

**CITY OF DERBY
FINAL PLAT INSTRUCTIONS**

To process your request in a timely manner, completion of the attached checklist will expedite review of the plat. This checklist should be completed prior to submitting your plat.

1. **25 copies** of the Final Plat must be submitted to the Director of Planning **20 days prior to Planning Commissions review of the Final Plat.** The Director shall distribute copies to affected and interested governmental, public and private organizations as appropriate. Organizations receiving copies shall have 10 days to review the final plat and to make their recommendations to the Planning Commission.
2. After Final Plat is approved by the Planning Commission, the Plat will be forwarded to the City Council Agenda for final approval.
3. **14 copies of the Final Plat must be submitted 10 days prior to the review by the City Council.**
4. **The following additional data shall be submitted to the Director of Planning with the final plat application:**
 - a. A title report by an abstract or a title insurance company or an attorney's opinion of title, showing the owner of the land and all other persons who have an interest therein and describing any encumbrances on the plat, including such items as right-of-way, easement, pipelines, leases, mortgages, real estate taxes, special assessments and other mortgages, real estate taxes, special assessments and other encumbrance affecting the ownership. A consent to platting by all such interested persons shall be shown on the final plat. Final plats will not be scheduled for consideration by the Governing Body until evidence of payment of all applicable taxes is presented to the Director of Planning.
 - b. Sheets and drawing showing the following:

Traverse data including the coordinates of the boundary of the subdivision with the error of closure and ties to Government corners. The error of closure for a perimeter distance of 10,000 feet or greater, shall not be greater than 1 in 20,000. For a perimeter distance less than 10,000 feet, the error of closure shall not be greater than 1 in 10,000.

All stakes, monuments or other evidence found on the ground in use to determine the boundaries of the subdivision.

Bench mark level runs establishing the elevation of on-site bench marks as required, the number and location of which shall be approved by the City Engineer.

- c. A copy of any restrictive covenants applicable to the subdivision and the Developers Agreement.
 - d. Agreement from subdivider proposing the method of re-spreading existing special assessments to new lots with the proposed subdivision.
 - e. A drainage plan with all appropriate supporting calculations shall be submitted to the City Engineer at or before the time of submitting the final plat to the Director. The drainage plan shall be designed in accordance with City Design Standards.
 - f. For zero lot line subdivisions (R-1A Zoning), a subdivision site Development Plan showing location of proposed structures.
 - g. A letter from the utility(ies) companies involved stating that satisfactory arrangements have been made by the subdivider guaranteeing the installation of their respective services.
 - h. Petitions and cost estimates for all proposed improvements within all phases of the subdivision.
5. The final plat with all required signatures and in the exact form as approved by the City shall be recorded with 30 days by the City Clerk with the County Register of Deeds, including the Developer's Agreement and Restrictive Covenants, if any. Approval of the final plat by the Planning Commission and the Governing Body shall be null and void if the plat is not acceptable for recording in the office of the Register of Deeds. Furthermore, the City Clerk or a designee shall arrange through the County Register of Deeds' office to provide such number of copies of the recorded plat as is necessary for record keeping purposes of the City and other affected governmental agencies including a reproducible copy of polyester photograph film such as Mylar or its equivalent. The City Clerk shall bill the subdivider for the recording fees and direct cost of plat reproduction.
6. **No building or zoning permit shall be issued for a building or structure or use on any lot, tract or parcel of any subdivision until the duly recorded final plat has been filed with the official charged with issuing permits and/or certificates.**

CONTENTS OF A FINAL PLAT

The applicant is to initial the first column to indicate the step has been completed before submitting the form to the Director of Planning or Planning Commission Secretary.

The Engineering Department will initial the second column to verify completion.

The FINAL PLAT shall be prepared by a Land Surveyor as defined in Article 2 and drawn in waterproof black ink on tracing cloth, Mylar or their equivalent. Alternatively, a final plat may be prepared by a photographic process provided is submitted on 0.004 inch polyester photographic film such as cronoflex or its equivalent. The permitted page sizes shall be 24 inches by 36 inches or smaller. Larger sizes will not be accepted. The scale shall be not less than 100 feet to one inch except that a variation in scale may be allowed where the Planning Commission determines it is necessary for a proper exhibit of the subdivision. When more than one sheet is used for any plat, each such sheet shall be numbered consecutively and each such sheet shall contain a notation showing the whole number of sheets in the plat and its relation to other sheets (e.g. sheet 1 of 3 sheets). Linear dimensions shall be given in feet and decimals of a foot. The final plat shall show on the face thereof:

Appl. / Eng.

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| _____ | _____ | 1. The name of the subdivision with reference to its location by quarter section, section, township and range. |
| _____ | _____ | 2. The date of preparation, scale, north point, legend and controlling physical features, such as watercourses, highways and railroads. |
| _____ | _____ | 3. The location and elevation of permanent on-site bench marks. |
| _____ | _____ | 4. A legal description of the tract boundary. |
| _____ | _____ | 5. Preference points of existing surveys identified, related to the plat by distances, angles and bearings, and: (see Section 5-502 R (2) and Section 7-707J). |
| | | a. Section corners and/or adjoining corners of existing plats, when a replat. |
| | | b. Section, Township and Range. |
| | | c. When the City or County has established the center line of the street adjacent or within the proposed subdivision, the location of such center line and monuments found or reset shall be shown. |
| | | d. All other monuments required to be installed by the provisions of these regulations or as required by State Statutes, |

- _____ 6. Tract boundary, block boundary, street and other right-of-way lines with distances and angles (and/or bearings). Where these lines follow a curve (all curves must be circular), the central angle, the radius, points of curvature, length of curve and length of intermediate tangents shall be shown. Where the length of curve and the length of intermediate tangents can readily be determined from data shown on the plat, such lengths need not be shown.
- _____ 7. Lot lines with dimensions. Side lot lines shall be a right angles or radial to street lines unless otherwise shown. Rear lot lines shall be parallel to block of tract lines unless otherwise indicated. Points of deflection of rear lot lines shall be indicated by angles and distances.
- _____ 8. The width of the portion of streets being dedicated and the width of any existing right-of-way.
- _____ 9. All easements shall be denoted by fine dashed lines, clearly identified as to purpose, and, if already of record, the recorded reference of such easements. If an easement is not definitely located or record, a statement of such easement shall be included. The width of the easements with sufficient ties to locate it definitely with respect to the subdivision must be shown. If the easement is being dedicated by the plat, it shall be properly referenced in the owner's certificate of identification.
- _____ 10. Lot numbers beginning with the number one and numbered consecutively in each block. (In so far as possible, the designation of lot numbers and block numbers or letters shown on a replat shall provide continuity with the similar designations show on the previously recorded plat.)
- _____ 11. Block number or letters continuing consecutively without omission or duplication throughout the subdivision. The numbers or letters shall be solid, or sufficient size and thickness to stand out, and so placed as not to obliterate any figure. (In so far as possible, the designation of lot numbers and block numbers or letters shown on a replat shall provide continuity with the similar designations shown on the previously recorded plat.)
- _____ 12. Land parcels to be dedicated for any purpose, public or private, to be distinguished from lots or tracts intended for sale.
- _____ 13. Building setback lines, if any, but not less than current applicable zoning regulations.

- _____ 14. The name of each street shown on the subdivision plat and the names of adjoining subdivisions.
- _____ 15. The minimum pad elevation of each lot or parcel of land based on the design criteria of Section 6-606 so that each such pad is elevated at least one foot above the base flood elevation.
- _____ 16. Marginal lines encircling the sheet. All information shall be with this margin.
- _____ 17. The appropriate certificates (**Article 5 – CONTENTS OF PLATS – Section 501 (Q) shall be referred to by the surveyor to assure proper certifications appear on the face of the plat.**)
- a. Certificates signed and acknowledged by all parties having any record right, title or interest in the land subdivided including mortgagees; consenting to the preparation and recording of the said subdivision plat; dedicating all tracts of land shown on the final plat which are intended for public use as highways, streets, alleys, easements and public grounds; and vacating under K.S.A. 12-512b, as amended.