



CITY OF  
**TOPEKA**

# SUBDIVISION CHECKLIST

PLANNING & DEVELOPMENT  
D E P A R T M E N T

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## PLAT CONTENTS

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**Pre-Application Conference:** Prior to initiating application for a plat of subdivision, the applicant's design professional is strongly encouraged to schedule a pre-application conference with staff to review the subdivision proposal and identify potential issues. Or, a pre-application plat may be submitted instead of a meeting.

**Pre-Application Plat:**

**Scope:** The pre-application plat needs to identify the extent of the entire tract from which the plat of subdivision is proposed. For example, if a 10-acre portion of an 80-acre is proposed to be subdivided, the entire 80-acres needs to be shown on the pre-application plat. Based upon individual circumstances, the pre-application plat may need to show a probable subdivision pattern for the entire tract even though the applicant's intention is to subdivide only a portion of the original tract.

***Plat Content:***

- Plan sheet generally measuring 24" X 36" in size.
- Name of subdivision (shall not duplicate or closely resemble the name of existing subdivisions).
- North arrow, date of preparation, and graphic scale.
- Name of adjoining property owners (if unsubdivided) or subdivision name.
- Location, routing, and size of water and sewer lines.
- Relationship to adjoining streets including name and right-of-way dimensions.
- Relationship to schools, parks and civic institutions.
- General alignment and dimension of proposed streets.
- General arrangement and dimension of proposed lots.
- Preliminary identification of existing natural features (e.g. steep slopes, mature stands of timber, natural drainage ways, etc.)
- Preliminary identification of floodplain and floodway, including base flood elevation.

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### **Submittals:**

- A report and recommendation of the Shawnee County Health Agency where individual, on-site septic systems are proposed.
  - Electronic file of pre-application plat in PDF format, emailed to [planning@topeka.org](mailto:planning@topeka.org)
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### **Preliminary Plat:**

**Scope:** The preliminary plat should begin to solidify the concept into reality. Therefore, the preliminary plat is much more highly detailed than the pre-application plat and includes information not required on the pre-application plat. The scope of the preliminary plat should typically show just the affected area of land being subdivided unless otherwise stated below.

### **Plat Content:**

- Vicinity map.
- Name of subdivision (which shall not duplicate or closely resemble the name of existing subdivisions. Verify with County Register of Deeds.).
- Location of boundary line in relation to the quarter section corner.
- Name and address of the property owner, developer and person preparing the plat.
- Prepared on plan sheets measuring 24" x 36" with of 1"=200' or greater.
- North arrow, date of preparation, scale and graphic scale.
- Existing Improvements:* Location, width and name of *existing:* platted streets or other public ways, railroads and utility rights-of-way, parks and other public open spaces and permanent buildings within or adjacent to the proposed subdivision.
- Existing Utilities:* Identify existing sewers, water mains, gas mains, culverts or other underground installations within the subdivision or immediately adjacent to, showing manholes, valves, hydrants, pipe size, grades and location.
- Names of adjacent subdivisions, and owners of unplatted adjacent parcels.
- Natural Features:* Topography with contour intervals of not more than five (5) feet, location and width of water courses, bridges, wooded areas, lakes (surface area), ravines (grade of side slopes), approximate acreage and such other features as may be pertinent. Identify areas to be preserved in their natural state along with a note detailing the manner in which such areas are to be maintained.
- Floodplain:* Identify the extent of 100-year floodplain and floodway, base flood elevation and minimum opening elevations, include appropriate floodplain statement.
- Stream buffer:* Identify extent of stream buffer per City of Topeka GIS Utility Exploration Map.

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- Proposed Streets:* Location, name and width of proposed streets and proposed rights-of-way, access, highways, pedestrian ways and easements.
- Proposed Utilities:* Location and character of proposed utility lines, including sewers (sanitary and storm), water, gas, telephone and power lines including proposed manholes, valves, and hydrants.
- Proposed layout, numbers and approximate dimensions of all lots, and, the number or letter of blocks.
- Public Spaces:* Location and size of proposed parks, playgrounds, churches or school sites, or other special uses of land to be considered for dedication to public use or reservation by deed or covenant for the use of all property owners in the subdivision and the conditions of such dedication or reservation.
- Building setback lines with dimensions (only if specifically requested by staff).
- Indication of lots for which uses other than residential are proposed.
- A statement of the sewer and water service provider.
- Design Variance:* For requests to deviate from the standards of the subdivision regulations, a variance note shall be placed on the plat. (See standard variance note). If requesting variance to the subdivision regulations, a request shall be made with the application justifying the reason for the variance request per 18.30.040 design variances.

### **Submittals:**

- IF PUBLIC STREETS ARE PROPOSED: One electronic copy of the Preliminary Street Plans (PDF copy) including the selected model ROW corridor for utilities for review by the City Engineer and/or Shawnee County Department of Public Works. (**NOT APPLICABLE TO MINOR PLATS**)
  - One electronic PDF copy of the Stormwater Management Plan, as required by the City of Topeka or Shawnee County Public Department and Utilities Director pursuant to chapter 13.35 or as otherwise directed.
  - Waiver of extension: (**NOT APPLICABLE TO MINOR PLATS**) If the applicant seeks to consolidate review of the preliminary and final plat a waiver of extension needs to accompany the preliminary plat. The request needs to be signed by the planning director. (The preliminary and final plats need to be submitted together by preliminary plat submittal deadline.)
  - Electronic file of preliminary plat in PDF\* format submitted through the Planning Application Portal.
  - Consent to Annexation (**IF APPLICABLE**)
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### **Final Plat:**

**Scope:** The final plat is only prepared once the preliminary plat is approved and should only reflect what was approved by the Planning Commission. It shall be prepared by a licensed Kansas land surveyor. All dimensions,

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survey marks, lot areas, easements, and rights-of-way shall be certified. Submit the preliminary and final plats together if submitting a minor plat.

### **Submittals** (submitted through the Planning Application Portal):

- Application form (unless previously submitted with pre-application or preliminary plat and if information does not change)
- Electronic file of final plat in PDF format
- Planner requests square footages for all Rights of Way and Easements dedicated or vacated by the plat from surveyor. Once received, email these to: [planning@topeka.org](mailto:planning@topeka.org) (Numbers needed by Finance Dept.) **ONLY APPLIES TO PLATS INSIDE CITY LIMITS OR WILL BE ANNEXED IN THE CURRENT YEAR.**

### **Plat Contents:**

- Prepared on plan sheets measuring 24" x 36" with a scale of 1"=100' or larger.
- If more than one plan sheet, each sheet shall be labeled 1 of #, 2 of #, etc.
- Name of subdivision. (Not to duplicate existing recorded plat. Verify with County Register of Deeds.)
- Entry for Book, Page, Date & Time in the upper right-hand corner.
- Legal Description.* 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 mathematically close; the allowable are of closure on any portion of the plat shall be one foot in 5,000.
- Monuments.* Location of monuments shall be shown and described; locations shall be shown in reference to existing official monuments or the nearest established street lines, including true angles and distances to such reference points or monuments.
- Location of lots, streets, access, public highways, alleys, parks and other features with accurate dimensions in feet and decimals of feet, with the length of radii or area of all curves, and with all other information necessary to reproduce the plat on the ground; dimensions shall be shown from all angle points and points of curve to lot lines.
- Lots.* Lots shall be clearly designated by number or letter; the area of each lot shall be indicated in terms of square feet either in tabular form or within the lot boundaries.
- Blocks.* Blocks shall be lettered clearly in the center of the block.
- Streets.* The exact location, width and name of all streets to be dedicated.
- Easements.* Location and width of all easements to be dedicated. Centerline dimension and bearing shall be provided where an easement does not follow a platted lot line.
- 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.

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- Setbacks.* Building setback lines on the front and side streets with dimensions (only if specifically requested by staff).
  
- Name and address of the developer and the State of Kansas professional licensed surveyor or professional licensed engineer making the plat.
  
- Scale of plat, along with graphic scale, date of preparation and north arrow.
  
- Floodplain:* Delineation of the 100-year floodplain and floodway; identification of the base flood elevation; and, minimum opening elevations, include appropriate flood plain note.
  
- Stream buffer:* Identify extent of stream buffer per City of Topeka GIS Utility Exploration Map.
  
- Notes.*
  - DEDICATION: Know all men by these presents that the undersigned owners to the above described tract of land have caused the same to be subdivided into lots, blocks and public ways which shall be known as SUBDIVISION NO. \_\_\_\_.
  
  - NOTICE: In the event there are other owners or those holding any proprietary interest in any land contained in this subdivision who do not appear and duly acknowledge this plat prior to the time of recording in the Office of the Register of Deeds, the plat shall be null and void.
  
  - EASEMENTS: Easements are hereby granted to the public as follows: "Utility Easements" to allow public utility providers, contractors, and authorized agents to locate, construct and maintain facilities to provide utility service to the public. All public utilities specifically including but not limited to water, gas, sewer, stormwater, and telecommunications may place or locate their facilities over, under and along the strips marked "utility easements". A temporary construction easement of 12-feet adjacent to the side of the utility easement is dedicated for the use of the public utilities while initial construction of the public utility's facilities are in progress."
  
  - PUBLIC DRAINAGE EASEMENT: (**IF APPLICABLE**) Drainage easements are hereby established as shown to provide for the unobstructed overland flow or surface water and/or the construction and maintenance of pipe, flume, ditch or any or all improvement for the drainage of said water, all as may be determined and/or approved by the director of the department of utilities. Property owners shall not place any permanent or semi-permanent obstruction in said easement. All maintenance within the permanent public drainage easement shall be the right, duty and responsibility of the property owner(s) of the property in which the easement is so located, however, if maintenance is neglected or subject to other unusual circumstances and is determined to be a hazard or threat to public safety by the director of utilities or designee, corrective maintenance may be performed by the governing jurisdiction with costs assessed to and borne upon, said property owner(s). Officials representing the department of utilities shall have the right to enter upon the easement for purposes of periodic inspection and/or corrective maintenance.

Should one or more of the Landowners be natural persons not joined by their respective spouses, it is conclusively presumed that the land conveyed is not the residence, homestead, or principal business or falls within the footprint of the principal business of such Landowners. Should one or more of the Landowners be a legal entity other than a natural person, it shall be conclusively presumed that the person

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signing on behalf of that entity has been duly and legally authorized to so sign and there shall be no necessity for a seal or attestation.

- PRIVATE DRAINAGE EASEMENT (IF APPLICABLE):** All maintenance of the drainage conveyance system located within the private drainage easement shall be the right, duty and responsibility of the property owner(s) of the property in which the easement is so located, however, if maintenance is neglected or subject to other unusual circumstances and is determined to be a hazard or threat to public safety by the director of the department of utilities or designee, corrective maintenance may be performed by the governing jurisdiction with costs assessed to and borne upon, said property owner(s). Officials representing the department of utilities shall have the right to enter upon the easement for purposes of periodic inspection and/or corrective maintenance.

Should one or more of the Landowners be natural persons not joined by their respective spouses, it is conclusively presumed that the land conveyed is not the residence, homestead, or principal business or falls within the footprint of the principal business of such Landowners. Should one or more of the Landowners be a legal entity other than a natural person, it shall be conclusively presumed that the person signing on behalf of that entity has been duly and legally authorized to so sign and there shall be no necessity for a seal or attestation.

This Permanent Private Drainage Easement shall run with the land and be binding upon the grantees, lessees, successors, and assigns of the parties hereto, unless terminated by the abandonment of the Stream Buffer Easement by the City.

- NOTE: (IF APPLICABLE):** Minimum opening elevations shall be 1ft above the highest adjacent 100-year water surface elevation.
- STORMWATER MANAGEMENT EASEMENT: (IF APPLICABLE)** Stormwater Management Easements (SME) are hereby established as described to provide for the management of storm water including, but not limited to, detention, retention, storage and treatment of storm water. Landowners and their assigns and successors (Landowners) agree to install, construct, reconstruct, replace, enlarge, repair, operate and provide perpetual maintenance of pipe, flume, ditch, swale, vegetative areas or mechanical devices for storm water conveyance and/or treatment, or any improvements in the SME for the drainage and/or treatment of said storm water. No change to the grade, topography or storm water management structures and improvements in the SME shall be made without the prior written approval of the City of Topeka, Kansas Public Works Director or designee.

Landowners shall not place or permit any permanent, semi-permanent or temporary obstruction in said SME including, but not limited to, trees, shrubs, vegetation, rocks, fences, retaining walls, landscaping, structures, buildings or other obstructions that interfere with or obstruct designed water flow and/or treatment process in an engineered channel, conduit, structure or area, nor shall Landowners obstruct, prevent or otherwise hinder ingress, egress or operation of maintenance vehicles, equipment and personnel. Upon receiving written permission from the Public Works Director or designee, Landowners may construct at their own peril other limited improvements and/or landscaping within the SME which do not and will not interfere with the function of the storm water management system. Any obstructions or improvements in the SME, permitted or not permitted, may be removed by the City of Topeka, Kansas Public Works Department or its Contractor to provide for designed water flow and/or treatment process

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of the storm water management system. Cost of removal, damage and any repair or replacement shall be the responsibility of the Landowner.

All maintenance and repairs within the SME shall be the right, duty and responsibility of the Landowners of the property on which the SME is located. However, if designed water flow and/or treatment processes are impeded by neglected maintenance, system failure or are subject to other unusual circumstances causing a hazard or threat to public safety, as determined by the Public Works Director or designee, emergency or corrective maintenance may be performed by the Public Works Department or its Contractor with costs charged to said Landowners. Unpaid costs shall be assessed to and imposed as a lien on the land. The Public Works Director or designee, including Contractors shall have the right to enter upon the SME for purposes of periodic or special inspection and/or corrective maintenance.

- NOTE: "No building permit(s) shall be issued until all Stormwater Management requirements set forth in the Topeka Municipal Code (TMC) are met: including approval of Stormwater Management Plan, granting of any necessary stormwater management, drainage or stream buffer easements, and construction and inspection of all stormwater management facilities contained in the approved Stormwater Management Plan for each phase as applicable." (CITY LIMITS)
  
- NOTE: "No building permit(s) shall be issued until all stormwater management requirements of the applicable jurisdiction are met, including granting of any necessary stormwater management or drainage easements." (COUNTY PLATS)
  
- CHANNEL DRAINAGE EASEMENT: **(IF APPLICABLE)** Channel drainage easements shall not be obstructed by any permanent or semi-permanent obstruction. This includes, but is not limited to, new trees or shrubs, fences, retaining walls, buildings or other miscellaneous obstructions that interfere with access and egress of maintenance vehicles and equipment or obstruct the flow of water in the channel such that the design conditions are not present. Any permanent or semi-permanent obstruction located in the easement may be removed by City of Topeka, its employees, and agents to provide for the proper operation and maintenance of the channel without cost or obligation for replacement. Cost of removal and replacement shall be the responsibility of the property owner.
  
- STREETS: The public ways (streets and roads) not heretofore dedicated, are hereby dedicated to the public. Temporary turn-around easements are hereby established as shown on the accompanying plat and shall be automatically vacated when streets are extended.
  
- BUILDING LINES: Building or setback lines are hereby established as shown on the accompanying plat and no building or portion thereof shall be built between this line and the street right-of-way line. (This note is only to be included if staff has specifically requested that building setback line be shown on the plat.)
  
- FLOOD PLAIN NOTE: According to "FIRM" Map Community Panel Number (**insert appropriate number**) effective (**insert appropriate date**) this tract is in flood zone (**insert appropriate zone i.e. "C"**), area of (**insert appropriate degree of flooding i.e. minimal etc.**)" and if applicable identify the extent of 100-year floodplain and floodway, base flood elevation and provide minimum opening elevation.
  
- STREAM BUFFER NOTE: **(IF APPLICABLE AND USED FOR TYPE I, II, or III DESIGNATED STREAMS)**

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Stream Buffer Easement (SBE): Stream buffer easements are hereby established as shown to enhance and protect the integrity of the stream and provide for the natural unobstructed overland flow of surface water to and in existing drainage ways.

The following practices and activities are prohibited within the SBE, except with written approval by the Utilities Director or designee.

- (1) Clearing of existing vegetation; other than trimming or cutting overgrown vegetation, removing dead vegetation or replacing vegetation.
- (2) Grading, stripping, or other soil disturbing practices.
- (3) Filling or dumping.
- (4) Draining the buffer area by ditching, underdrains, or other systems.
- (5) Use, storage, or application of pesticides or other noxious chemicals
- (6) Housing, grazing, or other maintenance of livestock.
- (7) Storage or operation of motorized vehicles, except for maintenance and emergency use.
- (8) Placement of permanent or semi-permanent obstructions in said easement.

All maintenance permitted within the SBE shall be the right, duty and responsibility of the property owner(s) of the property in which the easement is so located, however, if maintenance is neglected or subject to other unusual circumstances and is determined to be a hazard or threat to public safety by the utilities director or designee, corrective maintenance may be performed by the city with costs assessed to and borne upon said property owner(s). Officials representing the department of utilities shall have the right to enter upon the easement for purposes of periodic inspection and/or corrective maintenance. (INCLUDE GRAPHIC ON PG. 16)

- STREAM BUFFER NOTE FOR WETLAND PROTECTION (ONLY APPLIES TO UNIQUE CIRCUMSTANCES AS DETERMINED BY UTILITIES DIRECTOR):** Stream buffer easements are hereby established as shown to protect the physical and ecological integrity of the stream or wetland ecosystem and provide for informal green space and the natural unobstructed overland flow of surface water in existing drainage ways. The stream buffer easement shall be planted in native species. The only uses permitted by right are for flood control, utility corridors, flood paths and road crossings. The Utilities director may, subject to US Army Corps of Engineer approval, consent to recreational paths, detention or retention structures or stormwater BMPs. Property owner(s) shall not place permanent or semi-permanent obstructions in said easement. All maintenance within the stream buffer easement (SBE) shall be the right, duty and responsibility of the property owner(s) of the property in which the easement is so located, however, if maintenance is neglected or subject to other unusual circumstances and is determined to be a hazard or threat to public safety by the applicable public works director or designee, corrective maintenance may be performed by the governing jurisdiction with costs assessed to and borne upon said property owner(s). Officials representing the applicable department of public works or utilities shall have the right to enter upon the easement for purposes of periodic inspection and/or corrective maintenance. (STREAM TYPE GRAPHIC NOT APPLICABLE)
- GREEN SPACE EASEMENT NOTE: (IF APPLICABLE)** Green space easements are non-buildable and reserved for landscaping amenities. The lots owner(s) shall not fence or build any habitable structures within said easement.
- BLANKET CROSS ACCESS NOTE: (IF APPLICABLE)** Cross access shall be provided through and across all lots within said subdivision boundaries. This agreement shall be binding upon all heirs, executors, administrators, and assigns of said property owners.



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- NOTE: Property owners shall be admonished from placing any permanent or semi-permanent obstruction in permanent sewer, or utility easements. This includes, but is not limited to, trees, shrubs, fences, retaining walls, buildings or other miscellaneous obstructions that interfere with access or egress of maintenance vehicles or equipment for the operation and maintenance of the utilities or pipe lines located in the easement. Any permanent or semi-permanent obstruction located in the permanent sewer or utility easement may be removed by City of Topeka, its employees or agents to provide for the proper operation and maintenance of that utility line, without cost or obligation for replacement, cost of removal, and/or replacement shall be the responsibility of the property owner.
  
- NOTE: No building permits shall be issued until arrangements for the installation of water mains and/or connection charges have been made with the City of Topeka Water Department.
  
- NOTE: Restricted access line defines portions of the subdivision boundary in which the public is not allowed to cross in order to gain access to the subdivision other than in an emergency situation or for temporary access during construction activities. Temporary access requires prior approval from the Director of Public Works.
  
- NOTE: All utilities shall be placed underground pursuant to the City's right-of-way management standards.
  
- VARIANCE: (if a design variance is requested, the subdivision application shall include a letter providing the design professional's justification.) Pursuant with TMC 18.30.040, the Topeka Planning Commission hereby grants the following design variances to the provisions of the Subdivision Regulations:
  - A variance to TMC 18.30..., to
  
- CONSENT TO ANNEXATION: **(IF APPLICABLE)** The owners of record of the above described real estate does hereby evidence its complete and irrevocable consent to annexation by the City of Topeka, in accordance with the laws of the State of Kansas. This consent shall run with the land and shall be binding upon the heirs, successors and assigns of the undersigned.

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IN TESTIMONY WHEREOF, The owners, \_\_\_\_\_, have caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Name of Owner

STATE OF KANSAS, COUNTY OF SHAWNEE, SS: Be it remembered that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me a notary public, in and for the County and State aforesaid, came \_\_\_\_\_, who are personally known to me to be the same persons who executed the within instrument of writing, and such persons duly acknowledge the execution of the same.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my seal the day and year last written above.

\_\_\_\_\_ My Commission Expires: \_\_\_\_\_  
Name of Notary

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- SURVEYOR'S CERTIFICATE: I hereby certify the details of this plat to be correct, to the best of my knowledge and belief, that all boundary corners of this subdivision of land have been monumented, that iron pins are set as shown on the attached plat this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Surveyor and LS #

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**MINOR PLAT CERTIFICATE OF APPROVALS**

CERTIFICATE OF APPROVALS:

APPROVED BY THE TOPEKA PLANNING 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

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**MAJOR PLAT CERTIFICATE OF APPROVALS**

CERTIFICATE OF APPROVALS:

APPROVED BY THE TOPEKA PLANNING COMMISSION THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name, Planning Commission Chairman

\_\_\_\_\_  
Name, Planning Commission Secretary

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THIS SUBDIVISION HAS BEEN PRESENTED TO THE CITY COUNCIL, CITY OF TOPEKA, KANSAS, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, FOR ACCEPTANCE OF LAND TO BE DEDICATED FOR PUBLIC PURPOSES. THE CITY COUNCIL HEREBY ACCEPTS THE LAND FOR PUBLIC PURPOSES.

By the City Council

City of Topeka, Kansas \_\_\_\_\_  
Name, Mayor

\_\_\_\_\_  
Name, City Clerk

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ENTERED ON THE TRANSFER RECORD OF SHAWNEE COUNTY, KANSAS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name, County Clerk

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REVIEWED BY THE COUNTY SURVEYOR, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name, County Surveyor, LS #

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

\_\_\_\_\_  
Name, Register of Deeds

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## SUBDIVISION CHECKLIST

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### Subdivision Checklist – DESIGN STANDARDS

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#### Subdivision Regulations:

- Block Dimensions.* (§18.40.040)
  - Length.* In residential subdivisions, **1,200-feet** where no existing plats are recorded, except in outlying subdivisions where a greater length may be permitted due to topography, etc. In blocks longer than 800-feet, **pedestrian ways or easements** may be required near the center of the block and have a minimum width of **10-feet**.
  - Width.* In residential subdivisions, the block width shall be sufficient to allow two (2) tiers of lots. Business and industrial uses shall be of such width to as may be considered suitable for the prospective use.
  
- Streets, Alleys and Public Ways.* (§18.40.050)
  - Major traffic thoroughfares.* Shall conform as nearly as possible to the Transportation Plan.
  - Minor streets.* In residential subdivisions, streets shall be designed to discourage through or non-local traffic.
  - Cul-de-sacs.* Shall be not longer than **500-feet**, including the turn-around which shall be provided at the end.
  - Right-angle intersections.* Streets shall be laid out to intersect at right-angles. Where topography or other conditions warrant a deviation, the minimum angle shall be **60°**.
  - Streets adjacent to railroad right-of-way, limited access freeway or other major traffic thoroughfare.* A *frontage road* shall be provided parallel and adjacent to rights-of-way of railroad, limited access freeways and major traffic thoroughfares, however, a street may be provided at a distance suitable for the appropriate use of land between such street and such rights-of-way.
  - Half-streets.* Dedication of half-streets will not be approved except where are essential to the reasonable development of the subdivision.
  - Alleys.* Alleys shall be provided in *commercial* and *industrial* districts, except where adequate provision is made for service access such as off-street loading, unloading and parking.

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*Minimum Street Dimensions. (Required City of Topeka Engineering Design Specifications overlap with these.)*

Street Type	Right-of-Way ←	Pavement ↑	Grade →	Alignment ↓
<b>Major Traffic Thoroughfare:</b>				
Primary Dual Roadway	120	65	6	500
Primary Single Roadway	100	65	6	500
Secondary	80	49	6	300
<b>Collectors:</b>				
Primary	70	41	8	200
Secondary	70	37	8	200
<b>Minor Street:</b>	60	29	10	100
<b>Cul-de-sac:</b>	50 (radius) °	90		
15 building sites or less		27	10	
> 15 building sites		29	10	
<b>Frontage Road:</b>				
Two-Way	60			
One-Way	50			
<b>Alleys:</b>	20	20	10	
<b>Pedestrian Ways:</b>	10	4	12	

← Measured in feet. When existing or anticipated traffic on primary or secondary thoroughfares in subdivisions warrant greater widths or rights-of-way, such widths shall be required. (§18.40.060)

↑ Measure in feet from back of curb to back of curb. (§18.40.090)

→ Measured as a percentage. (§18.40.080)

↓ Horizontal alignment minimum radii at the centerline of right-of-way. A tangent shall be provided between all reverse curves of sufficient length as related to the radius so as to provide for a smooth flow of traffic. (§18.40.100)

° Right-of-way dimension on turn-around.

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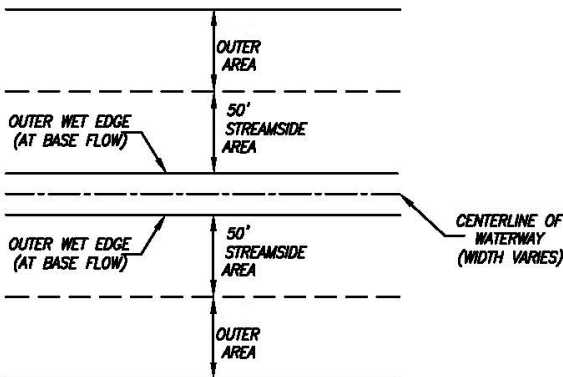
- Lot Dimensions.*
  - Minimum width. 50-feet* at the building line.
  - Minimum depth. 110-feet.*
  - Minimum area.* Subject to the district zoning regulations.
  - Side lot lines.* Shall be at right angles to straight street lines, or radial to curved street lines.
  - Corner lots. 30-foot* minimum building setback to both streets except where topography, street alignment or established setbacks warrant a deviation.
  - Double frontage lots.* Shall be **avoided** unless felt will give better street alignment and lot arrangement.
  - Frontage.* Every lot shall have frontage upon a public street unless private streets has been approved under a Planned Unit Development Master Plan.
  - Setback lines.* Shall be shown on preliminary and final plats not less than the front setback required by the zoning district (only if specifically requested by staff.)
  - Septic systems.* Lot sizes shall be subject to soil percolation rates upon approval by Shawnee County Health Agency.
  - Private water supply.* Where served by private water supply, well or other means, the size of lots shall be subject to §§18.30.020 and 18.40.120(c).
  
- Easements Required. (§18.40.120)*
  - Permanent Utility Easements.* Permanent easement not less than *six (6) feet* in width shall be provided on each side of all *rear lot lines, and on side lot lines* where necessary for drainage, utility poles, wires, conduits, gas, water and heat mains and other public utilities. Such easements shall be at least *12-feet* in continuous width. Where *sanitary and storm sewers* are installed, the easement shall not be less than *eight (8) feet* in width and provided on each side of all lot lines and be not less that *16-feet* in continuous width.
  - Temporary Construction Easements.* *Twelve (12) foot* temporary construction easements shall be provided on each side of the permanent easement, for the initial construction of utilities in the subdivision.
  - Above Ground Obstructions.* Utility poles, meters and other above ground obstructions shall be installed no more than *four (4) feet* from the edge of the easement.

# SUBDIVISION CHECKLIST

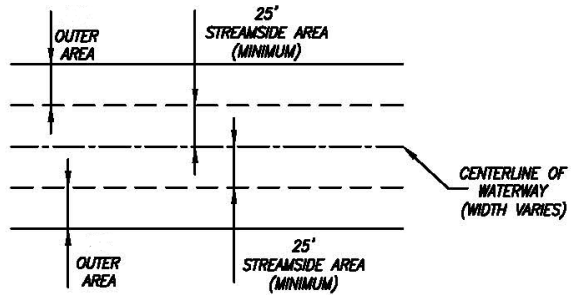
## Subdivision Checklist - STREAM BUFFER NOTES & GRAPHIC

### WATERWAY BUFFERS

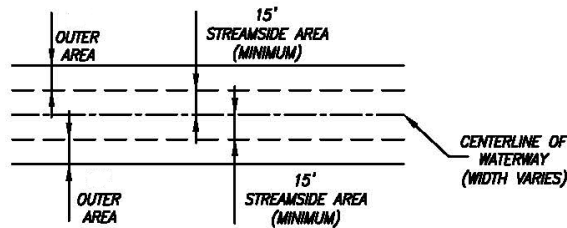
	STREAMSIDE AREA			OUTER AREA		
	TYPE I	TYPE II	TYPE III	TYPE I	TYPE II	TYPE III
Width	50 feet	25 feet	15 feet	Determined by the GIS-Based Stream Buffer Shapefiles for the City of Topeka.		
Vegetation	Native vegetation.			Native vegetation or managed lawn (type II or III).		
Uses	Streambank stabilization, flood control, utility corridors.			Biking/hiking paths, flood control, detention/retention structure, utility corridors, stormwater BMPs, residential yards, landscape areas.		
	Unpaved foot paths, road crossings.					
Function	Protect the physical and ecological integrity of the stream ecosystem.			Protect key components of the stream and filter and slow velocity of water runoff.		



**TYPICAL TYPE I**  
STREAM BUFFER



**TYPICAL TYPE II**  
STREAM BUFFER



**TYPICAL TYPE III**  
STREAM BUFFER