

# **PRELIMINARY PLAT APPLICATION & PROCEDURES**

**For**

**THE UNINCORPORATED AREA OF  
LEAVENWORTH COUNTY, KANSAS**

**A PRE-APPLICATION CONFERENCE IS REQUIRED PRIOR TO  
SUBMITTAL OF ANY APPLICATION**

**DEADLINE: All application materials shall be submitted by the  
application deadline as indicated on the current Planning Commission  
Schedule and Deadlines form.**

**ALL APPLICATION FEES ARE NON-REFUNDABLE**

For more information contact:  
Leavenworth County Planning and Zoning Department,  
300 Walnut St., Suite 212  
Leavenworth, Kansas  
[pz@leavenworthcounty.gov](mailto:pz@leavenworthcounty.gov)  
913-684-0465

## **PRELIMINARY PLATTING PROCEDURES**

**APPLICANT RESPONSIBILITIES:** Submission of less than the following items may delay the review and processing of the application.

- A. A complete application form (attachment A)
- B. Title Report – Cannot be over one thirty (30) days old at the time of submission
- C. Legal description and Common Street address of the property.
- D. Payment of application fee. Make check payable to Leavenworth County Planning and Zoning Department.
- E. Owner Authorization Form if not the legal owner of the property (Attachment B).
- F. One (1) 24” x 36” physical and one (1) digital Preliminary Plat drawings, which must include the Parent Tract.
- G. Special studies, reports, drainage calculations, construction documents, and any other relevant documents must be submitted with the Preliminary Plat drawings.
- H. Applicant or applicant’s representative **MUST** attend the Planning Commission and Board of County Commission Hearing.

**FOR ADDITIONAL REQUIREMENTS, PLEASE REFER TO THE *LEAVENWORTH COUNTY ZONING AND SUBDIVISION REGULATIONS*, WHICH INCLUDES THE FOLLOWING ARTICLES APPLICABLE TO PLAT APPLICATIONS.**

- 1. Article 20 – Additional Height and Area Regulations;
- 2. Article 35 – Preliminary Plat Procedure and Content;
- 3. Article 40 – Final Plat Procedure, Content and Action by the Planning Commission;
- 4. Article 50 – Minimum Subdivision Design Standards and General Requirements;
- 5. Article 55 – Improvements and Improvement Plans;
- 6. Article 60 – Miscellaneous Provision;
- 7. Article 70 – Supplementary Documents to Accompany the Final Plat;
- 8. Article 80 – Submission of Recorded Plats.
- 9. Any other applicable Regulations.

**DEADLINE:** See Planning Commission Schedule and Deadlines form.

**PRELIMINARY PLAT REVIEWS ARE SUBJECT TO THE PROFESSIONAL REVIEW FEE REMIBURSEMENT POLICY (ATTACHMENT C) AS ADOPTED BY RESOLUTION 2020-46 ON NOVEMBER 18, 2020.**

**PRELIMINARY PLAT APPLICATION**  
 Leavenworth County Planning and Zoning Department  
 300 Walnut St., Suite 212  
 Leavenworth, Kansas  
 913-684-0465

Office Use Only

PID: \_\_\_\_\_  
 Township: \_\_\_\_\_  
 Planning Commission Meeting Date: \_\_\_\_\_  
 Case No. \_\_\_\_\_ Date Received/Paid: \_\_\_\_\_  
 Zoning District \_\_\_\_\_  
 Comprehensive Plan land use designation \_\_\_\_\_

**APPLICANT/AGENT INFORMATION**

**OWNER INFORMATION**

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_  
 CITY/ST/ZIP: \_\_\_\_\_ CITY/ST/ZIP \_\_\_\_\_  
 PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**GENERAL INFORMATION**

Proposed Subdivision Name: \_\_\_\_\_  
 Address of Property: \_\_\_\_\_  
 Urban Growth Management Area: \_\_\_\_\_

**SUBDIVISION INFORMATION**

|   |   |                       |
|---|---|-----------------------|
| Gross Acreage:  | Number of Lots:   | Minimum Lot Size:     |
| Maximum Lot Size:   | Proposed Zoning:  | Density:              |
| Open Space Acreage:   | Water District:   | Proposed Sewage:      |
| Fire District:  | Electric Provider:  | Natural Gas Provider: |
| Covenants: <input type="checkbox"/> Yes <input type="checkbox"/> No | Road Classification: <i>Local – Collector - Arterial – State - Federal</i>                |                       |
|   | Cross-Access Easement Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No |                       |

Is any part of the site designated as Floodplain?  Yes  No If yes, what is the panel number: \_\_\_\_\_

I, the undersigned, am the owner, duly authorized agent, of the aforementioned property situated in the unincorporated portion of Leavenworth County, Kansas. By execution of my signature, I do hereby officially apply for a preliminary plat approval as indicated above.

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

**ATTACHMENT A**

**OWNER AUTHORIZATION**

I/WE \_\_\_\_\_, hereby referred to as the “Undersigned”, being of lawful age, do hereby on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, make the following statements, to wit:

1. I/We the Undersigned, on the date first above written, am the lawful, owner(s) in fee simple absolute of the following described real property

See Attachment “A” attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize \_\_\_\_\_ (Hereinafter referred to as “Applicant”), to act on my/our behalf for the purpose of making application with the Planning Office of Leavenworth County, Kansas, \_\_\_\_\_ (common address) the subject real property, or portion thereof, and which authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. I/We the Undersigned, hereby agree to protect, defend, indemnify and hold the Board of County Commissioners of Leavenworth County, Kansas, its officers employees and agents (hereinafter collectively referred to as the “County”), free and harmless from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities, whether false, fraudulent, meritless or meritorious, of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character (hereinafter “claims”), in connection with, relating to, or arising directly or indirectly out of this authorization and the actions taken by the Applicant and the County in reliance thereof. I, the Undersigned, hereby further agree to investigate, handle, respond to, provide defense for and defend any such claims at my sole expense and agree to bear all other costs at my sole expense and agree to bear all other costs and expenses related thereto, even if such claims are groundless, false or fraudulent.

4. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

STATE OF KANSAS  
COUNTY OF LEAVENWORTH

The foregoing instrument was acknowledge before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public

**ATTACHMENT B**

| SUBJECT                                       | ISSUED BY                     | EFFECTIVE DATE | REVISION |
|---|-------------------------------|----------------|----------|
| <b>Professional Review Fees Reimbursement</b> | Board of County Commissioners | 11.25.2020     | 1.0      |

**A. PURPOSE:**

Leavenworth County has recently experienced significant increases in growth and development within the unincorporated areas of the County. As such, the County has obtained outside consulting services in order to effectively and efficiently review development applications.

These services have proven to be effective and necessary to the orderly and safe development of Leavenworth County. Due to the increase in developments and the magnitude of many of these developments, the County has incurred significant review fees which have been paid out of the Planning and Zoning Budget and the Public Works Budget. The intention of this policy is to continue to provide quality reviews of development applications while holding the developer/applicant responsible for costs incurred which are greater than \$2,500.

**B. POLICY:**

Development applications submitted to the Planning and Zoning Department shall be assessed an application fee per the adopted Fee Schedule. The application fee is intended to account for the public notification process, initial Staff review and writing of the Staff Report. The applicant shall be responsible for the cost of the Professional Review Fees whenever the fees exceed \$2,500.

**C. PROCEDURES:**

Upon submittal of an application the developer shall pay an application fee. The developer should expect to incur additional fees if the development has unusual conditions that warrant extensive engineering review or is a subdivision with an internal roadway. The applicant will be responsible for paying all incurred fees (over \$2,500) prior to the application for development being executed. Further, in the event an applicant does not pay the fees, the County shall accept no further development applications from said applicant until all delinquent fees have been paid.

Effective 11.25.2020

\_\_\_\_\_  
BOCC Chairman – Doug Smith

\_\_\_\_\_  
11.25.2020  
Date of Adoption

**ATTACHMENT C**