



## ADMINISTRATIVE PLAT APPLICATION

Pre-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) \_\_\_\_\_  
Type of Plat Proposed (split, combination, adjustment, sm. land division) \_\_\_\_\_  
Number of Existing Lots \_\_\_\_\_ Number of Proposed Lots \_\_\_\_\_  
Total Site Area \_\_\_\_\_ Present Zoning \_\_\_\_\_  
Number of Existing Structures \_\_\_\_\_ Proposed Building Type \_\_\_\_\_  
Present Land Use \_\_\_\_\_ Proposed Land Use \_\_\_\_\_  
Proposed Frontage Type(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 an administrative plat as indicated above.

Signature(s): \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

## ADMINISTRATIVE PLAT APPLICATION CHECKLIST

### APPLICATION SUBMITTAL REQUIREMENTS

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. <b>Complete application packet</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. <b>Application fee</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. <b>2 sets of full sized plans printed and folded</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. <b>Digital copies (PDF) of the completed application, plans, and legal description</b>                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. <b>1 copy of existing covenants and restrictions</b> applicable to the development, if any (reference book and page). |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. <b>Technical Studies</b> as required by city staff. (2 printed and 1 digital copy)                                    |

### ADMINISTRATIVE PLAT REQUIREMENTS

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. <b>Name of subdivision</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. <b>Names, addresses, and phone numbers</b> of all companies, firms, or individuals involved in the preparation of the plat (i.e. property owner, engineer, surveyor, etc.).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. <b>Date of preparation</b> of preliminary plat and/or revisions.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. <b>Vicinity map</b> (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.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. <b>A legal boundary description</b> 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.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. <b>Location of monuments</b> , 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.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. <b>Boundary lines</b> of the subdivision shall be enclosed with one continuous bold line, showing approximate dimensions (bearings and distances).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. <b>Platted and unplatted land</b> 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. <b>Accurate dimensions for all lines, angles, and curves</b> , used to describe boundaries, Streets, Easements and areas to be reserved for public use. Data for all curves shall include radius, arc length, chord length, and central angle.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. <b>Lots and tracts</b> 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.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. <b>Note on plat</b> indicating intended ownership, purpose, and maintenance responsibilities for any parcels labeled as tracts.  |

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 12. <b>Existing easements</b> with dimensions. Existing easements shall be labeled with book and page number.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. <b>Any area within a federally designated floodplain.</b> 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). |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. <b>Stream corridor boundary</b> and dimensions.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. <b>All public streets</b> within the plat conform to the applicable minimum design standards set forth in the Land Development Code and Technical Specifications.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. <b>Signature of Owner</b> , properly attested  |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. <b>A signature and date line for approval by the Business &amp; Economic Development Director</b> stating: "Approved as an Administrative Plat under Land Development Code of the City of Gardner".  |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. <b>A dated signature and seal of the licensed Land Surveyor responsible for the survey</b> and a note stating: "This survey conforms to the Kansas Minimum Standards for Boundary Surveys."  |

I hereby submit all information required for administrative 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

**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 or 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

\_\_\_\_\_.

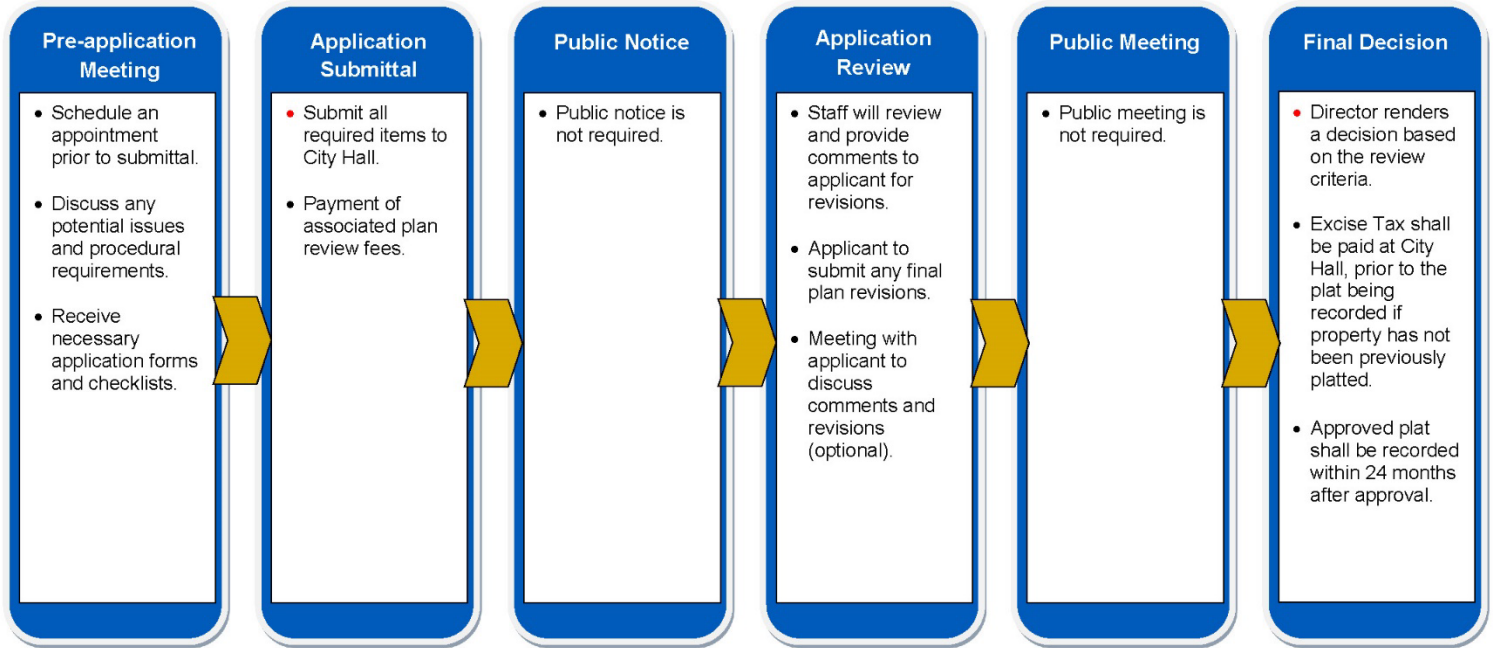
My Commission Expires:

\_\_\_\_\_

Notary Public

## ADMINISTRATIVE PLAT APPLICATION PROCESS

Within 60 Days of Submittal



● Significant requirement with an associated deadline

## REVIEW CRITERIA

The review of an administrative 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](http://www.gardnerkansas.gov/documents/city-code).

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

1. No new street or alley right-of-way, or other public dedication is needed.
2. No significant increase in service requirements (utilities, schools, traffic control, streets, etc.), or impact on the ability to maintain existing service levels will result.
3. The application affects the boundaries of only four or fewer existing lots, or results in five or fewer new lots from a previously unplatted parcel, or is finalizing the legal boundaries of a previously approved preliminary and final plat which could only be based on a legal survey after construction of improvements.
4. All lots meet the legal standards of the subdivision regulations and applicable zoning districts.
5. The lot patterns are consistent with the surrounding area. In determining consistency, the size and dimension of lots previously developed, the layout and design of existing subdivisions and rights of way, and the degree of deviation from previous development shall be considered.
6. No other significant issues exist with potential development enabled by the plat that could impact planning policies, development regulations or adjacent property owners.