

Article 3

Contents of Preliminary and Final Plats

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3.100 Preliminary Plat

Unless waived by the Zoning Administrator, all preliminary plats shall contain the following information:

1. Vicinity map showing the location of the proposed subdivision.
2. A north point and scale of one inch equals 100 feet, unless the Zoning Administrator approves an alternate scale.
3. A legal description and a current zoning designation.
4. Names of applicant, developer/sub divider, title of subdivision, and proposed street names.
5. Name and seal of surveyor/engineer.
6. Date surveyed.
7. Adequate legend.
8. Block and lot numbers and dimensions of blocks and lots.
9. Complete outline drawing of all boundaries, lots, and streets, together with angles, bearings, and/or azimuths (as appropriate) distances, and areas. Boundaries shall be shown as solid lines and all easements or required yards as dashed lines.
10. The location of all proposed streets, roads, alleys, and sidewalks and their relation to platted streets, proposed streets, or streets as shown on any recorded plat of adjacent property. Street names for all proposed and existing streets shall be identified. The width and approximate grade shall be noted for all proposed streets, roads, and alleys.
11. Rights-of-way and/or easements proposed to be created for all drainage purposes, utilities, walkways, access, and other purposes.

12. The location of the water/sewer distribution/collection system; the plat must show that these systems touch upon each lot, or in an easement appurtenant to each lot.
13. Total acreage and size of each lot in a data table.
14. Contours at vertical intervals of five feet unless the Zoning Administrator approves an alternate interval.
15. Setbacks, yards, building envelope, and any entrance restrictions.
16. Location and direction of flow of all watercourses and the location of the 100-year flood plain. If no portion of the subdivision lies within the 100-year flood plain, such fact shall be noted in the legend.
17. Existing features such as ponds, lakes, wetlands, and wooded areas.
18. 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.
19. If the subdivision is scheduled for phasing, then each phase shall be clearly indicated on the plat.
20. Location, description, and elevation of all benchmarks established or source used for vertical control.
21. Sites proposed for dedication as drainage way, park, school, or other public purpose.

3.101 Supplemental Information for Preliminary Plats

The following supplementary information may be requested by the Zoning Administrator or Planning Commission and shall be submitted with the preliminary plat or be included thereon.

1. Storm water drainage data, analysis, information, and supplemental maps of surrounding property in sufficient detail to demonstrate how storm water is proposed to be controlled or managed.
2. Copies of the proposed restrictive covenants if any.
3. The preliminary plat shall show:
 - a. The location of adjoining lots and parcels,
 - b. The structures
 - c. Natural features on the adjoining lots or parcels within 1,000 feet of the subdivision."

4. A statement as to the general nature and type of improvements proposed for the subdivision, and in what manner the sub divider intends to provide for their installation, e.g. petition, actual construction, escrow deposit, performance bond.
5. If the proposed subdivision is located in the extra-territorial zone and will utilize lateral fields or lagoons, the County Environmental Officer must be supplied with adequate physical data necessary to evaluate the type, size, and overall suitability of the project. Typical information that should accompany the preliminary plat for sanitary purposes would include: a soils analysis or a profile analysis, percolation tests, and the direction of surface water drainage. The County Environmental Officer shall forward his evaluation and provide the Planning Commission with a recommendation for approval, denial, or modifications to ensure the proposed plat conforms to the county environmental regulations. See Section 4.102(2) Public Water and Sewer Connections.
6. A statement as to how the adverse development conditions set forth in sections 4.103.4 of this chapter, if applicable, will be resolved.

3.102 Final Plat

All final plats shall contain the following information:

1. Final plats shall be prepared at a scale of not less than one inch represents one hundred feet.
2. The words "FINAL PLAT" followed by the name of the subdivision.
3. A legal description of the subdivision boundaries.
4. The instrument of survey which shows:
 - a) The point of beginning,
 - b) Corners,
 - c) Angles, bearings, and/or azimuths (as appropriate),
 - d) Distances,
 - e) Exterior boundaries,
 - f) Interior lot boundaries,
 - g) Pins and monuments found or set.

5. The instrument of survey shall conform to the Minimum Standards for the Practice of Land Surveying as set forth in K.A.R. 66-12-1.
6. Either individual notations or a table showing: All lot sizes, building setbacks, and building envelopes {envelopes are required by ordinance} (i.e. PUD). A lot envelope indicates the area of a lot, which may be used for structure development when physiography, drainage, or general soil conditions restrict building practices.
7. Block and lot numbers and dimensions of blocks and lots. Blocks shall be numbered clearly in the center of the block, within a circle.
8. All streets right-of-way with curve data, which shall include radius, arc length, chord length, and central angle.
9. Ingress/egress limitations if required.
10. Method of water and sewer service.
11. The location of existing and proposed easements, with widths.
12. Person or entity responsible for maintaining each easement.
13. An instrument of dedication for all streets and easements
14. Special notations required as a condition of platting by the Planning Commission.

3.103 Required Certificates

1. Owner's Certificate with Notary Certificate and Seal.
2. Certificate of the St. Marys City Commission signature block indicating acceptance of the public dedications;
3. {Attest} signature block for City Clerk with date.
4. Extra-territorial zone plats shall also have a Certificate of the County Commission and the County Clerk's attest and seal.
5. St. Marys Planning Commission approval as evidenced by the signature of the Chair and Secretary.
6. City Attorney.
7. Certificate of the Register of Deeds.
8. Surveyor's Certificate and Seal.
9. Certificate of review by the County Surveyor or designee indicating that the plat and survey description has been reviewed and approved.