

PROCEDURE FOR PLAT APPROVAL

1. Contact the Zoning Office to schedule a development conference. Be prepared to show a basic sketch of the proposed development layout.
2. Contact the County Sanitarian (785-457-3397) to determine the type of sanitation needed, if development is not on a public sewer system.
3. Seek a Kansas Licensed Land Surveyor to begin the subdivision process.

THE TIME FRAME

The process for a preliminary plat generally takes 30 to 60 days, but may be as long as 90 days. If the land has to be rezoned first, that may take additional time.

In some cases, the platting and zoning may be handled at the same time.

The Pottawatomie County Planning Commission generally meets on the 3rd Thursday of each month in the Office Building at 612 E Campbell St., Westmoreland, KS.



ADDITIONAL REQUIREMENTS

PUBLIC SEWER/ WATER

If rural water is within 1/2 mile of a proposed subdivision, it is required to hook onto the system if feasible.

If the proposed subdivision is within the Blue Township Sewer District, it is mandatory to hook onto the system.

ROADS

It is the responsibility of the developer to install all interior roads up to county standards before any building permits are issued. A set of road plans is also required.

Developers may be asked to dedicate additional road right of way for future road improvements.

LOT DESIGN

1. All lots must have access to a public road.
2. Corner lots shall have equal access.
3. Flag lots are generally prohibited.

ASSURANCES

Developers are required to provide the county with some sort of assurance (bond, letter of credit, benefit district) that will cover the cost of all infrastructure.

FLAG LOT

SUBDIVISION PLATS

A guide to platting land in the unincorporated areas of Pottawatomie County.

This document is for informational use only and should not be substituted in lieu of the Unified Development Ordinance of Pottawatomie County.



*Pottawatomie County Zoning
207 N 1st Street
Westmoreland, KS 66549*

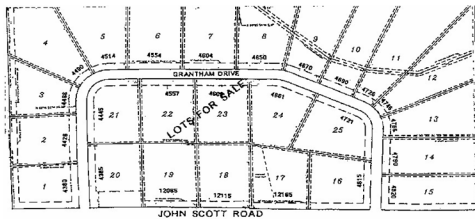
Tel: (785) 457-3551
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Visit our Website:
www.pottcounty.org

SUBDIVISION PLATS

WHAT IS A PLAT?

A subdivision plat is a scale drawing of a division of land showing the boundaries of the lots created. This plat contains a legal description of the property, owner's names, subdivision name, and shows all easements, lot numbers and other special notes. Signature blocks are required for staff and officials.



PURPOSE

Platting enables a landowner to divide property in a manner that is efficient, environmentally sound, and compatible with the county's comprehensive plan.

The Unified Development Ordinance of Pottawatomie County establishes minimum requirements for the preparation and evaluation of plats. The purpose of these requirements is to assure orderly development and the promotion of the public health, safety and general welfare.

Lots to be platted must comply with the underlying zoning district.

WHEN IS PLATTING REQUIRED?

County regulations permit one non-farm dwelling on a quarter-quarter (40 ac) section of land without having to rezone and/or plat. For example, there could be an existing farmhouse on a quarter-quarter tract of ground. The property owner could sell one piece which meets the minimum lot size without any zoning or platting regulations taking effect. Also, 40 acre parcels are considered farm sales and may be split off without triggering any subdivision regulations. Once the first non-farm dwelling split is made, any additional splits in that quarter-quarter, must be zoned residential and a plat submitted.

A minimum of 3 acres is required for all dwellings served by rural water and private septic system and 5 acres if served by **both** private well and septic system. Residential tracts served by public water and sewer may have lot sizes of a minimum of 7000 square feet. Road right of way may be counted when figuring lot sizes.

Lot sizes for commercial uses vary depending on the type of business and amount of water usage.

PRELIMINARY PLATS

A preliminary plat shows the proposed layout of the subdivision and includes information on the existing physical features found on the property such as buildings, floodplains, vegetation and topography. Preliminary plats are required for all subdivisions of more than five lots, or on any subdivision that requires new internal roads.

FINAL PLATS

After the preliminary plat has been reviewed by the planning staff and the planning commission, and all corrections made, a final plat on paper is submitted for technical review. There is a review fee, based upon the number of lots shown on the plat. After the review is complete and all corrections have been made, then the final plat is prepared on mylar, appropriately signed by staff and officials and is recorded in the Register of Deeds Office. This serves as a legal record of the newly created land divisions.

SUBDIVISION APPLICATIONS

Contact the Zoning Office for an application. A fee of \$50.00 is required for all subdivisions of 5 lots or more. Also, a "letter of authorization" must be submitted if the applicant is not the legal owner of the property.

(785) 457-3551

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