

**WICHITA-SEDGWICK COUNTY**  
**METROPOLITIAN 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.

# 2020 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 with plat name showing) of plat(s) and one signed application by 12:00noon.

## SUBDIVISION MEETINGS BEGIN AT 10:00 A.M.

### 'PLAT CLOSING DATES'

December 09, 2019  
December 23, 2019  
January 13, 2019  
January 27, 2020  
February 10, 2020  
February 24, 2020  
March 09, 2020  
March 30, 2020  
April 13, 2020  
April 27, 2020  
May 11, 2020  
May 22, 2020 (Friday)  
June 08, 2020  
June 29, 2020  
July 13, 2020  
July 27, 2020  
August 10, 2020  
August 31, 2020  
September 14, 2020  
September 28, 2020  
October 12, 2020  
October 26, 2020  
November 09, 2020  
November 23, 2020  
December 07, 2020  
December 28, 2020

### MEETING DATES

December 26, 2019  
January 16, 2020  
January 30, 2020  
February 13, 2020  
February 27, 2020  
March 12, 2020  
March 26, 2020  
April 16, 2020  
April 30, 2020  
May 14, 2020  
May 28, 2020  
June 11, 2020  
June 25, 2020  
July 16, 2020  
July 30, 2020  
August 13, 2020  
August 27, 2020  
September 17, 2020  
October 01, 2020  
October 15, 2020  
October 29, 2020  
November 12, 2020  
November 25, 2020 (Wednesday)  
December 10, 2020  
December 23, 2020 (Wednesday)  
January 14, 2021

\*\*\* ALL meetings will be held at The Ronald Reagan Building, 271 W. 3<sup>rd</sup> St N, Suite 203, Wichita KS 67201 \*\*\*