







INSTRUCTIONS FOR PRELIMINARY PLAT

Augusta City Hall
113 East 6th Avenue
P.O. Box 489
Augusta, Kansas 67010

 (316) 775-4505
 (316) 775-4566
 www.augustaks.org
 ssmith@augustagov.org

FOR PROPERTY LOCATED WITHIN THE JURISDICTION OF THE CITY OF AUGUSTA, KANSAS

In order to process your request for a Preliminary Plat, this Preliminary Plat Application Packet must be completed in its entirety and submitted to Susan Smith, Community Development Administrative Assistant, a minimum of 20 days prior to hearing by the Augusta Planning Commission.

In order to process your request in a timely manner, please complete the included design checklist and submit with the Preliminary Plat.

1. The Preliminary Plat Application Packet must be completed in its entirety, including the design checklist. ***Incomplete application packets will not be accepted.***
2. Filing Fee (to be paid at the Community Development Department):

PRELIMINARY PLAT	\$500
FINAL PLAT	NO ADDITIONAL FEE

3. A PDF copy of the sealed Preliminary Plat (24 x 36 inches) must be submitted to Susan Smith in the Community Development Office at Augusta City Hall. Copies will be provided to applicable city and/or county departments, and public and private utility providers. Agencies will have ten (10) days to review and provide comments before the Preliminary Plat is presented to the Planning Commission for approval.
4. If the proposed project is located within the Growth Area of the City of Augusta, it will be the responsibility of the property owner/developer to coordinate with Butler County to obtain the necessary building/trade and sanitation permits pursuant to county policy. Road design and other infrastructure requirements shall be determined by the County Engineer.
5. In the following checklists, the engineer or surveyor producing the Preliminary Plat shall initial each requirement in the first column (“Engr”) to indicate the step has been completed before submitting to the Community Development Department. The Augusta Zoning Administrator will review the Preliminary Plat and initial each requirement in the second column (“City”) to verify completion of the requirement. If any requirement is found to be missing or incomplete, a note of the missing/incomplete information will be

presented to the Planning Commission for their determination as to whether the Preliminary Plat meets the design standards and requirements of the Subdivision Regulations, the Comprehensive Plan, and the Zoning Regulation of the City of Augusta.

6. The Planning Commission shall review the Preliminary Plat within 60 days after the plat is submitted to the Zoning Administrator. If the Planning Commission is satisfied, it shall approve the Preliminary Plat. If dissatisfied, the Planning Commission shall either disapprove and notify the sub-divider or approve conditionally and specify what must be added to the Final Plat for approval. Approval of the Preliminary Plat does not constitute approval of the subdivision by the Planning Commission, but rather a general acceptability of the proposed subdivision.

7. Approval of the Preliminary Plat shall be valid for no more than 12 months from the date approval was granted, during which time the Final Plat shall be submitted – in whole or in part – to the Planning Commission for approval. The Planning Commission may grant an extension of time after receiving a written request from the sub-divider.

THE FOLLOWING GENERAL INFORMATION SHALL BE SHOWN ON THE PRELIMINARY PLAT:

Engr	City	
		1. The proposed name of the subdivision.
		2. Date of preparation, north pointing arrow, and scale of drawing.
		3. Identification as <i>Preliminary Plat</i> .
		4. Location of the subdivision by quarter-section, township and range, and by measured distances to a section corner to further define the location and boundaries of the tract.
		5. Names of adjacent subdivisions or, in the case of un-platted land, the name of the owner(s) of adjacent property.
		6. The name and address of the owner, the sub-divider, and the engineer/surveyor who prepared the plat

THE FOLLOWING EXISTING CONDITIONS SHALL BE SHOWN ON THE PRELIMINARY PLAT:

Engr	City	
		1. The location, width and names of all existing public or private streets within or adjacent to the tract, together with easements, rights-of-way, and other important features such as section lines and corners, city and township boundary lines and monuments.
		2. The horizontal location and elevation within the subdivision and the horizontal location in the adjoining streets and property of existing sanitary and storm water sewers including flow lines, water mains, culverts, underground wiring, pipe lines and gas lines proposed to serve the property to be subdivided.

		3. Contour lines or spot elevations based on Mean Sea Level (MSL) or other datum approved by the Planning Commission having the contour intervals of two (2) foot contours for ground slopes less than 10%, five (5) foot intervals for ground slopes exceeding 10% and spot elevations where the ground is too flat for contours.
		4. The date of the topographic survey(s) shall be shown including the location, elevation and description of the benchmark controlling the vertical survey and the location of existing monuments and survey markers.
		5. The location and direction of all watercourses and areas subject to flooding, including the floodway and flood fringe areas, where available.
		6. Significant natural features such as rock outcroppings, marshes, lakes and wooded areas.
		7. Existing use of the property including the location of all existing structures, showing those that will be removed and those that will remain on the property after the Final Plat is recorded.
		8. Boundary line of proposed subdivision clearly indicated and total acreage therein.
		9. Streets, showing the location, width, names, and approximate grades thereof. The Preliminary Plat shall show the relationship of all streets to any projected streets shown, or any applicable Comprehensive Plan proposal, or if none proposed, then as suggested by the Planning Commission.
		10. Easement showing width and purpose.
		11. Lots showing approximate dimensions, minimum lot sizes and proposed lot and block numbers.
		12. Location and type of utilities to be installed, including provisions for storm water drainage.
		13. Sites, if any, to be dedicated or reserved for park, playground or other public purposes.
		14. Minimum front yard building setback lines as established by applicable zoning or other regulations, or more restrictive setbacks if desired by the sub-divider.
		15. A vicinity map showing existing subdivisions, streets and un-subdivided tracts adjacent to the proposed subdivision and showing the manner in which the proposed streets may be extended to connect with existing streets.

CONTACT INFORMATION

Cody Sims	Assistant City Manager	(316) 775-4505	csims@augustagov.org
Susan Smith	Administrative Assistant	(316) 775-4505	ssmith@augustagov.org



APPLICATION FOR PLAT APPROVAL

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This application must be completed in its entirety and submitted to the Administrative Assistant in the Community Development Office. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

SELECT ONE
SELECT ONE

City Limits
 Preliminary

Growth Area
 Final

One-Step Final Plat

NAME OF SUBDIVISION:	
GENERAL LOCATION:	

NAME OF PROPERTY OWNER:					
Address:					
City:		State:		Zip:	
Phone:		E-Mail:			

NAME OF AGENT:					
Address:					
City:		State:		Zip:	
Phone:		E-Mail:			

NAME OF ENGINEER / SURVEYOR:					
Address:					
City:		State:		Zip:	
Phone:		E-Mail:			

SUBDIVISION INFORMATION:							
Gross Acreage of Plat:				Square Footage of Plat:			
Total Number of Lots:		Residential:		Commercial:		Industrial:	
Minimum Lot Frontage:			Feet	Minimum Lot Area:		Square Feet	
Existing Zoning:			Proposed Zoning:				
Public Water Supply (Indicate Yes or No):				Source:			
Sanitary Sewer (Indicate Public or Private):				Source:			

<i>Total Lineal Feet of New Street:</i>				<i>Total Lineal Feet of New Sidewalk:</i>			
<i>Street Name:</i>				<i>Total Length of New Sidewalk:</i>			
<i>R/W Width:</i>		Feet	<i>Street Width:</i>		Feet	<i>Length:</i>	
<i>Street Name:</i>			<i>Total Length of New Sidewalk:</i>				Feet
<i>R/W Width:</i>		Feet	<i>Street Width:</i>		Feet	<i>Length:</i>	
<i>Street Name:</i>			<i>Total Length of New Sidewalk:</i>				Feet
<i>R/W Width:</i>		Feet	<i>Street Width:</i>		Feet	<i>Length:</i>	
<i>Street Name:</i>			<i>Total Length of New Sidewalk:</i>				Feet
<i>R/W Width:</i>		Feet	<i>Street Width:</i>		Feet	<i>Length:</i>	
<i>Street Name:</i>			<i>Total Length of New Sidewalk:</i>				Feet
<i>R/W Width:</i>		Feet	<i>Street Width:</i>		Feet	<i>Length:</i>	

The owner herein agrees to comply with the Zoning and Subdivision Regulations of the City of Augusta, Kansas and all pertinent local, state and federal laws, rules and regulations. The applicant agrees that all costs associated with the platting process, including professional services and recording the plat and supplemental documents thereto with the Butler County Register of Deeds, shall be assumed and paid by the owner. The undersigned further states that he/she is the owner of the property proposed for platting.

OR

Owner Signature & Date

Agent Signature & Date

This application packet was received by the Community Development Department on _____.
The packet has been checked and verified complete and accompanied by the required fee of \$_____.

Zoning Administrator or Designee

Date