

## FINAL PLAT FILING INSTRUCTIONS

### **IN ORDER TO FILE AN APPLICATION FOR A FINAL PLAT, THE APPLICANT SHALL:**

1. Submit a complete and signed General Application.
2. Provide six (6) copies of the Final Plat and provide all other information and documents to be submitted, as required by the Manhattan Urban Area Subdivision Regulations.
3. Submit an 11 by 16 inch readable and reproducible reduction of the Final Plat, after any corrections, if necessary, are made.
4. Submit the completed Affidavit in Support of Request for City Action.
5. Submit a copy of Certificate of Title indicating current ownership.
6. Submit paid receipts indicating that all real estate taxes have been paid in full for all property located within the Final Plat.
7. Pay the Final Plat fee of \$150. Checks should be made out to the City of Manhattan.
8. Submit a separate check for the \$32 Filing Fee made out to the Riley County or Pottawatomie County Register of Deeds, as applicable. (Note: two page Final Plats will require additional fees. Additional fees for Home Association documents, if filed with the Final Plat, may also be charged by the Register of Deeds.)
9. *Kansas Statute currently requires a second surveyor to review a Final Plat, and sign the Final Plat, prior to the Final Plat being filed. As of July 1, 2001, Kansas Statute requires that all cost for plat review and approval shall be charged back to the applicant for plat approval. This requirement is administered by Riley County and Pottawatomie County. If a fee is required by the County, it must be paid before the Register of Deeds will file the Final Plat.*
10. *Letters from communication and electrical providers that arrangements have been made for the installation of underground utilities, including street lights, as required by Article X, Section 10-601 (E) of the Manhattan Urban Area Subdivision Regulations.*
11. *Submit the final plat in digital format approved by the responsible Planning Department with the minimum information required in Section 7-302 of the Manhattan Urban Area Subdivision Regulations.*

Requests will not be scheduled if applications and attachments are incomplete or unsigned. If you have any questions about the application or the information required please contact the Community Development Department prior to submittal of the application.

**Prior to making any improvements, it is the applicant's responsibility to contact Code Services (587-4506) to determine what building and fire codes apply and if a building permit is needed.**