



Preliminary Plat Application

Community Development/Planning Dept.
401 N. Madison St., Spring Hill, KS 66083
(913) 592-3657 • (913) 592-5040 FAX
planning@springhillks.gov • www.springhillks.gov

ADDRESS OR VICINITY _____

PURPOSE OF PRELIMINARY PLAT _____

CURRENT ZONING _____

LEGAL DESCRIPTION _____

REAL ESTATE PARCEL NUMBER _____

PROPERTY SIZE _____

APPLICATION FEE (see schedule on back)

APPLICANT

NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

OWNER

NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

ARCHITECT/ENGINEER

NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

APPLICANT SIGNATURE _____ DATE _____

OFFICE USE ONLY

FILE CODE _____ FEE RECEIVED BY _____ DATE _____

PLANNING COMMISSION MEETING DATE _____

CITY COUNCIL MEETING DATE _____ Approved or Denied

Please refer to the attached documentation for details regarding the application submittal process.



Preliminary Plat Application

Community Development/Planning Dept.
 401 N. Madison St., Spring Hill, KS 66083
 (913) 592-3657 • (913) 592-5040 FAX
 planning@springhillks.gov • www.springhillks.gov

SPRING HILL DEVELOPMENT APPLICATION FEES

Rezoning:

Residential	
0 to 5 acres	\$ 350.00
5.1 to 10 acres	\$ 500.00
10.1 to 20 acres	\$ 600.00
20.1 or more acres	\$ 750.00
Commercial/Industrial	
0 to 5 acres	\$ 700.00
5.1 to 15 acres	\$ 800.00
15.1 to 25 acres	\$ 950.00
25.1 or more acres	\$ 1,100.00

Planned Zoning District:

Base Cost:	\$ 500.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

Preliminary Plat:

Base Cost:	\$ 300.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

Final Plat:

Base Cost:	\$ 300.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

Site Plan Review:

0 to 10,000 Sq. Ft.	\$ 600.00
10,001 to 25,000 Sq. Ft.	\$ 700.00
25,001 or more Sq. Ft.	\$ 800.00

Conditional Use Permit Fee: \$ 600.00



Preliminary Plat Application

Community Development/Planning Dept.
401 N. Madison St., Spring Hill, KS 66083
(913) 592-3657 • (913) 592-5040 FAX
planning@springhillks.gov • www.springhillks.gov

PRELIMINARY PLAT SUBMITTAL INFORMATION

- A. Pre-Development Meeting.** The applicant is required to have a pre-development meeting with city staff to review rules, regulations and proposed development. **It is the applicant's responsibility to make sure they have the most recent copy of the *Technical Specifications for Public Improvement Projects* and the *Design Criteria for Public Improvement Projects*.**
- B. Application.** The subdivision application form shall be filed with the Zoning Administrator and shall be **accompanied by 16 copies of the preliminary plat and a digital format of the preliminary plat and the street trees and master landscape plan.** The appropriate fee shall be paid upon filing the application.
- C. Preliminary Development Plan as Substitute for Preliminary Plat.** Where property has been zoned to a planned zoning district, an approved preliminary development plan may substitute for a preliminary plat where said preliminary development plan contains all information required for preliminary plats as set forth in Section 17.372.C.3, Preliminary Plat Contents.
- D. Preliminary Plat Contents.** The following information shall be shown on the preliminary plat or attached hereto:
- a. Items Pertaining to the Title:
 - i. The name of the proposed subdivision.
 - ii. Location of the subdivision by reference to a section corner.
 - iii. The name(s) and address(es) of the owner(s)/developer and the licensed surveyor, architect, or engineer who prepared the plat.
 - iv. North arrow.
 - v. Scale of drawings (The preliminary plat shall be drawn to a scale of not less than 1 inch = 100 feet; however, with special conditions and prior approval, this scale may be exceeded).
 - vi. The legal description of the entire dimension of the subdivision.
 - b. Items Pertaining to the Subject Property (Existing):
 - i. All of the land to be platted as well as all platted or unplatted adjacent properties shall be shown. A heavy solid line should accurately indicate the boundary of the platted area.
 - ii. Existing contours with the contour intervals not more than five feet. All elevations and contours shall be related to mean sea level.



Preliminary Plat Application

Community Development/Planning Dept.
401 N. Madison St., Spring Hill, KS 66083
(913) 592-3657 • (913) 592-5040 FAX
planning@springhillks.gov • www.springhillks.gov

- iii. The location, width and names of all existing platted or private streets or other public ways within or adjacent to the tract, together with easements, railroad and utility rights-of-way, parks and other significant features such as city boundary lines and monuments.
 - iv. Environmental features, including the location and direction of drainage channels and areas subject to one hundred-year flood, including those areas identified by flood studies prepared by the Johnson County Storm Water Management Program.
- c. Items Pertaining to the Plat (Proposed):
- i. Layout and names of streets, with general dimensions and appropriate grades and their relationship to adjoining or projected streets or roadways.
 - ii. Intended layout, zoning, numbers, and dimensions of lots.
 - iii. Parcels of land intended to be dedicated or reserved for parks, school or other public use, or to be reserved for the use of property owners within the subdivision.
 - iv. A preliminary plat will not be approved without a plan showing how water and sanitary sewers will serve it.
 - v. Location and type of utilities to be installed, including the approximate location of extensions of any sanitary and/or storm sewers and water mains.
 - vi. Utility and other easements, indicating width and purpose.
 - vii. A statement or other indications of phasing of the development and an appropriate timetable if applicable.
 - viii. Vicinity sketch which indicates the relationship between the proposed subdivision and the surrounding properties, streets and other features.
- d. Items to Accompany the Plat:
- i. The names and addresses of owners of record of lands located within at least 200 feet of the area proposed to be platted in the city limits; and the area of notification shall be extended to at least 1,000 feet in the unincorporated area when properties proposed to be platted are located adjacent to or outside of the city limits; or 1,000 feet in the growth area, of the proposed platted area in accordance with Section 17.364.E of the City of Spring Hill Zoning Ordinance. Twenty days prior to the meeting, the City Clerk shall mail to each party a courtesy letter with information about the plat application and the meeting date and location the Planning Commission will consider the application. The applicant may submit the same certified list of owners of record of lands located either within: 200 feet in the city limits; 1,000 feet in the unincorporated area adjacent to or outside of the city limits; or 1,000 feet in the growth area, submitted for a



Preliminary Plat Application

Community Development/Planning Dept.
401 N. Madison St., Spring Hill, KS 66083
(913) 592-3657 • (913) 592-5040 FAX
planning@springhillks.gov • www.springhillks.gov

preliminary plat application, provided the application for preliminary plat is made within six months of the approval of such rezoning.

- ii. Proof of adequate public facilities as set forth by Section 17.370.F.

E. Studies. The applicant shall furnish a traffic impact study and a storm water runoff study pertaining to the preliminary plat.

F. Effect of Approved Preliminary Plat. Approval of the preliminary plat does not constitute final acceptance of the subdivision by the Governing Body. It establishes the overall layout and design of the proposed subdivision and authorizes the applicant to prepare a final plat. Any deviation of the final plat from the intent of the approved preliminary plat as determined by the Planning Commission shall be disallowed and shall cause the re-initiation of the preliminary platting process.

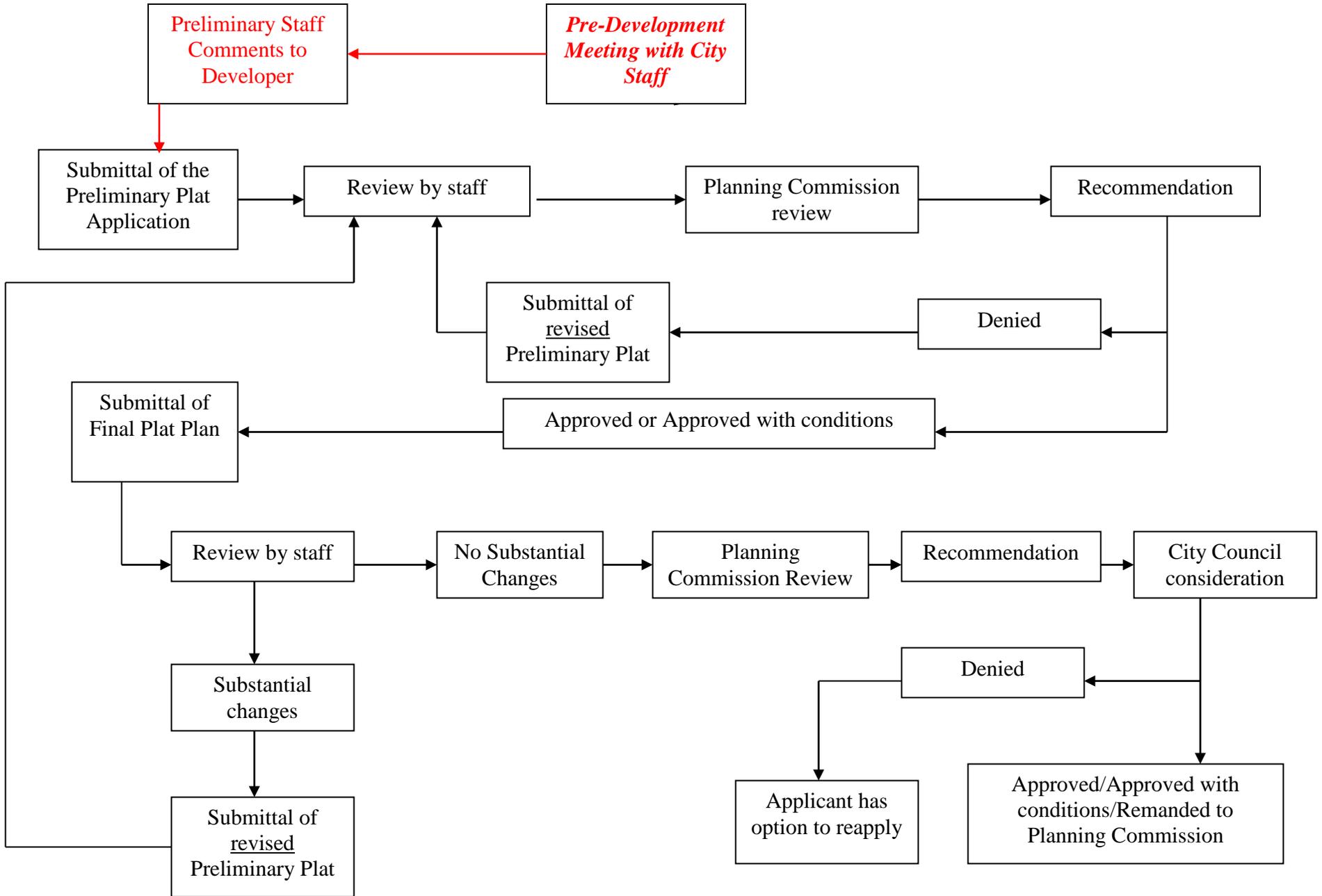
The applicant shall file a final plat application along with the required documents described in Section 17.372.D within one year after approval of the preliminary plat by the Planning Commission. Upon failure to do so within the time specified, approval of the preliminary plat is null and void, unless an extension of time, limited to one year, is applied for by the developer and granted by the Zoning Administrator. An extension shall be granted only once.

G. Street Trees and Master Landscape Plan in accordance with Section 17.358.G and Section 17.358.H.

H. Submission of Application. Complete submission of application, including signature by applicant on all documents, is required prior to scheduling on Planning Commission Agenda.

PRELIMINARY AND FINAL PLAT APPLICATION PROCESS

Approximate time to complete review process is 120 days



2015/2016
Spring Hill Planning Commission
Meeting Dates and Submittal Deadlines

Meeting	Submittal Deadlines			Meeting
Planning Commission Meeting/Hearing	Paid Application Submittal Deadline (CUP/Rezoning/Preliminary & Final Plats)	Deadline for Public Notice Published & Letters Sent to Property Owners (This is done by the City of S.H.)	Deadline for Neighborhood Meetings Held & Signs Posted	City Council Meeting/Hearing to Consider Application
*1/7/15	12/2/14	12/10/14	12/15/14	1/22/15
2/5/15	1/6/15	1/14/16	1/19/15	2/26/15
3/5/15	2/3/15	2/11/15	2/16/15	3/26/15
4/2/15	3/3/15	3/11/15	3/16/15	4/23/15
5/7/15	4/7/15	4/15/15	4/20/15	5/28/15
6/4/15	5/5/15	5/13/15	5/18/15	6/25/15
7/2/15	6/2/15	6/10/15	6/15/15	7/23/15
8/6/15	7/7/15	7/15/15	7/20/15	8/27/15
9/3/15	8/4/15	8/12/15	8/17/15	9/24/15
10/1/15	9/1/15	9/9/15	9/14/15	10/22/15
11/5/15	10/6/15	10/14/15	10/19/15	**11/26/15
12/3/15	11/3/15	11/11/15	11/16/15	**12/24/15
1/7/16	12/8/15	12/16/15	12/21/15	1/28/16
2/4/16	1/5/16	1/13/16	1/18/16	2/25/16
3/3/16	2/2/16	2/10/16	2/15/16	3/24/16
4/7/16	3/8/16	3/16/16	3/21/16	4/28/16
5/5/16	4/5/16	4/13/16	4/18/16	5/26/16
6/2/16	5/3/16	5/11/16	5/16/16	6/23/16
7/7/16	6/7/16	6/15/16	6/20/16	7/28/16
8/4/16	7/5/16	7/13/16	7/18/16	8/25/16
9/1/16	8/2/16	8/10/16	8/15/16	9/22/16
10/6/16	9/6/16	9/14/16	9/19/16	10/27/16
11/3/16	10/4/16	10/12/16	10/17/16	**11/24/16
12/1/16	11/1/16	11/9/16	11/14/16	12/22/16

A protest petition regarding a CUP or Rezoning requests must be filed with the City Clerk within fourteen (14) days after the date of the Planning Commission hearing per Sections 17.354 I and 17.364 I of the Zoning Regulations.

*Planning Commission Meetings are normally scheduled on the 1st Thursday of each Month unless otherwise listed on this schedule due to election or holiday conflicts. Said meetings are subject to change with proper notice. The meetings are held in Room 15 of the Civic Center @ 7:00 p.m., located at 401 N. Madison St., Spring Hill, KS 66083.

**Due to holiday, the City Council meeting date will need to be determined at a later date.