

City of Ottawa Community Development Department

101 S. Hickory, P.O. Box 60
Ottawa, KS 66067
(785) 229-3620 Fax (785) 229-3625
www.ottawaks.gov

Final Plat for Developer Checklist & Application

Date: _____

Name of Subdivision: _____

Make sure the final plat shows the following information:

1. Name of subdivision on plat.
2. Location of section, township, range, county and state, including the descriptive boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which must be mathematically correct.
3. Total acreage.
4. Zoning.
5. Number of Lots.
6. Legal description.
7. Location of existing monuments and benchmarks. Location of such monuments shall be shown in reference to existing official monuments or the nearest established street lines, including the true angles and distances to such reference points or monuments.
8. The location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet with the length of radii on all curves, and other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all curbs to the lot lines.
9. Lots shall be numbered clearly. Blocks shall be numbered or lettered clearly in the center of the block. The length and width shall be stated on the map or plat.
10. Exact locations, widths, and names of all streets, easements, alleys and other rights-of-way to be dedicated.
11. Boundary lines and description of the boundary lines of any area other than streets and alleys which are to be dedicated or reserved for public use.
12. Building setback lines on the front and side streets with dimensions.
13. Name and address of the developer, surveyor or licensed engineer preparing the plat.
14. Name, signature and seal of the registered surveyor verifying that all monuments and control markers have been set in compliance with City requirements.

15. Scale of the plat 1" = 100', 24 x 26 size, date of preparation, and north arrow.
16. Statement dedicating all easements, streets, alleys, and all other public areas previously dedicated.
17. Received copy of restrictive covenants applicable to the subdivision.
18. The following certificates must be shown on the final plat. For more information see Article 6 of the Subdivision Regulations.
 - (a) Owners dedication.
 - (b) Notary acknowledgment of owner's signature.
 - (c) The certificate of the Planning Commission.
 - (d) The acceptance of easements, rights-of-way and other public dedications by the Governing Body.
 - (e) The Certificate of the County Clerk.
 - (f) The Certificate as to Special Assessments.
 - (g) The Certificate of the County Treasurer.
 - (h) The Filing Record.
 - (i) The Survey Review Certification.
19. Has plat been addressed?
20. Mylar submitted, 1 copy with all applicable signature. Make sure the county surveyor has signed the final Mylar before submitted to the City for review.
21. How has installation of the following improvements been guaranteed?

	Construction	Bond	Petition
Streets	_____	_____	_____
Water	_____	_____	_____
Sewer	_____	_____	_____
Sidewalks	_____	_____	_____
Others, as required	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

22. Number of copies to submit.

Submittals	Number of Copies
1 st	10 – 24 X 36 and 1 electronic
2 nd	10 – 24 X 36
Final	6 – 24 X 36 and 1electronic

NOTE: Applicant is responsible for getting the “County Surveyor” approval of the final plat. The final Mylar will need to be signed by the “County Surveyor before the plat can be approved by the City and filed at the Franklin Register of Deeds office.

City of Ottawa Community Development Department

101 S. Hickory, P.O. Box 60
Ottawa, KS 66067
Phone (785) 229-3620 Fax (785) 229-3625
www.ottawaks.gov

Plat Application

Date submitted: _____ Fee: **\$200.00** **Date Received:** _____

Type of Plat: Final [] PUD [] Minor []

Name of Subdivision: _____

Subdivision Location: _____

Total Acreage: _____ Zoning: _____ Number of Lots: _____

Name of Owner/Applicant: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Name of Surveyor: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Name of Engineer: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Contact Person: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

The Owner/Applicant hereby declares that all information submitted is true to the best of his/her/their knowledge and acknowledge receipt of the Final Plat Procedures and Application from the Community Development Department office or City's Web Site.

The owner/applicant realize that ALL items must be completed and submitted with the application. Incomplete applications will not be processed until all items have been received.

Applicant/Owner:

Signature

Print Name

Signature

Print Name

Authorized Agent:

Signature

Print Name