

## FINAL PLAT SUBMITTAL CHECKLIST

*Revised 9/27/2017*

**Plat Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

Insert RLS Stamp & Signature Here

The following items are required to be shown on all final subdivision plats submitted for review by the City of Overland Park Planning Commission, City Council and staff. Each item must be checked by the Registered Land Surveyor who signs the plat, with his full signature and Registered Land Surveyor (RLS) stamp shown on the first page of the checklist.

**Plat Sheet Format**

Must include a title block, drawing of the platted subdivision, a legal description of the plat boundary, current dedication statements for all easements, public lands, and right-of-way to be dedicated with the plat recording, and the following information:

**YES NO N/A**

- 1.** A 4"x 2" blank area in the upper left corner of the plat for the Register of Deeds stamp and seal.
- 2.** A 1" = 2000' section vicinity/location map shall include location of the plat, section-township-range, section street names, and a small north arrow with numeric scale adjacent.
- 3.** The plat drawing shall be drawn to an engineer's scale ranging from 1"= 50' to 1"= 200'. The North arrow shall point to the top or left of the plat sheet with a numeric and graphic scale beneath. All text shall be shown the same. A scan of the drawing should not need to be rotated more than 90 degrees clockwise, to review the plat.
- 4.** Indicate basis of bearing information. Grid North - Kansas North Zone is preferred, and required in previously unplatted land when the basis of bearing does not match the record title description or and adjacent subdivision.
- 5.** Provide a legend for monumentation symbols, and abbreviations used for easements and platted/recorded dimensions. The monumentation symbols shall be clearly described in a legend as to found, set, size and type. Found monuments shall be accompanied by a reference to their origin, if known. Contact Johnson County Public Works for detailed information on monumentation requirements.
- 6.** Provide a table for lot areas in square feet to include all lots, tracts, thoroughfare right-of-way, and the total plat boundary.
- 7.** Provide a table for replatted area in square feet to include all lots, tracts, and thoroughfare right-of-way.

**STAFF ONLY**

Case # PLT \_\_\_\_\_  
 Received By: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 Date: \_\_\_\_\_

## Drawing Requirements

YES NO N/A

- 8.** A Plat name which is unique to Johnson County and sequentially and numerically consistent. Include replat information under the plat name. Johnson County will index all plat names beginning with “**The**” under “**T**”. For example, “**The Apple Orchard**” would be indexed under “**T**”, but “**Apple Orchard**” would be indexed under “**A**”.
- 9.** Label the adjacent plat names and unplatted tracts on the drawing.
- 10.** Monumentation shall be shown as symbols at all exterior corners of the plat drawing, except at a non-fractional section line of a thoroughfare. The symbols must match those in the Legend.
- 11.** Lot, tract and block numbers must be sequential. Block numbers shall be circled and tracts shall be lettered. Condominium plats should match the corresponding legal documentation.
- 12.** Each lot and tract shall be dimensioned with bearings and distances. Every lot line must be labeled with the length, even if the length can be calculated from an adjacent lot line, but only one bearing should be shown for each line.
- 13.** Street names within the plat shall be labeled completely and conform to the existing City pattern. The labels must be shown within the dedicated right-of-way or show a leader pointing to the area to be dedicated. Private streets shall be labeled as such but may include a street name in parenthesis. (City Map, Landinfo)
- 14.** General layout of final plat should match preliminary plat. (Boundary, street location/name/design and number of lots)
- 15.** Proposed building setback lines, and various easements shall be shown, labeled with size (in feet) and type (abbreviated), and shall include reference dimensions when needed. The boundary of all drainage easements must be as clear as if they were dedicated separately, must be 20-foot minimum width, and match the Public Improvement Plans exactly.  
*Note: Engineering Services will verify the public drainage easements shown on the plat after the first review of the public improvement plans.*
- 16.** Existing easements shall be shown and labeled with recorded information such as type and size, and book and page number. The city must approve the exclusion of all existing public easements from the plat.
- 17.** Remaining segments of replatted lots shall be dimensioned. New and remaining dimensions shall equal original lot dimensions, or the recorded dimension must be noted.
- 18.** Plat boundary shall be enclosed with one continuous bold line, all dimension shall be shown on the exterior boundary of the plat, and match the distances, bearings and direction of the dimensions in the legal description.
- 19.** Exterior dimensions shall coincide with adjoining plats. Previously recorded and measured dimensions that differ, shall be noted on the plat for verification. Abbreviations for platted or recorded dimensions shall be described in the legend.

YES NO N/A

- 20.** All public streets within the plat shall conform to the applicable minimum design standards set forth in Title 13 of the Municipal Code and UDO Table 18.460.110.
- \_\_\_ Right-of-way width shown correctly for street type and labeled at the beginning and end of each street and before transitioning.
  - \_\_\_ Horizontal centerline data to include curve radii. "T" intersection broken centerlines must have the length shown on each side of the intersection, as well as the entire line length.
  - \_\_\_ Tangent length on reverse curves. (50' min. length if less than a 500' curve).
  - \_\_\_ Intersection off-set a minimum of 150-feet.
- 21.** The location and elevation of the 100-year floodplain shall be shown and labeled if within 100' of the plat. Example: FIRM, Map #20091C0069G, August 3, 2009. Additional FEMA information may be stated in a note on the plat.

### Legal Description Requirements

- 22.** A legal description shall be provided with no exceptions and describe a boundary survey of third order surveying accuracy. A metes and bounds description is not required for replats of whole lots, whole tracts, or an entire plat. Information to include:
- \_\_\_ Section-Township-Range.
  - \_\_\_ Replat information
  - \_\_\_ References to adjacent plats
  - \_\_\_ Point of Commencing and/or Point of Beginning.
  - \_\_\_ Bearings and distances referencing section/fractional section corners.
  - \_\_\_ Overall area of the plat acres.
  - \_\_\_ Replatted area of the plat in acres.
- 23.** The plat will be checked for a maximum error of closure of one in 10,000.
- 24.** Final paragraph shall have a statement like the following example:
- "The undersigned proprietors of the above described tract of land have caused the same to be subdivided in the manner shown on the accompanying plat, which subdivision and plat shall hereafter be known as **(official name of the plat)**"

### Dedication Statements of Easements and Right-of-Way

- 25.** Provide the statement below to dedicate proposed Drainage Easements (D/E):
- "A perpetual easement over, under and through the areas outlined and designated on this plat as "Drainage Easement" or "D/E" for the purpose of constructing, using, replacing and maintaining a culvert, storm sewer, drainage ditch, or other drainage facility or tributary connections, including similar facilities, and appurtenances thereto, including the right to maintain, repair and replace the drainage facility and for any reconstruction and future expansion of such facility, together with the right of access for the same, is hereby granted to the City of Overland Park, Kansas. Drainage Easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of storm drainage facilities."

YES NO N/A

- 26.** Provide the statement below to dedicate proposed Utility Easements (U/E):

“A perpetual easement over, under and through the areas outlined and designated on this plat as "Utility Easement" or "U/E" for the purpose of entering upon, locating, constructing and maintaining or authorizing the location, construction, or maintenance, and use of conduits, water, gas, sewer pipes, poles, wires, surface drainage facilities, ducts, cables, including similar facilities, and appurtenances thereto in any part of the easement, including the right to clean, repair, replace and care for the facilities, and for any reconstruction and future expansion of the facilities within the area of the easement, together with the right of access for the same, is hereby granted to the City of Overland Park, Kansas, with subordinate use of the same by other governmental entities and public utilities as may be authorized by state law to use such easement for said purposes. Utility Easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of public utilities located within the easement.”

- 27.** Provide the statement below for dedication of right-of-way and absolving prior easement rights.

“The undersigned proprietor of said property shown on this plat does hereby dedicate over, under and through all parcels and parts of land indicated on said plat as streets, terraces, places, roads, drives, lanes, parkways and avenues not heretofore dedicated, a perpetual easement for the purpose of constructing, using, replacing and maintaining public roadways, public ways and thoroughfares, including storm sewer, street lighting, sidewalks, trails, and appurtenant work in any part of the easement, including the right to clean, repair, maintain and replace the roadway, and for any future expansion of such facilities within the area of the easement together with the right of access to the easement and over the easement for these purposes. Where prior easement rights have been granted to any person, utility or corporation on said parts of the land so dedicated, and any pipes, lines, poles and wires, conduits, ducts or cables heretofore installed thereupon and therein are required to be relocated, in accordance with proposed improvements as now set forth, the undersigned proprietor hereby absolves and agrees to indemnify the City of Overland Park, Kansas, from any expense incident to the relocation of any such existing utility installations within said prior easement.”

### Notes

Provide notes to clarify what is shown on the plat.

- 28.** Provide a Flood Note for any FEMA information or flood studies. A note may be added to state the Flood Insurance Rate Map (FIRM) information even if no floodplain exists for this plat area.

### Consent to Levy

Include a consent and agreement clause.

- 29.** This statement concerns a **release of lien and/or special assessment:**

“The undersigned proprietor of the above tract of land hereby agrees and consents that the Board of County Commissioners of Johnson County, Kansas, and the City of Overland Park, Johnson County, Kansas, shall have the power to release such land proposed to be dedicated for public ways and thoroughfares, or parts thereof, for

public use, from the lien and effect of any special assessment, and that the amount of unpaid special assessments on such land so dedicated shall become and remain a lien on the remainder of this land fronting or abutting on such dedicated public way or thoroughfare.”

## Restrictions

YES NO N/A

- 30.** Provide a legal statement on the plat for all parcels labeled as tracts, to indicate ownership, purpose and maintenance responsibilities. Include a sentence for each tract with separate purposes to clarify intent.
- 31.** Provide the statement below for Greenway Linkages within Parkland Tracts:
- “The proposed parkland tract(s) \_ (A, B, C, ...) shall be dedicated by subsequent document. Said tract is intended to be used for public open space, natural preservation areas, and/or for the extension of the Greenway Linkage System, and may include a bike/hike trail. The exact location of the bike/hike trail will be determined in the field at the time of construction. Any prior routing of trails is purely conceptual and does not represent the final location of said trails.”
- 32.** Provide the statement below for Stormwater Treatment Facilities:
- “**Notice:** This site includes Stormwater Treatment Facilities, as defined and regulated in the Overland Park Municipal Code. Restrictions on the use or alteration of the said facilities may apply. This property is also subject to the obligations and requirements of the Stormwater Treatment Facility Maintenance Agreement approved by the City of Overland Park, Kansas”
- 33.** Provide the statement below for Stream Corridor Notice:
- “**Notice:** This subdivision’s home owners (business) association is responsible for perpetual maintenance of a protected Stream Corridor, as defined and regulated in Chapter 18.365 of the Overland Park Municipal Code. This property is also subject to the obligations and requirements of a Stream Corridor Maintenance Agreement approved by the City of Overland Park, Kansas and recorded with the Johnson County Office of Register of Deeds. Restrictions on the use or alteration of the Stream Corridor apply.”

**County Note:** Citations to recorded documents must refer to the “Office of Register of Deeds”. The Department of Records and Tax Administration (RTA) is merely the name of the department over the Register of Deeds, not the office. The offices (positions) of Register of Deeds and County Clerk still exist under the department of the RTA.

## Acknowledgments

- 34.** Signatures and seals are required to be original, no stamps or digital copies; include the month, day, and year; using blue or black ink; and have lettered names under all signatures lines.
- 35.** Provide enough blank space for the required notary stamp and signature, which shall be lettered under the signature line. Appointment or Commission expiration date should match the signature line.

## Approval

Plats must be properly endorsed by the appropriate governing body.

YES NO N/A

- 36.** Dated signature block for appropriate City officials such as the Planning Commission Chairperson, Mayor and City Clerk, with lettered names under each signature. Mayor and City Clerks signature blocks are not required when public right-of-way or other public lands are not dedicated. The City Clerk must stamp the plat with the City of Overland Park Seal. The stamp must be next to her name and cannot be more than 1.75 inches from the bottom or side of the plat sheet.

## Execution

- 37.** Plats shall have notarized signatures of all proprietors/owners who have an interest in the property. When plats are signed by an officer of a corporation, the name of the corporation shall be shown and the titles shall be lettered under all signature lines.

## Preparer Information

- 38.** Certification by a registered/licensed land surveyor stating the date the survey was completed in the field, and that the survey was made by the surveyor or under their direct supervision. An original signature and date shall be placed across the accompanying surveyor's seal.
- 39.** The name, the building address, telephone and facsimile number, email address (if available), of the surveyor, company, or corporation responsible for the survey and plat preparation, and the date of preparation and revisions. Revision dates may be removed when the final plat has city approval and is signed and ready for recording.

## Additional Submittal Items or Issues to Address before the Plat can be Recorded

- 40.** A calculation sheet must be provided in CAD or PDF form. Indicate coordinates of the plat boundary, square feet of each lot, tract and right-of-way, and the unadjusted error of closure of the field traverse that established the plat.
- 41.** An Autodesk drawing of the plat for the Public Works Department Autodesk maps, shown as recorded.
- 42.** An Autodesk drawing of the plat for addressing, except for Single Family Residential plats. See the document "**Digital Plat Submittal Requirements**" for details.
- 43.** One original, unfolded 24# paper, no larger than 36"x 30". No white out, correction tape, or appliqué film allowed. Signatures must be original. No signature stamps, no copies of signatures.
- 44.** All taxes and fees must be paid, all corresponding documents submitted, and staff approvals signed-off before the plat can be recorded.