

City of Ottawa Community Development Department

101 S. Hickory, P.O. Box 60
Ottawa, KS 66067
(785) 229-3620 Fax (785) 229-3625
www.ottawaks.gov

Preliminary Plat for Developer Checklist & Application

Date: _____

Name of Subdivision: _____
(The name shall not duplicate or closely resemble the name or names of any existing subdivision)

Subdivision Location: _____

Name of Preparer of the Plat: _____

Make sure the preliminary plat shows the following information?

1. Name of the subdivision on plat.
2. The location of the boundary lines of the subdivision and references to the section or quarter section lines.
3. Total acreage.
4. Zoning.
5. Number of Lots.
6. Legal description:
7. Names and address and endorsement of owner(s).
8. Name and address of subdivider.
9. Scale of the plat, 1" = 100', 24 x36 size, date of preparation, and north arrow.
10. Vicinity map showing streets within five hundred (500) feet of the boundaries of the proposed subdivision.
11. Location, width and name of platted streets, pavement width or other public ways; designation of railroads and utility rights-of-way, parks and other public open spaces; and permanent buildings within or adjacent to the proposed subdivision.
12. Location of existing sewers, water mains, fire hydrants, gas mains, culverts, electricity transmission lines or other underground installations, or above ground structures, within or adjacent to the proposed subdivision, with pipe size and manholes, grades, elevations, heights and location.
13. Names of adjacent subdivisions together with arrangement of streets and lots, and owners of adjacent parcels of unsubdivided land.

14. Topography with contour intervals of not more than two (2) feet, referred to USGS datum. Where the ground is too flat for contours, spot elevations shall be provided.
15. Location of water courses, bridges, wooded areas, lakes, ravines, above ground and underground utilities, and such other features as may be pertinent to the subdivision.
16. Current zoning classification and proposed zoning classification if property is proposed to be rezoned.
17. General street layout of adjacent property within two hundred (200) feet to show how streets and other public facilities in the proposed subdivision relate to the adjacent property.
18. The general arrangements of lots and their approximate size.
19. Location and width of proposed streets, alleys, pedestrian ways and easements and approximate gradient of streets.
20. General plan of sewage disposal, water supply and utilities, including connection of any existing or proposed utility systems, even if off site.
21. Notation of type of sewage disposal and water supply, if non-public.
22. Location and size of proposed parks, playgrounds, churches, school sites or other special uses of land to be considered for reservation or dedication for public use.
23. Location and size of proposed electrical distribution systems.
24. The subdivider shall submit a preliminary grading and drainage plan.
25. General layout of adjacent unsubdivided property to show how streets and other public facilities in the proposed subdivision relate to the un-subdivided property.
26. The subdivider shall submit a preliminary grading and drainage plan, including location and size of all storm sewers, conduits and structures existing and proposed storm detention areas, land elevations and contours, necessary widths of all open drainageways and meeting all other requirements for stormwater management as set forth by the City. This plan shall be forwarded to the City Engineer who will prepare a written analysis of the plan for consideration by the Planning Commission.
27. Does the proposed subdivision design conform to the comprehensive plan.
28. Will the proposed subdivision make the development of adjacent property difficult?
29. Are lots sized appropriately for zoning district?
30. Are all lots free from flood plain encroachment?
31. Are there drainage ways and other drainage facilities to prevent flooding both on-site and off-site?
32. Are all lots buildable with respect to topography, drainage ways, bedrock, and soil conditions?
33. Do proposed street grades and alignment meet all requirements?
34. Are street names noted on plat? (Street names shall not duplicate or closely resemble the names or names of existing streets).

35. Other items to be attached:
- a. Proof of Ownership – (copy of deed, contract for purchase)
 - b. The applicant is responsible to submit the required ownership list of the names and addresses of the owners of all property located within two hundred (200) feet of the city limits and within one thousand (1,000) feet of the county boundaries excluding rights-of-way of the property included in the application. The applicant can obtain this list from one of the title companies or the Franklin County Appraisers Office.
36. Number of copies to submit.

| Submittals | Number of Copies |
|-----------------|------------------------------|
| 1 st | 2 – 24 X 36 and 1 electronic |
| 2 nd | 2 – 24 X 36 and 1 electronic |
| Final | 2 – 24 X 36 and 1 electronic |

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Preliminary Plat Application

Date: _____

Date Received: _____

Application Fee: Plats with 1 to 150 Lots \$200.00 plus \$5.00 for every lot.
 Plats with 151 to 500 Lots \$200.00 plus \$2.00 for every lot.
 Plats with 501 + Lots \$200.00 plus \$2.00 for every lot.

Name of Subdivision: _____

Name of Applicant: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Name of Local Agent: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Owner of Record: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Surveyor: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Proof of Ownership attached. Yes No

List of Property Owners attached. Yes No

The Owner/Applicant hereby declares that all information submitted is true to the best of his/her/their knowledge and acknowledge receipt of the Site Plan Procedures and Application from the Community Development Department office or City's Web Site.

The owner/applicant realize that ALL items must be completed and submitted with the application. Incomplete applications will not be processed until all items have been received.

Applicant/Owner:

Authorized Agent:

Signature

Signature

Print Name

Print Name

Signature

Print Name