



***FINAL PLAT REVIEW***

Complete and return the application along with the appropriate fee (\$50) to the City of Russell, in care of the Building, Planning & Zoning Department.

1. Name of Subdivision \_\_\_\_\_

2. Name of Owner \_\_\_\_\_

3. Name of Subdivider \_\_\_\_\_

4. Plat prepared by: \_\_\_\_\_

5. The Final Plat shall contain the following information:

	Yes	No
(a) Name of the subdivision.	___	___
(b) Location map showing the location of the subdivision relative to adjacent subdivisions, tracts and the city limits.	___	___
(c) A legal description prepared by a registered land surveyor of the tract being subdivided.	___	___
(d) The perimeter boundary lines of the subdivision showing all property corners, land lines, distances, bearings and angles, and other references used in the legal description of the tract. The boundary of the platted areas should be accurately indicated by a heavy solid line.	___	___
(e) All lot lines, right-of-way lines, streets and easements shall be shown with their dimensions to the nearest one hundredth (0.01) of a foot and in actual respective location.	___	___
(f) Prior to the submittal of the final plat, all block corners, including the PC and PT of curved block lines, shall be marked by iron monuments no smaller than one-half inch in diameter and two (2) feet in length, driven into the ground flush with the existing ground surface. The location of such monuments shall be shown on the final plat and marked on the ground by use of wooden stakes. Sufficient information shall be shown on the plat to allow an experienced surveyor to locate or relocate all points and lines shown on the plat, including all pertinent curve data. The error of closure of the boundaries of any enclosed area within the plat shall not exceed one (1) foot in three thousand (3,000) feet.	___	___
(g) Prior to the submittal of the final plat, all corners in the boundary of the subdivision shall be monumented with an iron bar no smaller than one-half inch in diameter and two (2) feet in length, set rigidly in concrete (K.S.A. 58-2001).	___	___

Yes No

- (h) Where any section or quarter-section corner is involved, in the control establishing the location of a subdivision boundary, said point shall be clearly monumented and referenced before it is used in the subdivision control. \_\_\_ \_\_\_
- (i) All areas, except street rights-of-way and utility easements, to be dedicated to the public or reserved for public use or for the exclusive use of the property owners within the subdivision, shall be clearly outlined and a legal description of the same shall appear on the final plat with the intended use clearly noted thereon. \_\_\_ \_\_\_
- (j) North point, graphic scale, written scale and date of preparation. \_\_\_ \_\_\_
- (k) Protective covenants shall be lettered on the final plat or submitted on a separate sheet with appropriate references made on the final plat, and signed by the subdivider and/or owner. \_\_\_ \_\_\_
- (l) Lots and blocks shall be numbered in an orderly manner conforming with established numbering procedures previously used in the city and approved by the code official. \_\_\_ \_\_\_
- (m) Minimum front yard building setback lines as established by applicable zoning or other regulations or more restrictive setbacks if desired by the sub divider. \_\_\_ \_\_\_
- (n) The width of the portion of the streets being dedicated and the width of any existing right-of-way. \_\_\_ \_\_\_
- (o) The name of each street shown on the subdivision plat. \_\_\_ \_\_\_
- (p) Any restrictions in addition to the protective covenants shall be lettered on the plat. \_\_\_ \_\_\_
- (q) All easement lines shall be shown and properly labeled and dimensioned. \_\_\_ \_\_\_
- (r) All plats located in a flood hazard area shall conform to Ordinance 1709 and shall be so noted on the plat. Suggested wording is as follows:  
"This plat shall conform to the provisions of Ordinance 1709 of the City of Russell dealing with flood hazard areas." \_\_\_ \_\_\_
- (s) The flood fringe and floodway, if known, shall be identified on the plat. \_\_\_ \_\_\_

*Certificates.* The following certificates, duly signed as appropriate, shall appear on the final plat upon its submittal:

- 6. Surveyor's Certificate. \_\_\_ \_\_\_
- 7. Review Surveyor's Certificate. \_\_\_ \_\_\_
- 8. Owner's Certification and Dedication. \_\_\_ \_\_\_
- 9. Protective Covenants. \_\_\_ \_\_\_
- 10. Abstractor's Certificate. \_\_\_ \_\_\_
- 11. Planning Commission Certificate. \_\_\_ \_\_\_
- 12. City Council's Certificate. \_\_\_ \_\_\_
- 13. County Clerk and City Clerk Certificate. \_\_\_ \_\_\_

- |   | Yes | No  |
|---|-----|-----|
| 14. Certificate as to Special Assessments.            | ___ | ___ |
| 15. Certificate of the City Attorney.                 | ___ | ___ |
| 16. Transfer Record.                                  | ___ | ___ |
| 17. Register of Deeds Certificate.                    | ___ | ___ |
| 18. Notary Certificate.                               | ___ | ___ |
| 19. Were five (5) copies of the final plat submitted? | ___ | ___ |
| 20. Final Plat fee of \$50 paid?                      | ___ | ___ |

21. How has the installation of the following improvements been guaranteed?

	Construction	Bond	Petition
Streets	_____	_____	_____
Water	_____	_____	_____
Sewer	_____	_____	_____
Sidewalks	_____	_____	_____
Other, as required			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

22. Additional Comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

----- FOR OFFICE USE ONLY -----

Date Filed: \_\_\_\_\_

Fee Paid (\$50 plus \$5 per lot): \_\_\_\_\_

Received By: \_\_\_\_\_

Date Advertised: \_\_\_\_\_

Date Notices Sent: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

**City Staff Review** – The undersigned have reviewed this application:

Code Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning Commission Action** – By order of the Planning Commission of the City of Russell this application is:

Approved ( )

Denied ( )

Date: \_\_\_\_\_

Reason for recommendation/denial:

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Protest petition filed? \_\_\_\_\_

Governing Body Action: \_\_\_\_\_

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Date: \_\_\_\_\_

Vote: \_\_\_\_\_

If approved, Ordinance No. \_\_\_\_\_

Effective Date: \_\_\_\_\_