

**WICHITA-SEDGWICK COUNTY**  
**METROPOLITAN AREA PLANNING COMMISSION (MAPC)**

**APPLICATION FOR SUBDIVISION APPROVAL**  
**INSTRUCTIONS**

1. The Application for Subdivision Approval must be completed before a plat will be processed.
2. The completed Application for Subdivision Approval should be submitted to the Planning Department, City Hall – 10<sup>th</sup> Fl., 455 N. Main St., Wichita, KS 67202-1688.
3. The applicant should review the MAPC Subdivision Regulations, effective as of July 1, 1968, and particularly amendments thereto, to assure a complete understanding of the Subdivision process or, if represented by an agent, the agent shall have or will provide the owner(s) of the property proposed to be platted with the explanation of this material and said regulations. A hard copy of the Subdivision Regulations can be purchased or they can be viewed on the City’s website at [www.wichita.gov](http://www.wichita.gov).
4. If so desired by the applicant, the Application for Subdivision Approval may be accompanied by five (5) copies of a proposed Sketch Plat of development. The Sketch Plat submittal is not required, and a Preliminary Plat may be submitted directly with the required filing fee.
5. A conference will be scheduled by the Planning Department at the request of the applicant or as needed by staff. After said conference and/or the review of the Application and Sketch Plat, the Planning Department will advise the applicant by letter that the Sketch Plat has either been approved or disapproved; if approved, subject to what conditions and that the Preliminary Plat or One-Step Final Plat may be prepared and submitted.

The following is the schedule of filing fees applicable to the Application for Subdivision Approval. All checks are to be made payable to the “City of Wichita”.

Sketch Plat	\$165
Preliminary Plat	\$660 + \$14/Lot or Acre
One-Step Final Plat	\$660 + \$14/Lot or Acre
Final Form Only	\$330 + \$7/Lot or Acre
Final Portions of Preliminary Plat	\$440
Revision to Preliminary or Final Plat	\$195
Replat as Condition of Zoning Change	\$275 + \$7/Lot or Acre
Platting Time Extension	\$55 for admin. action; \$110 for governing body approval
Amended Letter of Credit, Bond, or Guarantee	\$55 for admin. action; \$110 for governing body approval

## APPLICATION FOR SUBDIVISION APPROVAL

6. When the Preliminary Plat is submitted, there is an additional fee for Per Lot (or Per Acre if the property is zoned for other than one, two or four -family dwellings). Forty (40) copies of the plat shall be submitted for review by the Subdivision and Utility Advisory Committee.
7. When a small tract plat is filed, in accordance with Article 4, Part 5 of the Subdivision Regulations (up to: 5 lots, 10 acres for a residential plat, 5 acres for a non -residential plat, and no new streets), the Final Form Only filing fee is required. If the property is zoned or approved for rezoning to other than one, two, or four -family district, a Per Acre fee will be charged instead of a Per Lot charge. Forty (40) copies of the small tract plat shall be submitted for review by the Subdivision and Utility Advisory Committee, plus 40 copies of a Vicinity Map as described in Article 4 -502(F).
8. Whenever a Preliminary Plat is finalized in portions, each final, after the first, will be charged the Final Portions of Preliminary Plat filing fee for administrative purposes. For any revision on a Preliminary or Final Plat which, in the opinion of the Director of Planning, requires a rehearing by the Subdivision and Utility Advisory Committee, the Revision to Preliminary or Final Plat filing fee will be charged. In the opinion of the Director, if revisions are substantial enough to constitute a new plat, the full filing fee will be charged.
9. If Petitions are filed to satisfy requirements for guaranteeing the installation of improvements, the applicant shall agree to assume, in addition to the application filing fee, all costs of publications of the initiating Resolution(s) adopted by the Wichita City Council approving such Petition(s), and all costs of recording the Plat and any required supplemental documents thereto with the Register of Deeds.
10. Replats required as a condition of zone change approval shall be charged the Replat as Condition of Zoning Change filing fee, if rezoned to the one, two, or four -family district. If the property is approved for any other rezoning, the Per Acre filing fee will be charged instead of the Per Lot filing fee.

CASE NO. \_\_\_\_\_

**WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING DEPARTMENT**

This form must be completed and filed with the Planning Department, City Hall - 10<sup>th</sup> Floor; 455 N. Main Street, Wichita, Kansas, 67202-1688, in accordance with directions on the accompanying instruction sheet.

**AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED**

**SUBDIVISION NAME:** \_\_\_\_\_

**ASSOCIATED CASE NO. (IF APPLICABLE):** \_\_\_\_\_

Sketch  Preliminary  Final  One-Step Final   
Final Portion of Overall Preliminary  Revision to Preliminary  Revision to Final  Replat

**PROPERTY LOCATION:** City  County  County (Three-Mile Ring)

**LOT SPLIT:** Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_, Addition \_\_\_\_\_

**1. The names of the owners of all property included in this application must be listed.**

**A. PROPERTY OWNER(S):** \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**AGENT:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**B. PROPERTY OWNER(S):** \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**AGENT:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**C. SURVEYOR:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**2. The property is generally located (relation to nearest arterial streets):** \_\_\_\_\_

\_\_\_\_\_

**3. Tax Control No(s):** \_\_\_\_\_

**4. General Information**

**A. Gross Size of Plat/Lot:** \_\_\_\_\_

**B. Lots**

Number of Residential Lots: \_\_\_\_\_ Number of Commercial Lots: \_\_\_\_\_ Number of Industrial Lots: \_\_\_\_\_

**Total Number of Lots Being Platted:** \_\_\_\_\_

**Total Number of Lots Created by Lot Split:** \_\_\_\_\_

**(FOR OFFICE USE ONLY)**

MAP NO. \_\_\_\_\_ SEC. \_\_\_\_\_ TWP. \_\_\_\_\_ RANGE \_\_\_\_\_ DISTRICT \_\_\_\_\_ S/D. COMM. \_\_\_\_\_ MAPC \_\_\_\_\_

C. Minimum Lot Frontage: \_\_\_\_\_

Minimum Area: \_\_\_\_\_

D. Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

E. Facilities:

1. Water Supply

Existing Facilities

Proposed Facilities

- Municipal Water
- Rural Water
- Community Well
- Individual Well


2. Sewage Disposal

- Municipal Sewer
- Sewage Lagoon
- Alternative Sewer
- Septic System


3. Sidewalks

F. New Streets: \_\_\_\_\_ R/W \_\_\_\_\_ Ft. \_\_\_\_\_ R/W \_\_\_\_\_ Ft.  
 \_\_\_\_\_ R/W \_\_\_\_\_ Ft. \_\_\_\_\_ R/W \_\_\_\_\_ Ft.  
 \_\_\_\_\_ R/W \_\_\_\_\_ Ft. \_\_\_\_\_ R/W \_\_\_\_\_ Ft.

Total Feet: \_\_\_\_\_

The owner(s) herein agree(s) to comply with the Subdivision Regulations for the Wichita-Sedgwick County Metropolitan Area, as approved, and all other pertinent Ordinances of the City of Wichita and/or Resolutions of Sedgwick County, Kansas, and statutes of the State of Kansas. I/We further agree to waive the 60-day statutory period in which the Planning Commission or Governing Body must act. In addition, it is agreed that all costs of recording the plat and supplemental documents thereto, with Resolutions approving any petition for improvements, such as streets, sewers, sidewalks, etc., shall be assumed and paid for by the owner(s) when billed. The undersigned further states that I am/we are the owner(s) of the property proposed for platting.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

By: \_\_\_\_\_  
AUTHORIZED AGENT (IF ANY)

\_\_\_\_\_  
APPLICANT'S SIGNATURE

By: \_\_\_\_\_  
AUTHORIZED AGENT (IF ANY)

NOTE: The petition must bear the signature of the property owner(s). If an authorized agent signs in the owner's behalf, the agent shall sign his/her own name and attach the owner's written notarized authorization to this application.

(FOR OFFICE USE ONLY)

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ FEE: \_\_\_\_\_

## WICHITA-SEDGWICK COUNTY METROPOLITAN AREA PLANNING COMMISSION

### SIGN POSTING INSTRUCTIONS

At the time an application is filed to plat land in the City of Wichita or the unincorporated area of Sedgwick County, the applicant (or agent) will be required to acknowledge that he or she has read this sheet and understands how and where to post the required sign(s). It is the applicant's responsibility to insure that the sign(s) remain on the application area for the specified time. The sign(s) will be purchased by the applicant from the Planning Department at the time the application is filed.

#### LOCATION OF SIGN(S)

Generally, one double-faced sign will be required on the primary street frontage. The sign(s) should be located so it can be read from the street and is not hidden by other signs, cars, shrubs, etc. For those areas that are odd-shaped, more than 400 feet wide, or have unique circumstances, additional signs may be required.

#### HOW TO POST SIGNS (S)

It is suggested that each sign be affixed to two 2" by 2" stock wood stakes driven into the ground approximately one (1) foot, or to a substantial depth to assure that it will remain upright. Steel posts or other similar supports are also acceptable. The distance from the bottom of the sign(s) to the ground should not be less than three (3) feet. The applicant is responsible for insuring that the sign(s) is not hidden and for replacing the sign(s) if it is blown off, removed or otherwise damaged. Signs shall not be placed on public street right-of-way. The sign(s) should not be placed more than ten (10) feet behind the property line adjacent to the street.

The Planning Department may vary any of the above guidelines where there are special circumstances in order to insure that the sign(s) will be visible to the general public. The Planning Department will furnish the applicant a sketch of the application area indicating where the sign(s) should be posted, and any special circumstances that would result in the sign(s) being posted in a substantially different manner than described above.

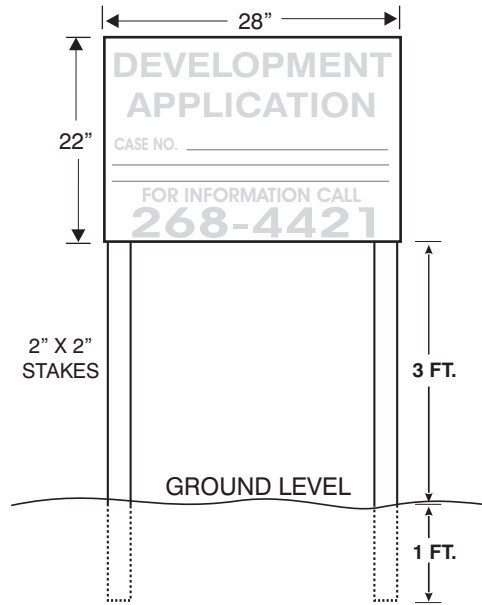
**(NOTE: Sketches showing general examples of where signs should be posted are shown on the back of this sheet.)**

#### POSTING TIME

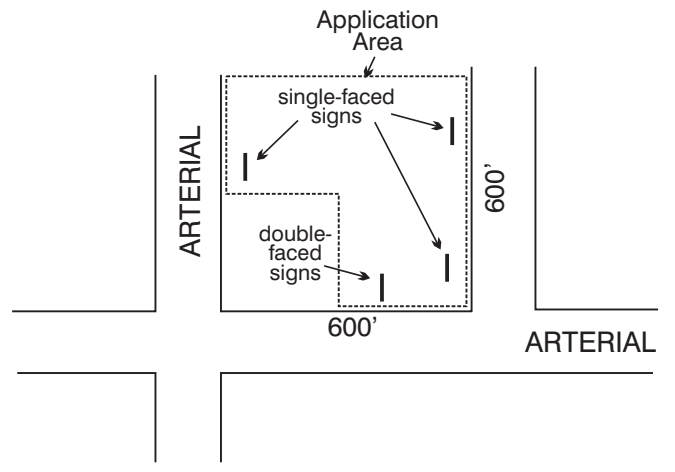
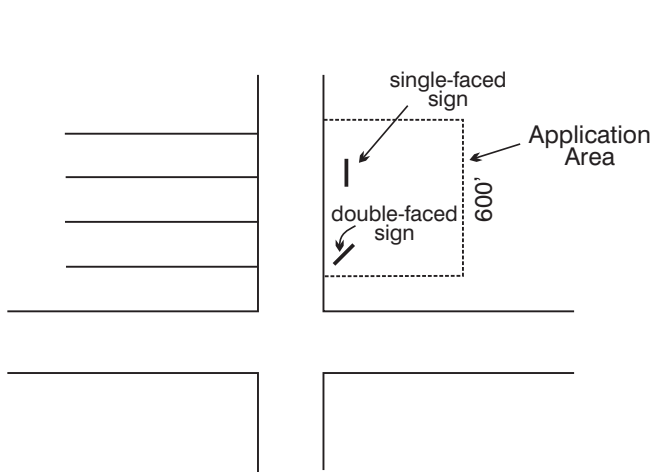
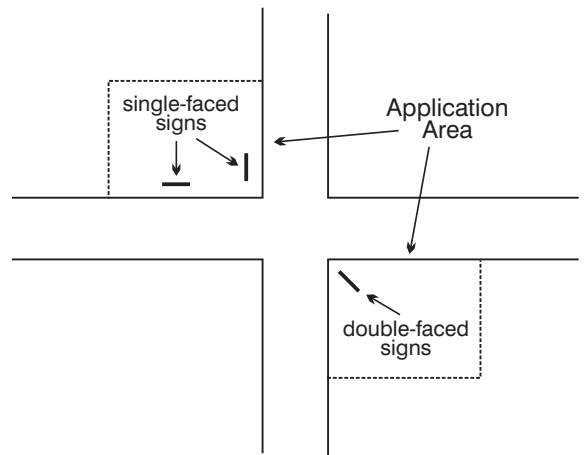
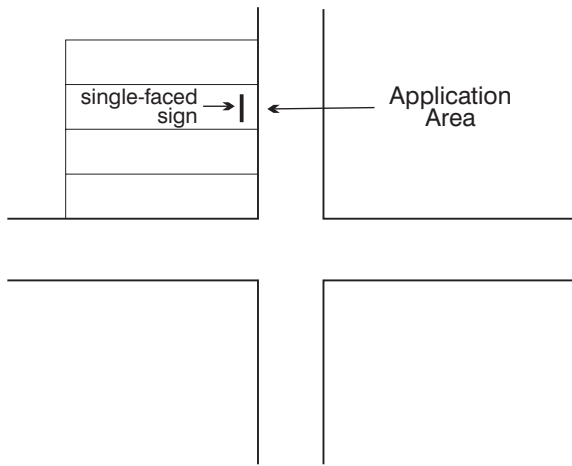
The applicant is responsible for placing the sign(s) on the application area **13 days** prior to the scheduled hearing date. The sign(s) shall remain posted until the Subdivision Committee takes action on the request or until the case is withdrawn. The applicant shall be responsible for maintenance of the sign(s) during this time period. The applicant shall remove the sign(s) within three (3) days from the date of the Subdivision Committee's action or case withdrawal.

**NOTE: These signs are disposable. Do not return to the Planning Department!**

# Example for how to post sign:



The following sketches show general examples of where signs should be placed.



**WICHITA-SEDGWICK COUNTY**  
**METROPOLITAN AREA PLANNING COMMISSION**

POLICY STATEMENT NO. 5

SUBJECT: Extension of Time For Platting as a  
Condition of Zoning Change Approval

EFFECTIVE DATE:	June 9, 1971
MAPC APPROVED:	May 13, 1971
BCC APPROVED:	June 1, 1971
BOARD OF COUNTY COMMISSION APPROVED:	June 9, 1971

Where platting or replatting is required as a condition of rezoning, the time period for completing the platting process shall be established at one year from the time of approval of the zoning by the City or County Commissioners. Exceptions may be made for zone cases associated with a Community Unit Plan.

On occasion, the platting or replatting may not be accomplished within the year time period. Even though the final plat may not be completed due to a number of conditions or happenings, the applicants are expected to make a reasonable effort toward commencing the platting process.

Dependent on jurisdiction, requests for extending the time to complete platting shall be made to the City Manager or the Chairman of the Board of County Commission. The request shall describe the reason why the proceedings have not been completed within the one-year period. Under the following guidelines, the City Manager or Chairman of the Board of County Commission may approve extension of time allowable for platting.

Extension of 4 to 6 months (as may be requested) may be authorized when platting has commenced and is nearing completion and the additional time is needed to administratively complete the proceedings.

Extension of 6 to 12 months (as may be requested) may be authorized when platting has been commenced and a preliminary plat or final has been approved and where the market, or economic condition beyond the control of the applicant has made it impossible or impractical to complete the plat.

Extension of up to 12 months may be authorized when platting has progressed thru preliminary plat approval and where final platting is dependent on some public improvement or design for the same (such as drainage, sewer, or street construction).

Extensions will be effective on written approval to the applicant with a copy filed with the Metropolitan Area Planning Department.

All other extensions and second extensions must be approved by the governing bodies based on the individual merits of the situation. Any appeal from administrative decision shall be made to the governing body.

# **SUBDIVISION**

## **CHECKLIST OF REQUIRED APPLICATION MATERIALS**

- Application form
- Five (5) copies of sketch plat ( here if not applicable)
- Forty (40) copies of preliminary, final, or one-step plat
- Filing fee

# Wichita - Sedgwick County Subdivision Procedure

## Wichita - Sedgwick County Metropolitan Area Planning Commission

NORMAL PROCEDURE   
 ALT PROCEDURE

(See Art 4, Part 5, MAPC Sub Reg's)

