



Pre-Application and Eligibility

A pre-application meeting with staff is encouraged, but not required, to help determine if a proposal will be eligible for the Minor Plat process and the specific items needed for submittal. Upon review of the initial Minor Plat submittal, the Planning Department may require the plat to be processed as a Major Plat, if these criteria are not met. The criteria for eligibility of a Minor Plat include:

- (1) Right-of-way for new streets is not proposed or required to serve the lots or tracts in the subdivision;
- (2) The subdivision includes the total contiguous tract of land owned, or under control of, the applicant;
- (3) The applicant has complied with any applicable stormwater management requirements;
- (4) No more than five lots or tracts are added;
- (5) Dedication of land for public purposes is not required;
- (6) New lots or tracts front onto or are accessible from an existing street right-of-way which, except for non-buildable lots or tracts, conforms to city specifications;
- (7) Extensions of water or sewer mains are not required to serve the additional lots or tracts;
- (8) Easements for utilities are not vacated, altered, removed or realigned unless the utility consents in writing and the planning director determines that vacation will not adversely impact adjoining property owners or the public health and welfare;
- (9) The plat is consistent with the comprehensive metropolitan plan; and
- (10) Real estate taxes and special assessments on the property proposed to be platted or re-platted are not delinquent.

Submission

The following submittal items are part of the Minor Plat application:

- **Application Form** – An application questionnaire must be completed through our application portal for all Minor Plats.
- **Fees** - Fees are \$150 plus \$3.50 per lot being platted
- **Aerial Location Map** - An aerial shot depicting the land included in the plat.
- **Property Owner Approval** - A completed, signed copy of our Property Owner Approval document.
- **Plat Map** – An electronic copy of the plat map in PDF format shall include:
 - Submit plat depicting all graphical information and notes contained on a preliminary and final plat according to the City's Subdivision Regulations as a single plat document. (See Subdivision Checklist)
 - A location or vicinity map (to be removed prior to recording).
 - All structures (showing dimensions to boundaries to be removed prior to recording).
 - The plat map shall also include topographic information and names of adjacent subdivisions or owners of un-platted land consistent with Preliminary Plat requirements (to be removed prior to recording).

SUBDIVISION CHECKLIST

- If previously platted, the new plat map shall be titled with the same subdivision name of the previous plat followed by the next sequential number. For example, a lot split within “Acme Subdivision #2” would be re-titled as “Acme Subdivision #3” with a sub-title “a minor re-plat of lot __ Acme Sub. #2...”
- A signature block for the Public Works and Planning Directors only. No other signatures from the City are needed.
- **Utility Approvals** – If an existing utility easement is proposed to be re-aligned, altered, or removed, applicable utility providers will need to provide their written approval as part of the process. Removal of platted R-O-W may be accomplished through the Minor Plat process provided adjacent owners and properties are not affected, as determined upon review by the Planning Department.
- **Stormwater Management Report** – Digital copy (pdf) of a stormwater management report prepared by a civil engineer. If you have questions contact Annie Driver, Land Development Coordinator: adriver@topeka.org or phone 368-1611.

Completed Minor Plat applications will be accepted by the Planning Division at any time. **An application will be considered complete and processing will begin when all required information is accurately provided through the application portal.**

SUBDIVISION CHECKLIST

MINOR PLAT CERTIFICATE OF APPROVALS

CERTIFICATE OF APPROVALS:

APPROVED BY THE TOPEKA PLANNING & DEVELOPMENT DIRECTOR THIS _____ DAY OF _____, 20__.

Name, Planning & Development Director

APPROVED BY THE TOPEKA PUBLIC WORKS DIRECTOR THIS ____ DAY OF _____, 20__.

Name, Public Works Director

ENTERED ON THE TRANSFER RECORD OF SHAWNEE COUNTY, KANSAS,
THIS _____ DAY OF _____, 20__.

Name, County Clerk

REVIEWED BY THE COUNTY SURVEYOR, THIS _____ DAY OF _____, 20__.

Name, County Surveyor, LS #

FILED FOR RECORD IN THE OFFICE OF THE SHAWNEE COUNTY REGISTER OF DEEDS THIS
_____ DAY OF _____, 20__, AT _____ O'CLOCK.

Name, Register of Deeds

SUBDIVISION CHECKLIST

Review and Approval

The Minor Plat application will be routed to the appropriate reviewing agencies for comment. Within twelve working days, Planning staff will respond back to the applicant in writing with any changes or additional information needed. This includes staff's determination that the proposal is/is not eligible to be approved as a Minor Plat. If the changes are of a minor or technical nature, then the applicant will be asked to submit an owner-signed mylar with those minor/technical changes for signatures by the Planning & Development Director and the Public Works Director. If the changes are more substantial, the applicant will be instructed to submit a revised digital copy for further review prior to submission of the signed mylar.

Once the applicant has recorded the Minor Plat, they have ten days to submit one copy to the Planning Division, who will distribute the recorded copies to various agencies and utilities. Once the required copy is on file with the Planning Division, building permits may be issued for the newly created lots.