

# A GUIDE TO THE SUBDIVISION OF LAND IN ARKANSAS CITY, KANSAS

The following information is provided to assist individuals who wish to subdivide land within Arkansas City. This is only a guide. Specific guidelines are found in the subdivision regulations of the City and fees are found in the City's Comprehensive Fee Schedule. Should you have further questions, please call Neighborhood Services at City Hall at 620.441.4420 to schedule an appointment with staff.

## WHAT IS THE PURPOSE OF SUBDIVISION REGULATIONS?

The purpose of subdivision regulations is to assure that the subdivision of land will provide for the orderly development of the area by making provisions for adequate open space, traffic, recreation, drainage, utilities, and other public needs.

## WHAT IS A SUBDIVISION PLAT?

A ***sketch plat*** is preparatory to the ***preliminary plat*** to enable the subdivider to save time and expense in reaching general agreement with the Neighborhood Services as to the form of the plat and the objectives of these regulations.

A ***preliminary plat*** is a map of proposed land subdivision showing the character and proposed layout of the property. The preliminary plat indicates topography and natural features; location of nearby utilities; proposed layout of streets, blocks, lots and easements; and areas to be dedicated for other public purposes. A preliminary plat is required for any subdivision containing more than five lots. The preliminary plat depicts all of the land owned in common ownership that is contiguous to that being subdivided.

A ***final plat*** is a map of a subdivision of land prepared by a licensed professional engineer or land surveyor to be filed with the Register of Deeds. The final plat legally describes all lots and blocks, streets, alleys, public areas and tracts with complete bearing and dimensions.

## HOW DO YOU SUBMIT A PLAT?

Call Neighborhood Services to schedule a meeting with staff to discuss the proposed subdivision. At this meeting you will be provided with specific information to be provided on the sketch plat, preliminary plat and final plat in

accordance with the applicable subdivision regulations; a Planning Commission meeting schedule; deadline dates for submittal and an application fee list.

Plats must be submitted a minimum of 30 days prior to the Planning Commission meeting to provide time for the necessary legal publication, notification of adjacent property owners, utility providers, and the planning staff's review process. The decision of the Planning Commission is to be made within sixty (60) days after the submission date for final plat approval. Planning Commission meetings are typically held on the second Tuesday of each month beginning at 5:30 p.m. at Arkansas City City Hall, 118 W. Central Avenue.

The submitted plats are sent to various city departments and public utility companies for review. The Secretary of the Planning Commission will contact the applicant to discuss the review comments and suggest any revisions which may be needed before the plat is forwarded to the Planning Commission for consideration. A written report will be provided to the Planning Commission and the applicant.

### **WHAT HAPPENS AT THE PLANNING COMMISSION MEETING?**

You or your representative should be present to answer any questions regarding the preliminary plat. The Planning Commission may approve, approve with conditions, or deny the submitted plat.

### **WHAT HAPPENS NEXT?**

If the Planning Commission approves the preliminary plat, the applicant will need to meet any conditions imposed on that approval. A final plat of the area is then submitted to the Planning Commission for its action to be taken within sixty (60) days after the plat application was made. The Planning Commission will recommend approval or disapproval of the final plat by the City Commission. The City Commission then acts to approve the plat, along with acceptance of dedications of public easements and rights-of-way. After any conditions of approval have been made, the final plat will be filed with the Register of Deeds office in the Cowley County Courthouse. Additional fees are required at the time of filing. The Commission may also disapprove the final plat, in accordance with state and local law.

**APPLICATION FOR  
PRELIMINARY PLAT APPROVAL**

Date of Preliminary Plat Action \_\_\_\_\_

1. Name of Subdivision \_\_\_\_\_ Major \_\_\_\_\_  
Minor \_\_\_\_\_
  
2. Name of Applicant \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. & City) (State) (Zip Code)
  
3. Name of Local Agent \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. & City) (State) (Zip Code)
  
4. Owner of Record \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. & City) (State) (Zip Code)
  
5. Engineer \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. & City) (State) (Zip Code)
  
6. Land Surveyor \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. & City) (State) (Zip Code)
  
7. Attorney \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. & City) (State) (Zip Code)
  
8. Subdivision Location: On the \_\_\_\_\_ side of \_\_\_\_\_  
\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(Direction) (Street)
  
9. Total Acreage \_\_\_\_\_ Zone \_\_\_\_\_ Number of Lots \_\_\_\_\_

10. Parcel Tax I.D. Number: \_\_\_\_\_
11. Has the Board of Zoning Appeals granted a variance or exception or special permit? \_\_\_\_\_  
 If so, explain \_\_\_\_\_
12. List all land proposed to be subdivided \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
13. Owners of land within 200 feet of land proposed to be subdivided \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
14. Attach five (5) copies of proposed preliminary plat.
15. Attach three (3) copies of construction plans.
16. List all contiguous land holdings under the same ownership:
- |         |       |        |       |
|---------|-------|--------|-------|
| Section | _____ | Lot(s) | _____ |
| Section | _____ | Lot(s) | _____ |
| Section | _____ | Lot(s) | _____ |
| Section | _____ | Lot(s) | _____ |

THE APPLICANT HEREBY CONSENTS TO THE PROVISIONS OF THE SUBDIVISION REGULATIONS PROVIDING THAT THE DECISION OF THE PLANNING COMMISSION SHALL BE MADE WITHIN THIRTY (30) DAYS AFTER THE CLOSE OF THE PUBLIC HEARING ON FINAL PLAT APPROVAL.

ATTACHED HERETO IS AN AFFIDAVIT OF OWNERSHIP INDICATING THE DATES THE RESPECTIVE HOLDINGS OF LAND WERE ACQUIRED, TOGETHER WITH THE BOOK AND PAGE OF EACH CONVEYANCE INTO THE PRESENT OWNER AS RECORDED IN THE COUNTY REGISTER OF DEEDS OFFICE. THIS AFFIDAVIT SHALL

INDICATE THE LEGAL OWNERSHIP OF THE PROPERTY, THE CONTRACT OWNER OF THE PROPERTY, AND THE DATE THE CONTRACT OF SALE WAS EXECUTED.

IN THE EVENT OF CORPORATE OWNERSHIP: A LIST OF ALL DIRECTORS, OFFICERS, STOCKHOLDERS OF EACH CORPORATION OWNING MORE THAN FIVE PERCENT (5%) OF ANY CLASS OF STOCK MUST BE ATTACHED.

STATE OF KANSAS                    )  
  )  
COUNTY OF COWLEY                )

I, \_\_\_\_\_ hereby depose and say that all of the above statements contained in the papers submitted herewith are true.

Name \_\_\_\_\_  
(Printed or Typed)

Name \_\_\_\_\_  
(Signature)

Mailing Address \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City)                                (State)    (Zip Code)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**APPLICATION FOR  
FINAL PLAT APPROVAL  
ARKANSAS CITY, KANSAS**

Date of Final Plat Application \_\_\_\_\_

1. Name of Subdivision \_\_\_\_\_
  
2. Name of Applicant \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. and City) (State) (Zip Code)
  
3. Name of Local Agent \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. and City) (State) (Zip Code)
  
4. Owner of Record \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. and City) (State) (Zip Code)
  
5. Engineer \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. and City) (State) (Zip Code)
  
6. Land Surveyor \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. and City) (State) (Zip Code)
  
7. Attorney \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. and City) (State) (Zip Code)
  
8. Subdivision Location: On the \_\_\_\_\_ side of \_\_\_\_\_  
\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(Direction) (Street)
  
9. Total Acreage \_\_\_\_\_ Zone \_\_\_\_\_ Number of Lots \_\_\_\_\_
  
10. Parcel Tax I.D. Number \_\_\_\_\_

- 11. Has the Board of Zoning Appeals granted a variance or exception concerning this property? \_\_\_\_\_  
If so, explain \_\_\_\_\_
- 12. Date of Sketch Plat Approval \_\_\_\_\_
- 13. Date of Preliminary Plat Approval \_\_\_\_\_
- 14. Have any changes been made to this plat since it was last before the Planning Commission? \_\_\_\_\_ If so, describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all contiguous land holdings under the same ownership:

Section	_____	Lot(s)	_____
Section	_____	Lot(s)	_____
Section	_____	Lot(s)	_____
Section	_____	Lot(s)	_____

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Name \_\_\_\_\_  
(Typed or Printed)

Name \_\_\_\_\_  
(Signature)

Mailing Address \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City)                    (State)            (Zip Code)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_