

**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 emailed along with a PDF copy of the Plat to [nstrahl@wichita.gov](mailto:nstrahl@wichita.gov) by 10:00 am on Subdivision Closing Dates (see [Subdivision Calendar](#)). A signed paper Application along with 32 folded copies of the Plat must be submitted by 12:00 noon on Subdivision Closing Dates to the Planning Department, The Ronald Reagan Building, 271 W. 3rd Street-Suite 201, Wichita, KS 67202-1212.
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 and due at time of application submission or no later than seven (7) days following submission. Please include Development Sign fee (\$3.00) with filing fee total. All checks are to be made payable to the "City of Wichita".

City Fees:

Development Sign	\$3 (post at site)
Sketch Plat	\$190
Preliminary Plat	\$760 + \$16/Lot or Acre
One-Step Final Plat	\$760 + \$16/Lot or Acre
Final Portions of Preliminary Plat	\$505
Revision to Preliminary or Final Plat	\$225
Platting Time Extension	\$65 for admin. action; \$125 for governing body approval
Amended Letter of Credit, Bond, or Guarantee	\$65 for admin. action; \$125 for governing body approval

County Fees:

Development Sign	\$3 (post at site)
Sketch Plat	\$165
Preliminary Plat	\$660 + \$14/Lot or Acre
One-Step Final Plat	\$660 + \$14/Lot or Acre
Final Portions of Preliminary Plat	\$440
Revision to Preliminary or Final Plat	\$195
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 cont.**

6. When the Preliminary Plat is submitted, there is an additional fee Per Lot (or Per Acre if the property is zoned for other than one, two or four-family dwellings). A PDF copy of the plat shall be emailed to [nstrahl@wichita.gov](mailto:nstrahl@wichita.gov) and thirty-two (32) folded copies of the plat shall be submitted for review by the Subdivision and Utility Advisory Committee.
7. 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.
8. 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.
9. 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, The Ronald Reagan Building, 271 W. 3rd Street-Suite 201, Wichita, KS 67202-1212, 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: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ 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	<i>Existing Facilities</i>	<i>Proposed Facilities</i>
Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>
Rural Water	<input type="checkbox"/>	<input type="checkbox"/>
Community Well	<input type="checkbox"/>	<input type="checkbox"/>
Individual Well	<input type="checkbox"/>	<input type="checkbox"/>
2. Sewage Disposal		
Municipal Sewer	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Lagoon	<input type="checkbox"/>	<input type="checkbox"/>
Alternative Sewer	<input type="checkbox"/>	<input type="checkbox"/>
Septic System	<input type="checkbox"/>	<input type="checkbox"/>
3. Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>

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 on 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: \_\_\_\_\_

## **SUBDIVISION**

### **CHECKLIST OF REQUIRED APPLICATION MATERIALS**

- Application form (email PDF copy to [nstrahl@wichita.gov](mailto:nstrahl@wichita.gov) and submit signed copy to the Planning Department, The Ronald Reagan Building, 271 W. 3rd Street-Suite 201, Wichita, KS 67202-1212.
- Thirty-two (32) folded copies of sketch plat ( check here if not applicable)
- Thirty-two (32) folded copies of preliminary, final, or one-step plat (email PDF copy of plat to [nstrahl@wichita.gov](mailto:nstrahl@wichita.gov))
- Filing fee and development sign fee if applicable.

# 2016 SUBDIVISION COMMITTEE MEETING CALENDAR

On each closing date please email a PDF copy of both the application and plat(s) to [nstrahl@wichita.gov](mailto:nstrahl@wichita.gov) by 10:00 am; submit 32 folded paper copies of plat and 1 signed application by 12:00noon.

MEETINGS BEGIN AT **10:00** A.M.

## CLOSING DATES

December 28, 2015

January 11, 2016

January 25, 2016

February 08, 2016

February 22, 2016

March 07, 2016

March 28, 2016

April 11, 2016

April 25, 2016

May 09, 2016

May 23, 2016

June 06, 2016

June 27, 2016

July 11, 2016

July 25, 2016

August 08, 2016

August 29, 2016

September 12, 2016

September 26, 2016

October 10, 2016

October 24, 2016

(Friday) November 04, 2016

November 21, 2016

December 05, 2016

December 27, 2016

## MEETING DATES

January 14, 2016

January 28, 2016

February 11, 2016

February 25, 2016

March 10, 2016

March 24, 2016

April 14, 2016

April 28, 2016

May 12, 2016

May 26, 2016

June 9, 2016

June 23, 2016

July 14, 2016

July 28, 2016

August 11, 2016

August 25, 2016

September 15, 2016

September 29, 2016

October 13, 2016

October 27, 2016

November 10, 2016

(Wednesday) November 23, 2016

December 08, 2016

December 22, 2016

January 12, 2017