

LOT LINE ADJUSTMENT

INSTRUCTIONS

A Zoning Administrator Process

Information

The following instructions outline the process for filing a Lot Line Adjustment 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 Lot Line Adjustment moves a platted lot line between two (2) platted lots that does not involve the dedication of new rights-of-way or public utility easements. This process cannot be used for unplatted land, nor for land that has been previously partitioned, or undergone a lot line adjustment, nor for the creation, vacation, or modification of rights-of-way, public easements, or conditions of approval for a previous final plat. [Subsection 26-9C-7A] This 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]

Procedure Type

Lot line adjustment requests are subject to a Type-I review process review process [Subsection 26-9C-7B] with the Zoning Administrator authorized to approve or deny the partition. [Subsection 26-9C-7C]

Review Standards

The Zoning Administrator will review the application to determine whether the proposed lot line adjustment would cause the affected lots to fall out of conformance, the conditions of approval for the original final plat, and the applicable county sanitary code. [Subsection 26-9C-7D]

Period of Validity

If all documents have not been submitted for recording within one (1) year of the date of approval, the partition will be deemed “withdrawn” and a new application for approval will need to be filed. [Subsection 26-9C-7E]

Instructions

Complete the following steps.

Step 1: Schedule a Pre-Application Conference

A pre-application conference is intended to familiarize the applicant with the development review and approval process, provide for an exchange of information, advise the applicant as to the key planning, zoning, engineering, and other considerations, and to determine the information required to accompany an application.

A pre-application conference is required to be held at least **15 days** before an application is submitted.

In accordance with Paragraph 26-8B-3C-3, the applicant must submit information concerning the conditional use permit request as required by the Zoning Administrator at least **5 working days** prior to the conference.

A meeting report will be prepared by staff and provided to the applicant summarizing meeting outcomes and expectations. The pre-application conference and meeting report will determine whether special studies or reports may be required along with any other specific items.

A pre-application conference is valid for a period of **6 months**. If an application is not filed in this time, a new pre-application conference will be required. [[Section 26-8B-3C-5](#)]

Step 2: Prepare materials to accompany your application

Submission of information less than necessary to adequately review and process your application may result in a delay of the review process. Community Development staff will determine the completeness, accuracy, and sufficiency of the application within **15 business days** of receipt of the application. [[Sec. 26-8C-3](#)]

Lot Line Application Attachments

1. A recording fee of \$32/page made payable to the applicable Riley or Pottawatomie County Register of Deeds.
2. 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.
3. 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.
4. A County Treasurer's receipt(s) for both lots showing that all taxes are paid in full.
5. One (1) copy of the Lot Line Adjustment Plat (24" by 36"), as well as a digital plat in pdf format. [Lot Line Adjustment Plat Content Checklist included]
6. A reapportionment agreement, if the land proposed to be subdivided is subject to special assessment, showing how the special assessments are to be re-apportioned upon platting. [Subsection 26-9C-1F]

Step 3: Submit your application

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

Step 4: Zoning Administrator review

If, in the judgment of the Zoning Administrator, the Lot Line Adjustment does not conform, the applicant will be notified of the discrepancies and the action necessary to obtain conformance. [Section 26-9C-7D]

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CHECKLIST

A Zoning Administrator Form

The following checklist is provided to assist you in preparing your Lot Line Adjustment plat request and additional documentation. The consultant preparing the Lot Line Adjustment plat is to check the first column to indicate the step has been completed. Upon submission, the Zoning Administrator will review the Lot Line Adjustment 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.

Checklist

Lot Line Adjustment Plat Contents and Specifications			
Consultant	Lot Line Adjustment Plat Contents	City	Notes
✓	Materials to be Included/addressed	✓	
	1. Name of proposed subdivision and identification as “ Lot Line Adjustment of Lot __, Subdivision Name ”		
	2. North arrow , scale of drawing and graphic scale, date of preparation, legend and controlling physical features		
	3. Vicinity map showing location of subdivision in relation to major streets and zoning of adjacent property		
	4. Name and lot numbers of adjoining subdivisions, or if unplatted, names of owners of adjoining property		
	5. Scale of plat shall be 1” = 20’ or larger		
✓	Plat Contents	✓	Notes
	1. Accurate dimensions for all lines, angles, and curves used to describe boundaries, rights-of-way, and easements. Data for all curves shall include radius, arc length, chord length, and central angle transferred from current final plat		
	2. Square footage of each lot for city plats; and square footage or acreage of each lot for county plats		
	3. Location and width of public streets, alleys, easements, building setback lines, section lines and corners, city boundary lines and monuments		
	4. Lot lines with dimensions and bearings		
	5. Lot numbers beginning with the number 1 and numbered consecutively through all phases or units of a subdivision		
	6. No access shall be shown by perpendicular dashed lines along right-of-way lines as currently platted. Access points shall be designated as a break in the no access and labeled as Access with the corresponding width of access opening		
	7. Identification of the 100 and 500 year floodplain , and the Floodway and Floodway Fringe boundaries on the final plat, including elevations of these lines.		
	8. 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 and Quitclaim signed by the owner of record, title, or interest of record in the subdivided land, showing their consent to the preparation and recording of the lot line adjustment plat. 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. City Certification signed by the Zoning Administrator, or designee, acknowledging the plat has been approved pursuant to Section 26-9C-6 of the Manhattan Development Code. The signature line shall include the name and title of person signing		
	4. Register of Deeds Certificate indicating the date, time, book and page number of recorded plat		
✓	Supplemental Data	✓	Notes
	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.”		
	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.”		
	3. 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.”		
	4. 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		
	5. Plat Notes. Transfer all plat notes of the current final plat, as applicable, to the lot line adjustment plat		
	6. Lot Line Adjustment Plat Note. Apply note to upper left-hand corner of drawing indicating the plat was filed as a Lot Line Adjustment Plat pursuant to Section 26-9C-7 of the Manhattan Development Code		