

# Minor Plat Application & Process

See Unified Development Ordinance 18.40.170

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**Pre-Application Meeting**



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**Application Checklist**



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**Submit Application**



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**Development Review Committee**



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**Applicant Meeting**



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**Planning Commission**



## **Step 1 – Pre-Application Process**

The applicant is required to meet with City Planning staff prior to submitting an application. There are two types of pre-application meetings, depending on the scope of the project: (A) a Discovery meeting; and (B) a Project Evaluation meeting. More than one pre-application meeting may be required by staff as needed.

### **A) Discovery Meeting**

*This meeting gives staff the opportunity to identify issues that may be addressed prior to the application being submitted and identify special studies needed in conjunction with the application. In addition, the meeting allows the applicant to explain issues that shaped the initial design of the project and ask questions about the application procedures. This exchange of information can often make the process go more smoothly. It is not necessary to have detailed plans drawn prior to the meeting. However, the more information brought to the meeting (even in sketch form), the more thorough and specific the staff can be in response. Depending on the complexity of the project, this meeting may be waived at the discretion of the Planning representative.*

#### **Purpose**

- Acquaint the applicant with the procedural requirements.
- Provide for an exchange of information regarding the proposed development and the regulations, restrictions and requirements, the *Comprehensive Plan* and other development requirements.
- Advise the applicant of any public sources of information that may aid the application, identify policies and regulations that create opportunities or pose significant restraints for the proposed development.
- Review proposed concept plans and provide the applicant with opportunities to enrich the development plan to mitigate any undesirable project consequences;
- Review the compatibility with adjacent land uses, either proposed or existing; and
- Provide general assistance by City staff on the overall design of the proposed development.

### **B) Project Evaluation Meeting**

*This meeting allows staff to meet with the applicant and discuss the changes made to the project up to this point, as well as additional concerns both parties may have during the remainder of the process. At the conclusion of this meeting, the applicant should be aware of all materials needed for filing the application and the correct format for all documents. Additional staff comments and revisions may be required as a result of this meeting. Depending on the changes required by City staff, it may be necessary to have a second project evaluation meeting prior to filing the application.*

#### **Purpose**

- Provide a more in-depth review of the plans with the applicant prior to filing the application;
- Review plan corrections based on comments made by the applicant with respect to staff's comments during the discovery meeting;
- Advise the applicant of any additional revisions that are necessary prior to filing the application; and
- Provide general assistance by City staff on the overall design of the plan.

#### **Schedule a Meeting**

Applicants may schedule a meeting by creating an account and submitting a request at: <https://energov.olatheks.org>. For more information contact the Planning Division at 913-971-8750, Monday through Friday, 8 a.m. to 5 p.m.

*Please be aware that the meetings are not intended to cover all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.*

## **Step 2 – Project Evaluation Checklist**

*Applications missing any of the following items will be considered incomplete and rejected.*

### **Requirements**

- Application Form** complete with signatures, names, and addresses of owner, applicant and engineer.
- Error of Closure Report**
- Ownership Affidavit form**
- Filing Fee** (See Planning Application Fees)
- Legal Description** of the property in print and on disk (Microsoft Word)
- Digital Copies** of the site plan or plat and all required studies and reports (PDF)
- Hard Copies** Two (2) folded copies of plans
- Reduced Copies** One 11"x17" or 8.5"x14" exhibit of each sheet
- Traffic Impact Study** according to *Access Management Plan*.
- Preliminary Water Quality** report per *Olathe Municipal Code* Title 17
- Stormwater Management Report** (detention required) per *Olathe Municipal Code* Title 17
- Stormwater Drainage Plan** with computations per *Olathe Municipal Code* Title 17
- Assurances of Adequate Public Facilities** per Section UDO 18.30.040
- All studies as may reasonably be required by the City Planning Manager or his/her designee per Section UDO 18.94.020. (NOTE: This requirement may be appealed to the Planning Commission)
- For residential subdivisions in Districts R-1, RP-1, R-2, RP-2, and TN a master fence/screening plan as required by Section 18.30.130.H of the *Unified Development Ordinance*.
- Completed Checklist** (this form)

## **Step 3 – Submit the Application**

An application for Minor Plat must be completed and submitted to City Planning with the proper filing fee, payable to the City of Olathe. See the Schedule of Fees and Charges for the applicable application fee. An application may be withdrawn at any time upon written request; however, no refund will be made after the application has been accepted. A complete application consists of all items identified in the Submittal Requirements checklist. (See attached pages)

***Minor Plat applications will be placed on the Planning Commission agenda based upon the completeness of the application submittal. All additional information, which is to support the application, must be submitted by the deadline date. Failure to meet the application submittal requirements checklist will result in the application being rejected.***

## **Step 4 – Development Review Committee (DRC)**

Every application goes through a detailed staff review. Although a member of the Planning staff is assigned to coordinate the review of each application, the focal point of the process is the meeting of the Development Review Committee. This is a staff-only committee consisting of ten (10) to fifteen (15) representatives of various city departments that review each item on the agenda, and identifies relevant issues. From this meeting, the departments will prepare written comments on the proposed application. The staff comments will be sent to all parties listed on the application form (via fax or email) on the Wednesday before the Monday Applicant's Meeting. (See Planning Commission Calendar)

The comments prepared by staff based on this meeting are intended to be a complete list of changes required by the applicant prior to the Planning Commission meeting. However, some circumstances may warrant additional staff comments following the applicant meeting to ensure compliance with city codes and ordinances. For example, if a change is requested by City staff and the solution presented by the applicant creates an unforeseen issue, staff may provide additional comments to correct the problem.

## **Step 5 – Applicant’s Meeting**

The applicant may meet with staff (generally, Planning, Public Works, Codes, Fire, Utilities and Traffic) in City Hall. **This meeting is not the appropriate forum to discuss policy issues or negotiate any agreements.**

The purpose of the applicant’s meeting is to:

- Allow City staff to present preliminary comments regarding the development plans and discuss revisions with the applicant.
- Give the applicant an opportunity to ask questions and clarify issues.
- Work out a schedule for submitting revised plans.

If a case involves policy issues or items that may be resolved through a development agreement, City Planning will schedule a separate meeting with appropriate City staff. However, alternative solutions to technical problems that are within the authority of the staff to consider may be discussed. If an applicant has questions, it would be helpful to call ahead of time so the staff can be prepared with answers at the meeting. If extensive changes are being made or more information is needed to adequately review the application (e.g. additional traffic or engineering studies), then the application may be “continued” (i.e., rescheduled to a later Planning Commission meeting date to allow time for the necessary work to be completed).

## **Step 6 – Planning Commission Meeting**

Every Minor Plat application is reviewed by the Planning Commission. The Commission consists of nine (9) appointed citizens who meet on the second and fourth Monday of each month in the Council Chambers of City Hall at 100 East Santa Fe at 7:00 p.m. For each item on the agenda, the applicant will be given an opportunity to make their own presentation. However, if the Plat application is placed on the consent agenda, no presentation by the applicant will be required unless requested by the Planning Commission. Presentations should be a brief description of the proposed project and include responses to any concerns raised in the City staff’s report and any additional information which the applicant wishes to bring to the meeting (for example, color renderings, maps, photographs, or petitions)

**Note:** Minor plats shall be recorded with the Johnson County Records and Tax Administration office within two (2) years following Planning Commission approval. Minor plats which are not recorded within said time period shall be deemed null and void (*UDO 18.40.170*). Extensions for recording a minor plat may be granted as described (*UDO 18.40.170*).

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In the event that any section of this document conflicts with the city’s *Unified Development Ordinance (UDO)*, the requirements of the *UDO* shall prevail.



# MINOR PLAT APPLICATION

PLEASE PRINT OF TYPE

FEE \_\_\_\_\_ CASE NO: MP \_\_\_\_\_

REC'D BY \_\_\_\_\_ PC DATE \_\_\_\_\_

DATE \_\_\_\_\_ PLANNER \_\_\_\_\_

**STAFF USE ONLY**

**NAME OF PROPOSED SUBDIVISION:** \_\_\_\_\_

LOCATION OR ADDRESS OF PROPERTY \_\_\_\_\_

ZONING OF PROPERTY \_\_\_\_\_ CURRENT LAND USE \_\_\_\_\_

TOTAL AREA (SQFT) \_\_\_\_\_ NUMBER OF LOTS \_\_\_\_\_ NUMBER OF TRACT \_\_\_\_\_

AVERAGE LOT SIZE \_\_\_\_\_ AVERAGE LOT WIDTH \_\_\_\_\_ AVERAGE LOT DEPTH \_\_\_\_\_

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**DEVELOPER**

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

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**PROPERTY OWNER**

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

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**ENGINEER/ARCHITECT**

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

NOTE: TWO (2) COPIES OF THE SITE DEVELOPMENT CONCEPT PLAN(S) MUST ACCOMPANY THIS APPLICATION FOR STAFF REVIEW  
 ONE (1) REDUCED COPY (8 1/2" X 11") MUST ALSO BE SUBMITTED WITH THE APPLICATION  
 PLEASE SUBMIT THE FOLLOWING IN PRINT AND DIGITAL FILES ON A CD: LEGAL DESCRIPTION OF THE PROPERTY (WORD), THE SITE PLAN OR PLAT (PDF), AND ALL REQUIRED STUDIES OR REPORTS (PDF).  
 PLEASE FOLD PLANS FOR SUBMITTAL.

**SIGNATURE OF OWNER OR AGENT:** \_\_\_\_\_  
 NOTE: IF NOT SIGNED BY OWNER, AUTHORIZATION OF AGENT MUST ACCOMPANY APPLICATION

# CITY OF OLATHE

## Ownership Affidavit

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STATE OF KANSAS            )

SS.

COUNTY OF JOHNSON        )

Comes now \_\_\_\_\_ (owner) who being duly sworn upon his/her oath, does state that he/she is the owner of the property legally described as

\_\_\_\_\_  
\_\_\_\_\_.

In the application for \_\_\_\_\_.

(description of application)

Acknowledge the submission of said application and agree to bind the subject property in accordance with the plan submitted as part of the above application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires



**Public Works Department  
Planning Division – 2019 Application Fees**

(Resolution No. 18-1073, Adopted 11-20-2018)

<b>Plan Review</b>	<b>Fee</b>	
Preliminary Site Development Plan	\$450.00	
Final Site Development Plan	\$175.00	
<b>Administrative Reviews</b>	<b>\$150.00</b>	
<b>Board of Zoning Appeal</b>		
Appeals	\$158.00	
Variances: Residential	\$158.00	
Non-Residential	\$158.00	
<b>Rezoning</b>	<b>Tract Size</b>	
Residential Districts (AG, R-1, R-2, R-3, and R-4)	0-5 acres	\$400.00
	5.1-10 acres	\$525.00
	10.1-20 acres	\$675.00
	20.1-50 acres	\$800.00
	50.1 and up	\$938.00
Commercial, Office, and Industrial Districts (C-1, C-2, C-3, C-4, O, BP, M-1, M-2, and M-3)	0-5 acres	\$925.00
	5.1-10 acres	\$1050.00
	10.1-20 acres	\$1175.00
	20.1-50 acres	\$1275.00
	50.1 and up	\$1375.00
Mixed Use, Planned Districts, and combinations of districts above (N, D, TOD, PR, and PD)	0-10 acres	\$1015.00
	10.1-20 acres	\$1132.00
	20.1-40 acres	\$1250.00
	40.1-80 acres	\$1375.00
	80.1 and up	\$1500.00
<b>Zoning Amendment</b>	<b>\$215.00</b>	
<b>Lot Split</b>	<b>\$70.00</b>	
<b>Vacation - Street, Utility, Alley</b>	<b>\$180.00</b>	
<b>Special Use Permit</b>		
Initial Application	0-10 acres	\$375.00
	10.1-20 acres	\$500.00
	20.1 and up	\$625.00
Renewal of Special Use Permit for the keeping of horses, goats, cows, chickens, or other animals on less than three acres; group care homes and childcare centers including preschools	\$70.00	
Renewal of Special Use Permit for land use	\$70.00	

## Plat / Recording Fees

The following fees shall be paid by all persons or corporation submitting preliminary, minor, and final plats for approval by the Planning Commission and shall be computed to the nearest dollar

Per lot for 10 or less lots in a subdivision	\$125.00 + \$12.50
Per lot for 11 to 50 lots in a subdivision	\$125.00 + \$10.00
Per lot for 51 to 150 lots in a subdivision	\$125.00 + \$7.50
Per lot for 151 to 500 lots in a subdivision	\$125.00 + \$5.00
Per lot for 501 or more lots in a subdivision	\$125.00 + \$2.50
Recording fee for all final plants (including minor plats)	\$50.00

If the preliminary plat and final plat include the same area to be subdivided and are submitted together in one application, only one fee shall apply. The recording fee is paid at the time of the final plat application to cover the costs of recording the plat with Johnson County Records and Tax Administration.

## Excise Taxes

The following fees shall be paid at time of platting. Street and Traffic Signal Excise Fees are due prior to recording the final plat. Park Excise fees are paid with the building permit.

### Transportation Improvement Tax

Street excise tax	\$0.215/square foot
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### Traffic Signal Excise Tax

Single Family District	\$0.0037/ square foot
Multifamily District	\$0.0120/ square foot
Commercial District	\$0.0576/ square foot
Other District	\$0.0098/ square foot

### Park Excise Tax

Residential	\$520.00/dwelling unit
Commercial	\$0.13/square foot of gross floor area
Industrial	\$0.07/square foot of gross floor area

## Temporary Sales & Events Permit

Examples:

- Christmas tree sales
- Seasonal sale for produce, seasonal sale of landscape plantings, material, and lawn and garden supplies (as accessory to a business with other commercial activities)
- Carnivals, circuses, and fairs
- Commercial tent sale or sidewalk sales

<b>No inspection required</b>	\$60.00
<b>Inspection required</b>	\$200.00



**2019 Minor Plat  
Application Review Schedule (Updated)**

Development Schedule	Development Application Deadline - Friday	Staff Development Review Comments to Applicant - Wednesday	Applicant's Revised Plans Due for Planning Commission - Wednesday (noon)	Planning Commission Packets Posted Online - Wednesday	Planning Commission Meeting - Monday 7:00 p.m.
MP-A	Dec 14	Dec 26	Jan 02	Jan 09	Jan. 14
MP-B	Dec 28	Jan 09	Jan 16	Jan 23	Jan. 28
MP-C	Jan 11	Jan 23	Jan 30	Feb 06	Feb. 11
MP-D	Jan 25	Feb 06	Feb 13	Feb 20	Feb. 25
MP-E	Feb 08	Feb 20	Feb 27	Mar 06	Mar. 11
MP-F	Feb 22	Mar 06	Mar 13	Mar 20	Mar. 25
MP-G	Mar 08	Mar 20	Mar 27	Apr 03	Apr. 08
MP-H	Mar 22	Apr 03	Apr 10	Apr 17	Apr. 22
MP-I	Apr 12	Apr 24	May 01	May 08	May 13
MP-J	May 10	May 22	May 29	Jun 05	Jun. 10
MP-K	May 24	Jun 05	Jun 12	Jun 19	Jun. 24
MP-L	Jun 07	Jun 19	Jun 26	Jul 03	Jul. 08
MP-M	Jun 21	Jul 03	Jul 10	Jul 17	Jul. 22
MP-N	Jul 12	Jul 24	Jul 31	Aug 07	Aug. 12
MP-O	Jul 26	Aug 07	Aug 14	Aug 21	Aug. 26
MP-P	Aug 09	Aug 21	Aug 28	Sept 04	Sep. 09
MP-Q	Aug 23	Sept 04	Sept 11	Sept 18	Sep. 23
MP-R	Sept 13	Sept 25	Oct 02	Oct 09	Oct. 14
MP-S	Sept 27	Oct 09	Oct 16	Oct 23	Oct. 28
MP-T	Oct 25	Nov 06	Nov 13	Nov 20	Nov. 25
MP-U	Nov 08	Nov 20	Nov 27	Dec 04	Dec. 09

***Submission by an application deadline does not guarantee placement on a specific Planning Commission meeting date. Confirmation of the meeting date will be provided by Planning Staff upon verification of the application completeness and after initial review by the City is complete. (Updated)***