Business & Economic Development
Planning Division
120 E. Main St. Gardner, KS 66030
P: 913.856.0913 | F: 913.856.4562
www.gardnerkansas.gov

PRELIMINARY PLAT APPLICATION

Pre-App Date_____
App Date _____
Fee _____
File No. _____

OWNER INFORMATION

Name(s) _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

APPLICANT/AGENT INFORMATION

Name(s) _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

SITE INFORMATION

Property Address/Location _____

Legal Description (Attach If Necessary) _____

Number of Existing Lots _____ Number of Proposed Lots _____

Total Site Area _____ Present Zoning _____

Number of Existing Structures _____ Present Land Use _____

Proposed Street Design Type(s) & Class _____

Proposed Type(s) Open & Civic Space _____

Proposed Frontage Type(s) _____

Proposed Building Types(s) _____

SIGNATURE

I/We, the undersigned am/are the **(owner(s)), (duly authorized agent), (Circle One)** of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for preliminary plat as indicated above.

Signature(s): _____ Date _____

_____ Date _____

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PRELIMINARY PLAT APPLICATION CHECKLIST

APPLICATION SUBMITTAL REQUIREMENTS

Yes	No	
☐	☐	1. **Complete application packet**
☐	☐	2. **Application fee**
☐	☐	3. **10 complete sets of plans printed**
☐	☐	4. **Digital copies (PDF) of the completed application, plans, and legal description**
☐	☐	5. **1 copy of existing covenants and restrictions** applicable to the development, if any (reference book and page).
☐	☐	6. **Letter of intent** as to whether a Homeowners Association will be created and if any covenants and restrictions are proposed by the subdivider.
☐	☐	7. **Preliminary Floodplain modeling** using HEC-RAS model provided by the City if encroachment is proposed within a FEMA or Shaded Zone X 100-year floodplain. (Contact City Engineer to obtain model and requirements).
☐	☐	8. **Preliminary Stormwater Management Plan** (2 printed and 1 digital copy)
☐	☐	9. **Preliminary Traffic Assessment** See Access Management Code. (2 printed and 1 digital copy)

PRELIMINARY PLAT REQUIREMENTS

☐	☐	1. **Name of subdivision** (unique and numerically consistent and the words “PRELIMINARY PLAT,” prominently displayed as the title.)
☐	☐	2. **Names, addresses, and phone numbers** of all companies, firms, or individuals involved in the preparation of the plat (i.e. property owner, engineer, surveyor, etc.).
☐	☐	3. **Date of preparation** of preliminary plat and/or revisions.
☐	☐	4. **Vicinity map (**drawn at a scale of 1”=2,000’, locating the proposed subdivision in relation to the section of land, including township and range, section street names, and a north arrow.)
☐	☐	5. **A legal boundary description** with angular bearings and linear distances, referenced to section or quarter-section corners, Point of Commencing and/or Point of Beginning, and the overall area of the plat in acres.
☐	☐	6. **Location of monuments,** shown in reference to existing official monuments or the nearest established ¼ section corner, including the bearings and distances to such reference points or monuments.
☐	☐	7. **Boundary lines** of the subdivision shall be enclosed with one continuous bold line, showing approximate dimensions (bearings and distances).
☐	☐	8. **All public streets** within the plat conform to the applicable minimum design standards set forth in the Land Development Code and Technical Specifications.
☐	☐	9. **Building setback lines** along public and private streets with dimensions in feet.

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Yes	No	
☐	☐	10. **Platted and unplatted land** adjacent to the plat boundary. Include identification of adjacent platted subdivisions and unplatted tracts with external bearings and distances of adjacent plats and property owners for a distance of not less than 400 feet. Include original plat names if replatted. Exterior dimensions shall coincide with adjoining plats unless differences are noted
☐	☐	11. **Lots and tracts** identified clearly, with blocks numbered or lettered boldly and clearly in the center of the block, and lot dimensions with bearings and distances, and area in square feet.
☐	☐	12. **Note on plat** indicating intended ownership, purpose, and maintenance responsibilities for any parcels labeled as tracts.
☐	☐	13. **Existing streets, driveways, trails, and sidewalks** which abut, touch upon or extend through the subdivision and/or streets located within 400 feet of the plat. The description shall include types and widths of existing surfaces, right-of-way widths, and dimensions of any bridges and culverts, access points and signals.
☐	☐	14. **Location of existing open space, alleys, parks, streams, ponds, vegetation,** or other similar features within plat, and whether they are to be retained or removed.
☐	☐	15. **Location of existing buildings** and structures within 200 feet of the plat.
☐	☐	16. **Existing utilities,** including sanitary sewer, force main, water main, gas mains, culverts and storm sewer pipe, street lights, electric conduits, and invert elevations of sewers at points of proposed connection.
☐	☐	17. **Topography** of the area contained in the plat and within 20 feet of the plat boundary shown by 2-foot contour intervals and proposed preliminary grading. Contour lines shall be legible but not overpowering.
☐	☐	18. **Proposed street network,** including right-of-way, bearings, tangents, and horizontal and vertical curvature data (use of flow direction arrows and percent of grade is permitted at preliminary for vertical curve data, unless otherwise specified/required) along the centerline of each street.
☐	☐	19. **Proposed sidewalks** and/or trail locations including proposed widths.
☐	☐	20. **Proposed utilities,** including approximate location of sanitary sewer, water main, street lights, storm sewer, detention and treatment facilities.
☐	☐	21. **Existing and proposed easements** with dimensions. Existing easements shall be labeled with book and page number.
☐	☐	22. **Any area within a federally designated floodplain.** Location, stations, and elevations of the 100-year floodplain within the plat and 100-year elevations at rear lot corners adjacent to FEMA and Shaded Zone X floodplains. The source of the floodplain information shall be clearly labeled (example: FIRM, Map #20091C0041D, September 27, 1991).
☐	☐	23. **Stream corridor boundary** and dimensions.
☐	☐	24. **Intersection site distance analysis.**
☐	☐	25. **Copies of all pertinent exception documents**, or a copy of a current American Land Title Association (ALTA) survey, or both.

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Written explanations for any items not checked or checked "No" (attach additional sheets, if necessary):

_____

_____

_____

_____

_____

_____

I hereby submit all information required for preliminary plat review. I understand that failure to provide the required information may result in a postponement of my request for review until all information has been submitted. By signing this application, I acknowledge that all public streets and public infrastructure within the plat shall conform to the applicable minimum design standards set forth in the Gardner Municipal Code and the Technical Specifications.

_____ _____

Signature of Applicant Date

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OWNER AFFIDAVIT

I/WE_____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, 20__, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

   See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize _____ (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the City of Gardner, regarding _____ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process. I/We further attest that I/We agree to be legally bound by the application made on our behalf by applicant and the resultant action upon such application by the City of Gardner.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation of partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

   IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

   _____ _____

   Owner Owner

   STATE OF _____

   COUNTY OF _____

   The foregoing instrument was acknowledged before me on this _____ day of _____, 20__, by

   _____.

   My Commission Expires: _____

   Notary Public

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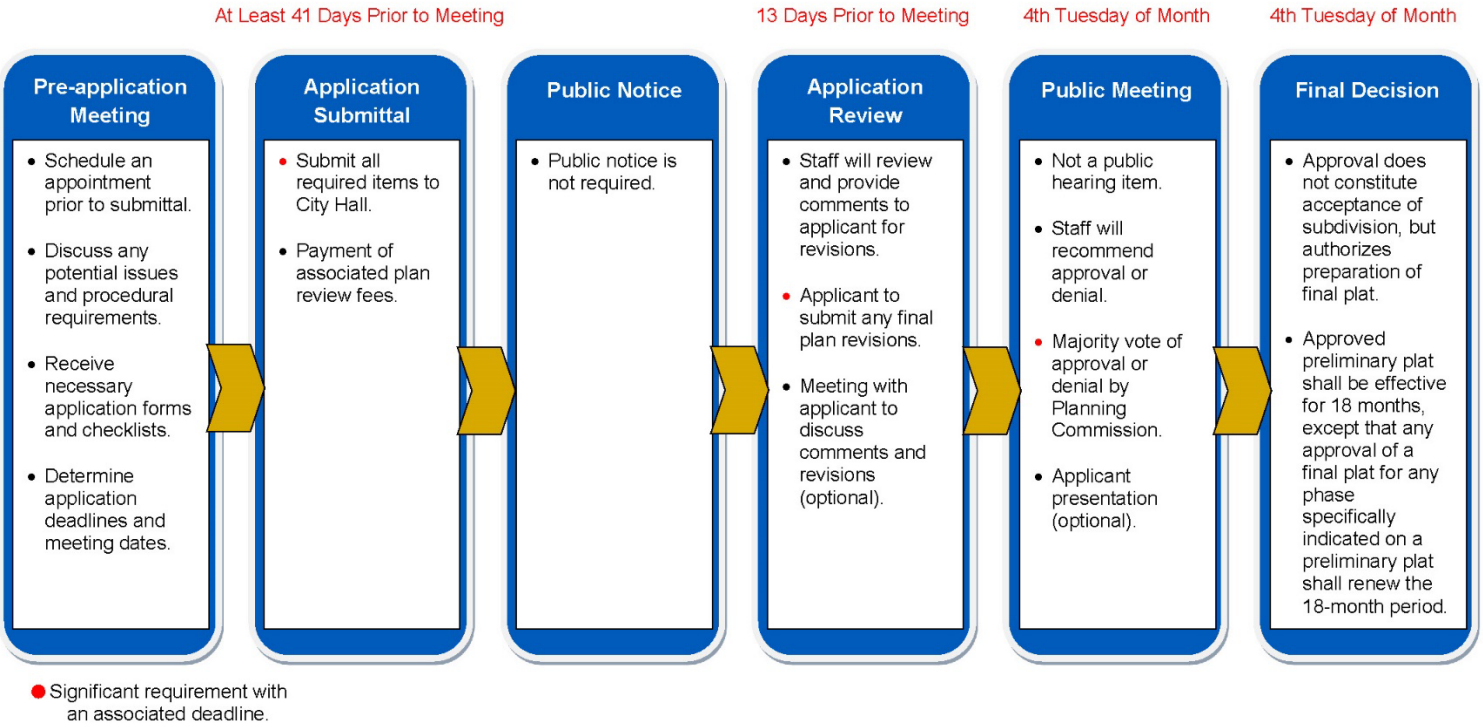
PRELIMINARY PLAT APPLICATION PROCESS



* Please refer to the Planning Commission "Schedule and Submittal Deadline" calendar for upcoming submission deadlines and meeting dates.

REVIEW CRITERIA

The review of a preliminary plat is based on the regulations of the Land Development Code, Title 17 of the Gardner Municipal Code at www.gardnerkansas.gov/documents/city-code.

The preliminary plat shall be reviewed according to the following criteria:

1. The application is in accordance with the Comprehensive Plan and in particular the physical patterns, arrangement of streets, blocks, lots and open spaces, and public realm investments that reflect the principles and concepts of the plan.
2. Compliance with the requirements of this Land Development Code, and in particular the blocks and lots proposed are capable of meeting all development and site design standards under the existing or proposed zoning.
3. Any phasing proposed in the application is clearly indicated and demonstrates a logical and coordinated approach to development, including coordination with existing and potential development on adjacent property.
4. Any impacts identified by specific studies or technical reports, including a preliminary review of storm water, are mitigated with generally accepted and sound planning, engineering, and urban design solutions that reflect long-term solutions and sound fiscal investments.
5. The application does not deter any existing or future development on adjacent property from meeting the goals and policies of the Comprehensive Plan.
6. The design does not impede the construction of anticipated or planned future public infrastructure within the area.
7. The recommendations of professional staff, or any other public entity asked to officially review the plat.