

## **ARTICLE 16**

## **SUBDIVISION REGULATIONS**

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by Ordinance No. 1246-12

Model Code Prepared by the  
Valley Center Planning Commission

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Amended by:  
Warren Utecht, Community Development Director  
City of Valley Center

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# **SUBDIVISION REGULATIONS**

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## **SUBDIVISION REGULATIONS OF THE CITY OF VALLEY CENTER, KANSAS**

### **CHAPTER 16.01 TITLE, PURPOSE, AUTHORITY, JURISDICTION, APPLICABILITY AND EXEMPTIONS**

**16.01.01 Title.** These regulations shall be known and may be cited as the "Subdivision Regulations of the City of Valley Center, Kansas", and shall hereinafter be referred to as "these regulations."

**16.01.02 Purpose.** Responsible land subdivision is the initial step in the process of orderly community development. Once land has been divided into streets, lots and blocks and publicly recorded, the correction of defects is difficult and costly. These regulations are designed and intended to serve the following purposes:

- A. To provide for the harmonious development of the City of Valley Center and for a portion of the surrounding unincorporated area of Sedgwick County;
- B. To provide for (1) desirable lot layouts, (2) efficient and orderly location of streets and roadways and the extent and manner in which they shall be improved, and (3) provision made for storm drainage;
- C. To provide for adequate water supply, sewage disposal, various utility services and other improvements to protect public health, safety and general welfare;
- D. To provide for and secure to the proper governmental agencies the actual construction of all such necessary on-site and off-site public improvements including the reservation or dedication of land for park and recreational purposes;
- E. To provide protection from periodic flooding conditions;
- F. To reserve or dedicate land for open space to preserve natural areas for watercourses, drainage ways, woodland, rugged topography, wildlife habitat, and for water quality and quantity, and to protect land from soil erosion;
- G. To avoid water and air pollution and the congestion of population and traffic;
- H. To facilitate safety by adequate access for fire-fighting equipment and police protection;
- I. To coordinate the subdividing of land with applicable zoning regulations, various construction codes and other City and County regulations which also affect the development of the land;
- J. To establish administrative procedures necessary to assure a fair and uniform basis for a working relationship with subdividers, utility providers and various governmental agencies, all of whom are contributing to the development of the community; and
- K. To realize the goals, policies and planning proposals as contained in the adopted Comprehensive Development Plan.

**16.01.03 Authority.** These regulations are adopted under authority established by K.S.A., 12-741 et seq., as amended, 12-3009 through 12-3012, and 12-3301 and 12-3302.

**16.01.04 Jurisdiction.** These regulations shall apply to all subdivisions of land within the corporate limits of the City of Valley Center as presently exists or are hereinafter established by annexation and within the following land descriptions outside of the City which are located all in Sedgwick County, Kansas; provided, that such land is within three miles of the city limits and not more than one-half the distance to another city, which is land in Grant, Kechi, Park and Valley Center Townships, Sedgwick County, Kansas (excluding the City of Valley Center) which contains the following area:

- A. Township 25 South, Range 1 West
- B. Sections 24, 25 and 26 lying East of the Little Arkansas River and East of the Little Arkansas River Floodway; Section 35 lying North of the Little Arkansas River; and Section 36 lying East and North of the Little Arkansas River;
- C. Township 25 South, Range 1 East
- D. Sections 19, West 1/2 20, W 1/2 29; 30, 31 and West 1/2 32;
- E. Township 26 South, Range 1 West
- F. Section 1 lying North and East of the Little Arkansas River; and
- G. Township 26 South, Range 1 East
- H. Sections West 1/2 5 and 6.

All such land is included in the Planning Area of the Comprehensive Development Plan.

**16.01.05 Applicability.** The owner(s) of any land within the jurisdiction of these regulations desiring to vacate right-of-way, easements, other public reservations or recorded plats or to:

- A. Divide or further divide land into two or more lots or parcels; or
- B. Otherwise alter the boundaries of lots or parcels of land; or
- C. Establish land for use as streets, alleys or other property intended for public use or for the use of a purchaser or owner(s) of lots or parcels;
- D. Shall cause a plat to be made in accordance with the provisions of these regulations, unless exempted under Section 16.01.06.

**16.01.06 Exemptions.** Notwithstanding the requirements of Sections 16.01.04 and 16.01.05, these regulations shall not apply in the following instances or transactions:

- A. Whenever any lot, parcel or tract of land located within the area governed by these regulations has been legally subdivided, re-subdivided or replatted and recorded prior to the effective date of these regulations.

- B. For land in the unincorporated area, the division or further division of land into lots or tracts, each of which contains 20 or more acres, and which (1) does not involve any new streets or easements of access as may be determined by the Planning Commission; (2) has land to be used for dwelling purposes that is not located in an area subject to flooding as determined by Section 16.01.05 of these regulations; (3) is to be used for agricultural or single-family residential purposes only; (4) meets the standards set by these regulations for the disposal of sewage and for water supply; and (5) conforms with any applicable zoning regulations. Dedications to widen right-of-way to meet standards established in the Comprehensive Plan may be required at such time as application is made for a building or zoning permit. (See Section 16.02.03 for definition of AGRICULTURE.)
- C. A transaction between owners of adjoining land which involves only a change in the boundary between the land owned by such persons and which does not create an additional lot or which does not result in the creation of a substandard lot by either owner according to any applicable zoning regulations or sanitary code.
- D. A conveyance or dedication of land or interest therein for use as a street, highway, road or railroad right-of-way, a drainage easement or public utilities subject to local, state or federal regulation, where no new street or easement of access is created.
- E. The layout of burial lots in cemeteries; however, the actual cemetery tract is not exempt.
- F. Any lot split in industrially zoned areas divided in accordance with the provisions of Section 16.09.03 of these regulations.
- G. Any transfer by operation of law.

Any request made in writing for a determination as to qualifications for being exempt from these regulations shall be answered by the Subdivision Administrator either in the affirmative or negative within 30 days of filing such a request containing all relevant information.

## CHAPTER 16.02 INTERPRETATION, CONSTRUCTION AND DEFINITIONS

### 16.02.01 Rules of Interpretation.

- A. **Overlapping or Contradictory Regulations.** Where the conditions imposed by the provisions of these regulations are either more restrictive or less restrictive than comparable conditions imposed by any other provision of any other applicable law, ordinance, resolution, rule or regulation of any kind, the regulations which are more restrictive and impose higher standards or requirements shall govern.
- B. **Private Agreements.** The provisions of these regulations are not intended to abrogate any lawful and valid easement, deed restriction, covenant or other private agreement of legal relationship; provided, that where the requirements of these regulations are more restrictive or impose higher standards or regulations than such private agreements, the requirements of these regulations shall govern. The City does not have the responsibility to enforce such private agreements.
- C. **Cumulative Limitations.** The provisions of these regulations are cumulative and additional limitations upon all other laws and ordinances heretofore passed or which may be passed hereafter governing any subject matter set forth in the provisions of these regulations.
- D. **Unlawful Subdivisions.** A subdivision of land which was not lawfully existing at the time of the adoption of these regulations shall not become or be made lawful solely by reason of the adoption of these regulations.
- E. **Vesting of Development Rights.** For the purpose of single-family residential developments according to K.S.A. 12-764, as amended, development rights in such land use shall vest upon recording of a final plat of such land after January 1, 1992. If construction of a principle structure is not commenced on such land within five years of recording a final plat before July 01, 2009, the development rights in such land shall expire and, thus, all revisions to zoning or subdivision regulations becoming effective during the period vested shall thereafter apply to such platted land. For such plats recorded on or after July 01, 2009, such construction must take place within 10 years to be vested.

### 16.02.02 Rules of Construction.

- A. The language set forth in these regulations shall be interpreted in accordance with the following rules of construction:
  1. The singular number includes the plural and the plural the singular.
  2. The present tense includes the past and future tenses and the future the present.
  3. The word "**shall**" is mandatory while the word "**may**" is permissive.
  4. The word "**City**" means the City of Valley Center, Kansas.
  5. The word "**County**" means Sedgwick County, Kansas.
  6. The word "**Clerk**" means the City Clerk, unless otherwise identified as the County Clerk.

7. The words "**County Engineer**" means the officially appointed engineer for Sedgwick County.
8. The words "**Planning Commission**" means the Valley Center City Planning Commission.
9. The words "**the Governing Body**" means the Mayor and City Council of the City of Valley Center, Kansas, unless otherwise identified as the Board of County Commissioners of Sedgwick County, Kansas or the applicable township trustees who are cooperating in the installation of improvements. (See Section 16.07.02.)
10. The words "**Planning Area**" means the City plus a perimeter area outside of and around the city limits all within Sedgwick County designated by the City in their comprehensive development plan as the official study area for planning purposes.
11. The words "**Comprehensive Plan**" means the Comprehensive Development Plan for the Valley Center Planning Area of Sedgwick County, Kansas, which has been adopted by the Planning Commission, approved by the Governing Body and includes, among other elements, plans for land use, transportation, utilities and community facilities.
12. The words "**subdivision jurisdiction**" means the area as described in Section 16.01.04 for which the extraterritorial jurisdiction of these regulations is applicable for purposes of subdividing land nor the legal description of the exemption in the Subdivision Regulations of the Metropolitan Area Planning Commission. Such jurisdiction cannot exceed the boundary of the Planning Area.

B. Any word or phrase which is defined in this Article or elsewhere in these regulations shall have the meaning as so defined whenever used in these regulations, unless such definition is expressly limited in its meaning or scope.

C. Words or terms not herein defined shall have their ordinary meaning in relation to the context as defined in a dictionary or by statute.

**16.02.03 Definitions.** The following definitions shall be used in the interpretation and construction of these regulations:

**ACCELERATION LANE:** An added roadway lane which permits integration and merging of slower moving vehicles into the main vehicular stream of traffic.

**AGRICULTURE:** The use of a tract of land under one ownership for growing crops, pasturage, horticulture, nurseries, truck farms, dairying or the raising of poultry or cattle and other livestock, except feedlots, and including the structures necessary for carrying out farming operations and the dwelling(s) of those owning and/or operating the premises. The feeding or disposal of community or collected garbage shall not be deemed an agricultural use, nor shall riding academies, livery or boarding stables, dog kennels, or commercial or hydroponic greenhouses; however, forested and non-producing open space land are considered as agricultural.

**APPLICANT:** A person submitting an application for approval of a preliminary and/or final plat or a lot split.

**ACCESS CONTROL:** The limitation of public access rights to and from properties abutting streets or highways. Access control is used on major streets and highways, when necessary, to preserve high-quality traffic service and to improve safety.

**BENCH MARK:** Surveying mark made in some object which is permanently fixed in the ground showing the height of that point in relation to sea level.

**BLOCK:** A series of lots or tract of land bounded by streets, public parks, cemeteries, railway right-of-ways, waterways, city limits or a combination thereof.

**BUILDING SETBACK LINE:** A line on a lot or other parcel of land indicating the limit beyond which buildings or structures may not be erected or altered and establishing the minimum open space to be provided. Such line may be more, but not less restrictive than applicable zoning or other regulations.

**CURB CUT:** The opening along a curb line at which point vehicles may enter or leave a roadway.

**DECELERATION LANE:** An added roadway lane that permits vehicles to slow down and leave the main vehicular stream of traffic.

**DEDICATION:** A gift or donation of property by the owner to a governmental unit. The transfer is conveyed by a plat or a written separate instrument. The act of dedicating is completed with a formal acceptance by the governing body.

**DESIGN STANDARDS:** The basic land planning principles established as guides or requirements for the design and layout of subdivisions as described in these regulations.

**DETENTION POND:** A storage facility for the temporary storage of storm water runoff. The storm water may be released by gravity or by mechanical means at such time as downstream facilities can handle the flow.

**EASEMENT:** A public dedication or private grant by a property owner of the specific use of a strip of land or portion of land by others.

**ENGINEER:** A professional engineer licensed by the State of Kansas or licensed to practice in the State of Kansas who designs or engineers and inspects public improvements in connection with the approval of plats and construction of related improvements. (See LAND PLANNER and LAND SURVEYOR.)

**FLAG LOT:** A lot, tract or parcel of land that provides minimum frontage to a road or street by a narrow strip of land for a driveway and whose main body of land lies to the rear of the property which is adjacent to the road or street. When such lots are permitted, a building setback line must be shown on the recorded plat which is not less than that required by applicable zoning regulations. (See Section 16.06.07 for Access)

**FRONTAGE:** The property on one side of a street between two intersecting streets (crossing or terminating) measured along the line of the street; or with a dead-end street, all property abutting one side of such street measured from the nearest intersecting street and the end of the dead-end street.

**HOMEOWNERS' ASSOCIATION:** Any community association, other than a condominium association, that is organized in a subdivision in which individual owners share common interests, ownership and responsibilities for costs and upkeep of common open space, reserves, facilities or infrastructure and may enforce certain covenants and restrictions. The incorporation document shall contain provisions for the ownership and maintenance of the common open space, reserves, facilities and infrastructure as are reasonably necessary to ensure their continuity, care, conservation and maintenance, and to ensure that remedial measures will be available to the City if such responsibilities are permitted to deteriorate or are not maintained in a condition consistent with the best interest of the subdivision or the City. If the City finds it necessary to carry out the obligations required maintaining such responsibilities in order to avoid having them become a public nuisance, the costs shall be assessed against the properties within the development and shall become a tax lien on said properties.

**IMPROVEMENTS, PUBLIC:** Any street, roadway, alley, sidewalk, planting strip, cross walkway, off-street parking area, sanitary sewer, storm sewer, drainage ditch, water main or other facility for which a governing body may ultimately assume the responsibility for maintenance and/or operation.

**LAND PLANNER:** A professional architect, engineer, landscape architect or surveyor licensed by the State of Kansas or licensed to practice in the State of Kansas who is responsible for the design and preparation of a preliminary plat. (See ENGINEER and LAND SURVEYOR.)

**LAND SURVEYOR:** A licensed land surveyor registered in the State of Kansas or licensed to practice in the State of Kansas who is responsible for the survey and preparation of the final plat. (See ENGINEER and LAND PLANNER.)

**LOT:** A portion of a subdivision or other parcel of land intended as a unit for the purpose, whether immediate or future, of transfer of ownership or for development.

1. **LOT, DOUBLE FRONTAGE:** A lot, two opposite lot lines of which abut upon streets which are more or less parallel.
2. **LOT, REVERSE FRONTAGE:** A lot whose rear lot line also serves as the street line for a limited access highway or street.

**LOT DEPTH:** The distance between the midpoint of the front lot line and the midpoint of the rear lot line.

**LOT LINE:** The boundary line of a lot.

**LOT SPLIT:** The dividing of a lot in a recorded plat or replat of a subdivision into not more than two parcels which creates an additional lot and meets the criteria established within these regulations. A lot split is not created by the transfer or sale of a lot plus a portion of an adjacent lot or the combining of portions of two lots to form a lot which is

equal to or larger than the other platted lots in the block so long as an additional lot is not created (See Chapter 16.09 for Procedure for Approval of Lot Splits).

**LOT WIDTH:** The distance on a horizontal plane between the side lot lines of a lot, measured at right angles to the line establishing the lot depth at the established building setback line.

**MINIMUM PAD ELEVATION:** The lowest ground elevation completely surrounding a structure or the lowest flood proofed opening into a structure. This elevation is expressed in city datum or mean sea level.

**MONUMENT:** A device used to mark and identify the corners in the boundaries of subdivisions, blocks and lots and the points of curves in the street right-of-way. Usually such devices are made of a metallic bar or tube and may or may not be in concrete.

**OWNER:** Any individual, firm, association, partnership, corporation, trust, or any other legal entity having sufficient proprietary interest in the land sought to be subdivided to commence and maintain proceedings to subdivide the same under these regulations.

**PARKING STRIP:** That portion of street right-of-way that is unpaved and which is located between the back of a curb and the street right-of-way line. Such strip provides right-of-way for the installation of public utilities (typically gas and water lines), street signs, street lights, sidewalks, driveways, traffic control devices, fire hydrants, street furniture, street trees and other ancillary uses. The parking strip should not be confused with parking lanes that are often provided for as part of street pavement.

**PEDESTRIAN WAY (CROSSWALK):** A right-of-way across a block or providing access within a block to be used primarily by pedestrians.

**PETITION:** A legal instrument which serves as the basis for initiation of a public improvement project. A petition is frequently used during the platting process to guarantee the construction of certain improvements, e.g., street paving, water and sewer lines, drainage, etc. A petition is valid if its signatures are more than 50% either by area within the benefit district or by ownerships. Petitions are also used to initiate the vacation of streets, alleys, easements, other public reservations and plats. (See Section 16.07.04A for improvement petitions and Section 16.10.04 for vacation petitions.)

**PLAT:** A map or drawing on which the subdivider's plan of the subdivision is presented and which he submits for approval and intends in final form to record.

1. **SKETCH PLAN:** A map or plan of a proposed subdivision made prior to the preparation of the preliminary plan to enable the subdivider to save time and expense in reaching tentative general agreements by a discussion of the form and objectives of their regulations.
2. **PRELIMINARY PLAT:** A tentative map or plan of a proposed subdivision of land showing the character and general details of the proposed development.
3. **FINAL PLAT:** A formal document by drawing and writing representing a subdivision which is prepared in accordance with these regulations to be placed on

record with the County Register of Deeds.

4. **REPLAT:** A new plat or a revision to a subdivision or portion thereof for which a final plat has previously been recorded. The approval of a replat is processed in the same manner as a preliminary and final plat, except when a replat qualifies for approval as a final plat for a small tract.

**RESERVE:** An area of property within a subdivision which is platted for specific uses, e.g., open space, landscaping, entry monuments, recreational facilities, utilities, drainage, floodway, etc. Typically, future ownership and maintenance responsibilities for a reserve are set forth by a restrictive covenant which provides that a homeowners or lot owners association will hold title to the reserve and therefore be responsible for the reserve's maintenance. The restrictive covenant may provide for ownership and maintenance to be tied to the ownership of an adjacent lot. Ownership and maintenance is not assigned to an individual, partnership or corporation except in the case of a reserve platted for possible future sale to a public body for a public facility. (See Section 16.06.03 for Land for Public Facility Sites and Section 16.06.04 for Land for Open Space.)

**RESTRICTIVE COVENANTS:** Contracts entered into between private parties which constitute a restriction on the use of private property within a subdivision for the benefit of property owners and to provide mutual protection against undesirable aspects of development which would tend to impair stability of values. Such restrictions may be set forth in a deed. Restrictions are also placed of record by separate instruments including homeowner association agreements. Restrictive covenants usually run with the land. (See Section 16.02.01.B for Private Agreements.)

**RESUBDIVISION:** The subdivision of a tract of land which has previously been lawfully subdivided and a plat of such prior subdivision duly recorded. Sometimes referred to as a "replat."

**RIGHT-OF-WAY:** The area between boundary lines of a street or other easement.

**ROADWAY:** That portion of a street, alley or highway right-of-way which has been graded, surfaced or otherwise improved for use by vehicular traffic, exclusive of sidewalks, driveways and related uses.

**SCREENING:** See Screening and Landscaping regulations in 17.03.36 of the Zoning Regulations-Article 17)

**SIDEWALK:** That portion of a street or pedestrian way, paved or otherwise surfaced, intended for pedestrian use only. (See PEDESTRIAN WAY [CROSSWALK].)

**STREET:** The entire right-of-way width between the boundary lines of every way which provides for public use for the purpose of vehicular and pedestrian traffic, and the placement of utilities and including the term "road", "highway", "lane", "place", "avenue", "alley" or other similar designation.

1. **ALLEY:** A right-of-way along the side of or in the rear of lots which affords a secondary means of access to and from streets and such lots.

2. **ARTERIAL:** A street of considerable continuity which is primarily a traffic artery for intercommunication among large areas and which provides access to abutting properties only as a secondary function.
3. **COLLECTOR:** A street supplementary to the major street system and a means of intercommunication between this system and smaller areas which is used for both through traffic and for access to abutting properties.
4. **CUL-DE-SAC:** A short street with one end open to traffic and being permanently terminated by a vehicular turn-around at the other end.
5. **DEAD END:** A Street having only one outlet for traffic.
6. **EXPRESSWAY:** Any divided street or highway with no access from abutting property and which has either separate or at-grade access from other public streets and highways. Such streets have a minimum of four traffic lanes.
7. **HALF-STREET:** A portion of the right-of-way of a street, usually along the edge of a subdivision where the remaining portion of the street is intended to be provided in another subdivision.
8. **LOCAL:** A Street intended primarily for access to abutting properties and of limited continuity within a neighborhood.
9. **MARGINAL ACCESS OR FRONTAGE ROAD:** A local street which is parallel with and adjacent to a limited access highway or arterial street and which provides access to abutting properties and protection from fast through traffic on the parallel streets.

**STREET WIDTH:** The shortest distance between lines delineating the right-of-way of a street.

**SUBDIVIDE LAND:** To partition a parcel of land into two or more parcels, tracts, lots or sites for the purpose of transfer of ownership or development, whether immediate or future, when such parcel exists as a unit or contiguous units under a single ownership.

**SUBDIVIDER:** The owner, or any other person, firm or corporation authorized by the owner, undertaking proceedings under the provisions of these regulations to subdivide land.

**SUBDIVIDER'S AGREEMENT:** A contractual agreement signed and notarized by the subdivider and the applicable governing body which is conditioned upon acceptance of the final plat for the dedications thereon with primary concern for the design, installation, inspection and financing or guarantees for public improvements. (See Section 16.07.05.A for Agreement and Guarantees for Installation of Required Improvements.)

**SUBDIVISION:** Either an act of subdividing land as defined in this section or a tract of land subdivided.

**SUBDIVISION ADMINISTRATOR:** The person appointed by the Mayor with the consent of the City Council to administer these regulations. (See Section 16.03.02 for Duties of Subdivision Administrator.)

**TURN-AROUND:** An area at the closed end of a street with a single common ingress and egress within which vehicles may reverse their direction.

**VISION TRIANGLE:** A triangular area at the intersection of streets maintained in such a manner as to provide a safe and open line of vision for drivers of vehicles approaching the intersection as defined by Chapter 11.08 of the Municipal Code of Valley Center, Kansas, except that there shall be no vision triangle requirements in the C-1 Central Business District. (See Section 16.06.12C for Vision Triangle Easement.)

**WATERCOURSE:** A stream of water having a course, current and cross-section.

**WETLAND:** A land area that is saturated by surface water or ground water at frequencies and durations sufficient to support a prevalence of plant life typically adapted for life in saturated soil conditions and as defined in Section 404, Federal Water Pollution Control Act of 1972 as amended, and delineated on maps prepared by the U.S. Fish and Wildlife Service and as field verified by on-site inspection.

**CHAPTER 16.03 ADMINISTRATION, PERMITS, ENFORCEMENT, VIOLATIONS AND FEES**

**16.03.01 Division of Administrative Responsibility.** The administration of these regulations is vested in the following governmental branches of the City:

- A. Subdivision Administrator.
- B. City Clerk.
- C. Planning Commission.
- D. Governing Body.

Each of the above named governmental branches shall have the responsibilities hereinafter set forth.

**16.03.02 Duties of the Subdivision Administrator.** The Subdivision Administrator or designee shall administer the provisions of these regulations and in furtherance of such authority, shall:

- A. Serve as an assistant to the Planning Commission on:
  - 1. the review of sketch plans, plats and lot splits; and
  - 2. the vacation of plats, right-of-way, easements and other public reservations.
- B. Inform applicants of procedures required for subdivision approval and vacations, provide application forms and other administrative forms to facilitate the process, and convey to the subdivider the decisions of the Planning Commission.
- C. Receive and establish files for all sketch plans, preliminary and final plats, replats, final plats for small tracts, lot splits and vacations together with applications therefor.
- D. After determining the adequacy of the information submitted as suitable for distribution, forward copies of the preliminary plat and final plats for small tracts, when deemed necessary, to other appropriate governmental agencies and public and private utilities providers for their comments and recommendations.
- E. Review and compile a list of comments on all preliminary plats to determine whether such plats comply with these regulations and similarly review and compile a list on all final plats to determine whether they comply with the preliminary plat, if any, and these regulations.
- F. Forward preliminary and final plats and lot splits to the Planning Commission for their consideration, together with the list of comments and recommendations.
- G. Following approval by the Planning Commission and recommendations on vacations forward to the Governing Body all final plats, replats, final plats for small tracts as well as vacations after having checked and assembled all pertinent data and drawings.
- H. Make such other determinations and decisions as may be required by these regulations.

**16.03.03 Duties of the City Clerk.** The City Clerk shall:

- A. File at least one copy of these model regulations marked by the Clerk as "Official Copy as Incorporated by Ordinance No.1246-12, (i.e., the ordinance approved by the Governing Body) and all sections or portions thereof intended to be omitted clearly marked to show any such omissions or showing the sections, articles, parts or portions that are incorporated and to which shall be appended a copy of the incorporating ordinance. Such copies maintained by the Clerk shall be open to inspection and available to the public at all reasonable business hours.
- B. Distribute at cost to the City, official copies of these regulations similarly marked as described in Section 16.03.03.A to the applicable police department, court, Subdivision Administrator, zoning administrator, building inspector, City Attorney and all administrative departments of the City charged with the enforcement of these regulations.
- C. Process the required fees.
- D. Provide clerical assistance to the Governing Body so as to facilitate and record their actions in the exercise of their duties relating to these regulations.

**16.03.04 Duties of the Planning Commission.** The Planning Commission shall:

- A. Review and approve, approve conditionally or disapprove preliminary plats and lot splits.
- B. Review and approve, approve conditionally or disapprove final plats and transmit the same to the Governing Body for their acceptance of dedications of streets, alleys and other public ways and sites.
- C. Make recommendations to the Governing Body on vacations of recorded plats, right-of-way, easements and other public reservations.
- D. Make such other determinations and decisions as may be required of the Commission from time to time by these regulations or applicable sections of the Kansas Statutes Annotated.

**16.03.05 Duties of the Governing Body.** The Governing Body shall:

- A. Accept or not accept dedications of streets, alleys and other public ways and sites shown on final plats and, in cases of disapproval or modification, inform the subdivider in writing of the reasons.
- B. Approve or not approve vacations of recorded plats, right-of-way, easements and other public reservations and, in the unincorporated area, to recommend or protest such vacations to be considered by the Board of County Commissioners.

**16.03.06 Building and Zoning Permits** No building or zoning permit or occupancy certificate except those involving repairs, maintenance, continuation of an existing use or occupancy or accessory structures, shall be issued for a principal building or structure or use on any lot, tract or parcel of any subdivision that is subject to the provisions of these regulations until a copy of the recorded plat is available for examination by the applicable official charged with issuing such permits or certificates. Furthermore, no such building or zoning occupancy certificates shall be issued for the use of any building or structure within a subdivision approved for platting, replatting or lot splitting until required utility facilities have been installed and made ready to service the property; roadways providing access to the subject lot or lots have been constructed or are in the course of construction; or guarantees have been provided to ensure the installation of such utilities and roadways. If platting is not required, dedications in lieu of platting may be required to obtain easements and access control and to widen right-of-way as well as to provide necessary public improvements during the process of issuing permits. (See Section 16.02.01.E for Vesting of Development Rights and Section 16.01.06 for exemptions from platting.)

**16.03.07 Enforcement.** No plat shall be approved which does not comply with the provisions of these regulations or be entitled to record at the County Register of Deeds or have any validity until it shall have been approved in the manner prescribed in these regulations. It shall be the duty of the Subdivision Administrator and the applicable official charged with issuing building and zoning permits and occupancy certificates in conjunction with the City Attorney or their designees to enforce these regulations. The following actions are specifically prohibited:

- A. The transfer or sale by metes and bounds description of any land subject to the applicability of Section 16.01.05 which is not otherwise exempted by Section 16.01.06.
- B. Approval of a plat by the Planning Commission which does not comply with the provisions of these regulations.
- C. The transfer or sales of any lot, tract or parcel of land located in a plat accepted for dedications by the Governing Body which has not been recorded with the Register of Deeds.
- D. The recording of any plats or replats of land laid out with building lots, roads or streets, alleys, utility or other easements and dedications to the public unless the plat or replat bears the signatures of the Planning Commission and the Governing Body.

**16.03.08 Violations.**

- A. **Penalties.** Pursuant to K.S.A. 12-761, as amended, any violations of these regulations shall be deemed to be a misdemeanor. Any person, firm, association, partnership, or corporation convicted thereof, shall be punished by a fine not to exceed \$500 or by imprisonment for not more than six months for each offense or by both such fine and imprisonment. Each day's violation shall constitute a separate offense.

B. **Remedies.** The City shall further have the authority to maintain suits or actions in any court of competent jurisdiction for the purpose of enforcing any provisions of these regulations and to abate nuisances maintained in violation thereof; and in addition to other remedies, the appropriate authorities of the City of Valley Center may institute injunction, mandamus or other appropriate action or proceeding to prevent such unlawful erection, construction, reconstruction, alteration, conversion, maintenance or use, or to correct or abate such violation, or to prevent the occupancy of such buildings, structures or land.

C. **Flood Plain Violations.** Any person, company, corporation, institution, municipality or agency of the state that violates any provision of the flood plain provisions of these regulations shall be subject to the penalties and remedies as provided in Sections 16.03.08.A and B above. Such remedies may also be instituted by the Attorney General and the Chief Engineer of the Division of Water Resources of the Kansas State Board of Agriculture.

**16.03.09 Fees.** For purposes of wholly or partially defraying the costs of the administrative and enforcement provisions described in these regulations, including the cost of engineering and inspection services and recording legal documents, the applicant upon filing an application for a preliminary or final plat, plat for small tracts, lot split or vacation, shall pay the Clerk a fee according to the fee schedule approved by the Governing Body. No part of such fee shall thereafter be refunded.

**16.03.10 Reports.** The Subdivision Administrator shall periodically report verbally or in writing to the Governing Body and the Planning Commission a summary of all subdivisions and the number of lots recorded on final plats during the preceding period, giving details of any permitted variations, as well as the current status of all applications in process for sketch plans, preliminary and final plats, lot splits and vacations. Such a report shall include comments on any problems encountered in the administration or enforcement of these regulations which may especially be of use at the annual review established by Section 16.12.02.

## CHAPTER 16.04 PROCEDURE FOR APPROVAL OF PRELIMINARY & FINAL PLATS

**16.04.01 Submittal of Sketch Plan.** The subdivider may, if deemed desirable, submit a sketch plan in order to receive the pre-plat comments of the Subdivision Administrator and/or the Planning Commission which may prove helpful in designing the preliminary plat. Three copies of the sketch plan should be submitted to the Subdivision Administrator in a simple format sufficient to convey the location of proposed streets and utilities, the general layout of lots, and to note any particular design situations which could benefit from an early discussion of the problems. One copy of the sketch plan shall be returned to the subdivider with notations marked as to the comments resulting from such a review process. No fee shall be charged for the sketch plan review.

**16.04.02 Filing of Preliminary Plat.** An application shall be filed with the Subdivision Administrator at least 30 days prior to the next regular meeting of the Planning Commission and such number of copies of the preliminary plat as may be determined necessary by the Administrator for proper review by affected and interested governmental and public and private organizations plus a computer disk in AutoCAD that is compatible with ESRI GIS or comparable software of the plat information and any accompanying drawings including the drainage plan. Such plat shall not be accepted for filing until the fee as provided for in Section 16.03.09 has been paid by the subdivider to the Clerk. The preliminary plat shall contain the information as set out in Section 16.05.01 of these regulations. (See Section 16.02.03 for definition of a REPLAT under the heading of PLAT.)

**16.04.03 Distribution and Review of Preliminary Plat.** After the filing of the preliminary plat, the Subdivision Administrator shall distribute copies to affected and interested governmental and public and private organizations as appropriate. Organizations receiving copies shall have 15 days to review the preliminary plat and to make their comments and recommendations to the Planning Commission. A lack of response in 15 days shall, at the discretion of the Planning Commission, signify approval, unless during this period a written request for an extension of one time only not to exceed 15 days is submitted to the Planning Commission.

**16.04.04 Action by the Planning Commission on Preliminary Plat.** The Planning Commission shall review the preliminary plat and consider the comments and recommendations of the Community Development Director that reviewed the preliminary plat. If deemed desirable, the Commission may mail notices or copies of agendas to interested parties and conduct a public hearing for the purpose of receiving information supporting or opposing the preliminary plat.

- A. The Planning Commission shall determine whether the preliminary plat generally meets the design standards and requirements of these regulations, the Comprehensive Plan, the applicable zoning regulations and other applicable provisions of the ordinances of the City.
- B. If satisfied, the Planning Commission shall approve the preliminary plat with or without conditions and so notify the subdivider in writing.
- C. If the Planning Commission determines that the preliminary plat does not satisfy the foregoing conditions, it may suggest modifications so as to satisfy such conditions and in such event:

1. The subdivider may amend the preliminary plat so as to incorporate such modifications and resubmit the plat to the Commission, which shall then grant its approval if such amendments satisfactorily incorporate the suggested modifications; or
2. The subdivider may reject the suggested modifications or, within the time allowed for Commission action, may refrain from taking any action thereon. In either event, the preliminary plat shall be deemed to have been disapproved and the Commission shall thereupon furnish the subdivider with a written statement setting forth the reasons for disapproval of the preliminary plat.

D. If the Planning Commission determines that the preliminary plat does not satisfy the conditions of these regulations and that modifications would be too extensive or impractical, it shall disapprove the preliminary plat and immediately notify the subdivider in writing of its action, all within 60 days.

**16.04.05 Failure of Planning Commission to Act on Preliminary Plat.** If the Planning Commission fails to approve or disapprove a preliminary plat within 60 days after the date such plat is filed with the Subdivision Administrator or from the date the subdivider has filed the last item of required data, whichever date is later, then such preliminary plat shall be deemed to have been approved, unless the subdivider shall have consented in writing to extend or waive such time limitation.

**16.04.06 Effect of Approval of Preliminary Plat.**

- A. Approval of the preliminary plat shall not constitute approval of the subdivision by the Planning Commission, but shall signify in general the acceptability of the proposed subdivision.
- B. Such approval shall be considered permission to submit the final plat accompanied by the information required by Section 16.05.02.R.
- C. Such approval shall be effective for no more than 12 months from the date approval was granted, unless, upon application from the subdivider, the Planning Commission grants an extension of time beyond such period. If a final plat for the entire subdivision or a unit thereof has not been filed with the Subdivision Administrator within such period, or any extensions granted thereto, the preliminary plat must be resubmitted to the Commission as if such plat had never been approved, except that no additional fee shall be charged for such resubmitted if there are no substantive changes from the previous preliminary plat approval.

**16.04.07 Filing of Final Plat.** An application for final plat approval, together with a sufficient number of copies as determined by the Subdivision Administrator for proper review plus a computer disk in AutoCAD that is compatible with ESRI GIS or comparable software of the plat information and any accompanying drawings including the drainage plan shall be filed with the Administrator at least 20 days prior to the next regular meeting of the Planning Commission and within 12 months after the date that the preliminary plat has been approved. The Administrator shall transmit the final plat to the Commission and to other affected and interested governmental and public and private organizations as desirable for any further recommendations. The final plat shall contain the information as set out in Section 16.05.02 of these regulations. (See Section 16.02.03

for definition of a REPLAT under the heading of PLAT.)

**16.04.08 Planning Commission Action on the Final Plat.** The Planning Commission shall, within 60 days after the first meeting of the Commission following the date that the plat with all required data is filed with the Subdivision Administrator, review and approve the final plat by a majority vote of the members' present and voting if:

- A. It is substantially the same as the approved preliminary plat, or
- B. There has been compliance with all conditions which may have been attached to the approval of the preliminary plat, or
- C. It complies with all of the provisions contained in these regulations and of other applicable regulations or laws.

**16.04.09 Failure of Planning Commission to Act on Final Plat.** If the Planning Commission fails to approve or disapprove the final plat within the 60 days designated by state law for its consideration as stated in Section 16.04.08, it shall be deemed to have been approved and a certificate shall be issued by the Secretary upon demand, unless the subdivider shall have consented in writing to extend or waive such time limitation. (See K.S.A. 12-752[b].)

**16.04.10 Submittal to Governing Body of Final Plat.** Before a final plat is recorded, it shall be submitted to the Governing Body for its acceptance of dedications for street right-of-way and other public ways, drainage and utility easements, and any land dedicated for public use and accompanied by guarantees for the installation of required improvements according to Section 16.07.05.

**16.04.11 Governing Body Action on Final Plat.** The Governing Body shall either accept or not accept the dedication of any land for public purposes by a majority vote within 30 days after the first meeting of the Governing Body following the date of the submission of the plat to the Clerk. The Governing Body may defer action for an additional 30 days for the purpose of allowing for modifications to comply with the requirements established by the Governing Body. If the Governing Body defers action on the plat or declines to accept the dedications thereto, it shall advise the Planning Commission and the subdivider in writing of the reasons therefor. Acceptance of the dedications on the plat shall be shown over the signature of the Mayor and attested to by the Clerk.

**16.04.12 Acceptance of Dedications by County.** All final plats outside the City shall also be submitted by the subdivider to the appropriate County official for presentation to the Board of County Commissioners for their acceptance of dedications for street right-of-way and other public ways, drainage and utility easements, and any land dedicated for public use and accompanied by guarantees for the installation of required improvements according to Section 16.07.05.

**16.04.13 Recording of Final Plat.** The final plat with all required signatures and in the exact form as accepted by the Governing Body shall be recorded by the subdivider with the County Register of Deeds. The subdivider shall pay the recording fee and any outstanding real estate taxes and special assessments. Approval of the final plat by the Planning Commission and acceptance by the Governing Body shall be null and void if (1) the plat is not acceptable for recording in the office of the Register of Deeds; or (2) is

not recorded within 60 days after final acceptance by the Governing Body; or (3) is not recorded within 15 days after final acceptance by the applicable County Governing Body under the preconstruction procedures of Section 16.07.05C. The subdivider shall submit to the Subdivision Administrator such number of copies of the recorded plat as is necessary for record keeping purposes of the City and other affected governmental agencies plus a computer disk of the plat information and any final drawings accompanying the plat in AutoCAD that is compatible with ESRI GIS or compatible software. (See Section 16.05.02.R.1 for title report and Section 16.10.01.C for Vacation of Unrecorded Plat.)

**16.04.14 Unit Developments.** The foregoing provisions of these regulations to the contrary notwithstanding, an approved preliminary plat may be submitted for final approval in separate geographic units rather than as a whole, provided the following conditions are met:

- A. Each unit of a plat of subdivision shall contain an area of sufficient size based on physical conditions and ability to install improvements economically.
- B. The approval of the Planning Commission as to the feasibility of such development, in separate units, including the feasibility of the proposed sequence of development, shall be secured.
- C. A final plat of at least one unit shall be filed within 12 months from the date of approval of the preliminary plat, and final plats of all such units shall be filed within five years from the date that the preliminary plat was approved. The Planning Commission on application of the subdivider, may, from time to time, grant extensions of time within which to submit such final plats, provided that each such extension shall be for no more than one year.
- D. All steps required for the approval of final plats, including the recording thereof, shall be adhered to with respect to each unit so submitted.
- E. A replat of all or a portion of a recorded final plat may be submitted at any time.

**16.04.15 Approval of Plats for Small Tracts.**

- A. **Authorization.** Any other provision of these regulations to the contrary notwithstanding, if a proposed plat of subdivision or re-subdivision complies with the requirements of Section 16.04.15.B, then the Planning Commission may approve a final plat of such subdivision or re-subdivision when neither a sketch plan nor a preliminary plat has been filed by the subdivider and a preliminary plat has not been approved by the Planning Commission.
- B. **Requirements.** In order to qualify for approval in the manner provided in Section 16.04.15.A, a proposed plat of subdivision shall comply with the following requirements:
  1. The proposed plat of subdivision shall include not more than five acres if a residential plat, nor more than five acres for any other type of plat, unless approved for a larger acreage by the Planning Commission.

2. The proposed plat of subdivision shall create not more than five lots, tracts or parcels of land, unless approved for a larger number by the Planning Commission.
3. No public street or easement of access, e.g., a utility or drainage easement, is sought to be dedicated or is contemplated or projected through (as opposed to adjacent to) the lot, tract or parcel proposed to be subdivided or re-subdivided.
4. The proposed plat of subdivision shall be in the form required by Section 16.05.02 and shall contain all the data, information and certificates required on final plats as well as the supplemental information.
5. Submission of the fees as required by Section 16.03.09.

**C. Procedures.**

1. Final plats filed for approval pursuant to Section 16.04.15 shall be filed with the Subdivision Administrator who may submit such plat for review and recommendations to affected and interested governmental agencies and public and private utility providers as deemed desirable. The Administrator may require the subdivider to submit topographic information whenever the property proposed to be subdivided or re-subdivided is traversed by or is adjacent to a known watercourse, including intermittent streams or is subject to flooding as defined in Section 16.06.05.
2. The approval of final plats by the Planning Commission pursuant to Section 16.04.15 shall be subject to the same procedural provisions of a final plat, except insofar as the said sections require prior approval of, or compliance with, an approved preliminary plat.

## CHAPTER 16.05 CONTENTS OF PRELIMINARY AND FINAL PLATS

**16.05.01 Contents of Preliminary Plat.** The preliminary plat shall be drawn at a scale of not less than one inch equals 100 feet, unless the Subdivision Administrator determines that a variation in scale is needed for proper exhibit of the subdivision.

A. **General Information.** The following general information shall be shown on the preliminary plat:

1. Proposed name of the subdivision not duplicating or resembling the name of any plat heretofore recorded within the area of jurisdiction of these regulations. The use of the word "Addition" should be used for a plat which has just been or is in the process of being annexed and not for the subdivision of land already in the City.
2. Date of preparation, north point and scale of drawing.
3. An identification clearly stating that the drawing is a preliminary plat.
4. Location of the subdivision by quarter-section, section, township and range and by measured distances to a section corner to further define the location and boundary of the tract.
5. Names of adjacent subdivisions or, in the case of unplatted land, the name of the owner or owners of adjacent property.
6. The name and address of the landowner, the subdivider and the name and seal of the land planner who prepared the plat and surveyor who did the topographic survey.

B. **Existing Conditions.** The following existing conditions shall be shown on the preliminary plat:

1. The location, right-of-way, width and names of all existing public or private streets within or adjacent to the tract, together with easements, railroad right-of-way and other important features such as section lines and corners, city and township boundary lines and monuments.
2. The horizontal location within the subdivision and the adjoining streets and property of existing sanitary and storm water sewers including flow lines, water mains, culverts, catch basins, manholes, fire hydrants, underground wiring, pipe lines and gas lines proposed to serve the subdivision.
3. Contour lines or spot elevations based on Mean Sea Level (MSL) or other datum approved by the Planning Commission having the following intervals:
  - a. Two-foot contour intervals for ground slopes less than 10%.
  - b. Five-foot contour intervals for ground slopes exceeding 10%.
  - c. Spot elevations where the ground is too flat for contours.

The date of the topographic survey shall be shown including the location, elevation and description of the bench mark controlling the vertical survey.

4. Locations of existing monuments or survey markers used in preparation of the survey.
5. The location and direction of all watercourses and areas subject to flooding as determined by Section 16.06.05.
6. Significant natural features including, but not limited to rock outcroppings, wetlands, lakes, marshes and wooded areas.
7. Existing use of the 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.
8. Boundary line of proposed subdivision clearly indicated and total acreage therein.
9. Zoning district classifications on and adjacent to the tract, if any.

C. **Proposed Subdivision Plat.** The following information with respect to the manner in which the tract is to be subdivided and developed shall be included on the preliminary plat:

1. Streets showing the location, right-of-way, width, names and approximate grades thereof. The preliminary plat shall show the relationship of all streets to any projected streets shown or to any related Comprehensive Plan proposal or, if none proposed, then as determined by the Planning Commission.
2. Street names which do not duplicate any heretofore used in the City or its environs, unless the street is an extension of or in line with an already named street, in which event that name shall be used. Appropriate prefixes and suffixes which provide relative direction and type of street should accompany such names. Street names shall be subject to the approval of the Planning Commission and follow the applicable City's or County's Street Naming and Property Numbering Policy, if adopted. Property numbers are assigned by the City or County depending upon the agreed upon jurisdictional policy.
3. Easements showing width and purpose such as for utilities, drainage, screening, open space, pedestrian ways and alleys.
4. Location and type of utilities to be installed including provisions for storm water drainage.
5. Lots showing approximate dimensions, minimum lot sizes and proposed lot numbers and block letters or numbers.
6. Sites, if any, to be allocated for development with other than single-family dwellings or to be dedicated or reserved for park, recreation area, open space or other public or private purposes. (See Section 16.02.03 for definition of RESERVE.)
7. Proposed building setback lines, if any, but not less than applicable zoning

regulations. The setback should be measured from the existing or proposed street right-of-way, whichever is a greater distance.

**D. Additional Data and Information to be submitted with the Preliminary Plat.**

The following information shall be submitted in separate statements and/or drawings accompanying the preliminary plat, or, if practical, such information may be shown on the preliminary plat:

1. A vicinity map showing existing subdivisions, streets and unsubdivided tracts adjacent to the proposed subdivision and showing the manner in which the proposed streets may be extended to connect with existing streets.
2. A statement as to the nature and type of improvements proposed for the subdivision, and in what manner the subdivider intends to finance and guarantee their installation, e.g., petition, actual construction, monetary guarantee, etc. (See Section 16.07.04 for guarantees for installation of improvements.)
3. If deemed necessary, a preliminary drainage plan based on standards and policies of the applicable jurisdiction.

**16.05.02 Contents of Final Plat.** The final plat shall be prepared by a licensed land surveyor and drawn in computer aided drafting (CAD) program or waterproof black ink on Mylar or its equivalent. The permitted page sizes shall be 24 by 36 inches or smaller. Larger sizes will not be accepted. The scale shall be not less than 100 feet to one inch except that a variation in scale may be allowed where the Subdivision Administrator determines it is necessary for a proper exhibit of the subdivision. When more than one sheet is used for any plat, each such sheet shall be numbered consecutively and each such sheet shall contain a notation showing the whole number of sheets in the plat and its relation to other sheets (e.g., Sheet 1 of 3). Linear dimensions shall be given in feet and decimals of a foot. The final plat shall show on the face thereof:

- A. The name of the subdivision followed by a reference to its location by quarter-section, section, township and range.
- B. The date of preparation, scale, north point, legend and controlling physical features, such as highways, railroads, watercourses and areas subject to flooding as determined by Section 16.06.05.
- C. Legal description of the tract boundaries. (See Section 16.05.02.Q.1 for land surveyor's certificate and description.)
- D. Reference ties to previous surveys and plats, as follows: (See Section 16.07.03.J for monuments as required improvements.)
  1. Distance and direction to the monuments used to locate the land described in the certificate of survey.
  2. The location of all other monuments required to be installed by these regulations.
- E. Location and elevation of permanent bench mark.

- F. Tract boundary, block boundary, street and other right-of-way lines with distances and angles (and/or bearings). Where these lines follow a curve (all curves must be circular), the central angle, the radius, points of curvature, length of curve and length of intermediate tangents shall be shown. Error of closure of the perimeter survey shall not exceed one foot for each 10,000 feet.
- G. Lot lines with dimensions. Side lot lines shall be at right angles or radial to street lines unless otherwise shown. Rear lot lines shall be parallel to block or tract lines unless otherwise indicated. Points of deflection of rear lot lines shall be indicated by angles and distances.
- H. Lot numbers beginning with number one and numbered consecutively in each block.
- I. Block letters or numbers continuing consecutively without omission or duplication throughout the subdivision. Such identification shall be solid, of sufficient size and thickness to stand out, and so placed as not to obliterate any figure.
- J. All easements shall be denoted by fine dashed lines, clearly identified and, if already on record, the recorded reference of such easements. If an easement is not definitely located of record, a statement of such easement shall be included. The width of the easement with sufficient ties to locate it definitely with respect to the subdivision must be shown and its purpose such as for utilities, drainage, screening, open space, pedestrian ways or alleys. If the easement is being dedicated through the plat, it shall be properly referenced in the owner's certificate and dedication.
- K. The width of street right-of-way and any portion thereof being dedicated by the plat as well as the width of any existing right-of-way and the centerline of any adjacent perimeter streets.
- L. The name of each street shown on the subdivision plat including appropriate prefixes and suffixes.
- M. Minimum building setback lines, if any, but not less than applicable zoning regulations. The setback should be measured from the existing or proposed street right-of-way, whichever is a greater distance.
- N. Land parcels to be dedicated or reserved for any purpose, public or private, to be distinguished from lots or tracts intended for sale. (See Section 16.02.03 for definition of RESERVE.)
- O. When deemed desirable, the minimum pad elevation of each lot or parcel of land based on the design criteria of Section 16.06.05 so that each pad is elevated at least two foot above the 100-year flood elevation. (See Section 16.02.03 for definition of MINIMUM PAD ELEVATION.)
- P. Marginal lines encircling the sheet. All information shall be within this margin.
- Q. The following certificates, which may be combined where appropriate: (Certificates requiring a seal should be located near the edge of the plat to facilitate affixing the

seal. All names on the plat must also be typed or clearly printed under the signature.)

1. A certificate signed by a licensed land surveyor responsible for the survey and final plat. The surveyor shall not sign the plat until all monuments, irons or bench marks have been set as required by these regulations. Such signature shall be accompanied by the legal description of the land surveyed, the total acreage, the month and year such survey was made and the surveyor's seal. This certificate may be in the following form:

## LAND SURVEYOR'S CERTIFICATE AND DESCRIPTION

I, the undersigned, licensed land surveyor of the State of Kansas, do hereby certify that the following described tract of land was surveyed on \_\_\_\_\_, 20\_\_\_\_ and the accompanying final plat prepared and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief:

1. Legal description, date of survey and acreage. If applicable, reference may be made to indicate that existing public easements and dedications are being vacated according to provisions of K.S.A. 12-512b. [See Section 16.10.02A1 for provisions of K.S.A. 12-512b.]

Date \_\_\_\_\_, 20\_\_.

(S E A L)

(Land Surveyor's name and license number)

2. According to K.S.A. 58-2005, all plats are to be reviewed by the designated County Surveyor who must be a licensed land surveyor to determine compliance with the survey requirements of K.S.A. 58-2001, et seq. before the plat can be recorded. The following certificate may be amended from time to time to meet the policy of the County:

## COUNTY SURVEYOR'S CERTIFICATE

STATE OF KANSAS )  
 )  
COUNTY OF SEDGWICK )

Reviewed in accordance with K.S.A 58-2005 on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

(S E A L)

(Land Surveyor's name and license number)

3. Certificates signed and acknowledged by all parties having any record or possessory right, title or interest in the land subdivided including mortgagees consenting to the preparation and recording of the subdivision plat; and dedicating all tracts of land shown on the final plat which are intended for public use as highways, streets, alleys, easements and public sites. These certificates may be in the following form:

## **OWNER'S CERTIFICATE AND DEDICATION**

STATE OF KANSAS )  
COUNTY OF SEDGWICK )  
 ) ss

This is to certify that the undersigned owner(s) of the land described in the Land Surveyor's Certificate; have caused the same to be surveyed and subdivided on the accompanying plat into lots, blocks, streets and other public ways under the name of \_\_\_\_\_; (an addition to) (located in) the City of Valley Center, Sedgwick County, Kansas; that all highways, streets, alleys, easements and public sites as denoted on the plat are hereby dedicated to and for the use of the public for the purpose of constructing, operating, maintaining and repairing public improvements; and further that the land contained herein is held and shall be conveyed subject to any applicable restrictions, reservations and covenants now on file or hereafter filed in the Office of the Register of Deeds of Sedgwick County, Kansas.

Date Signed:

Owner \_\_\_\_\_  
(Print Name)

**MORTGAGE HOLDER**

We, (Name of institution and location), by (Name and title of officer), holders of a mortgage on the above described property do hereby consent to the plat of (Name of plat), City of Valley Center, Sedgwick County, Kansas.

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(Name of institution and location)

---

(Name and title)

4. The acknowledgment of a notary in the following form for an individual capacity or modified if a representative capacity:

## NOTARY CERTIFICATE

STATE OF KANSAS )  
 )  
COUNTY OF SEDGWICK )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (Name of Person[s])

(S E A L) \_\_\_\_\_, Notary Public

My appointment expires: \_\_\_\_\_

5. The certificate of the Planning Commission in the following form:

## **PLANNING COMMISSION CERTIFICATE**

STATE OF KANSAS )  
CITY OF VALLEY CENTER ) ss  
                          )

This plat was approved by the Valley Center City Planning Commission  
on \_\_\_\_\_, 20\_\_\_\_.

Signed \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Chairperson  
(Print Name)

**ATTEST:**

6. If the plat is an addition to the City, i.e., an annexation, a certificate signed by the City Attorney indicating that all conditions of K.S.A. 12-401 have been met: (See Section .16.05.01.A.1 for use of the word "Addition.")

## **CITY ATTORNEY'S CERTIFICATE**

STATE OF KANSAS )  
CITY OF VALLEY CENTER ) ss  
                          )

This plat is approved pursuant to the provisions of K.S.A. 12-401.

Date Signed: \_\_\_\_\_, 20\_\_\_\_.

7. The acceptance of dedications by the Governing Body in the following form:

## GOVERNING BODY CERTIFICATE

STATE OF KANSAS )  
CITY OF VALLEY CENTER )

The dedications shown on this plat, if any, are hereby accepted by the Governing body of the City of Valley Center, Kansas on \_\_\_\_\_, 20\_\_.

(S E A L) \_\_\_\_\_, Mayor  
(Print Name)

**ATTEST:**

\_\_\_\_\_, City Clerk  
(Print Name)

8. The acceptance of dedications by the Board of County Commissioners for plats outside the City only in the following form:

## **COUNTY COMMISSIONERS' CERTIFICATE**

STATE OF KANSAS )  
COUNTY OF SEDGWICK )  
 ) ss

The dedications shown on this plat, if any, are hereby accepted by the Board of County Commissioners, Sedgwick County, Kansas, on \_\_\_\_\_, 20\_\_\_\_.

**ATTEST:**

\_\_\_\_\_, County Clerk  
(Print Name)

9. A place to note the transfer record date of the County Clerk and the recording certificate of the County Register of Deeds. Plats are not entitled to record unless all current real estate taxes and special assessments are paid in full on the land being platted. (See Section 16.05.02.R.1 for title report.)

## TRANSFER RECORD

Entered on transfer record this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, County Clerk  
(Print Name)

## REGISTER OF DEED'S CERTIFICATE

STATE OF KANSAS )  
 ) ss  
COUNTY OF SEDGWICK )

This is to certify that this instrument was filed for record in the Register of Deeds Office at \_\_\_\_\_ (a.m.) (p.m.) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and is duly recorded.

(S E A L)

Whenever the subdivider's agreement and any restrictive covenants are recorded prior to or concurrently with the final plat, the book and page numbers where they are recorded shall be noted on the plat for reference purposes.

10. Subdivisions which lie outside the city limits for which requests have been made for the extension of one or more City utility services shall agree to a waiver of protest of potential future annexation by a statement reading "Owners of lands within this subdivision do hereby bind themselves to waive any protest to annexation by the City of Valley Center, Kansas," which shall be shown on the final plat and included in restrictive covenants of the subdivision. When such an agreement is contained in such restrictive covenants and filed by the City with the County Register of Deeds within 30 days after being executed by all parties, it shall be deemed to be sufficient consent to annexation under K.S.A. 12-520, as amended, to bind the owner(s) of the land to be subdivided and any successors in interest. (See Section 16.05.02.R.3 for restrictive covenants.)
11. Provision for all other certifications, approvals and acceptances which are now, or which may hereafter be, required by any statute, ordinance or regulation. The form of these certifications may be modified as necessary by the City's legal counsel to meet statutory or other requirements.

R. The following additional information shall be submitted with the final plat:

1. A title report by an abstract or a title insurance company, or an attorney's opinion of title, showing the owner of the land and all other persons who have an interest therein and describing any encumbrances on the plat, including such items as right-of-way, easements, pipelines, leases, mineral rights, mortgages, real estate taxes, special assessments and other encumbrances affecting the ownership. (See Section 16.05.02.Q.8 on payment of real estate taxes and special assessments before recording.)
2. When deemed necessary by the Subdivision Administrator, a final drainage plan based on the standards and policies set by the City as determined by the designated City Engineer including a four-corner grading plan for each zoning lot plus minimum pad elevations if located in a flood prone area. The plat shall also include a statement to the effect that such drainage plan has been developed for the subdivision including a four-corner lot grading plan and that all drainage easements, right-of-way or reserves shall remain at the established grades and unobstructed to allow for the conveyance of storm water. The statement shall further note that such plan has been filed with the Subdivision Administrator at City Hall. Any modifications of the established grades on the drainage plan shall be prepared by the subdivider's engineer, submitted for approval by the designated City Engineer and filed with the original drainage plan on file at City Hall.
3. A copy, if any, of restrictive covenants applicable to the subdivision. As a service to the subdivider, such restrictions may be reviewed by the Planning Commission and other officials to determine if any potential conflicts exist with the City's laws. If the condition exists for outside the City utility service as described in Section 16.05.02.Q.10, then restrictive covenants must be submitted for review of the annexation waiver provisions.

## 16.06.01 DESIGN STANDARDS

**16.06.01 Scope.** All subdivision of land subject to these regulations shall conform to the minimum design standards of this Article according to the classifications of urban and rural type subdivisions as defined in Article 16.07.01.

**16.06.02 Comprehensive Development Plan.** Subdivisions shall conform to the intent of the Comprehensive Plan.

**16.06.03 Land for Public Facility Sites.** Public agencies using the Comprehensive Plan as a guide may use the following procedure for acquiring sites for public facilities which does not preclude voluntary dedication and mutual negotiations for land or the use of the condemnation laws of the State: (See Section 16.02.03 for definition of RESERVE.)

- A. The subdivider offers to sell to the appropriate public body, agency or authority, lands, sites and locations for parks, recreational areas, schools, fire stations or other public facilities. As soon as the preliminary plat has been received and reviewed, the Planning Commission shall give 45 days' notice to the public body, agency or authority that it appears that lands should be considered for public acquisition. If within that 45 days the body receiving notice fails to act or submits a negative report on acquisition, then the subdivision and design thereof shall be treated as if no such request for land had been made.
- B. If the organization receiving notice replies in writing that they desire to acquire land within the subdivision, they shall have an additional 45 days after making such reply to make arrangements for such land acquisition.
- C. The time allocated for making the above determination may be extended with the mutual consent of the subdivider and the organization involved.

**16.06.04 Land for Open Space.** The following conditions may be required as part of the approval of any subdivision plat: (See Section 16.02.03 for definition of RESERVE and WETLAND.)

- A. That the subdivider provide appropriate dedication of land or easements for the preservation of open space areas within a subdivision. Such open space may be needed to preserve areas containing natural watercourses, drainage ways, areas subject to periodic flooding, wetlands, substantial woodland, rugged topography and wildlife habitat; to maintain water quality and quantity; and to protect land from soil erosion. In general, such land is not normally considered as buildable land and should not be developed in order to maintain the quality of the environment.

**16.06.05 Land Subject to Flooding.**

- A. Whenever a subdivision of land including platting for manufactured home parks and other developments on one-lot plats is located on flood prone land identified on a Flood Insurance Rate Map(s) (F.I.R.M.) prepared by the Federal Emergency Management Agency, the following requirements shall apply: (See Article 18, Floodplain Management Regulations) (See Section 16.05.02.O for minimum pad elevations.)
  - a. Show on the preliminary and final plats the boundary lines and elevations for

both floodway, if any, and 100-year flood level; and

- b. Assure that (a) all such subdivisions are consistent with the need to minimize flood damage, (b) all public utilities and facilities, such as sewer, water, gas and electrical systems are located, elevated and constructed to minimize or eliminate flood damage, and (c) adequate drainage is provided so as to reduce exposure to flood hazards.

**16.06.06 Land Subject to Excessive Erosion by Wind or Water.** On land subject to excessive soil movement by the forces of wind and/or water and that may cause environmental health hazards, necessary preventive measures shall be a part of the subdivision plat. Conservation standards applicable to subdivisions shall be adhered to which are used by the Sedgwick County Conservation District.

**16.06.07 Access.** All lots located in any subdivision must contain at least 35 feet of frontage in the City and at least 60 feet outside the City for driveways directly connected to an opened public street other than an alley and not across the land of others. Flag lots are not permitted, unless warranted by an unusual shape of the land or the ownership of property. (See Section 16.02.03 for definition of FLAG LOT.)

**16.06.08 Streets-Layout and Design.**

- A. The arrangement, character, extent, width, grade and location of all streets shall conform to the intent of the Comprehensive Plan, and shall be considered in their relation to existing and planned streets, to reasonable circulation of traffic within the subdivision and adjoining lands; to topographical conditions, to the run-off of storm water; to public convenience and safety; and in their appropriate relations to the proposed uses of the land to be served by such streets.
- B. Where such is not shown on a Comprehensive Plan, the arrangement of streets in a subdivision shall either:
  1. Provide for the continuation or appropriate projection of existing streets in surrounding areas; or
  2. Conform to a plan for the neighborhood approved or adopted by the Planning Commission to meet a particular situation where topographic or other conditions make continuance or conformance to existing streets impracticable.
- C. Local streets shall be laid out so that their use by through traffic will be discouraged.
- D. If a subdivision abuts or contains an existing or proposed limited access highway, arterial street or railroad right-of-way, the Planning Commission may require marginal access street, reverse frontage lots with access control provisions along the rear property line, screening, deep lots with rear service alleys or such other design as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.
- E. Reserve strips controlling access of streets shall be prohibited except where their control is placed with the applicable Governing Body under acceptable conditions.
- F. Street right-of-way requirements for other than arterials shall be determined by the

total aggregate needs for the functional components for the particular system being considered. The total aggregates shall be in increments of even feet, even numbers only. The components involved shall be as follows depending upon the urban or rural type of characteristics of the street needed based on land use, traffic and density:

1. Moving or traffic lanes may be variable from nine to 12 feet depending on function, e.g., low density residential, cul-de-sac residential, collector, industrial, etc., and on design speed of the roadway. A moving lane may utilize a portion of the surface of certain types of curb construction.
  - a. Parking lanes for on-street storage of vehicles shall be at least eight feet in width. For computation purposes, up to two feet for curb or shoulder may be included as part of the parking lane.
  - b. Curbs shall be considered to require two feet irrespective of construction type.
  - c. Shoulders for rural type roadways shall be not less than three feet in width.
  - d. Parking strips for streets shall be at least 14 1/2 feet in width from the back of curb to the right-of-way line. This area shall be used for the installation of utilities, street signs, street lights, traffic control devices, fire hydrants, sidewalks, driveways, street furniture, street trees from an approved City list and to provide a transition area in grades, if necessary, between the roadway and the property adjacent to the right-of-way. Border strips for rural type roads shall be variable in width based on drainage needs.
  - e. Based on the above general criteria, street right-of-way and roadways shall be calculated from the following guidelines:

Type	Street Right of Way*	Road Width in Feet
<b>Urban Area</b>		
Collector including Commercial, Industrial or Multiple-Family Areas	70 feet	40 feet (face curb to face curb)
Local Residential including Cul-de-Sacs and Single/Two family Areas	64 feet	30-34 feet (face curb to face curb)
Local Marginal Access Street (two moving lanes with no parking on one side plus a parking strip between curb and the main road right-of-way).	50 feet	24-28 feet (face curb to face curb)
Alleys for Residential, if necessary, and Commercial Areas	20 feet	20 feet
<b>Rural Area</b>		
Collector including Industrial or Commercial Areas (Two moving lanes, six-foot shoulders)	80 feet	47 feet
Local Residential (Two moving lanes, three-foot shoulders, (ditches and borders.)	70 feet	31 feet

\* Note: For arterial standards, see Sections 16.06.08.G and H.

These widths may be modified by the Planning Commission on a showing that special conditions exist such as drainage and utility requirements, safe and efficient traffic and pedestrian movement, intersection design, etc. In applying these standards, workable street systems must be established. When a pattern of widths based on function for a given area has been established, the pattern shall be followed until another system can be established or ties into a collector or arterial system. Access control and acceleration and deceleration lanes may be required to properly handle traffic flow and to protect the carrying capacity of the street.

- G. Arterial right-of-way widths shall be as shown in the Comprehensive Plan and where not shown thereon shall be 120 feet, except that for heavy traffic 150 feet of right-of-way may be required within 250 feet from the intersection of the center lines of an arterial street with any other arterial or collector street and taper to 120 feet at a distance of 350 feet from the intersection centerline.
- H. For streets and roadways on the Functional Classification System of the County, prevailing design standards shall apply.
- I. Wherever possible, there shall be an inside tangent at least 100 feet in length introduced between reverse curves on arterial and collector streets.
- J. Streets shall be laid out so as to provide for horizontal sight distances on all curves depending upon design speed. These distances shall be:

Roadway Type	Distance
Arterial	500 feet
Collector	300 feet
Local	200 feet

The sight distance shall be measured within street right-of-way from a height of four and one-half feet above the proposed pavement surface in the right-hand lane of the roadway.

- K. Streets shall be laid out so as to intersect as nearly as possible at right angles, and no street shall intersect any other street at less than 80 degrees.
- L. Street jogs are to be avoided on arterial and collector streets. On local streets, center line offsets of less than 150 feet should be avoided.
- M. Roadway grades, wherever feasible, shall not exceed the following with due allowance for reasonable vertical curves:

Roadway Type	Percent Grade
Arterial	3%
Collector	4%
Local	5%
Marginal Access	5%

- N. No roadway grade shall be less than 0.50 of one percent, unless approved by the applicable engineer. Greater percentages of grade may be required where necessary to provide adequate drainage.

O. Roadway pavement at intersections shall be rounded by the following minimum radii:

Type of Roadway	Intersection Width	Minimum Curb Radii
Local Residential	Local Residential	20 feet
Local Residential	Collector	30 feet
Local Residential	Arterial	30 feet
Commercial/Industrial	Commercial/Industrial	50 feet
Collector or Arterial	Collector or Arterial	50 feet

P. Half-streets shall be avoided, except for arterial streets and collector streets where applicable, or where they are essential to the reasonable development of the subdivision in conformity with the other requirements of these regulations; or, when the Planning Commission finds that it will be practicable to require the dedication of the other half of the street when the adjoining property is subdivided. Whenever a half-street, or portion thereof, exists and is adjacent to a tract to be subdivided, the other half of the street shall be platted within such tract. No construction of the roadway shall occur until the full right-of-way is provided.

Q. **The length of cul-de-sacs and the dimensions of the turn-around shall be determined as follows:**

1. Cul-de-sacs in single-family areas should not generally be longer than seven times the average lot width or 600 feet, whichever is less. In multiple-family residential areas, such streets shall not exceed 300 feet.
2. In urban type subdivisions, they shall have a turn-diameter of at least 70 feet and a street property line diameter of at least 100 feet, or shall have an alternate turn-around area such as hammerheads, etc., as providing service equal to the foregoing requirement.
3. For rural type subdivisions, a minimum street property line diameter of 120 feet or more may be required for fire protection and other equipment.

R. Subdividers are encouraged to consider projects designed to maximize solar access when not in conflict with existing contours or drainage. When the long axis of individual structures is parallel to the street, streets should be oriented as nearly as possible in an east/west direction. If the long axis of structures is perpendicular to the street, north/south street orientation is preferable for solar access purposes.

#### **16.06.09 Alleys.**

- A. Alleys shall be provided in commercial and industrial areas, except that the Planning Commission may waive this requirement where other definite and assured provision is made for service access, such as off-street loading, unloading and parking spaces consistent and adequate for the uses proposed. Alleys in residential districts are to be discouraged.
- B. When provided, the minimum right-of-way of an alley shall be 20 feet.

- C. Alley intersections and sharp changes in alignment shall be avoided, but where necessary, a turning radius shall be provided to permit safe vehicular movement.
- D. Dead-end alleys shall be avoided where possible, but if unavoidable, such alleys shall be provided with adequate turn-around facilities at the dead-end.

#### **16.06.10 Blocks and Pedestrian Ways.**

- A. The lengths, widths and shapes of blocks shall be determined with due regard to:
  - 1. Provision of adequate building sites suitable for the special needs of the type of use contemplated.
  - 2. Zoning requirements as to lot sizes and dimensions, off-street parking and loading, etc.
  - 3. Need for convenient access, circulation, control and safety of street traffic.
  - 4. Limitations and opportunities of topography.
- B. A block should not exceed 1,340 feet in length, unless the previous layout or topographic conditions justify a modification. In general, blocks shall not be less than 400 feet unless necessary because of existing street patterns.
- C. All blocks shall be so designed so as to provide two tiers of lots, unless a different arrangement is required in order to comply with or be permitted by other sections of these regulations.
- D. Blocks may be irregular in shape, provided they are harmonious with the overall pattern of blocks in the proposed subdivision.
- E. In extra-long blocks, a public pedestrian way may be required to provide access to public or private facilities such as schools or parks. (See Section 16.02.03 for definition of PEDESTRIAN WAY [CROSSWALK].)

#### **16.06.11 Lots.**

- A. The lot size, width, depth, shape and orientation, and the minimum building setback lines, if any desired, shall be appropriate for the location of the subdivision and for the type of development and use contemplated. (See Section 16.06.07 for flag lots.)
- B. Lot dimensions shall conform to the minimum requirements of applicable zoning regulations and sanitary codes, unless higher standards are established in accordance with this subsection:
  - 1. All subdivisions in the City shall be connected to public water supply and sewage disposal systems as well as subdivisions in the surrounding jurisdiction wherever the latter is deemed feasible by the Governing Body.\*
  - 2. If a proposed residential subdivision is serviced with public water supply, but intends to use a community sewer system (cluster system) the minimum lot

area requirement shall be 12,500 square feet in the City or unincorporated area.

3. If a proposed residential subdivision is serviced with a public water supply, but intends to use an alternative wastewater treatment system and tile field for a sewage disposal system, the minimum lot area requirement shall be 80,000 square feet in the unincorporated area only.\*\*
4. If a proposed residential subdivision in the unincorporated areas is serviced by on-lot well for water supply, and intends to use a community sewer system (cluster system), the minimum lot area requirement shall be 43,560 square feet in the unincorporated area.
5. If a proposed residential subdivision in the unincorporated area is serviced by neither a public water supply or a public sewage disposal system and intends to use an on-lot well for water supply and an alternative wastewater treatment system for sewage disposal, the minimum lot area requirement shall be 80,000 square feet.\*\*
6. Notwithstanding the provisions of these regulations in Sections 16.06.11.B.2 and 3, it is the intent of these regulations to encourage the installation of public water supplies and public sewage disposal systems wherever feasible. In order to determine such feasibility, the Planning Commission may require the subdivider to provide certain basic engineering data and cost estimates on which to base such a decision. Furthermore, if on-lot water supply and sewage disposal installations are used, additional lot area may be required if the area to be subdivided has a high water table, is periodically flooded with water or if the soil conditions prove to be unsuitable based on percolations test which may be required of the subdivider. When the alternative wastewater treatment system is used for sewage disposal, the edge of the alternative wastewater treatment system must not be less than 300 feet from any existing off-premises dwelling or 100 feet from the nearest property line.\*\*

*\* NOTE: All public sanitary sewer systems and sewage treatment plants are further subject to the regulations of the Kansas Department of Health and Environment.*

*\*\*NOTE: In calculating the size of the zoning lot, the land in an adjacent right-of-way may be included if it is part of the legal description of the lot.*

- C. In those areas where there may be municipal-type water and/or sanitary sewer facilities anticipated in the foreseeable future, but which are not yet available, the Planning Commission may require that lots be so designed and arranged that they may readily be converted to urban type building sites without replatting. When such a condition prevails, land should be subdivided into lots so that by combining lots, a building site is created initially with an area of not less than that required for on-lot wells and/or sewage treatment systems. The creation of such a building site through use of multiple groups of lots shall be contingent upon the establishment for record of restrictive covenants satisfactory to the legal counsel of the Planning Commission, providing that no more than one dwelling unit shall be built on such an aggregate group of lots until such time as municipal-type water and sewer service is available.

- D. As a general guideline, the maximum depth of all residential lots shall not exceed two and one-half times the width thereof. For all other types of lots, the depth shall not exceed three times the width.
- E. In the City, the area of the street right-of-way shall not be included and calculated in the size of the lot with respect to minimum lot size requirements of these regulations or of any zoning regulations applicable to the property. The area of the adjacent street may be included and calculated for lots in the unincorporated area; however, if it is part of the legal description of the lot. Lots shall be required to have more than the minimum area dimensions provided for in this section where such greater area or dimensions are required to meet the yard requirements of the zoning regulations.
- F. There shall be no double frontage lots for individual dwellings (e.g., single and two-family units), except where the lots abut upon a limited access highway or arterial street or where the topography of the land prevents reasonable subdivision in small units. Double frontage lots shall not have vehicular access between such lots and an abutting limited access highway or arterial street.
- G. Reversed frontage lots shall be avoided except where such are essential to provide a separation of residential development from limited access highways and arterial streets or to overcome specific disadvantages of topography and orientation.
- H. Corner lots for residential use shall have extra width, if necessary, to permit appropriate building setback from and orientation to both streets.
- I. Side lines of lots shall be at right angles or radial to the street line or substantially so.

#### **16.06.12 Easements.**

- A. Utility easements shall be provided where necessary and centered on rear or side lot lines. Such easements shall be at least 20 feet wide along rear lot lines and 10 feet wide alongside lot lines, except that easements for street lighting purposes shall not in any event be required to exceed 10 feet. Side lot easements, when needed for other than street lighting purposes such as drainage, may exceed 10 feet.
- B. Drainage Easements. If a subdivision is traversed by a watercourse, drainage way or channel or a detention pond is constructed, then a storm water easement or drainage right-of-way shall be provided. Such easement or right-of-way shall conform substantially to the lines of such watercourse and location of a detention pond and shall be of such width or construction, or both, as may be necessary to assure adequate storm water drainage and for access for maintenance thereof. All drainage easements shall be vegetated with perennial grasses or otherwise stabilized to prevent soil erosion and sediment movement by wind or water by best management practices. Parallel streets or parkways may be required in connection therewith. (See Section 16.02.03 for definition of DETENTION POND.)

In rural-type subdivisions, a triangular drainage and utility easement may be required at the corners of intersecting street right-of-way. Where street right-of-way intersect at 90 degrees, the limit of such easement would be defined by a line drawn between two points located on the right-of-way lines which are 25 feet back each way from the corner. All drainage easements will be vegetated with adapted perennial grasses or otherwise stabilized to prevent soil erosion and sediment movement by wind or water by best management practices.

- C. Vision triangle easements may be required on any corner lot to provide an open and usable vision path for drivers of vehicles approaching the intersection. The extent of vision triangle easements shall be based on the type of intersection (3-way, four, protected, unprotected, etc.); the type of street (local, collector, arterial, commercial or industrial); topography; proposed street grades (if any); and the design speeds contemplated for such roadways. (See Section 16.02.03 for definition of VISION TRIANGLE.)
- D. Wherever a lot or group of lots side or back on to an existing high pressure oil or gas transmission line, a building setback easement shall be established on each side of such line to the minimum safe standards as provided by the applicable oil or gas company to the subdivider or to such standards as may be adopted by the City, state or federal governments, whichever provides the most setback distance. The easement shall be provided on that part of the lot which abuts the oil or gas line and no principal buildings or structures shall be located or constructed within such an easement.
- E. A screening easement may be required to provide for fencing and/or an adequate area for the mature growth of landscaping with appropriate maintenance. (See Section 17.03.36 and Chapter 17.12 of Site Plan Review in the Zoning Regulations- Article 17, for information on City Standards for a screening easement).

#### **16.06.13 Commercial and Industrial Subdivisions.**

- A. **Streets.** Notwithstanding the other provisions of these regulations, the minimum width of streets adjacent to areas designed, proposed or zoned for commercial or industrial use may be increased by the Planning Commission to such extent as may be deemed necessary to assure the free flow of through traffic without interference from parked or parking motor vehicles.
- B. **Blocks and lots** intended for commercial or industrial use shall be designed specifically for such purpose with adequate space set aside for off-street parking and loading.
- C. **Marginal Access Street.** When lots or blocks in a proposed commercial or industrial subdivision front on any limited access highway or arterial street, the subdivider may be required to dedicate and improve a marginal access street to provide ingress and egress to and from such lots or blocks.

## CHAPTER 16.07 INSTALLATION OF REQUIRED IMPROVEMENTS

**16.07.01 Subdivision Types.** For the purposes of these regulations, subdivisions shall be classified as follows:

**A. Urban Type Subdivisions.**

1. All subdivisions located wholly within the corporate limits of the City.
2. All subdivisions located partially within, adjoining or touching the corporate limits of the City.
3. All subdivisions adjoining or touching the boundary of a tract of land for which annexation proceedings have commenced by the City or the owner has a pending request to be annexed.
4. All subdivisions adjoining or touching another subdivision which has previously received final plat approval by the City and adjoins or touches the corporate limits of the City.
5. All subdivisions which have or intend to have both municipal type water supply and sewage disposal systems, or are subdividing all or portions of the subdivision for commercial or industrial purposes, or for public or semi-public purposes which are directly related to an urban type residential subdivision. (Note: Service by a rural water district could be considered a "municipal type" if the particular size of pipes in that location permitted adequate quantity and pressure commensurate with urban needs.)

**B. Rural Type Subdivisions.** All other subdivisions required to be platted by these regulations not otherwise classified as the urban type as described in Section 16.07.01A.

**16.07.02 Engineering and Governmental Jurisdiction.** In setting certain standards and specifications, approving engineering drawings, inspecting improvements, recommending acceptance of improvements, preparing petition forms and establishing the amount of surety for guaranteeing the installation of such improvements; the engineer designated by the City, the County Engineer, or utility provider representative shall be designated as responsible for the improvements within their respective jurisdictions. The term "applicable" Governing Body may mean either the City Council for urban type subdivisions in the City, or the township trustees or County Board of Commissioners for urban and rural type subdivisions in the unincorporated area. "The" Governing Body refers to the City only. Coordination to achieve cooperation among the governing bodies is the responsibility of the City and, in particular, the Subdivision Administrator.

**16.07.03 Required Improvements.** As a condition to final plat approval, the subdivider of a proposed subdivision shall be responsible to install or, in cooperation with governmental bodies and utility companies, cause to be installed the following necessary facilities and improvements as listed below. The design and installation of such facilities and improvements shall include such sizing of pipes and extensions of streets as may be deemed desirable within the subdivision to facilitate development of

adjacent land. All requirements are applicable to both urban and rural-type subdivisions as defined in Section 16.07.01 unless specifically described otherwise.

- A. All streets, alleys, curbs, gutters and street drainage facilities in urban type subdivisions shall be constructed in accordance with established City standards. All urban type streets shall be constructed of concrete, asphalt or asphaltic concrete and no gravel or sanded roadways shall be constructed. All roadways in rural type subdivisions shall be constructed in accordance with standards established by the County Engineer with gravel or sanded surface and no other materials such as oiled surface, macadam or similar materials shall be used. If other than gravel or sanded surface materials are particularly required, urban construction standards as described above shall apply. To accommodate any future improvements in both urban and rural areas, the entire right-of-way of collector and local streets and roadways shall be graded to match the level of the road surface. All stumps, trees that cannot be saved, boulders and similar items shall be removed from such right-of-way. In the unincorporated area, streets and roadways are subject to final acceptance by the applicable township trustee or the County.
- B. A storm drainage system shall be provided, separate and independent of the sanitary sewer system, meeting all of the specifications and requirements of the City in urban type subdivisions or the County Engineer in rural types. Such storm drainage system shall be connected to any existing storm sewer system, where available, or if such connection is not available, other adequate means for the discharge of such storm water including the use of detention ponds shall be provided by the subdivider into the nearest major water channel. If it is determined that adequate drainage can be accomplished by a natural drainage way across private property, a drainage easement may be required; however, any initial channelization is the responsibility of the subdivider and continued maintenance the responsibility of the adjacent property owner(s).
- C. Sidewalks shall be constructed in accordance with standards set by the City in urban type subdivisions under the following conditions: (Also, see Section 16.06.10.E for pedestrian ways.)
  1. Sidewalks shall be required on at least one side of the street when needed to service pedestrian traffic flow leading to schools, parks, shopping areas or places of public assembly and where heavy traffic would warrant sidewalks for safety purposes. Sidewalks shall also be required in residential areas where the lot frontage is less than 150 feet. Sidewalks shall be required to extend or complete connecting links in the sidewalk system. Location of sidewalks will be per the Sidewalk Master Plan.
  2. In general, sidewalks shall be constructed with the inside edge of the sidewalk on the property line, except in the central business district.
  3. All sidewalks shall provide handicap access in conformity with K.S.A. 58-1301 et seq. and the federal Americans with Disabilities Act of 1990, 42 USCA 12101, as may be amended.
- D. Street signs of such location, type and size as shall be approved by the applicable Governing Body, giving due regard to the prevailing type, size and pattern of location utilized throughout the area.

- E. Wherever a municipal-type water supply system or its equivalent is required to be constructed by these regulations, such construction shall be in accordance with the standards and requirements set by the applicable agency supplying the water. In all other areas, a water supply shall be provided which meets the standards of the County Sanitary Code. In those areas where there is a municipal type water supply system, mains shall be of such size as to support the use of fire hydrants as required by Section 16.07.03.F.
- F. Fire hydrants of the type and quality specified by City standards, but not less than the minimum standards of the National Fire Protection Association (NFPA), shall be provided wherever there shall be constructed a municipal type water supply system. Such hydrants shall be subject to the inspection and approval of the applicable Fire Chief.
- G. Sanitary Sewer Systems.
  - 1. Wherever sanitary sewers are to be installed as required by these regulations, such sewers are to be constructed in accordance with standards set by the City subject to the regulations of the Kansas Department of Health and Environment.
  - 2. Wherever alternative onsite wastewater treatment system, or community sewer system (cluster system) are to be used for sewage disposal on individual lots, the determination of the suitability of the lot(s) and the standards for installation and inspection of such facilities shall be governed by the County Sanitary Code.
- H. Underground wiring in residential subdivisions, unless found to be unfeasible, is required for electric power, street lights and telephone service in urban type subdivision, except:
  - 1. For lines rated over 12,000 volts, or
  - 2. Appurtenance serving such lines which may be mounted on the ground, such as transformers, transformer pads, telephone service pedestals and street light poles, or
  - 3. For those proposed subdivisions or replats of existing subdivisions located in areas which presently have an overhead type utility distribution system.

All such installation shall be under contract with the applicable utility provider. Cable television, if installed, shall be placed underground in accordance with the above requirements. Where telephone, electric, street lights and gas lines are placed underground entirely throughout a subdivision, conduits or cables shall be placed within easements or dedicated public ways in a manner which will not conflict with other underground services. Further, all transformer boxes shall be located so as not to be unsightly or hazardous to the public.

Nothing in this section shall be construed as requiring underground installation of lines beyond the boundaries of the area contained in the preliminary plat. All utility lines for telephone and electric service, when carried on overhead poles in other than the above urban type subdivision, shall be placed in rear lot line easements or designated side lot line easements.

- I. If screening of public or private areas is to be required, a screening plan of landscaping and/or fencing shall be prepared and approved by the Planning Commission and such screening installed. (See Section 16.02.03 for definition of SCREENING.)
- J. Monuments as shown on the final plat shall be placed at all central points such as block corners, angle points, points of curves in streets and as may be required by the applicable engineer. Monuments shall be made of iron pipe or solid steel rods, e.g., rebars which are not less than 1/2 inch in outside diameter and not less than 24 inches in length and capped with a plastic or metal top which identifies the registration number of the surveyor. All monuments shall be securely placed and set in such a manner that the top of the monument shall be at or nine inches below grade ground level depending upon whether cultivation of the land is anticipated. Bench marks may also be required of such material, size and length as may be approved by the applicable engineer. (See Section 16.02.03 for definitions of BENCH MARK and MONUMENT and Sections 16.05.02.D and E for monuments and bench mark(s) to be shown on the final plat.)
- K. Whenever existing sanitary or storm water sewers, water lines, drainage channels, culverts, underground or overhead electric and communication lines, gas lines, pipe lines, transmission lines are required to be relocated due to the subdivision or construction of improvements required as a condition of approval of the subdivision and in the event such was not known at the time of subdivision approval for any reason, the costs of such relocation shall be the sole responsibility of the subdivider.
- L. Where required, applicable measures will be taken during construction to minimize soil erosion and sedimentation by wind or water. Conservation standards shall be adhered to which have been adopted by the County Conservation District.
- M. An access roadway permit is required to be obtained from the County Fire Department in the unincorporated area of the County and a similar permit from the City Fire Department in the city limits whenever a facility, building or portion of a building is constructed more than 150 feet from the nearest street or road right-of-way line. Such a permit is required under the International Fire Code to provide appropriate access for firefighting apparatus. Information regarding specifications for the access drive relative to width, driving surface, vertical clearance, turnaround, bridges and floodplain access may be obtained from the Fire Department.

#### **16.07.04 Exceptions for Existing Improvements.**

- A. Where the proposed subdivision is a re-subdivision or concerns an area presently having any or all required improvements as set out in Section 16.07.03 and where such improvements meet the requirements of said section and are in good condition as determined by the applicable Governing Body, no further provision need be made by the subdivider to duplicate such improvements. Where such existing improvements, however, do not meet the requirements, the subdivider shall provide for the repair, correction or replacement of such improvements so that all improvements will then meet the aforesaid requirements.
- B. Where the proposed subdivision is a re-subdivision or concerns an area presently abutting or containing any existing public street of less than the minimum required

right-of-way width or roadway width, land shall be dedicated in so far as is possible so as to provide for a minimum street right-of-way width and an additional roadway pavement meeting the minimum standards as set by these regulations. The applicable Governing Body shall determine what adjustment to make where the aforesaid widenings merge with existing streets which are of smaller width at the boundary of such proposed subdivision. The minimum right-of-way and roadway width required by these regulations may be reduced to match an existing roadway system if the extension of such roadway is already improved at each end of the roadway in the subdivision.

**16.07.05 Agreement and Guarantees for Installation of Required Improvements.** Except for monuments, one of the following methods shall be used by the subdivider to guarantee that improvements required by these regulations can or will be installed in accordance with approved plans and specifications. This does not preclude the possibility that the applicable Governing Body may, at its discretion and in recognition of its financial position, share in the cost of improvements, especially oversized improvements which may benefit other related areas or the municipality-at-large: (See Section 16.02.03 for definition of HOMEOWNERS' ASSOCIATION.)

- A. Fiscal sureties may be offered and the following shall apply: (See Section 16.02.03 for definition of SUBDIVIDER'S AGREEMENT.)
  1. The subdivider shall enter into a "Subdivider's Agreement" with the applicable Governing Body under which the subdivider agrees to install such required improvements. Such agreement shall be conditioned upon the acceptances of the final plat by the applicable Governing Body and filed with the applicable Clerk.
  2. Simultaneously with the execution of the Subdivider's Agreement provided for in Section 16.07.05.A.1, the subdivider shall furnish a corporate completion bond by a firm authorized to do business in Kansas with good and sufficient sureties thereon or a cashier's check, escrow account or irrevocable letter of credit in favor of the applicable Governing Body, in the amount of the estimated cost as approved by the official responsible for setting and enforcing the applicable design and construction standards of the installation of the required improvements. Such financial guarantee shall be conditioned upon the acceptance of the final plat and further conditioned upon the actual completion and satisfactory installation of such required improvements within two years from the date that the final plat is accepted by the Governing Body.
  3. Simultaneously with the execution of the Subdivider's Agreement provided for in Section 16.07.05.A.1, if the subdivider furnishes a corporate completion bond, he or she shall also deposit in escrow with the applicable Governing Body cash in the amount of 15% of the cost of all improvements to be made in accordance with the plans and specifications for required improvements or an equivalent amount in the form of a maintenance bond or other securities that may be deemed sufficient by the applicable Governing Body. If a subdivider furnishes a cashier's check, escrow account or irrevocable letter of credit, 15% of the amount of such guarantees shall be returned by, or held as a deposit in escrow after, the final completion of such improvements. The subdivider shall agree that such deposit in escrow may be held by the applicable Governing Body for a

period of 18 months after such improvements are completed for the purpose of:

- a. Guaranteeing and securing the correction of any defect in material or workmanship furnished for such improvements, latent in character, and not discernible at the time of final inspection or acceptance by the applicable Governing Body; and
  - b. Guarantee against any damage to such improvements by reason of the settling of the ground, base or foundation thereof.
  - c. Such escrow agreement shall provide that, as such defects have so developed, that the deposit may be applied by the applicable Governing Body for any amounts incurred correcting such defects; and that the balance of such deposit, if any, held at the end of such 18-month period shall be returned by the applicable Governing Body to the depositor, or paid to the order of the depositor without payment of interest.
- B. Petitions to the applicable Governing Body may be submitted as a means of guaranteeing to such Governing Body the authority to install improvements at such time as they deem appropriate. Petitions may be submitted only when the following conditions exist:
  1. The petitions must be valid as may be provided for under Kansas law.
  2. The petitions must be approved by the applicable Governing Body concurrently with the acceptance of the final plat.
  3. The initiating resolution for such improvement must be adopted by the applicable Governing Body concurrently with the petition approval or as soon thereafter as may be provided by law. The cost of the publication of said resolution shall be born by the subdivider.
  4. A certificate signed by the petitioner must be recorded with the County Register of Deeds stating that such petitions have been filed and approved by the applicable Governing Body and that certain land within the plat as described will be liable in the future for special assessment for the required improvements authorized.
- C. For streets and related drainage only in rural type subdivisions, preconstruction of improvements as an alternative method of guaranteeing their installation may be used if approved by the County Governing Body. In this event, the subdivider may request such Governing Body to hold the final plat acceptance until such time as an inspection certifies that the required improvements have been properly constructed. Such a preconstruction procedure shall be temporarily conditioned on subsequent acceptance of the final plat and a time limit for actual construction mutually agreed upon. Maintenance guarantees may also be required if deemed desirable. (See Section 16.07.05.A.3 for maintenance guarantee methods.)
- D. The subdivider shall, prior to the acceptance of the final plat, submit a letter from the utility provider(s) involved stating that satisfactory arrangements have been made by the subdivider guaranteeing the installation of their respective services.

E. Monuments and bench marks shall be installed and their installation certified by a licensed land surveyor on the final plat before such plat is recorded with the County Register of Deeds. (See Section 16.05.02.Q.1 for Land Surveyor's Certificate.)

**16.07.06 Off-site Improvements.** The applicable Governing Body may, upon making a finding of necessity, require the subdivider to install or upgrade off-site improvements located outside the perimeter of a subdivision if such need is substantially created by a proposed subdivision. Such off-site improvements should be within dedicated right-of-way or easements and serve a public purpose. The financing and guaranteeing of such improvements shall be administered as if they were the same as on-site improvements under Section 16.07.05. The applicable Governing Body may require such subdivision to participate in the following facilities and improvements, or any other off-site improvements as recommended by the Planning Commission, if the need is created by a proposed subdivision:

- A. Drainage improvements;
- B. Pedestrian ways and sidewalks;
- C. Screening;
- D. Special grading requirements;
- E. Street improvements; or
- F. Traffic control devices.

## CHAPTER 16.08 IMPROVEMENT PROCEDURES

**16.08.01 Submittal of Petitions.** If petitions are proposed to meet the requirements of Article 7, the subdivider shall so indicate at the time of submittal of the preliminary plat. If the petition method is authorized by the applicable Governing Body, petitions shall accompany the final plat for approval by such Governing Body.

**16.08.02 Final Improvement Plans.** When the use of petitions has not been requested by the subdivider or authorized by the applicable Governing Body and a letter(s) of satisfactory arrangements from a utility provider(s) are not being utilized to guarantee improvements (See Section 16.07.05.D for letter from utility), the subdivider shall have prepared by an engineer (which may be contracted for privately or with any governmental agency or utility), engineering drawings for proposed required improvements containing the data and information specified in Section 16.08.03.A. Such drawings shall be certified by a licensed engineer and shall be submitted to the applicable reviewing official in duplicate at least 20 days prior to the date that approval is requested.

A. **Content.** The engineering drawings shall contain the following data plus additional information deemed necessary by the applicable engineer:

1. Plans, details, specifications and cost estimates for roadway, alley and sidewalk construction; including plans, profile indicating existing topography and elevation including curb and sidewalk elevation when required, intersection control elevation and paving geometrics for each street with a typical cross section of the roadway. The profiles of grade lines shall be shown to a scale of one inch equals 100 feet horizontal, and one inch equals 10 feet vertical; or to a scale approved by the applicable engineer. This information shall be shown on standard plan and profile sheets unless otherwise required by the engineer and use topographic information cited in Section 16.05.01.B.3.
2. Plans, profiles, details, specifications and cost estimates of proposed storm drainage improvements.
3. Plans, profiles, details, specifications and cost estimates of proposed water distribution system, water supply facilities and fire hydrants.
4. Plans, profiles, details, specifications and cost estimates of proposed sanitary sewage system.
5. All plans for other utilities such as for electric, gas and telephone shall be prepared by or at the direction of the utility providing the service.

B. **Review.** The applicable engineer, official or agency responsible for determining specifications and standards shall review all engineering drawings in order to determine whether such drawings are consistent with the approved final plat and comply with the design standards. If such drawings are consistent and so comply, the reviewing official shall forward to the applicable Governing Body a notice to that effect. In the event that the drawings do not so comply, the reviewing official shall notify the subdivider of the specific manner in which such

drawings do not comply, and he may then correct such drawings. If such drawings are not corrected, the reviewing official shall forward to such Governing Body a notice as to the items of nonconformity or noncompliance.

**16.08.03 Construction of Improvements.** No improvements shall be constructed nor shall any work preliminary thereto be done, except as provided for under a preconstruction agreement in rural-type subdivisions, until such time as the engineering construction drawings shall have been approved and there shall have been compliance with all of the requirements relating to the Subdivider's Agreement and such guarantees as are specified in Section 16.07.05 of these regulations.

- A. **Inspection.** All improvements constructed or erected shall be subject to inspection by the applicable engineer or official responsible for setting and enforcing the applicable design and construction standards of the required improvements. The cost attributable to all inspections required by these regulations shall be charged to and paid by the subdivider. In so far as is possible, the subdivider shall give at least 48 hours notification to such official prior to the performance of any inspection work.
- B. **Inspection Procedures.** After notice is received as specified in Section 16.08.03.A above, the applicable engineer or official designated may conduct an on-site inspection to determine that the work complies with the approved engineering plans and Specifications. If in the opinion of such engineer or official, the work does not comply with such final drawings, he shall have authority to order that all such work shall be terminated until such time as necessary steps are taken to correct any defects or deficiencies. Upon the correction of such defects or deficiencies, the subdivider shall again notify the applicable engineer or official as provided in Section 16.08.03.A that the work is again ready for inspection.
- C. **Final Inspection.** Upon completion of all improvements within the area covered by the final plat, the subdivider shall notify the applicable engineer or official designated in Section 16.08.03.A above, who shall thereupon conduct a final inspection of all improvements installed. If such final inspection indicates that there are any defects or deficiencies in such improvements as installed, or if there are any deviations in such improvements as installed from the final engineering plans and specifications, he shall notify the subdivider in writing and the subdivider shall, at his sole cost and expense, correct such defects or deviations within six months of the date of notification. When such defects, deficiencies or deviations have been corrected, the subdivider shall notify the official that the improvements are again ready for final inspection. After the final inspection is made and before acceptance of the improvement by the applicable Governing Body, the subdivider shall file a statement with the engineer or official which is executed by the subdivider, certifying that all obligations incurred in the construction of the improvement involved have been properly paid and settled.

**16.08.04 Acceptance of Improvements.** If a final inspection indicates that all improvements as installed contain no unacceptable defects, deficiencies or deviations, within 15 days from the submission of the subdivider's statement of obligation paid, the applicable engineer or official designated shall certify to the applicable Governing Body and utility provider(s) that all improvements have been installed in conformity

with the engineering plans and specifications accompanying the final plat. Upon the receipt by the applicable Governing Body of such notification and in conformity with the requirements of these regulations and all other applicable statutes, ordinances and regulations, such Governing Body shall thereupon by resolution or utility by letter formally accept such improvements. The improvements shall become the property of such Governing Body or utility provider involved. Prior to this final action, however, neither the acceptance of the final plat, any subsequent annexation to the City or irrespective of any act(s) of employees, such actions shall not constitute their formal acceptance of improvements.

## CHAPTER 16.09 PROCEDURE FOR APPROVAL OF LOT SPLITS

**16.09.01 Application Procedure.** The Planning Commission is hereby authorized to approve or disapprove lot splits. An application with the required fee for a lot split approval shall be submitted to the Subdivision Administrator by the owner of the land at least 15 days prior to the next regular meeting of the Planning Commission. (See Section 16.03.09 for Fees) Four copies of a drawing to scale of the lots involved if there are no structures on the lot shall accompany the application or four copies of a survey if there are structures on the lot showing the precise location of structures thereon. Each drawing or survey shall show the location, dimensions and legal description of the proposed split; the square footage contained in each portion of the original lot; all existing easements including public reservations such as building setback lines or access control and a certificate of approval as worded in Section 16.09.04.C.

Written notices shall be distributed by the Administrator to all owners of abutting land including such owners across the street or other public way, and to the property owner who is proposing the split. The application for a lot split must be accompanied by a list of the names and addresses of all persons to receive notices. Such owners shall have 10 days from the date of mailing the notification to inform the Administrator of any protest or concerns they may have on the lot split. The 10 day waiting period may be waived upon presentation of a written statement of no objection from those to be notified

**16.09.02 Condominium Exception.** An exception to the Lot Split procedure is when a platted lot, zoned R-2 Two-Family Residential or R-3 Multi-Family Residential, is resurveyed to create separate legally described parcels for each dwelling having common walls, to facilitate condominium ownership. City Administration will be responsible to review this type of lot split to assure zoning setback and area regulations are being met.

**16.09.03 Industrial Plat Exception.** According to K.S.A. 12-752(f), a lot which is zoned for industrial purposes and for which a plat has been officially recorded may be further divided into two or more tracts without further replatting such a lot, provided, that none of the conditions Under Section 16.09.04.A is found to exist or has not otherwise been satisfied.

**16.09.04 Approval Guidelines.** Approval or disapproval of lot splits shall be made based on the following guidelines:

- A. A lot split shall not be approved if:
  1. A new street or alley or extension of an existing street or alley is required or proposed.
  2. A vacation of streets, alleys, setback lines, access control or easements is required and has not been satisfied.
  3. Such action will result in significant increases in service requirements, e.g. utilities, drainage, sidewalks, traffic control, streets, etc. or will interfere with maintaining existing service levels, e.g. , additional curb cuts, repaving, etc.
  4. There is less street right-of-way than required by these regulations or the Comprehensive Plan unless such dedication can be made by separate instrument.
  5. All easement requirements have not been satisfied.

- 6. Such split will result in a lot without direct access from its frontage to an opened public street. (See Section 16.06.07 for Access.)
- 7. The lot is subject to periodic flooding which cannot be feasibly corrected by fill.
- 8. The lot has been previously split without replatting.

B. The Planning Commission may make such additional requirements as deemed necessary to carry out the intent and purpose of existing land development regulations and applicable Governing Body policy. Requirements may include, but not be limited to, the installation of public facilities, water supply and sewage disposal and/or the dedication of right-of-way and easements.

C. The Planning Commission shall in writing, either approve with or without conditions or disapprove the lot split within 45 days of application. If approved, and after all conditions have been met, the Chairperson of the Planning Commission shall sign the following certificate of approval as required on the lot split drawing or survey. Acknowledgement of the certificate may be made by a notary public or by the County Clerk, Register of Deeds, Mayor or Clerk. (See K.S.A. 58-2211, as amended.)

## CERTIFICATE OF LOT SPLIT APPROVAL

STATE OF KANSAS )  
 ) ss  
CITY OF VALLEY CENTER )

I hereby certify that this lot split has been examined by the Valley Center City Planning Commission and found to comply with the Subdivision Regulations of the City of Valley Center, Kansas, and is, therefore, approved for recording

Date Signed \_\_\_\_\_, 20\_\_\_\_

Chairperson  
(Print Name)

STATE OF KANSAS )  
 ) ss  
CITY OF VALLEY CENTER )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of  
, 20 by

(SEAL) \_\_\_\_\_ Notary Public \_\_\_\_\_

My appointment expires:

A copy thereof shall be filed by the Subdivision Administrator with the applicable official charged with issuing building and/or zoning permits and two copies shall be furnished to the applicant, one of which the applicant shall file with the County Recorder of Deeds.

## CHAPTER 16.10 VACATIONS AND CORRECTIONS

### 16.10.01 Vacation of Unrecorded Plat.

- A. Upon written request of the subdivider to the Planning Commission, a preliminary or final plat may be withdrawn from consideration either before or after approval by the Commission. Upon approval of the request by a motion of the Commission, the Subdivision Administrator is automatically directed to remove the case file from the City records.
- B. Upon written request of the subdivider to the Clerk, a final plat for which dedications, if any, have been accepted by the applicable Governing Body may be vacated by motion of such Governing Body: provided, that (1) the plat has not been recorded; (2) no lots have been sold or transferred; and (3) no improvements have been installed. After the plat is vacated, the Administrator shall see that all fiscal sureties are returned to the subdivider except for those expenditures which have been incurred by the City or County in administrative, legal or engineering costs prior to the date of the request for vacation. Upon the return of such sureties, the Administrator is automatically directed to remove the case file including any petitions from the City records.
- C. Upon determining from the County Register of Deeds that a final plat has not been recorded within 60 days from its final acceptance by the Governing Body or within 15 days after a final acceptance by the County Governing Body under the preconstruction procedures of Section 16.07.05C, the Administrator shall notify the subdivider that the plat is null and void and that the case file will be removed from the City records within 30 days unless a reapplication for platting is received during that time. (See Section 16.04.13 for Recording of Final Plat.)

### 16.10.02 Vacation of Recorded Plat.

- A. (Inside the City or in the extraterritorial subdivision Jurisdiction area.) Recorded plats may be vacated by either replatting according to Section 16.10.02.A.1 below or directly vacated according to Section 16.10.02.A.
  1. According to K.S.A. 12-512b, any recorded plat or part thereof or street, alley or other public reservation, including, without limitation, easements, dedicated building setback lines and access control, whether established by instrument, condemnation or earlier plats, shall be vacated both as to use and as to title without any further proceedings upon the filing and recording with the County Register of Deeds in accordance with K.S.A. 12-403, any plat or replat duly executed in accordance with these regulations which embraces the same lands as those heretofore embraced by the earlier plat or part thereof or street, alley or other public reservation. Streets, alleys or other public reservations which may be vacated shall revert, as provided for in K.S.A. 12-506, to abutting property owners according to their frontage thereon; provided that such land to be reverted was derived directly or indirectly from the owner of the land from which such street, alley or public reservation was originally platted. The proper completion of the Owner's Certificate and Dedication as required by Section 5 101 Q 2 shall constitute appropriate notice to all persons having property rights or interests affected by the above platting or replatting.

2. Recorded plats may also be vacated without replatting. The procedure is the same as provided for in Section 10-103.

**16.10.03 Correction of Platting Errors.**

A. According to K.S.A. 12-420, procedures are provided to correct certain platting errors. If, after recording a final plat, an error is found in distances, angles, bearings, subdivision or street names, block or lot numbers, the computation of dimension or elevation or the details of the plat, except in connection with the outer boundaries of the plat, and if the property described in that part of the plat containing the error is under the ownership of the person who caused the plat to be prepared, the applicable City or County Engineer, after substantiation of the existence of the error, may file an affidavit with the County Register of Deeds that the error was made. The affidavit shall describe the nature and extent of the error and the appropriate correction. The Register of Deeds shall record the affidavit and shall place in the margin of the recorded plat a notation that the affidavit has been filed, the date of filing and the book and page where it is recorded. The filing of the affidavit shall correct any such errors, but shall have no effect on the validity of the plat or any property interest recorded by reference thereto. A copy of the recorded affidavit shall be filed with the Subdivision Administrator. The County will bill the person requesting the correction for engineering costs and recording fees.

**16.10.04 Vacation of Streets, Alleys, Easements and Plats.**

A. (Inside the City only.) According to K.S.A. 12-504 and 505, the following procedures are provided to vacate streets, alleys or other public reservations such as, but not limited to public easements, dedicated building setback lines, access control, or a part thereof, and including all or parts of recorded plats:\*

1. Petitions for vacations received from the Governing Body, the owner of platted land or the owner of land adjoining on both sides of any street, alley, easement or other public reservation may be filed with the Clerk and transmitted to the Subdivision Administrator or processing. All nongovernmental petitioners will be billed a processing fee. (See Section 16.03.09 for Fees.) The Planning Commission shall give public notice of a hearing on a proposed vacation by publication once in the official city newspaper by the Subdivision Administrator. At least 20 days shall elapse between the date of such publication and the date set for such hearing. Such notice shall state (1) the nature of the vacation petition, (2) the legal description of the property and (3) the date, time and place for the hearing before the Planning Commission. The notice may contain the information that the hearing may be adjourned from time to time upon a motion to continue in the future at some stated date, time and place. Furthermore, the Commission by rule shall mail a notice at least 20 days before the hearing to all affected utility providers; all owners of land proposed for vacation; all landowners abutting a street, alley or easement including any segment remaining open; and owners on the opposite side of the street from vacations of setbacks and access control. The petitioner(s) shall provide a list of such landowners as required by the Subdivision Administrator, including names, addresses and zip codes. Such notice to providers and landowners shall be mailed so that at least 20 days shall elapse between the mailing date and the hearing date.

2. The Planning Commission shall hold a public hearing to consider a recommendation to the Governing Body as to whether the vacation should be approved or disapproved and with or without conditions attached. At the hearing, the Planning Commission shall hear such testimony as may be presented or as may be required in order to fully understand the true nature of the petition and the propriety of recommending the same. If the Planning Commission determines from the testimony presented that:
  - a. due and legal notice has been given;
  - b. no private rights will be injured or endangered;
  - c. the public will suffer no loss or inconvenience; and
  - d. in Justice to the petitioner(s) the vacation should be granted;

The Planning Commission shall recommend that such vacation be approved and entered at length in the minutes. Such recommendation may provide for the reservation to the City and/or the owners of any lesser property rights for public utilities, right-of-way and easements for public service facilities originally located in such vacated land or planned for the future. The recommendation may be conditioned upon the petitioner's responsibility to remove or relocate all underground or surface utilities or paving in or on the vacated land. The petition shall not be recommended by the Planning Commission nor granted by the Governing Body if a written objection is filed with the Clerk, at or before the hearing, by any owner who would be a proper party to the petition, but has not joined therein. Furthermore, when only a portion of a street, alley or public reservation is proposed to be vacated, the petition shall not be recommended by the Planning Commission nor granted by the Governing Body if a written objection is filed with the Clerk by any owner of lands which adjoin the portion to be vacated. The recommendation of the Planning Commission to the Governing Body shall be made in the same manner as provided by K.S.A. 12-752 for the submission and approval of a final plat. (See Sections 4-107 and 108 for the 60-day time period for consideration of a plat and Section 4-110 for Governing Body approval procedure.) The Planning Commission shall announce at their hearing when the Governing Body will consider the recommendation on the vacation.

Following the approval of the vacation by the Governing Body in the form of an order, the Clerk shall certify a copy of the order to the County Register of Deeds; however, such certification shall be withheld until such time as any conditions attached to the order have been satisfied. The Register of Deeds shall note on the recorded plat of the "townsite," i.e., the City, or the applicable platted addition, the words, "canceled by order" or "canceled in part by order" and give the book and page where recorded.

- B. (Inside the City only.) According to K.S.A. 14-423 and 423a, the following procedures are provided to vacate streets, avenues, alleys or lanes, and including all or part of recorded plats, but not to include public easements, dedicated building setback lines or access control:
  1. Petitions for vacations may be accepted by the Subdivision Administrator from any person or governmental agency. All nongovernmental petitions will be billed a processing fee. (See Section 16.03.09 for Fees) The Governing Body shall consider such vacation on its agenda and may make inquiry to

any person, staff, utility provider or governmental agency it desires in order to determine the desirability of the vacation. No public hearing is required. If approved, the City Clerk shall publish the effectuating ordinance. Immediately upon publication, the City Clerk shall file a certified copy with the County Clerk to enter on the transfer records and then record the ordinance with the County Register of Deeds. No fee shall be charged by either office. The ordinance shall provide that the vacation shall become effective 30 days after publication unless one or more interested parties file a written protest with the City Clerk before the expiration time. If such a protest is made, the Governing Body shall set a hearing date 10 days after the end of the 30-day waiting period and the protester(s) notified. The hearing may be continued from time to time and at the conclusion the Governing Body shall adopt a resolution confirming the vacation ordinance and filing the same with the County Clerk and Register of Deeds as before. If the resolution is not adopted, the vacation ordinance shall become null and void and the County Clerk and Register of Deeds so notified. Whenever a street, avenue, alley or lane is vacated whether in a plat or not, the same shall revert to the adjacent owners in proportion to their frontage or proportion as to how it was acquired.

2. Prior to the initial consideration by the Governing Body, the Planning Commission shall hold a public hearing to consider a recommendation to the Governing Body as to whether the vacation should be approved or disapproved and with or without conditions attached. The Commission by rule shall mail a notice at least 10 days before the hearing to all affected utility providers, all owners of land proposed for vacation and all landowners abutting a street, alley or easement including any segment remaining open. The petitioner(s) shall provide a list of such landowners as required by the Subdivision Administrator including names, addresses and zip codes.
  - A. (In the extraterritorial subdivision Jurisdiction area only.) According to K.S.A. 58-2613 through 2615, the following procedures are provided to vacate streets, alleys, public easements or public reservations, e.g., building setback lines and access control, and including all or parts of recorded plats:
    1. The owners of any platted land proposed for vacation or the adjoining owners on both sides of any street, alley, public easement or public reservation, or part thereof, may file a petition to vacate with the Board of County Commissioners. Upon such filing, the County Commissioners shall fix a date, time and place for a hearing and publish a notice in the official county newspaper. At least 20 days shall elapse between the date of such publication and the date set for the hearing. State statutes also require that notice of the hearing be given to the City Governing Body and the Planning Commission. If the Commissioners are satisfied at the hearing that:
      - a. proper notice has been given;
      - b. the public will suffer no loss or inconvenience; and
      - c. no private rights will be injured or endangered;

The Commissioners shall order such vacation be made and entered in the minutes of the proceedings. Such order shall protect and provide for the property rights of public utilities, right-of-way and easements for public service facilities in existence and use. No such vacation shall be granted; however, if the City Governing Body protests against such vacation. Furthermore, when only a portion of a street, alley or public reservation is proposed to be vacated, the petition shall not be granted if a written objection is filed with the County Clerk by any owner of land which adjoins the portion to be vacated. The Clerk shall record a certified copy of the order with the County Register of Deeds. The petitioner shall pay the Clerk any cost of the proceedings including publication and recording costs.

2. Prior to the above hearing by the Board of County Commissioners, the Planning Commission shall hold a public hearing to consider a recommendation to the Governing Body as to whether the vacation should be recommended for approval by the County Commissioners with or without conditions attached or protested against. The Commission by rule shall mail a notice 10 days before the hearing to all affected utility providers, all owners of land proposed for vacation; all landowners abutting a street, alley or easement including any segment remaining open; owners on the opposite side of the street from vacations of setbacks and access control, and the County Engineer. The petitioner(s) shall provide a list of such landowners as required by the Subdivision Administrator, including names, addresses and Zip codes. All nongovernmental petitioners will be billed a processing fee. (See Section 16.03.09 for fees.) The Planning Commission shall announce at their hearing when the Governing Body will consider the vacation and the date, time and place of the County Commissioners' hearing. Unless the Governing Body deems it desirable to protest the vacation, a resolution shall be adopted to recommend the vacation to the County Commissioners which may or may not be subject to conditions. If conditions are required, the City Clerk may refrain from certifying the resolution until such time as the conditions are satisfied. After certification, the City Clerk will provide the petitioner with a copy of the resolution to be submitted to the County Commissioners.
3. In the event that the County has designated their planning board to hold the public hearing on the vacation, the certified resolution should be submitted for their hearing.

## CHAPTER 16.11 APPEALS, WAIVERS AND MODIFICATIONS

**16.11.01 Appeals General.** The subdivider of a proposed subdivision may appeal decisions made in the enforcement of these regulations by the Subdivision Administrator to the Planning Commission and by the Planning Commission to the Governing Body. In the event the Governing Body sustains the Planning Commission, the action of the Planning Commission shall be final except as otherwise provided by law. If the Governing Body overrules the Planning Commission, the Governing Body shall make its decision, in writing or in the minutes of the meeting, stating the reason therefore and return such decision and plat to the Planning Commission for consideration of re-approval.

**16.11.02 Appeals on Improvement Standards.** Any appeal as to approval of standards or plans and engineering drawings in connection with required improvements shall be directed to the applicable Governing Body and that action shall be final.

**16.11.03 Waiver of Required Improvements or Guarantees for Installation of Same.** Any waiver of the required improvements or guarantees for their installation may be made only by the applicable Governing Body on a showing that such improvements are not technically feasible or necessary.

**16.11.04 Modifications.** In cases in which there is unwarranted hardship in carrying out the literal provisions of these regulations as to design criteria, the Planning Commission may grant a modification from such provision according to the following guidelines:

- A. A request for a modification shall be made to the Subdivision Administrator who shall transmit it to the Planning Commission. The Planning Commission shall give the subdivider and any other interested person an opportunity to be heard with respect to the requested modification
- B. The Planning the Planning Commission shall not grant a modification unless it shall find that:
  1. the strict application of these regulations will create an unwarranted hardship;
  2. modification is in harmony with the general spirit and intended purpose of these regulations;
  3. the rights of adjacent property owners will not adversely be affected; and
  4. the public safety, health and general welfare will be protected.
- C. When used in this Section, the term "unwarranted hardship" shall mean the effective deprivation of use as distinguished from a mere inconvenience.
- D. Modifications permitted under the provisions of this Article shall not include modifications from the requirements of improvement standards, required improvements or guaranteeing their installation unless approved by the applicable Governing Body as provided for in Sections 16.11.02 and 16.11.03. Furthermore, variances may not be granted from the provisions of applicable zoning regulations by these modification procedures.

## CHAPTER 16.12 AMENDMENTS AND REVIEW

**16.12.01 Amendment Procedure.** Before amending these subdivision regulations, the Planning Commission shall call and hold a public hearing on the proposed amendment. A notice of such public hearing shall be published once in the official city newspaper so that at least 20 days shall elapse between the publication date and the date of such hearing. Such notice shall fix the time and place for the hearing and shall describe such proposed amendment(s) in general terms. The hearing may be adjourned from time to time. At its conclusion, the Planning Commission shall prepare its recommendations and by an affirmative vote of a majority of the entire membership of the Commission adopt the proposed amendments to these regulations and submit them, together with the written summary of the hearing thereon, to the Governing Body. The Governing Body either may: (1) Approve such recommendations by ordinance; (2) override the Planning Commission recommendation by a 2/3 majority vote of the City Council; or (3) return the same to the Commission for further consideration, together with a statement specifying the basis for the Governing Body's failure to approve or disapprove. If the Governing Body returns the Commission's recommendations, the Commission after considering the same, may resubmit their original recommendations giving the reasons therefore or submit new and amended recommendations. Upon the receipt of such recommendations, the Governing Body, by a simple majority thereof, may adopt or may revise or amend and adopt such recommendations by an ordinance, or it need take no further action thereon. If the Commission fails to deliver its recommendations to the Governing Body following the Commission's next regular meeting after receipt of the Governing Body's report, the Governing Body shall consider such course of inaction on the part of the Commission as a resubmission of the original recommendations and proceed accordingly. The amended regulations shall become effective upon publication of the respective adopting ordinance. A copy of such legal publication shall be added to the Appendix of these regulations.

**16.12.02 Annual Review.** In order to maintain these regulations, the Planning Commission shall annually hold a public review at its regular meeting in January to consider amendments, if any, to these regulations. Notification of such a public review may be distributed to governmental agencies and interested parties. If amendments are deemed desirable, the amendment procedure as described in Section 116.02.01 shall be followed. During the intervening period between reviews, the Subdivision Administrator shall maintain a list of possible amendments which may be periodically brought to his or her attention.

**16.12.03 Judicial Review.** As provided by K.S.A. 12-760, as amended, any ordinance, regulation or decision provided for or authorized by these regulations shall be reasonable and any person aggrieved thereby may have the reasonableness of any decision determined by bringing an action against the City within 30 days after a final decision is made by the City. Such action shall be brought in the Sedgwick County District Court.

**CHAPTER 16.13 SEVERABILITY AND EFFECTIVE DATE**

**16.13.01 Severability.** If any part or provision of these regulations is adjudged unconstitutional or otherwise invalid by any court of competent jurisdiction, then such part or provision shall be considered separately and apart from the remaining parts or provisions of these regulations, and said part or provision to be completely severable from the remainder of these regulations, and the remainder provisions of these regulations shall remain in full force and effect.

**16.13.02 Effective Date.** These regulations shall be in full force and effect from and after their adoption by the Planning Commission, approval by the Governing Body by an ordinance incorporating these regulations by reference and publication of such ordinance in the official city newspaper.

**ADOPTED** by the Valley Center City Planning Commission on \_\_\_\_\_, 2012

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Planning Commission Chairperson

ATTEST:

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Warren Utecht, Secretary

**APPROVED AND ADOPTED** by the City Council of the City of Valley Center, Kansas on \_\_\_\_\_, 2012

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Michael N. McNown, Mayor

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Kristine A. Polian, City Clerk

(Adopted by the Valley Center City Planning Commission on \_\_\_\_\_ (Approved by Ordinance No. \_\_\_\_\_ by the City Council of the City of Valley Center, Kansas on \_\_\_\_\_, 2012, officially published in The Ark Valley News on \_\_\_\_\_, 2012 and effective on \_\_\_\_\_, 2012.)

