

**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. **One business day BEFORE ‘Plat Closing Date’ please email PDF APPLICATION by 10:00am to [nstrahl@wichita.gov](mailto:nstrahl@wichita.gov) and [kwilson@wichita.gov](mailto:kwilson@wichita.gov).** ON ‘Plat Closing Date’ please email PDF PLAT by 10:00am, also submit 32 folded paper copies (**fold three times vertically, once horizontally with plat name showing**) of plats and one signed application by 12:00noon to the Planning Department at 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 (\$5.00 per sign) with filing fee total. All checks are to be made payable to the “City of Wichita”.**

Development Sign ( <b>post at site</b> )	\$5
Sketch Plat	\$250
Preliminary Plat	\$900 + \$20/Lot or Acre
One-Step Final Plat	\$900 + \$20/Lot or Acre
Final Portions of Preliminary Plat	\$600
Revision to Preliminary or Final Plat	\$275
Rescind Platting Requirement	\$150
Amended Letter of Credit, Bond, or Guarantee	\$75

*(continued)*

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 (fold three times vertically, once horizontally with plat name showing) 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.

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

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 on the owner's behalf, the agent shall sign his/her own name and attach the owner's written 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.

# 2022 SUBDIVISION COMMITTEE MEETING CALENDAR

**One business day BEFORE 'Plat Closing Date'** please email PDF APPLICATION by 10:00am to [nstrahl@wichita.gov](mailto:nstrahl@wichita.gov) and [kwilson@wichita.gov](mailto:kwilson@wichita.gov). **ON 'Plat Closing Date'** please email PLAT by 10:00am, also submit 32 folded paper copies (fold 3 times vertically, fold once horizontally with plat name showing) of plat(s) and one signed application by 12:00noon.

## SUBDIVISION MEETINGS BEGIN AT 9:30 A.M.

<u>'PLAT CLOSING DATES'</u>	<u>MEETING DATES</u>
December 06, 2021	December 22, 2021 (WEDNESDAY)
December 27, 2021	January 13, 2022
January 10, 2022	January 27, 2022
January 24, 2022	February 10, 2022
February 07, 2022	February 24, 2022
February 18, 2022 (FRIDAY)	March 10, 2022
March 07, 2022	March 24, 2022
March 28, 2022	April 14, 2022
April 11, 2022	April 28, 2022
April 25, 2022	May 12, 2022
May 09, 2022	May 26, 2022
May 23, 2022	June 09, 2022
June 06, 2022	June 23, 2022
June 27, 2022	July 14, 2022
July 11, 2022	July 28, 2022
July 25, 2022	August 11, 2022
August 08, 2022	August 25, 2022
August 22, 2022	September 08, 2022
September 02, 2022 (FRIDAY)	September 22, 2022
September 26, 2022	October 13, 2022
October 10, 2022	October 27, 2022
October 24, 2022	November 10, 2022
November 07, 2022	November 23, 2022 (WEDNESDAY)
November 21, 2022	December 08, 2022
December 05, 2022	December 21, 2022 (WEDNESDAY)
December 23, 2022 (FRIDAY)	January 12, 2023
January 09, 2023	January 26, 2023
January 30, 2023	February 16, 2023
February 13, 2023	March 02, 2023
February 27, 2023	March 16, 2023

\*\*\*ALL meetings will be held at The Ronald Reagan Building, 271 W. 3<sup>rd</sup> St N, Suite 203, Wichita KS 67201  
UNLESS OTHERWISE SPECIFIED\*\*\* Rev10-12-21@4:43pm