



**APPLICATION FOR FINAL PLAT APPROVAL**

**FEE: \$100 + \$2/LOT**

This is an application for processing a final plat in accordance with the City Subdivision Regulations. The application must be completed and filed with the Subdivision Administrator at least 30 days prior to a regular meeting date of the Planning Commission. Completed applications and supporting documents may be emailed to [Planning&Zoning@andoverks.gov](mailto:Planning&Zoning@andoverks.gov). A complete schedule of meeting dates and submission deadlines can be found at [andoverks.gov](http://andoverks.gov).

**(AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED)**

Name of subdivision \_\_\_\_\_

General Location \_\_\_\_\_

Name of Landowner \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Subdivider/Agent \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of (Engineer) (Land Planner) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Registered Land Surveyor \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Subdivision Information:**

1. (Select one) Final Plat of entire preliminary plat area \_\_\_\_

Final Plat of a phased development \_\_\_\_

Final Plat for small tract \_\_\_\_

Final Replat of original platted area \_\_\_\_

2. Gross acreage of plat \_\_\_\_\_ Acres



3. Total number of lots \_\_\_\_\_

4. Proposed land use for an (urban-type\_\_\_\_) (rural-type \_\_\_\_ ) subdivision:

a. Residential-Single-Family \_\_\_\_ Duplex \_\_\_\_ Multiple-Family \_\_\_\_

Manufactured/Mobile Home \_\_\_\_

b. Commercial \_\_\_\_\_

\_\_\_\_\_

c. Industrial \_\_\_\_\_

Is any portion of the proposed subdivision located in an identified flood plain area?

Yes \_\_\_\_ No \_\_\_\_

The landowner herein agrees to comply with the City Subdivision Regulations and all other related ordinances, resolutions, policies and standards of the City, County or Township and statutes of the State of Kansas. It is further agreed that all costs of recording the plat and supplemental documents thereto with the Register of Deeds shall be paid by the owner. The undersigned further states that he/she is the owner of the land proposed for platting and, when requested, will permit officials of the city, County or Township to inspect the land as may be necessary for proper plat review.

\_\_\_\_\_  
Landowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent (if any)

\_\_\_\_\_  
Date

**SEE NEXT PAGE FOR A CHECKLIST OF ELEMENTS TO BE PRESENT IN A FINAL PLAT  
SUBMITTAL**



### **Preliminary Plat Conditions\*\***

1. Based on preliminary plat approval, have all required conditions and modifications, if any, been satisfied?
2. Is the land properly zoned for the intended use?

### **Content of Plat**

1. Name of subdivision and location by quarter-section section, township and range.
2. Date of preparation, north point scale of drawing: Not less than 1" = 100', unless otherwise permitted.
3. Controlling physical; features such as highways, railroads, watercourses and areas subject to flooding.
4. Angles and lineal distances to monuments used to locate the tract survey and all other monuments required to be installed.

NOTE: Location and elevation of alternate permanent bench mark, if required.

5. Angular and lineal dimensions for the tract boundary and all blocks, streets, alleys, easements, areas for public use and important features.  
Allowable error of closure: 1' in 10,000'.
6. Lot line dimensions in feet and hundredths and angles in degrees, minutes and seconds.
7. Side lot lines at right angles or radial to street and rear lines parallel to block or tract lines.
8. Consecutive lot numbers and block letters or numbers.
9. Location of existing easements and recorded reference and location of new easements with stated purpose and reference in the owner's certificate of dedication.
10. Widths of new street R/W and portions of dedicated R/W plus existing R/W and adjacent centerlines/
12. Names of each street including prefixes and suffixes.



13. Building setback lines, if any, measured from existing or proposed street R/W, whichever is greater.
14. Parcels dedicated or reserved for public or private use as distinguished from lots for sale.
15. Minimum pad elevation, if desired, for each lot at least one foot above 100-year flood elevation.
16. Marginal lines encircling the sheet.
17. Certificates as follows:
  - a. Land Surveyor's certification and legal description.
  - b. Owner's certification and dedication.
  - c. Mortgage holder.
  - d. Notary certificates(s).
- e. Planning Commission certificate.
- f. Governing Body certificate.
- g. Transfer Record.
- h. Register of Deed's certificate.

**Yes**    **No**    **N.A.\***

**Additional Information**

1. Title report.
2. Final drainage plan, if required.
3. Restrictive covenants proposed, if any, including waiver of protest to annexation, if applicable.
4. Final Plat for small tract:
  - a. Vicinity map.
  - b. Topographic survey, if required.

**Required Improvements and Guarantees**



Listed below are methods of guaranteeing improvements including maintenance followed by key letters.

completion bond (B)	contract with utility (U)
cashier's check (CC)	building and/or zoning permit (BP) or (ZP)
escrow account (EA)	building and/or zoning occupancy permit (OC)
irrevocable letter of credit (LC)	
petition (P)	
preconstruction prior to recording of final plat (PC)	City, County or Township responsibility (City), (CO) or (Twp)

<b><u>Type of Improvements</u></b>	<b><u>Key Letter</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>N.A.*</u></b>
1. Streets and alleys				
2. Curbs and gutters				
3. Storm Drainage				
4. Sidewalks				
5. Street signs				
6. Water supply				
7. Fire hydrants				
8. Sewage disposal			X	
9. Gas Service				
10. Electric service				
11. Telephone service				
12. Screening including fencing and landscape plan				
13. Relocation of existing improvements				
14. Have all monuments been properly installed and guaranteed by the Registered Land Surveyor				



in his or her certificate?