the requested action at least twenty (20) days prior to the date of the Planning Commission meeting.
20			A certificate showing that all taxes and special assessments due and payable have been paid in full.
21			A copy of any deed restrictions applicable to the subdivision.
22			A development Agreement may be required as a condition of final plat approval depending on the complexity of the project, dedications, Special Assessment Financing, utility requirements, phasing or other conditions.
23			The area of each lot or tract is identified on the plat and meets or exceeds the minimum area requirements for the zoning district in which the lot is situated.
24			Certification and Dedication block.
25			Surveyors Certificate block.
26			Certification by the County Surveyor block.
27			Planning Commission Certification block.
28			Governing Body Certification block.
29			Register of Deeds block.