

FINAL PLAT/REPLAT

INSTRUCTIONS

A Planning Board Process

Information

The following instructions outline the process for filing a Final Plat/Replat application with the City of Manhattan. To process your request in a timely manner, it is important to understand the application submittal requirements to avoid a potential delay in processing your request.

Applicability

A Final Plat/Replat is the next step in the subdivision of land following approval of a Preliminary Plat.

[Subsection 26-9C-2] The platting process applies to land within the Urban Area that includes all land in the city limits of Manhattan, Urban Service Area, and Rural-Urban Fringe. [Section 26-9C-2]

Concurrent Plat: A Concurrent Plat is a process that consolidates the preliminary and final plat processes into one for the subdivision of unplatted land into five (5) or fewer lots. [Section 26-9C-3]

Procedure Type

Final Plat/Replat requests are subject to a Consent review process [Subsection 26-9C-2C] with the Planning Board authorized to approve or deny a Final Plat/Replat, and with the Governing Body responsible for acceptance of streets and other public ways, public easements, and land dedicated for public use. [Paragraph 26-9C-2G-3]

Period of Validity

An approved Preliminary Plat will be valid for a period of two years. An application for a Final Plat must be submitted within the two-year period. If an application is not filed within this time period, the Preliminary Plat will be automatically deemed withdrawn. If withdrawn, the proposed subdivision must be reprocessed first as a Preliminary Plat before consideration of a Final Plat. [Section 26-9C-2A]

A replat may be submitted at any time for all, or a portion, of a parcel controlled by a recorded Final Plat. Replats will be processed in the same manner as a Final Plat. [Section 26-9C-2A]

Instructions

Complete the following steps.

Step 1: Prepare materials to accompany your application

The following list of items is intended to assist you in preparing your application submittal. Submission of information less than necessary to adequately review and process your application may result in a delay of the review process.

Final Plat/Replat Application Attachments

1. A payment of \$150 made payable to the City of Manhattan.
2. \$32/page made payable to the applicable Riley or Pottawatomie County Register of Deeds.

3. A County Treasurer's receipt(s) showing that all taxes are paid in full for all parts of the proposed subdivision.
4. One (1) copy of the Final Plat/Replat (24" by 36"), as well as a digital plat in pdf format. [Final Plat Content Checklist included]
5. A complete and accurate legal description of the entire property for which plat approval is sought. The legal description must be typewritten, readable, and reproducible.
6. A certificate of title issued by a title company showing the ownership for all parts of the land being Final Platted. The Final Plat will not be approved unless the owner(s) reflected thereon are confirmed by the certificate of title.
7. If seeking a waiver to Sec. 26-5E-5, Utility Easements; Sec. 26-5D-2, Storm Drainage Easements; and Sec. 26-5D-3, Water and Sewer Facilities Easements, relating to underground utilities, submission of a Waiver Request Form. [Section 26-9C-5]
8. If seeking a request to deviate from provisions of Division 26-5B, Lot, Block, and Subdivision Standards, and/or Division 26-5C, Transportation System Standards, submission of a Deviation Request Form. [Section 26-9C-4]
9. Confirmation from providers of public facilities and service that their facilities and services will be available to the platted area within a reasonable period of time or are currently available; and, that easements as shown on the plat meet with their approval. Public facility and service providers include sanitary sewer, water, streets, storm sewer, fire protection, police protection, schools, electricity, data, and phone service. [Paragraph 26-9C-1G-4]
10. If the land proposed to be subdivided is subject to special assessment, the applicant is required to provide a plan showing how the special assessments are to be re-apportioned upon platting. [Subsection 26-9C-1F]

Step 2: Submit your application

Upon completion of the previous steps, fill-out and submit the application to the Community Development Department.

Step 3: Zoning Administrator review

Upon receipt of an application, it shall be reviewed by the Zoning Administrator to determine if the plat substantially conforms with the approved Preliminary Plat, adheres to any conditions or requirements of the Planning Board, and complies with the Subdivision Standards of Article 26-5.

If the plan meets the criteria, it will be recommended to the Planning Board. If, in the judgment of the Zoning Administrator, the Final Plat does not conform, the applicant will be notified of the discrepancies and the action necessary to obtain conformance. [Section 26-9C-2E]

FINAL PLAT/REPLAT

CHECKLIST

A Planning Board Process

Checklist

The following checklist is provided to assist you in preparing your final plat and additional documentation. The consultant preparing the plat is to check the first column to indicate the step has been completed. Upon submission, the Zoning Administrator will review the plat and supporting documents and will check the “City” column to verify completion. Submission of inaccurate or incomplete information necessary to adequately review and process your request may delay the review process.

Final Plat Contents and Specifications			
Consultant	Final Plat Contents	City	Notes
✓	Materials to be Included/addressed	✓	
	1. Name of proposed subdivision and identification as a Final Plat		
	2. North arrow , scale of drawing and graphic scale, date of preparation, legend and controlling physical features		
	3. Names , addresses and phone numbers of subdivider, property owner and licensed surveyor that prepared the plat		
	4. Vicinity map showing location of subdivision in relation to major streets and zoning of adjacent property		
	5. Names of adjoining subdivisions, or if unplatted, names of owners of adjoining property		
	6. Scale of plat shall be 1" = 100' or larger		
✓	Plat Contents	✓	Notes
	1. Legal description of the proposed subdivision, including section, township, range, principal meridian, county and total acreage. Show the location of the nearest section and/or quarter-section corner on the plat, with a description tying it to the point of beginning of the subdivision. Submit verification that plat prepared with the accuracy required for traverse data, with an error of closure not more than 1 in 10,000		
	2. A Replat shall not be required to be referenced to a section and/or quarter-section corner, provided the original plat for the subject replat is tied to at least one of these corner monuments		
	3. Accurate dimensions for all lines, angles, and curves used to describe boundaries, rights-of-way, easements and areas to be dedicated for public purpose use. Data for all curves shall include radius, arc length, chord length, and central angle		
	4. Square footage of each proposed lot for city plats; and square footage or acreage of each proposed lot for county plats		

	5. Location and width of public streets, alleys, easements, section lines and corners, city boundary lines and monuments		
	6. Lot lines with dimensions and bearings		
	7. Lot numbers beginning with the number 1 and numbered consecutively through all phases or units of a subdivision		
	8. Sites to be dedicated as drainageways, parks, school, or for other public purpose as distinguished from lots intended for sale		
	9. Proposed easements , showing their width and purpose, shall be clearly identified and denoted by fine dashed lines. The width of the easement with sufficient ties to locate it definitely with respect to the subdivision must be shown		
	10. Proposed streets (including location, width and proposed names), and their relation to existing or proposed streets as either dedicated or shown on an approved preliminary plat		
	11. No access shall be designated by perpendicular dashed lines along right-of-way lines as proposed/required. Access points shall be designated as a break in the no access and labeled as access .		
	12. Identification of the 100 and 500 year floodplain , and the Floodway and Floodway Fringe boundaries on the final plat, including elevations of these lines.		
	13. Identification of the Riley County N-1, Airport Noise Hazard District and AO, Airport Overlay District , when applicable		
✓	Certifications to Appear on Final Plat	✓	Notes
	1. Owner's Certificate signed by all parties having any record, title, or interest of record in the subdivided land, showing their consent to the preparation and recording of the final plat; and, providing for dedication of all parcels of land which are intended for public use. The signature line shall include the printed name of the person signing.		
	2. Surveyor's Certificate indicating that such person is duly licensed in the State of Kansas and that the property was surveyed by such person, or under their supervision, in accordance with all applicable rules and laws, and duly acknowledged by a notary public		
	3. Manhattan Urban Area Planning Board Certificate signed by members of the planning board and secretary acknowledging the final plat has been submitted to and approved by the planning board. The signature line shall include the name of the person signing		
	4. City Commission Certificate signed by the Mayor and City Clerk acknowledging acceptance of dedicated public rights-of-way and easements. The signature line shall include the name and title of person signing		
	5. Riley County Plat Review Surveyor's Signature Block indicating the plat has been reviewed and approved for filing in compliance with K.S.A. 58-2005 and with requirements of Riley County Resolution No. 082913-58.		
	6. Register of Deeds Certificate indicating the date, time, and book and page number of recorded plat		

✓	Supplemental Data	✓	Notes
	<p>1. Airport Overlay Note: When all or portion of subdivision lies within the AO, Airport Overlay District. The note to read as follows: “The property shown in the (named subdivision) is within the Airport Overlay District and under Federal Air Regulation Part 77 – Objects Affecting Navigable Airspace for the Manhattan Regional Airport. As such, any construction projects on these properties are subject to the Federal Aviation Administration FAA Form 7460, Notice of Proposed Construction or Alterations, for review prior to issuance of a building permit and construction.”</p>		
	<p>2. Notice of Potential Impact Due to Military Training: When all or a portion of subdivision lies within the Critical Area as defined by the Fort Riley Joint Land Use Study, the above named note will need to be added to the plat: “The lots within this subdivision are situated in an area that may be subject to conditions resulting from military training at a nearby military installation. Such conditions may include the firing of small and large caliber weapons, the over flight of both fixed-wing and rotary-wing aircraft, the movement of vehicles, the use of generators and other accepted and customary military training activities. These activities ordinarily and necessarily produce noise, dust, smoke and other conditions that may not be compatible with permitted improvements according to established federal guidelines, state guidelines or both.”</p>		
	<p>3. Statement on face of plat stating method to be used for financing public improvements in the subdivision. Such statement shall contain a heading that reads: “Provision and Financing of Roads, Sewer and Other Public Services”.</p> <p>At a minimum, a financing statement shall indicate the following:</p> <ol style="list-style-type: none"> a. Whether the subdivision will have public streets, travel easements, or a combination thereof b. Whether the subdivision will provide connections to a public water source (naming the source) c. Whether the subdivision will provide connections to a public system for wastewater treatment (naming the system) d. Whether purchasers of the lots in the subdivision will be subject to special assessments or other costs and fees specific to the subdivision to pay for the capital costs of streets, water lines and wastewater treatment e. Whether the provision of improved streets, water service and/or wastewater service will depend in any way on a vote, petition or other collective action of property owners in the subdivision 		
	<p>4. Statement on face of plat explaining the general nature and type of public improvements proposed for the subdivision and the manner by which the subdivider intends to provide for installation (for example, by public improvement petition, actual construction, escrow deposit, or performance bond. If other than by public improvement petition, the approximate time for completion of such improvements should be indicated.</p>		



	5. Statement on face of plat stating: "All new telephone, cable television and electrical lines (except high voltage lines) must be installed underground in the City of Manhattan and urban service area."		
	6. Statement on face of plat stating: "Developer is responsible for the cost of any relocation of existing utilities, if necessary, to serve the proposed subdivision."		
	7. Statement on face of plat indicating the flood zone(s) the subdivision is located in, FIRM community panel number and effective date of flood insurance study		
	8. Statement on face of plat indicating a Deviation is sought to deviate from the provisions in Division 26-5B, Lot, Block, and Subdivision Standards, and Division 26-5C, Transportation System Standards		
	9. Statement on face of plat indicating a Waiver is sought from the provision in Sec. 26-5D-4, Utility Easement; Sec. 26-5D-5, Storm Drainage Easement; and Sec. 26-5D-6, Water and Sewer Facilities Easements		
	10. Statement listing off-site improvements to be incorporated in the proposed subdivision		

The above checklist has been followed to determine that all necessary requirements and submissions have been met for a complete and accurate final plat application.

Design Professional Signature: _____ Date: _____

Print Name: _____