

4. If the proposed subdivision is located within the Growth Area of the City of Augusta, the Butler County Board of County Commissioners must review and Final Plat and provide a recommendation to the Augusta Planning Commission.
5. In the following checklist the engineer or surveyor producing the Final Plat shall initial each requirement in the first column (“Engr”) to indicate the step has been completed before submitting to the Community Development Department. The Augusta Zoning Administrator will review the Final Plat and initial each requirement in the second column (“City”) to verify completion of the requirement. If any requirement is found to be incomplete, a note of the incomplete or missing requirement will be presented to the Planning Commission for their determination as to whether the Final Plat meets the design standards and requirements of the Subdivision Regulations, the Comprehensive Plan, and the Zoning Regulations of the City of Augusta. Incomplete or missing requirements may delay approval of the Final Plat by the Planning Commission until such time all requirements are satisfactorily completed.
6. After the Final Plat is approved by the Augusta Planning Commission, the Final Plat will be presented to the City Council for final approval.
7. After the Final Plat is approved by the Augusta City Council, the sub-divider shall be responsible for collecting the required signatures on a Mylar copy before filing with the Butler County Register of Deeds.
8. After the Preliminary Master Drainage Plan has been approved by the Augusta Planning Commission, the Final Master Drainage Plan shall be submitted to the Zoning Administrator for review and approval by the Planning Commission. Once approved by the Planning Commission, the Final Master Drainage Plan shall be complete.
9. The platting process shall be deemed incomplete until such time the Final Plat and the Final Master Drainage Plan are filed with the Butler County Register of Deeds. After being filed, a copy of the recorded Final Plat and Final Master Drainage Plan shall be submitted to the Community Development Office at Augusta City Hall by the sub-divider for City records.

CONTENTS OF THE FINAL PLAT

The Final Plat shall be prepared by a licensed engineer or registered land surveyor, and drawn in waterproof black ink on Mylar or other polyester drafting film on a 24 x 36-inch sheet. Larger sizes will not be accepted. When more than one sheet is used for any plat, each sheet shall be numbered in relation to the total number of sheets. Linear dimensions shall be given in feet and decimals of a foot. The scale shall be 100 feet to one (1) inch except that a variation in scale may be allowed where the Zoning Administrator determines it is necessary for property exhibit of the

subdivision. The engineer/surveyor preparing the Final Plat shall provide the Zoning Administrator with the number of copies as previously indicated in order to facilitate a complete review of the proposal.

Engr	City	
		1. The name of the subdivision, its legal description with reference to its location by quarter-section, township and range.
		2. The date of preparation, scale, north-pointing arrow, legend and controlling physical features, such as watercourses, highways and railroads.
		3. A small vicinity map showing the proposed subdivision as related to adjacent streets and/or existing subdivisions.
		4. A legal description of the tract boundaries.
		5. Reference ties to previous surveys and plats, as follows: a. Distance and direction to the monuments used to locate the land described in the certificate of survey. b. The location of all other monuments required to be installed by the provisions of the Subdivision Regulations of the City of Augusta.
		6. 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 and points of curvature. Error of closure of the perimeter survey shall not exceed one foot for each 10,000 feet.
		7. 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 line unless otherwise indicated. Point of deflection of rear lot lines shall be indicated by angles and distances.
		8. Block numbers or letters, continuing consecutively without omission or duplication throughout the subdivision. Such identification shall be solid, or sufficient size and thickness to stand out, and so placed as not to obliterate any figure.
		9. Lot numbers beginning with the number one, and numbered consecutively in each block.
		10. Minimum front yard building setback lines as established by applicable zoning or other regulations, or more restrictive setback if desired by the subdivider.
		11. All easements shall be denoted by the 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 easements shall be included. The width of the easement with sufficient ties to locate it definitely with respect to the subdivision must be shown. If the easement is being dedicated through the plat map, it shall be property referenced in the Owner's Certificate of Dedication and Identification.

		12. The width of the streets being dedicated and the width of any existing right-of-way.
		13. The name of each street shown on the subdivision plat.
		14. Land parcels to be dedicated and the width of any existing right-of-way.
		15. A statement that the Final Plat is covered by a required Master Drainage Plan. For plats within the City Limits, the statement shall be placed under the subdivision name.
		16. Marginal lines encircling the sheet. All information shall be within this margin.
		17. Required certificates for plats contained within the City Limits or the Growth Area. 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 signatures.
		18. "Growth Area" Subdivisions Waiver of Annexation. Subdivisions which lie in the "Growth Area" for which a request has 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 waiving the right to protest annexation, and such statement shall be included in the covenants of the subdivision which must be filed with the Butler County Register of Deeds. Such statement shall be located below the name of the subdivision.
		19. Master Drainage Plan Certification. A statement shall be included on the Final Plat to the effect that a Master Drainage Plan has been approved and made mandatory for all lots in the subdivision. The statement shall be located below the name of the subdivision. This certification is required only on plats within the City Limits. The statement shall read as follows: <i>"This Final Plat is subject to the requirements of a Master Drainage Plan to be filed herewith."</i>

MASTER DRAINAGE PLAN

A Master Drainage Plan shall be required for all new subdivisions of ten or more lots and may be required for subdivisions of less than ten lots.

1. A Preliminary Master Drainage Plan shall be submitted along with the Final Plat at least 20 days prior to the next Planning Commission meeting.
2. The Final Plat may be sent to the Governing Body for final approval and recording without having the Final Master Drainage Plan.
3. The Final Master Drainage Plan shall be submitted to the Zoning Administrator at least 20 days prior to the next Planning Commission meeting for review.

4. The Community Development Department – Inspection Division will not issue a building permit until the Final Master Drainage Plan has been recorded and a recorded copy is received in the Community Development Office.

Contents of the Preliminary Master Drainage Plan within the City Limits

The Preliminary Master Drainage Plan presented to the Planning Commission at the time the Planning Commission considers a Final Plat must contain the following information:

Engr	City	
		1. Existing ground contours shall be shown at the same interval as required for Preliminary Plats. Benchmark information shall be included.
		2. Existing spot elevations shall be shown at top of curbs on connecting streets, inlets, storm sewers and other physical sections that will govern the runoff from the proposed subdivision.
		3. Areas where the proposed subdivision will accept drainage from outside the perimeter of the proposed subdivision.
		4. Locations of discharges from the proposed subdivision and characteristics of the receiving system (ditches, storm sewer, etc.).
		5. Proposed top of curb elevations at control points such as intersections and vertical points of intersections.
		6. Proposed percent of grade of streets.
		7. Preliminary locations and sizes of storm sewers and channels.
		8. Arrows and labels showing proposed direction of lot drainage, cross-lot drainage and locations of drainage swales.
		9. Proposed location of drainage easements.
		10. Proposed type of foundation/basement system for each lot.

Contents of the Preliminary Master Drainage Plan within the Growth Area

In the Growth Area, a drainage plan shall be presented to the Planning Commission at the time the Planning Commission considers the Final Plat which includes the following:

Engr	City	
		1. Existing ground contours shall be shown at the same interval as required for Preliminary Plats. Benchmark information shall be included.
		2. Areas where the proposed subdivision will accept drainage from outside the perimeter of the proposed subdivision.
		3. Locations of discharges from the proposed subdivision and characteristic of the receiving system (ditches, storm water, pond, etc.)
		4. Proposed percent of grade of ditches.
		5. Preliminary locations and sizes of storm sewers, ditches and channels.

		6. Arrows and labels showing proposed direction of lot drainage, cross-lot drainage and locations of drainage swales.
		7. Proposed location of drainage easements.
		8. For lots less than one (1) acre and/or subdivisions with planned water features, the following additional information shall be required:
		8.1 Type of foundation (view-out basement; walk-out basement; slab floor; pad elevation, etc).
		8.2 Lowest structure opening
		8.3 Water feature 100-year flood elevations.

FINAL MASTER DRAINAGE PLAN

The Final Master Drainage Plan shall be prepared by a licensed engineer that is familiar with the design of all streets, sewer and water installations within this jurisdiction. Storm water runoff from the site will exit the site in drainage easements or public right-of-way. The developer shall be responsible for obtaining all off-site drainage easements from the effected property owners. The engineer designated by the City shall review all proposed Final Master Drainage Plans. The developer shall pay the City for the engineering review based on the reviewing engineer’s fees.

Contents of Final Master Drainage Plan within the City Limits

Engr	City	
		1. All drainage easements shall be identified and dedicated on the Final Plat. Cross-lot drainage shall be discouraged without drainage easements. Cross-lot drainage may be accepted when it can be demonstrated that run-off from adjacent areas is insignificant or undue hardship is created by requiring a drainage easement.
		2. The Final Master Drainage Plan shall show the following:
		2.1 Elevations of property corners.
		2.2 Elevation and location of drainage swales and drainage appurtances.
		2.3 Street curb elevations at property lines, drainage structures and locations that could affect the drainage.
		2.4 Benchmark information with one or more benchmarks with the subdivision.
		3. The Final Master Drainage Plan shall indicate the following pad elevations:
		3.1 Garage floor
		3.2 Foundation wall/slab floor
		3.3 Basement window and/or lowest opening below foundation wall
		3.3.1The recommended slope for drainage swales is 2%. The minimum slope for drainage swales shall be 1%. Flatter slopes will require paving of the swale or underground pipe with inlets to maintain positive drainage. The ground elevation 10 feet away

		from the house shall be a minimum of 6 inches (finished grade including sod, etc.) below the lowest house opening.
		3.3.2 Each lot on the Final Master Drainage Plan shall stipulate the type of foundation that may be constructed on the lot with the following designations: Walk-Out Basement (WO); Basement (B); and/or View-Out Basement (VO)

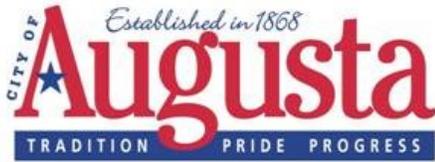
Contents of the Final Master Drainage Plan in the Growth Area

The Final Master Drainage Plan shall be prepared by a licensed engineer that is familiar with the design standards of all roads, sewer and water installations within Butler County. The design engineer will determine if water detention areas and downstream drainage easements are required. The developer shall be responsible for obtaining all off-site drainage easements from the effected property owners. The engineer designated by the City or the City staff may review the proposed Final Master Drainage Plan. The developer shall pay the City for the engineering review based on the reviewing engineer’s fees.

Engr	City	
		1. All drainage easements and reserves for drainage shall be dedicated rights-of-way as shown on the Final Plat.
		2. The Final Master Drainage Plan shall have a minimum of one elevation for each lot and shall have adequate ditch elevations.
		3. The minimum elevations for a foundation wall shall provide a reverse slope from the first floor elevation and/or lowest opening in the foundation away from the structure for a minimum distance of 20 feet.

CONTACT INFORMATION

Cody Sims	Assistant City Manager	(316) 775-4505	csims@augustagov.org
Susan Smith	Administrative Assistant	(316) 775-4505	ssmith@augustagov.org



APPLICATION FOR PLAT APPROVAL

Augusta City Hall
 113 East 6th Avenue
 P.O. Box 489
 Augusta, Kansas 67010

(316) 775-4505
 (316) 775-4566
www.augustaks.org
ssmith@augustagov.org

FOR PROPERTY LOCATED WITHIN THE JURISDICTION OF THE CITY OF AUGUSTA, KANSAS

This application must be completed in its entirety and submitted to the Administrative Assistant in the Community Development Office. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

SELECT ONE
SELECT ONE

City Limits
 Preliminary

Growth Area
 Final

One-Step Final Plat

NAME OF SUBDIVISION:	
GENERAL LOCATION:	

NAME OF PROPERTY OWNER:			
Address:			
City:	State:	Zip:	
Phone:	E-Mail:		

NAME OF AGENT:			
Address:			
City:	State:	Zip:	
Phone:	E-Mail:		

NAME OF ENGINEER / SURVEYOR:			
Address:			
City:	State:	Zip:	
Phone:	E-Mail:		

SUBDIVISION INFORMATION:							
Gross Acreage of Plat:				Square Footage of Plat:			
Total Number of Lots:		Residential:		Commercial:		Industrial:	
Minimum Lot Frontage:		Feet	Minimum Lot Area:			Square Feet	
Existing Zoning:				Proposed Zoning:			
Public Water Supply (Indicate Yes or No):				Source:			
Sanitary Sewer (Indicate Public or Private):				Source:			

