

# 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?

Contact 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 Water Treatment Facility 400 W Madison Ave.

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 may be required at the time of filing.

## APPLICATION FOR PLAT APPROVAL

Office Use Only	
File Number:	
Date of Submission:	
Public Hearing Date:	
Public Hearing Result:	
Date of Final Plat Action:	
Final Plat Action:	
City Commission Date:	
City Commission Action:	
Date Filed with Register of Deeds:	

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)

