



# FINAL PLAT CHECKLIST

A final plat application submitted for approval by the Planning Commission must include the following required submittal items. Failure to provide this information by the application deadline **may result in the application not being accepted until all required information is submitted.**

**This checklist shall be submitted with the final plat application and shall be signed by the applicant or an authorized agent.** Any item not checked or checked "N/A" or "NO" requires a written explanation accompanying this checklist. **If this checklist is not submitted the plat will not be reviewed.**

Staff will review the application on the day of submittal to insure completion. Acceptance of an application by the City of Basehor does not constitute completion of requirements and/or compliance with all Planning & Zoning requirements or approval of a final plat. **Additional information may be required due to the location, size, or complexity of the plat.**

## REQUIRED SUBMITTAL ITEMS

YES	N/A	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1) <b>Application form, fee and checklist</b> filled out accurately and completely, with all required signatures.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2) <b>Two (2) paper copies of the final plat</b> , may be submitted for review, these paper copies shall be accompanied by digital (PDF) copies as well; drawn to an appropriate standard engineering scale. Plans shall be on 24" X 36" sheets, folded to 9"X12" for submittal.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3) <b>One (1) 8.5" X 11" reduction of the plat.</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4) <b>Digital files</b> including a PDF of the plat and a MS Word document of the legal description.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5) <b>Ownership affidavit</b> with all required signatures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6) <b>One (1) copy of existing covenants and restrictions</b> applicable to the development, if any (reference book and page).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7) <b>Letter of Intent</b> as to whether a Homeowners Association will be created and if any covenants and restrictions are proposed by the subdivider if not submitted with the Preliminary Plat. Covenants and restrictions, as well as evidence of the establishment of the agency for the ownership and maintenance of any common space, shall be submitted to the City for review and approval prior to recording of the plat.

## REQUIRED SUBMITTAL ITEMS (CONT.)

YES	N/A	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8) Floodplain modeling</b> using HEC-RAS modeling provide floodplain information if encroachment is proposed within a FEMA or Shaded Zone X 100-year floodplain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9) Final Stormwater Management Plan</b> release rates shall not exceed predevelopment rates (2 copies). (See Chapter IV; Section 4-106 of the Subdivision Regulations for requirements.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10) Traffic Study (2 copies)</b> as required by the City Engineer, if not submitted with the Preliminary Plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>11) Development Agreement</b> , if required.

## REQUIRED PLAT INFORMATION

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>12) Name of subdivision</b> (unique and numerically consistent) and the words "FINAL PLAT," prominently displayed as the title.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>13) 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<b>14) Dates</b> of preparation of Final plat and/or revisions.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>15) Scale, legend, and north arrow</b> clearly shown, with orientation at top or left as north(not less than 1"=100' scale).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16) Vicinity map</b> , drawn at a scale of 1"=1000', 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"/>	<input type="checkbox"/>	<b>17) 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"/>	<input type="checkbox"/>	<b>18) Plat boundary calculation sheet (2 copies)</b> indicating coordinates of the plat boundary, square feet of each lot and right-of-way, and the unadjusted error of closure of the field traverse that established the plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>19) 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"/>	<input type="checkbox"/>	<b>20) Boundary lines</b> of the subdivision shall be enclosed with one continuous bold line, showing dimensions (bearings and distances).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>21) Lots and tracts identified clearly</b> , 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.

## REQUIRED PLAT INFORMATION (CONT.)

YES	N/A	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>22) Setbacks</b> , all setbacks must be indicated on plat in individual lots or in a notes section on the plat. <b>Indicate all applicable setback dimensions.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>23) Note on plat</b> indicating ownership, purpose, and maintenance responsibilities for for any parcels labeled as tracts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>24) Building setback lines</b> along public and private streets with dimensions in feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>25) Proposed street network</b> , including street names, right-of-way, bearings, tangents, and horizontal curvature data along the centerline of each street.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>26) Stream Corridor Boundary</b> and dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>27) Stream Corridor Notice on Plat as follows:</b> "Notice: This site lies within a protected Stream Corridor, as defined and regulated in the City of Basehor Municipal Code. Restrictions on the use or alteration of the Stream Corridor may apply. This property is also subject to the obligations and requirements of the Stream Corridor Maintenance Agreement approved by the City".
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>28) Stream Corridor Maintenance Agreement.</b> (Contact Floodplain Administrator for form).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>29) Existing and proposed easements</b> with dimensions and statement of dedication. Existing easements shall be labeled with book and page.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>30) Dedication of streets</b> , alleys, drives, and other parcels not previously dedicated, for public or private use. Dedication language to be provided by Public Works Staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>31) Certification and seal</b> by a registered land surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>32) Certification</b> that all prior existing easements have been absolved on parcels to be dedicated for public use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>33) Certification</b> of execution for the owner's signature(s), and all parties having a mortgage or lien interest on the property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>34) Signature block</b> for endorsement by the Planning Commission Chairman, Secretary of the Planning Commission & City Engineer with name printed underneath.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>35) Signature block</b> for endorsement by the Mayor & City Clerk, with name printed underneath.

**SUPPLEMENTAL INFORMATION(SEPARATE DOCUMENT[S]) IF NOT PREVIOUSLY SUBMITTED WITH A PRELIMINARY PLAT)**

YES	N/A	NO

**36) Signature block** for endorsement by the Register of Deeds & Leavenworth County Surveyor.

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**37) Platted and unplatted land** 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.

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**38) Existing streets and driveways** which abut, touch upon or extend through the subdivision and/or streets located within 400 feet of the plat. The description shall include types and widths of existing surfaces, right-of-way widths, and dimensions of any bridges and culverts.

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**39) Location of existing open space**, alleys, parks, streams, ponds, or other similar features within plat, and whether they are to be retained or removed.

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**40) Location of existing buildings** and structures within 200 feet of the plat.

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**41) Existing utilities**, including sanitary sewer, force main, water main, gas mains, culverts and storm sewer pipe, street lights, electric conduits, and invert elevations of sewers at points of proposed connection.

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**42) Topography** of the area contained in the plat and within 20 feet of the plat boundary shown by 2-foot contour intervals and proposed preliminary grading. Contour lines shall be legible but not overpowering.

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**43) Proposed sidewalks** and/or trail locations including proposed widths.

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**44) Proposed utilities**, including approximate location of sanitary sewer, water main, street lights, and storm sewer.

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**45) Intersection site distance analysis.**

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**46) Vehicle maneuvering/turning templates** reflecting the site can accommodate a minimum SU-30 class vehicles (for emergency access to all areas of the site), and the appropriate site-design vehicle for any other special areas of the site (such as delivery or dock areas, etc.), as necessary.

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**47) Any area within a federally designated floodplain.** 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 #2015XXXXXXX, July 16, 2015).

