



City of Newton, Kansas

Preliminary 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 Preliminary Plat	
<p>All preliminary plats shall contain the following information:</p> <ul style="list-style-type: none"> ○ Vicinity map showing the location of the proposed subdivision. ○ A north point and scale of one inch equals 100 feet, unless the City Engineer approves an alternate scale. ○ A legal description and a current zoning description. ○ Names of applicant, developer/subdivider, title of subdivision and proposed street names. ○ Name and seal of surveyor/engineer. ○ Date surveyed. ○ Adequate legend. ○ Adequate street rights-of-way shall be provided along all section lines and quarter section lines. ○ Block and lot numbers and dimensions of block and lots. ○ Complete outline drawing of all boundaries, lots, and streets, together with courses, distanced and areas. Boundaries shall be shown as solid lines and all easements or required yard as dashed lines. ○ Proposed streets, road, alleys, and sidewalks (including location, width, names, approximate grades), and their relation to platted streets, proposed streets, or streets as shown on any recorded plat of adjacent property. Street names of all existing streets shall be identified. ○ Rights-of-way and/or easements proposed to be created for all drainage purposes, utilities, walkways, access, and other purposes. ○ The location of the water/sewer distribution/collection system; the plat must show that these systems extend along the entire property line of each lot, or in an easement appurtenant to each lot. It is preferred that water lines are placed along the street frontage within the required twenty-foot (20') utility easement. All lots within 400 feet of existing sewer main lines shall be required to connect to sewer at the cost of the developer. ○ Total acreage and size of each lot in a data table. ○ Contours at vertical intervals of one foot (1') unless the City Engineer approves an alternate interval. ○ Setbacks, yards and any entrance restrictions. Setbacks shall be shown as a building envelope representing that portion of the lot within the yards and setbacks that can reasonably contain, depending upon watercourses, topography or geology, and the principle structure. ○ Location and direction of all watercourses and of the 100-year floodplain (1% flood event). 	

- Existing features such as ponds, lakes, wetlands, and wooded areas.
- Existing use of property including the location of all existing structures showing those that will be removed and those that will remain on the property after the final plat is recorded.
- If the subdivision is scheduled for phasing, then each phase shall be clearly indicated on the plat.
- Horizontal location within the subdivision and the horizontal location of the adjoining streets and property of existing sanitary and storm water sewers, including flow lines, water mains, culverts, underground wiring, pipelines, and gas lines proposed to serve the property to be subdivided.
- Location, description, and elevation of all benchmarks established, or source used for vertical control. If no benchmark is available within 300 feet, the applicant shall provide one.
- Sites proposed for dedication and drainage way, park, school or other public purpose.
- Utility Plan showing existing and proposed utilities and easements with the widths and owner of the easement provided.

SUPPLEMENTAL INFORMATION FOR PRELIMINARY PLATS

The following supplementary information shall be submitted with the preliminary plat or be included thereon.

- The preliminary plat shall contain a drainage concept, and the final plat a complete drainage plan inclusive of data, analysis, information, and supplemental maps of surrounding property in sufficient detail as required by the most current versions of "City of Newton Standard Engineering Design Drainage Criteria Update, Manual for Construction Site - Best Management Practices, and Manual for Post Construction - Best Management Practices". The City Engineer may request additional data, analysis, information and supplemental maps from the applicant regarding storm water drainage, as appropriate.
- On lots adjacent to all drainage easements and on drainage ways that are designated by the City Engineer, the preliminary plat shall indicate:
 - The required minimum habitable floor elevation for structures on the lot; or,
 - The minimum elevation for a foundation opening(s) that shall be certified by a licensed land surveyor or engineer.
 - Lacking a drainage easement or drainage way, all lots shall drain to streets.
- The preliminary plat shall show the location of adjoining lots, parcels, structures, and natural features in the nearby vicinity.
- A statement as to the general nature and type of improvements proposed for the subdivision, and in what manner the subdivider intends to provide for the installation, e.g. petition, actual construction, escrow deposit, performance bond.

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: _____