



ELLIS PLANNING COMMISSION APPLICATION FOR PLAT APPROVAL

INSTRUCTIONS TO APPLICANT

- 1) The applicant must complete the attached application form. All blanks should be filled in, and any not applicable should be completed with N/A. The owner or his duly authorized agent must sign all applications.
- 2) A minimum of fifteen (15) copies of the proposed plat shall accompany the application.
- 3) The applicant should review the adopted subdivision regulations and all amendments to ensure a complete understanding of the subdivision process.
- 4) The filing fee of \$100.00 shall accompany the filing of each preliminary plat, plus \$1.00 for each lot. The preliminary plat will not be accepted for filing until the subdivider has paid the filing fee. The filing fee of \$25.00 shall accompany the final plat, plus \$2.00 per lot.
- 5) The application, copies of the plat, and the filing fee shall be filed with the City Clerk's office (815 Jefferson, Ellis, Kansas) at least thirty (30) calendar days prior to a regular planning commission meeting at which the plat is to be considered.



Approved/Denied by Planning Commission: _____

Case No.: _____

Approved/Denied by City Council: _____

Date Filed: _____

PLAT APPROVAL APPLICATION

Name of Subdivision: _____

General Location: _____

Owner/Applicant: _____

Phone: () _____ Email: _____

Address: _____

Street

City

Zip

Name of Agent (if any): _____

Phone: () _____ Email: _____

Address: _____

Street

City

Zip

Name of Surveyor or Engineer: _____

Phone: () _____ Email: _____

Address: _____

Street

City

Zip

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: _____ feet

4) Minimum Lot Area: _____ feet

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 Street: _____

a. _____ R/W _____ Ft.

b. _____ R/W _____ Ft.

c. _____ R/W _____ Ft.

d. _____ R/W _____ Ft.

e. _____ R/W _____ Ft.

11) Provision for Open Space: _____ Reservation _____ Acres

Dedication _____ Acres

Cash \$ _____

Comments _____



The applicant herein agrees to comply with the Subdivision Regulations of the City of Ellis, Kansas, as amended, and all other pertinent ordinances or resolutions of the City of Ellis, 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 or agent representing the owner of the property proposed for platting.

Owner/Applicant Signature: _____ Date: _____

Authorized Agent Signature: _____ Date: _____

Disclaimer: This permit was reviewed and considered based upon the information presented at the time of the hearing. If any of the information presented for consideration in determining the granting of this permit is incorrect or false, this permit becomes null and void.

-----OFFICE USE ONLY-----

Fee: _____
Paid: _____
Receipt #: _____
Received by: _____

Received in the City Clerk's Office _____, 20____, together with the appropriate fee of \$_____.

Name and Title



PRELIMINARY PLAT REVIEW

- 1) Date Filed: _____
- 2) Name Of Subdivision: _____
- 3) Name Of Owner: _____
- 4) Name Of Subdivider: _____
- 5) Name Of Person Who Prepared the Plat: _____
- 6) Date Of Public Hearing: _____
- 7) Does the Preliminary Plat Show the Following Information?

	YES	NO
a. Name of the Subdivision.	_____	_____
b. Location of boundary lines and reference to section or quarter section lines.	_____	_____
c. Name and address of owner(s).	_____	_____
d. Name and address of subdivider(s).	_____	_____
e. Name of planner, engineer, landscape architect, or surveyor who prepared the Plat.	_____	_____
f. Scale of Plat: 1" x 100' or larger, north arrow.	_____	_____
g. Date of preparation.	_____	_____
h. 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 proposed subdivision.	_____	_____
i. 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.	_____	_____
j. Names of adjacent subdivisions together with the arrangement of streets and lots and owners of adjacent parcels of unsubdivided land.	_____	_____
k. Topography at contour intervals of not more than one foot and location of watercourses, bridges, wooded areas, lakes, ravines, and other significant physical features.	_____	_____
l. Arrangement of lots and their approximate sizes.	_____	_____
m. Location and width of proposed streets, alleys, pedestrian ways, and easements.	_____	_____
n. General plan of sewage disposal, water supply, and utilities, if public.	_____	_____
o. Notation of type of sewage disposal and water supply, if non-public.	_____	_____
p. Location and size of proposed parks, playgrounds, churches, school sites, or other special uses of land to be considered for reservation for public use.	_____	_____
q. Relationship to adjacent unsubdivided land.	_____	_____
r. Approximate gradient of streets.	_____	_____
8) Does the proposed subdivision design conform to the comprehensive plan?	_____	_____

- | | | |
|--|-------|-------|
| 9) Will the proposed subdivision make the development of adjacent property more difficult? | _____ | _____ |
| 10) Are lots sized appropriately for zoning districts? | _____ | _____ |
| 11) Are all lots free from floodplain encroachment? | _____ | _____ |
| 12) Are drainageways and other drainage facilities sufficient to prevent flooding both on-site and off-site? | _____ | _____ |
| 13) Are all lots buildable with respect to topography, drainage ways, bedrock, and soil conditions? | _____ | _____ |
| 14) Do proposed street grades and alignment Meet all requirements? | _____ | _____ |
| 15) Is the proposed subdivision inside or adjacent to the city limits? | _____ | _____ |
| 16) Were _____ copies of the preliminary plat submitted? | _____ | _____ |
| 17) Preliminary plat fee of \$_____paid? | _____ | _____ |

(Applicant or his legal representative must be present at the hearing, or the matter will be tabled.)

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FINAL PLAT REVIEW

- 1) Date Filed: _____
- 2) Name of Subdivision: _____
- 3) Name of Owner: _____
- 4) Name of Sub
Divider: _____
- 5) Name of Person Who Prepared the Plat: _____
- 6) Date of Hearing: _____
- 7) Does the Final Plat show the following information?

	YES	NO
a. Name of the 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 must be mathematically correct.	_____	_____
c. Location of monuments or benchmarks. 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, streets, public highways, alleys, parks, and 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 the plat on the ground. Dimensions shall be shown from all curbs to lot lines.	_____	_____
e. Lots numbered clearly. Blocks 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. Building setback lines on the front and side streets with dimensions.	_____	_____
i. Name, address, signature, and seal of the developer, surveyor, or licensed engineer making the plat.	_____	_____
j. Scale of plat 1" – 200' or larger, date of preparation, and north point.	_____	_____
k. Statement dedicating all easements.	_____	_____
l. Statement dedicating all streets, alleys, and all other areas not previously dedicated.	_____	_____
8) Is the original on mylar or similar material, and have sufficient copies been submitted?	_____	_____

- 9) Were the appropriate signatures provided? _____
- a. Owner or owners and all mortgagers. _____
- b. Notarization or notarizations. _____
- c. Engineer, surveyor, or person preparing plat. _____

- 10) Title opinion: _____
- a. Submitted (date) _____
- b. Have all owners and mortgagers signed plat. _____

- 11) Has certification been submitted stating that all taxes and special assessments due and payable have been paid? _____

- 12) Deed restrictions: _____
- a. Are any deed restrictions planned for subdivision? _____
- b. If so, has a copy been submitted? _____

- 13) How has installation of the following improvement been guaranteed? _____

	Construction	Bond	Petition
Streets	_____	_____	_____
Water	_____	_____	_____
Sewer	_____	_____	_____
Sidewalks	_____	_____	_____
Other, as required	_____	_____	_____

1. _____
2. _____
3. _____

- 14) Are additional comments attached? _____

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