

**CITY OF BONNER SPRINGS, KS**  
**Community and Economic Development Department**

**PRELIMINARY PLAT APPLICATION**

Staff Use Only
<b>PT -</b> _____
PC Date: _____
Date Rec'd: _____
Rec'd by: _____
Check Rec'd _____
Receipt _____

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

**Proposed Subdivision Name:** \_\_\_\_\_

**Subject Property Address:** \_\_\_\_\_

General Location of Subject Property: \_\_\_\_\_

**Applicant/Developer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail (required): \_\_\_\_\_

**Surveyor:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail (required): \_\_\_\_\_

**Engineer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail (required): \_\_\_\_\_

**Record Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

***I hereby certify that the information herein submitted is complete, true, and accurate, and that I have been reviewed the development procedures and guidelines required.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name (**Printed**): \_\_\_\_\_

Does Applicant have Permission from the Owner(s) to Apply for Rezoning and Authorize Permission to Post?  
Yes \_\_\_\_ No \_\_\_\_

If Requested, Can the Applicant Provide a Letter of Consent from the Owner(s)?  
Yes \_\_\_\_ No \_\_\_\_

=====

**Preliminary Plat Application Process**

A pre-application meeting with the City Planner is required prior to application submittal. Call or email f an appointment -- 913-667-1708 or [rcline@bonnersprings.org](mailto:rcline@bonnersprings.org)

## **Submittal Requirements**

- \_\_\_\_\_ Completed and signed application – Signature of applicant is required
- \_\_\_\_\_ Ten (10) 11" x 17" copies of the preliminary plat – see requirements below
- \_\_\_\_\_ Check for \$300.00 – made payable to the City of Bonner Springs for application fee
- \_\_\_\_\_ PDF copy of all drawings must be emailed to the City Planner

## **The Preliminary Plat shall provide all of the following information:**

1. The proposed name of the subdivision. The name shall not duplicate or too closely resemble the name or names of an existing subdivision in Bonner Springs or the County in which the property is located;
2. The location of the boundary lines of the subdivision and reference to the section or quarter section lines;
3. The legal description of the proposed subdivision complete with section, township, range, principal meridian, county, and acreage;
4. Scale of the plat, 1" = 100' or larger;
5. Date of preparation and north arrow and graphic scale;
6. Names of the property owner, developer, engineer, and surveyor
7. Survey of the existing conditions to include the following:
  - a. Location, width and name of platted streets or other public ways, railroads and utility rights-of-way, parks and other public open spaces and permanent buildings within or adjacent to the proposed subdivision;
  - b. All existing sewers, water mains, gas mains, culverts, or other underground installations, within or adjacent to the proposed subdivision, with pipe size and manholes, grades and location;
  - c. Names of adjacent subdivisions together with arrangement of streets and lots and owners of adjacent parcels of unsubdivided land;
  - d. Topography with contour intervals of not more than two feet, where the ground is too flat for contours, spot elevations shall be provided;
  - e. Location of water courses, bridges, wooded areas, lakes, ravines and such other features as may be pertinent to the subdivision;
  - f. Current zoning classification and proposed use of the area being platted; and
  - g. Land within the floodway and 100-year floodplain.
8. The general arrangements of lots and their approximate size;
9. Location and width of proposed streets, alleys, and pedestrian ways (sidewalks) and easements to accommodate drainage;
10. All planned site improvements including proposed structures shall be placed on the face of the preliminary plat (except for residential lots);
11. The general plan of sewage disposal, water supply and drainage;
12. Any off site utility easements or rights-of-way that will be required to provide public services or access to the platted subdivision shall be shown on the preliminary plat;
13. Location and size of proposed parks, playgrounds, churches, school sites or other special uses of land to be considered for reservation or dedication for public use; and
14. Gross acreage of the subdivision; acreage dedicated to streets and other public uses; total number of buildable lots; maximum, minimum and average lot sizes.

Please utilize the Bonner Springs Subdivision Regulations for complete guidance on platting  
[https://www.bonnerrsprings.org/DocumentCenter/View/91/subdivision\\_regulations?bidId=](https://www.bonnerrsprings.org/DocumentCenter/View/91/subdivision_regulations?bidId=)

Questions? Please contact the City Planner at 913-667-1708 or [rcline@bonnerrsprings.org](mailto:rcline@bonnerrsprings.org)