



City of Newton, Kansas

Final Plat Application

201 E 6th St, PO Box 426, Newton KS 67114-0426

Phone: 316-284-6020

For Office Use Only

Date Received: _____

Meeting Date: _____

Completed applications are due on the first Tuesday of the month by 5:00 p.m. to be processed for the following month. Please bring the application and supporting documentation to the **Engineering Department**, located at 201 E 6th St. For more information, call (316) 284-6020 or visit www.newtonkansas.com.

I. Applicant(s) Information

Applicant(s): _____	Contact Name: _____
Address: _____	Telephone No.: _____
_____	Fax No.: _____
City, St, Zip _____	Email Address: _____

II. Owner(s) Information

Owner(s): _____	Contact Name: _____
Address: _____	Telephone No.: _____
_____	Fax No.: _____
City, St, Zip _____	Email Address: _____

III. Property Information

Legal description of property: _____

IV. Contents of Final Plat

All final plats shall contain the following information:

- Final plats shall be prepared at a scale of not less than one inch represents one hundred feet.
- The words "FINAL PLAT" followed by the name of the subdivision.
- A legal description of the subdivision boundaries.
- The instrument of survey, which shows the point of beginning, corners, bearings, courses, distances, exterior boundaries, interior lot boundaries, pins, monuments found or set. All major Addition boundary corners shall be monumented with a ½ inch by 24-inch iron bar. Additional data shall be included in accordance with K.A.R 66-12-1 "Minimum Standards for the Practice of Land Surveying" (current or as amended).
- Either individual notations or a table showing: All lot sizes, building setbacks, and building envelopes {if envelopes are required by ordinance (i.e., PUD) or staff}. A lot envelope indicates the area of a lot, which may be used for structure development when physiography, drainage or general soil conditions restrict building practices.
- Block and lot numbers and dimensions of blocks and lots. Blocks shall be numbered clearly in the center of the block, within a circle.
- All streets right-of-way with curve data, which shall include radius, arc length, chord length, and central angle.
- Ingress/egress limitations if required. (access control)
- The location of existing and proposed easements, with widths.
- Person or entity responsible for maintaining each easement.
- An instrument of dedication for all streets and easements
- Special notations required as a condition of platting by the Planning Commission.
- A copy of the proposed restrictive covenants if applicable.
- A four-corner lot grading plan for the addition shall be submitted with the final plat that indicates the proposed grade at each lot corner, high points, and sump locations along with recommended garage floor, top of foundation and viewout/walkout elevations (where applicable).

REQUIRED CERTIFICATES

- Owner's Certificate with Notary Certificate and Seal.
- Certificate of the Newton Governing Body signature block indicating approval of the plat and acceptance of the public dedications pg. 25
- {Attest} signature block for City Clerk with date.
- Newton Planning Commission approval as evidenced by the signature of the Chair and Secretary.
- City Attorney
- Certificate of the Register of Deeds.
- Surveyor's Certificate and Seal.
- City Engineer's Certificate.
- Certificate of review by the County Surveyor or designee indicating that the plat and survey description has been reviewed and approved.
- Special Certificates as required.
- County Clerk Transfer of Record.

V. Submittal Requirements

- Fifteen (15) copies of the Development Plan, one reduced 11 x 17 copy, and one digital copy.
- The applicant shall pay a filing fee of \$200 + \$5 for each lot (Visa, MasterCard, cash, or check made payable to the City of Newton) associated with the project type before the application is accepted for review by the city staff.
- [Optional] A narrative describing the reasons for the request including any potential problems or issues that might be raised by the request, and setting forth the applicant's reasons why the request should be granted.

VI. Owner Signature(s) (*Signature of owner is required for consent to the application.*)

By signing below I acknowledge that I have fully read and understand Subdivision Regulation Article 3. I understand that if I have any questions or concerns about this regulation, it is my responsibility to discuss this with the city prior to signing.

Owner: _____ Owner: _____

State of _____, County of _____ ss:

BE IT REMEMBERED, That on this _____ day of _____ 20_____, before me, the undersigned, and Notary Public in and for the County and State aforesaid, came _____ and _____, personally known to me to be the persons who executed the within instrument of writing, and such persons duly acknowledges execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand affixed my seal the day and year last above written.

My Commission expires: _____ Notary Public: _____