

# Final Plat Process & Application

See Unified Development Ordinance 18.40.160

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Pre-Application  
Meeting



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Application  
Checklist



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Meeting



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## **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 as a Microsoft Word document
- **Digital Copies** all items submitted (PDF)
- **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 other documents** required by Section UDO 18.94
- 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** (received during pre-application meeting)

## **Step 3 – Submit Application**

An application for Final Plat must be completed and submitted to the City Planning Division 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)

Final 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**

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 Engineering, Code Administration, Fire, Utilities, Traffic and Parks) 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.
- To give the applicant an opportunity to ask questions.
- To work out a schedule for submitting revised plans.

If a case involves policy issues or items that may be resolved through a development agreement, the City Planning Division 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**

Final Plat applications are 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 Final 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).

Following approval of the Final Plat by the Planning Commission, the Final Plat shall be submitted to the governing body for review of land proposed to be dedicated for public purposes. The governing body shall approve or disapprove the dedication of land for public purposes within thirty (30) days after the first meeting of the governing body following the date of the submission of the plat to the City Clerk. The governing body may defer action for an additional thirty (30) days for the purpose of allowing for modifications to comply with the requirements established by the governing body. No additional filing fees shall be assessed during that period. If the governing body defers or disapproves any such dedication, it shall advise the Planning Commission of the reasons therefore. No plat shall be filed with the Department of Records and Tax Administration unless such plat bears the endorsement that the land dedicated to public purposes has been approved by the governing body.

## **Step 7 – City Council**

Final Plats require approval by the governing body if the plat dedicates right of way or public easements. The Olathe City Council meets on the first and third Tuesday of each month at the Council Chambers of City Hall at 100 East Santa Fe at 7:00 p.m. The format of the meeting is similar to that used by the Planning Commission and applicants should be prepared to make a similar type of presentation. If necessary, after the City Council has listened to the presentations and to any public comments, they will discuss the application and then take action. The City Council can approve the plat, approve with conditions, deny, or remand the application back to the Planning Commission.

If no right of way or public easements are dedicated to the City of Olathe, the Final Plat may be submitted for recording following Planning Commission approval.

**Note:** Final plats shall be recorded with the Johnson County Records and Tax Administration office within two (2) years following Governing Body approval of land dedicated to public purposes. Final plats which are not recorded within said time period shall be deemed null and void. No plat shall be recorded prior to satisfactory assurances for construction of public improvements have been submitted as required by *UDO 18.94.040*.

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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.



# FINAL PLAT APPLICATION

PLEASE PRINT OR TYPE

FEE \_\_\_\_\_ CASE NO: FP \_\_\_\_\_

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: PLEASE SUBMIT ALL DOCUMENTS DIGITALLY INCLUDING, BUT NOT LIMITED TO: LEGAL DESCRIPTION OF THE PROPERTY (WORD), THE SITE PLAN OR PLAT (PDF), AND ALL REQUIRED STUDIES OR REPORTS (PDF).

**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



**CITY OF OLATHE**

**Assurance of Adequate Public Facilities  
Unified Development Ordinance 18.30.040**

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**Project Name:** \_\_\_\_\_

**Location of Project:** \_\_\_\_\_

**Developer:** \_\_\_\_\_

**Engineer:** \_\_\_\_\_

**Architect:** \_\_\_\_\_

*All applications subject to UDO 18.30.040 must not be approved unless public facilities and services are available, or will be provided as a condition of the application, which are adequate to serve the development. **Infrastructure will be financed by the developer or through a City approved economic incentive program.***

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***The proposed development is served by the following existing public facilities, or if not on-site, then the facilities will be extended (applicant to include narrative statement for any infrastructure to be added with development):***

**Roads:** (Must include, but not be limited to, road network to serve the development, traffic features to accommodate the demand and roadway safety, pedestrian/cyclist systems and dedication of right-of-way.)

**Wastewater:** (Must include, but not be limited to, service by an adequate public sanitary sewer system or private sewage disposal system.)

City of Olathe       Johnson County Wastewater (JCW)       Other, specify: \_\_\_\_\_



**Water:** *(Must include access to a public water supply. Fire flows from water lines must comply with Title 16 of the Municipal Code.)*

City of Olathe                       WaterOne                       Other, specify: \_\_\_\_\_

**Stormwater:** *(Must include adequate Stormwater management system consistent with Title 17 of the Olathe Municipal Code.)*

**Fire:** *(Fire protection services must comply with Title 16 of the Olathe Municipal Code.)*

**Public Amenities:** *(Including the donation or dedication of land for public recreational facilities, parks and open space, etc.)*

**Public / Private Utilities:** *(Including gas, electric, communications, etc.)*

***It will be the responsibility of the applicant to provide any necessary plans, studies, or models confirming adequate public facilities prior to final approvals per City requirements.***

***All mentioned public facilities must be in accordance with Olathe Municipal Code, Design Criteria and Technical Specifications.***