

# **SUBDIVISION REGULATIONS**

**CITY OF CONCORDIA, KANSAS**

**Adopted January 16, 2002**

**Ordinance # 2002-2830**

**Prepared by:**

**Jim Kaup  
Logan Riley Carson & Kaup, LC  
Topeka, Kansas**

## **AMENDMENTS**

<b>ORDINANCE #</b>	<b>DATE</b>	<b>SECTION</b>
<b>2008-2963</b>	<b>8-06-08</b>	<b>7-401</b>

**CITY OF CONCORDIA**  
**SUBDIVISION REGULATIONS**

**TABLE OF CONTENTS**

<b>ARTICLE</b>	<b>SECTION</b>	<b>TITLE</b>	<b>PAGE</b>
<b>1</b>		<b>GENERAL REGULATIONS</b>	
	1-1	Title .....	1-1
	1-2	Purpose.....	1-1
	1-3	Authority .....	1-2
	1-4	Policy .....	1-3
	1-5	Jurisdiction.....	1-3
	1-6	Applicability.....	1-3
	1-7	Exemptions .....	1-4
	1-8	Interpretations-Conflict.....	1-5
	1-9	Vesting of Development Rights.....	1-5
	1-10	Approvals Necessary for Acceptance of Subdivision Plats.....	1-6
	1-11	Accrued Rights and Liabilities Saved.....	1-6
	1-12	Severability .....	1-6
	1-13	Effective Date .....	1-6
<b>2</b>		<b>ADMINISTRATION</b>	
	2-1	Appeals .....	2-1
	2-2	Penalties for Violations; Actions for Enforcement .....	2-1
	2-3	Building Permits .....	2-1
	2-4	Duties of the Secretary of the Planning Commission.....	2-2
	2-5	Duties of the Planning Commission .....	2-3
	2-6	Utility Advisory Committee.....	2-3
	2-7	Duties of the Utility Advisory Committee .....	2-4
	2-8	Adoption, Amendment of Subdivision Regulations.....	2-4
<b>3</b>		<b>DEFINITIONS</b>	
	3-1	Rules of Construction .....	3-1
	3-2	Definitions.....	3-2

<b>4</b>	<b>SUBDIVISION DESIGN STANDARDS</b>	
4-1	Applicability.....	4-1
4-2	Block Standards .....	4-2
4-3	Street Standards .....	4-2
4-4	Lot Standards .....	4-5
4-5	Easements .....	4-7
4-6	Design Techniques.....	4-8
4-7	Access Control.....	4-8
4-8	Land Subject to Flooding.....	4-8
<b>5</b>	<b>DEDICATION OR RESERVATION OF PUBLIC SITES AND OPEN SPACE</b>	
5-1	Dedication.....	5-1
5-2	Action by Governing Body .....	5-1
5-3	Use of Land and Fees.....	5-1
<b>6</b>	<b>SUBMISSION AND APPROVAL OF PLATS</b>	
6-1	Pre-Application.....	6-1
6-2	Minor Plats.....	6-1
6-3	Preliminary Plats.....	6-2
6-4	Final Plats.....	6-5
<b>7</b>	<b>IMPROVEMENTS</b>	
7-1	Subdivision Types.....	7-1
7-2	Required Improvements.....	7-1
7-3	Exceptions for Existing Improvements.....	7-4
7-4	Waivers .....	7-4
<b>8</b>	<b>IMPROVEMENT PROCEDURES</b>	
8-1	General.....	8-1
8-2	Submission of Petitions for Improvements.....	8-1
8-3	Final Improvement Plans .....	8-1
8-4	Content of Engineering Drawings.....	8-1
8-5	Review of Plans .....	8-2
8-6	Approval by Planning Commission .....	8-2
8-7	Construction of Improvements.....	8-2
8-8	Inspection.....	8-3
8-9	Inspection Procedures .....	8-3
8-10	Final Inspection.....	8-3
8-11	Report to Planning Commission and Governing Body .....	8-3
8-12	Acceptance of Improvements.....	8-4

<b>9</b>	<b>GUARANTEE OF INSTALLATION OF IMPROVEMENTS</b>	
	9-1	Guarantee of Installation..... 9-1
	9-2	Off-Site Improvements ..... 9-3
<b>10</b>	<b>VARIANCES AND EXCEPTIONS</b>	
	10-1	Variances and Exceptions ..... 10-1
<b>11</b>	<b>LOT SPLITS</b>	
	11-1	Objective..... 11-1
	11-2	Approval of Lot Splits; Application Procedure..... 11-1
	11-3	Approval Guidelines ..... 11-2
	11-4	Staff Review and Action..... 11-2
	11-5	Filing Fee ..... 11-3
	11-6	Appeals ..... 11-3
<b>12</b>	<b>VACATIONS AND CORRECTIONS</b>	
	12-1	Review and Recommendation by Planning Commission ..... 12-1
	12-2	Vacation and Unrecorded Plat ..... 12-1
	12-3	Correction of Platting Errors..... 12-2
	12-4	Vacation of Streets, Alleys, Easements and Plats ..... 12-2

ORDINANCE NO. \_\_\_\_ - \_\_\_\_\_

**AN ORDINANCE ADOPTING AND INCORPORATING BY REFERENCE SUBDIVISION REGULATIONS GOVERNING THE SUBDIVISION OF LAND LOCATED WITHIN THE CORPORATE CITY LIMITS OF THE CITY OF CONCORDIA, KANSAS, AS RECOMMENDED BY THE CITY OF CONCORDIA PLANNING COMMISSION PURSUANT TO K.S.A. 12-749 et seq., K.S.A. 12-3009:3012 AND K.S.A. 12-3301:3302, AND REPEALING ORDINANCE 2000-2758.**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CONCORDIA, KANSAS:

Section 1. Legislative Findings. The City of Concordia, Kansas, for the purpose of promoting health, safety and the general welfare, is authorized by K.S.A. 12-749 et. seq. to adopt subdivision regulations and to provide for their administration, enforcement and amendment; and in April 2000 the City Commission initiated the revision of the City's subdivision regulations;

The Concordia Planning Commission has developed proposed subdivision regulations which set forth procedures for the subdivision and development of land; and

The Planning Commission has given notice of a public hearing by publication in the official county newspaper not less than 20 days prior to the date of the public hearing; and

The Planning Commission fixed the time and place for such hearing and described the proposed subdivision regulations in general terms; and

The Planning Commission held a public hearing on November 27, 2001 which hearing was continued to December 20, 2001 and caused a record of the public hearing to be made; and

The Planning Commission voted by an affirmative vote of the majority of its entire membership on December 20, 2001 to recommend adoption by the City of Concordia City Commission of the proposed subdivision regulations; and

The City Commission reviewed the aforesaid proposed regulations and having considered comments of staff and the public, finds the same to be in the public interest and welfare.

Section 2. Adoption. Subdivision regulations are hereby adopted by the City Commission as recommended by the Concordia Planning Commission and entitled "Subdivision Regulations of Concordia, Kansas" and the same are hereby incorporated by reference as if fully set out herein in accordance with the provisions of K.S.A. 12-3009:3012 and K.S.A. 12:3301-3302.

Section 3. Jurisdiction. From the effective date of this ordinance the subdivision regulations herein incorporated by reference shall govern the subdivision of land and the vacation of rights-of-way, easements and other public reservations located within the corporate city limits of Concordia, Kansas.

Section 4. Official Copies. No fewer than three copies of the subdivision regulations marked "Official Concordia, Kansas Subdivision Regulations" and to which there shall be attached a published copy of this ordinance, shall be filed and maintained in the office of the Concordia City Clerk to be open for public inspection at all regular office hours.

Section 5. Repealer. Ordinance 2000-2758, "City of Concordia, Kansas Subdivision Regulations", is hereby repealed.

Section 6. Effective Date. This ordinance shall become effective on \_\_\_\_\_, \_\_\_\_\_ following its publication in the official City newspaper.

ADOPTED BY THE CITY COMMISSION OF THE CITY OF CONCORDIA, KANSAS  
THIS 2nd, DAY OF January, 2002.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(SEAL)

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, City Clerk

**CITY OF CONCORDIA, KANSAS PLANNING COMMISSION**

**RECOMMENDATION FOR ESTABLISHMENT, ADMINISTRATION, AMENDMENT AND ENFORCEMENT OF NEW SUBDIVISION REGULATIONS FOR THE CITY OF CONCORDIA, KANSAS**

**WHEREAS**, the City of Concordia, Kansas, for the purpose of promoting health, safety and the general welfare, is authorized by K.S.A. 12-741 et seq., to adopt subdivision regulations and to provide for their administration, enforcement and amendment; and

**WHEREAS**, the Concordia Planning Commission has developed proposed subdivision regulations to govern the development of land within the corporate limits of the City; and

**WHEREAS**, the Planning Commission has given notice of a public hearing by publication in the official city newspaper not less than 20 days prior to the date of the public hearing; and

**WHEREAS**, the Planning Commission fixed the time and place for such hearing and described the proposed subdivision regulations in general terms; and

**WHEREAS**, the Planning Commission held a public hearing on November 27, 2001 which hearing was then continued to December 20, 2001 and caused a record of the public hearing to be made; and

**WHEREAS**, the Planning Commission voted by an affirmative vote of the majority of its entire membership on December 20, 2001 to recommend adoption by the Governing Body of the City of Concordia of the proposed regulations;

**NOW THEREFORE THE CONCORDIA PLANNING COMMISSION**, pursuant to K.S.A. 12-741 et seq., hereby recommends for approval by the Concordia City Commission the proposed subdivision regulations entitled "Subdivision Regulations for the City of Concordia, Kansas".

Dated this \_\_\_\_ day of \_\_\_\_\_, 2001.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

# ARTICLE 1

## GENERAL REGULATIONS

### Sections:

<b>1-1</b>	<b>Title</b>
<b>1-2</b>	<b>Purpose</b>
<b>1-3</b>	<b>Authority</b>
<b>1-4</b>	<b>Policy</b>
<b>1-5</b>	<b>Jurisdiction</b>
<b>1-6</b>	<b>Applicability</b>
<b>1-7</b>	<b>Exemptions</b>
<b>1-8</b>	<b>Interpretations-Conflict</b>
<b>1-9</b>	<b>Vesting of Development Rights</b>
<b>1-10</b>	<b>Approvals Necessary for Acceptance of Subdivision Plats</b>
<b>1-11</b>	<b>Accrued Rights and Liabilities Saved</b>
<b>1-12</b>	<b>Severability</b>
<b>1-13</b>	<b>Effective Date</b>

### SECTION 1-1 TITLE

**1-101.** These regulations shall hereinafter be known and may be cited as the Subdivision Regulations for the City of Concordia, Kansas and shall hereinafter be referred to as "these regulations."

### SECTION 1-2 PURPOSE

**1-201.** a. Subdivision Regulations are the process through which raw land is converted into buildable sites for residential, commercial and industrial uses. The physical arrangement of these lots along with provisions for streets, alleys, utilities, schools, parks and other community facilities will in a large part determine the quality of life in the community and, therefore, is of public interest. Such regulations establish standards that insure that the growth of urban areas will reflect sound planning and will not be detrimental to the community.

b. These regulations are designed, intended and adopted for the following purposes:

1. To protect and provide for the public health, safety, and general welfare of the City of Concordia.
2. To implement the Comprehensive Plan for the City of Concordia.



3. To provide for adequate light, air and privacy, to secure safety from fire, flood and other danger, and to prevent overcrowding of the land.
4. To protect and conserve the value and desirability of land and neighborhoods throughout the community.
5. To guide public and private policy and action in order to provide adequate and efficient transportation, water, sewage, schools, parks, playgrounds, recreation and other public requirements and facilities necessary to protect and promote public health, safety and general welfare.
6. To establish reasonable standards of design and procedures for subdivisions and re-subdivisions.
7. To insure proper legal descriptions, monumenting of land, and adequate and accurate platting and records of land subdivision.
8. To harmoniously relate the development of the various tracts of land to the existing community and facilitate the future development of adjoining tracts.
9. To insure that public facilities are available and will have a sufficient capacity to serve the proposed subdivision.
10. To provide for and secure to the proper governmental agencies the actual construction of all such necessary on-site and off-site public improvements including the reservation or dedication of land for park and recreational purposes.
11. To reserve or dedicate land for open space to preserve natural areas for watercourses, drainage ways, woodland, rugged topography, wildlife habitat, and for water quality and quantity, and to protect land from soil erosion.
12. To coordinate the subdividing of land with applicable zoning regulations, and other City regulations which affect the development of the land.

### **SECTION 1-3 AUTHORITY**

**1-301.** These Subdivision Regulations and minimum standards for land development are adopted by the Planning Commission and approved by the City Commission under powers conferred by K.S.A. 12-749 and Article 12, Section 5 of the Constitution of the State of Kansas.

## **SECTION 1-4 POLICY**

- 1-401.** a. Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood or other menace nor unnecessarily subjecting existing development to such danger or peril. It is further intended that land shall not be subdivided until proper provision has been made for drainage, water and sewage and other necessary infrastructure.
- b. The existing and proposed public improvements shall conform to and be properly related to the features of the adopted Concordia Comprehensive Plan, and all other adopted plans for specific aspects of the City, and adopted capital programs and budgets.

## **SECTION 1-5 JURISDICTION**

**1-501.** These regulations shall apply to all land located within the corporate limits of the City of Concordia, Kansas.

## **SECTION 1-6 APPLICABILITY**

**1-601.** These regulations, unless exempted by Section 1-7, shall apply to any person desiring to do any of the following:

- a. Subdivide or further subdivide any lot, tract or parcel of land into two or more parts.
- b. Resubdivide any lot, tract or parcel of land that has previously been subdivided into two or more parts.
- c. Establish any street, alley, sidewalk, park or other property intended for public use or for the use by prospective or existing owners of lots, tracts or parcels of land fronting on or adjacent to such property.

The owner(s) of any land subject to these regulations subdividing said land in a manner previously cited shall cause to be prepared a subdivision plat in accordance with the provisions of these regulations. No building or zoning permit shall hereafter be issued for construction on any land that has not been subdivided in compliance with these regulations and all other applicable state laws and local laws in effect at the time of the subdivision of said land.

## SECTION 1-7 EXEMPTIONS

**1-701.** The following specific transactions shall be exempt from compliance with the provisions of these regulations.

- a. Boundary adjustments between one or more contiguous lots, tracts, or parcels of land, which will not create any additional lots, tracts or parcels, shall not be subject to the subdivision platting, or replatting requirements of these regulations. However, such boundary line adjustments shall comply with the requirements of these regulations.
- b. A conveyance of land, or interest therein, for use as right-of-way by railroad or other public utilities subject to state or federal regulations where no new street or easement of access is created.
- c. A conveyance made to correct a bearing or distance description in a previously recorded conveyance.
- d. Any transfer by operation of law.
- e. Any lot, parcel or tract of land located within the area governed by these Subdivision Regulations which has been legally subdivided, resubdivided, platted or replatted prior to the effective date of these regulations. For purposes of these regulations, “legally subdivided, resubdivided, platted or replatted” shall include any certificate of survey submitted and recorded, as provided by these requirements, prior to the effective date of these regulations.
- f. The division or further division of land into lots or tracts each of which contain twenty (20) acres or more when subdivided only for agricultural use and when such division does not involve or result in the creation of new streets, easements of access, or other dedication.
- g. The division of a lot, tract or parcel of land that existed prior to the effective date of these regulations and was not previously exempted under any previous subdivision regulations, where no more than one (1) additional lot, tract or parcel is created, provided, however, that the creation of said additional lot, tract or parcel shall comply with the provisions for lot splits set forth in Article 11 of these regulations. Any further division of the lot, tract or parcel, including any remainder parcel or tract, shall be platted in conformance with the requirements of these regulations.
- h. The division of a platted lot used for industrial purposes only, as required by state law, provided each resulting lot has frontage on a public street.

## **SECTION 1-8 INTERPRETATIONS-CONFLICT**

- 1-801.** a. Where the requirements of these regulations impose restrictions that differ from those requirements imposed by any other provision of these regulations or any other statute, regulation, or other provision of law; the provision which imposes the higher or more restrictive standard shall apply.
- b. The provisions of these regulations are not intended to abrogate any easement, covenant, or other private agreement.
- c. A subdivision of land which was not lawfully existing at the time of the adoption of these regulations shall not become or be made lawful solely by reason of the adoption of these regulations.
- d. The provision of these regulations are additional limitations upon all other laws heretofore passed or which may be passed hereafter governing any subject matter set forth in the provisions of these regulations.

## **SECTION 1-9 VESTING OF DEVELOPMENT RIGHTS**

**1-901.** In conformance with the provisions of K.S.A. 12-764, and any subsequent amendments thereto, the following rules regarding the vesting of development rights shall apply:

- a. The rights of landowners of properties platted or subdivided for residential development shall be protected for use of said land for the intended residential purposes for a period of five (5) years from the date upon which the plat for such property was first recorded with the Cloud County Register of Deeds. Provided, the division of land was legally done in conformance with the Concordia Subdivision Regulations in effect at the time of such recording.
- b. Except for lots in a recorded plat, any remaining contiguous tracts of land within the area divided under this rule held in common ownership at the conclusion of said five (5) year period shall be considered an unplatted lot, and subsequent divisions of such tracts shall be in conformance with the subdivision regulations then in effect.
- c. Properties divided or platted for any use other than residential purposes shall not be permitted to develop or further develop except in conformance with these regulations and the Concordia Zoning Regulations. Persons who obtain a validly issued permit under the previous Concordia Zoning Regulations shall be permitted to develop the property so long as the permit issued under the previous Concordia Zoning Regulations does not expire. Failure to begin substantial construction under said permit before the expiration of the permit shall not protect the owner from the provisions of these regulations or the Concordia Zoning Regulations then in effect.

## **SECTION 1-10 APPROVALS NECESSARY FOR ACCEPTANCE OF SUBDIVISION PLATS**

**1-1001.** All subdivision plats or re-plats of land laid out in building lots, and the streets, alleys or other portions of the same intended to be dedicated for public use, or for the use of purchasers or owners of lots fronting thereon, shall be submitted to the Concordia Planning Commission for its consideration and approval. The approved plat shall be submitted to the City Commission of the City of Concordia for final plat approval and acceptance of dedications of streets, alleys, easements, and other public ways or sites.

## **SECTION 1-11 ACCRUED RIGHTS AND LIABILITIES SAVED**

**1-1101.** These regulations shall not be construed as abating any action now pending under, or by virtue of, prior existing subdivision regulations, or as discontinuing, abating, modifying, or altering any penalty accruing or about to accrue, or as affecting the liability of any person, firm, corporation, or as waiving any right of the City under any section or provision existing at the time of adoption of these regulations, or as vacating or annulling any rights obtained by any person, firm, or corporation by lawful action of the City except as shall be expressly provided for in these regulations.

## **SECTION 1-12 SEVERABILITY**

**1-1201.** If any section, subsection or provision of these regulations shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of these regulations as a whole or any part or provision thereof, other than the part so declared to be invalid or unconstitutional. All regulations or parts of regulations in conflict herewith are hereby repealed.

## **SECTION 1-13 EFFECTIVE DATE**

**1-1301.** These regulations shall be in force and effect from and after passage and publication in accordance with State law.

## ARTICLE 2

### ADMINISTRATION

#### Sections:

- 2-1 Appeals**
- 2-2 Penalties for Violations**
- 2-3 Building Permits**
- 2-4 Duties of the Secretary of the Planning Commission**
- 2-5 Duties of the Planning Commission**
- 2-6 Utility Advisory Committee**
- 2-7 Duties of the Utility Advisory Committee**
- 2-8 Adoption, Amendment of Subdivision Regulations**

#### SECTION 2-1 APPEALS

**2-101.** Any decision of the City Engineer on matters contained herein may be appealed to the Board of Zoning Appeals. Any decision of the Planning Commission on matters contained herein may be appealed to the City Commission which may reverse or affirm such decision. Any decision of the Zoning Administrator on matters pertaining to building permits may be appealed to the Board of Zoning Appeals, as provided for by the Concordia Zoning Regulations except as provided otherwise in these regulations.

#### SECTION 2-2 PENALTIES FOR VIOLATIONS, ACTIONS FOR ENFORCEMENT

**2-201.** The owners or agent of a building or premises in or upon which a violation of any provision of these regulations has been committed or shall exist; or the lessee or tenant of an entire building or entire premises in or upon which violation has been committed or shall exist; or the agent, architect, building contractor, or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which violation has been committed or shall exist, shall be guilty of a municipal violation and shall be punished by fine not to exceed five hundred dollars (\$500.00). Each and every day that such violation continues shall constitute a separate offense.

**2-202.** The City Commission or any person, the value or use of whose property is or may be affected by a violation, shall have the authority to maintain suits or actions in any court of competent jurisdiction to enforce these Subdivision Regulations, and to abate nuisances maintained in violation thereof.

#### SECTION 2-3 BUILDING PERMITS

**2-301.** No building permit shall hereafter be issued by the City for construction on any land subject to these Subdivision Regulations until:

- a. An endorsed copy of the subdivision plat has been recorded in the office of the Register of Deeds of Cloud County.
- b. A recorded plat of the subdivision or an approved lot split, if applicable, is available for the Zoning Administrator's examination.
- c. Required public improvements have been installed or guaranteed in accordance with the provisions of these regulations.
- d. There has been compliance with all of the provisions of these Subdivision Regulations, the conditions of plat approval, and all other applicable state and local laws in effect at the time of the subdivision of said land.

**2-302.** Lot Splits: No building permit shall be issued for any site which contains a division of a platted lot or an unplatted lot of record, unless such division has been approved in the manner provided by Article 11 (Lot Splits) of these Subdivision Regulations.

**2-303.** Structures Per Lot: Unless otherwise allowed by the Zoning Regulations for the City of Concordia, no more than one building permit shall be issued for a principal structure on each unplatted lot of record, each platted lot created as part of a subdivision, or each lot or tract created by a lot split.

**2-304.** Administration: Upon receipt of the building permit application and certification by the Building Official that the application is complete, the Zoning Administrator shall affix the date of acceptance on the application. The Zoning Administrator shall authorize the issuance of the building permit within 30 days following examination of the recorded plat. If disapproved, the applicant shall have the right to appeal to the City Commission within 30 days.

## **SECTION 2-4 DUTIES OF THE SECRETARY OF THE PLANNING COMMISSION**

- 2-401.**
- a. Maintain permanent and current records with respect to these regulations including amendments thereto.
  - b. Provide adequate information and assistance in the preliminary conference, if one is held, as needed by the developer to prepare a proper preliminary plat and final plat.
  - c. Receive and file, on behalf of the Planning Commission, all applications for preliminary plats and final plats together with other necessary information.
  - d. Review all lot splits, preliminary plats, final plats and other supporting data for compliance with these regulations. After determining that all required information is complete as submitted, distribute copies of the plats to other appropriate governmental departments, public utilities, and other agencies for their review, comment and recommendations.

- e. Review final plats for compliance with these regulations of the approved preliminary plat and final plat.
- f. Publish notice of the time, date and subject of public hearings.
- g. Notify all property owners within the specified distance of the proposed subdivision prior to the scheduled Planning Commission public hearing.
- h. Forward preliminary and final plats to the Planning Commission with staff recommendations.
- i. Make such other determinations and decisions as may be required by these regulations, by the Planning Commission, or by the City Commission.

**SECTION 2- 5 DUTIES OF THE PLANNING COMMISSION**

- 2-501.** a. Hold public hearings, review and decide on all preliminary and final plats as presented to it in accordance with the provisions in these regulations.
- b. Transmit all final plats to the City Commission for its approval of the plat, and acceptance of dedications of streets, alleys and other public ways and sites.
  - c. Make such decisions and actions as shall be necessary to insure the integrity of and adherence to these regulations.
  - d. Compile a list with the reason(s) for disapproval of any plat reviewed by it and provide the developer with such list.
  - e. Hold public hearings, review and decide on any proposed amendments to these regulations.
  - f. Make other determinations and decisions as may be required of the Planning Commission from time to time by these regulations, and by the state law.
  - g. Review and prepare recommendations concerning proposed annexations to the City, vacations and dedications.

**SECTION 2- 6 UTILITY ADVISORY COMMITTEE**

**2- 601.** A Utility Advisory Committee is hereby created which shall consist of representatives of those public and private agencies having a direct interest in public works, public utilities, health and safety, the enforcement of these regulations and such other persons as the Planning Commission may



from time to time deem necessary. The Committee should include, but is not limited to, the following representatives:

Zoning Administrator, City Engineer, Police Department, Fire Department, telephone companies, cable television, gas and power companies. The Zoning Administrator shall serve as Chair of the Utility Advisory Committee and shall be responsible for the preparation of recommendations and reports by the Committee.

## **SECTION 2-7 DUTIES OF THE UTILITY ADVISORY COMMITTEE**

**2-701.** The Utility Advisory Committee shall meet when called by the Committee Chair. The Committee will review and make appropriate written recommendations to the Planning Commission on all matters referred to the Committee by the Planning Commission. Such matters shall include, but not be limited to annexations, preliminary plats, final plats, planned unit development (PUD) plans, vacations, and dedications.

## **SECTION 2-8 ADOPTION, AMENDMENT OF SUBDIVISION REGULATIONS**

**2-801.** Consideration of Subdivision Regulations Amendments. Before adopting or amending any subdivision regulations, the Planning Commission shall call and hold a hearing on such regulations or amendments thereto. Notice of such hearing shall be published at least once in the official newspaper. Such notice shall be published at least twenty (20) days prior to the hearing. Such notice shall fix the time and place for such hearing and shall describe such proposal in general terms. The hearing may be adjourned from time to time and at the conclusions of the same, the Planning Commission shall prepare its recommendations and by an affirmative vote of a majority of the entire membership of the Planning Commission, adopt the same in the form of proposed subdivision regulations and shall submit the same, together with the written summary of the hearing thereon, to the Governing Body.

**2-802.** Action by the Governing Body. The Governing Body may either: (1) approve such recommendations by ordinance; (2) override the Planning Commission's recommendation by a 2/3 majority vote; or (3) return the Planning Commission's recommendations, specifying the basis for the Governing Body's failure to approve or disapprove. If the Governing Body returns the Planning Commission's recommendations, the Planning Commission, after considering the same, may resubmit its original recommendations giving the reasons therefore, or submit new and amended recommendations. Upon the receipt of such recommendations, the Governing Body, by a simple majority thereof, may adopt or may revise or amend and adopt such recommendations by the respective ordinance, or take no further action. If the Planning Commission fails to deliver its recommendations to the Governing Body following the Planning Commission's next regular meeting after receipt of the Governing Body's report, the Governing Body shall consider such course of inaction on the part of the Planning Commission as a resubmission of the original recommendations and proceed accordingly. The proposed subdivision regulations and any amendments thereto shall become effective upon publication of the adopting ordinance as required by law.

## **ARTICLE 3**

### **DEFINITIONS**

**Sections:**

- 3-1 Rules of Construction**
- 3-2 Definitions**

#### **SECTION 3-1 RULES OF CONSTRUCTION**

**3-101.** a. The language set forth in these regulations shall be interpreted in accordance with the following rules of construction:

1. The singular number includes the plural and the plural the singular.
  2. The present tense includes the past and the future tenses and the future the present.
  3. The word "shall" is mandatory while the word "may" is permissive.
  4. The words "Building Official" means the officially appointed building official for the City of Concordia, Kansas.
  5. The words "Comprehensive Plan" mean the adopted Comprehensive Plan for the City of Concordia, Kansas.
  6. The words "subdivision jurisdiction" mean the area as described in Section 1-501 of these regulations.
- b. Any word or phrase which is defined in this Article or elsewhere in these regulations shall have the meaning as so defined whenever used in these regulations, unless such definition is expressly limited in its meaning or scope.
- c. Terms used in these regulations and not defined in this Article or elsewhere in these regulations but defined in the Concordia Zoning Regulations shall have the definition set forth in such zoning regulations for such terms.
- d. Words or terms not herein defined shall have their ordinary meaning in relation to the context as defined in a dictionary or by statute.

## SECTION 3-2 DEFINITIONS

**3-201.** The following definitions shall be used in the interpretation and construction of these regulations:

**Access.** The right to cross between public and private property allowing pedestrians and vehicles to enter and leave property.

**Access Control.** The limitation of public access rights to and from properties abutting streets or highways. Access control is used on major streets and highways, when necessary, to preserve high-quality traffic service and to improve safety.

**Agriculture.** The use of a tract of land 20 contiguous acres or more in area under one ownership for growing crops, pasturage, horticulture, nurseries, truck farms, dairying or the raising of poultry or cattle and other livestock, except feedlots, and including the structures necessary for carrying out farming operations and the dwelling(s) of those owning and/or operating the premises. Riding academies, boarding stables, dog kennels, or commercial or hydroponic greenhouses shall not be deemed agricultural uses; however, forested and non-producing open space land are considered as agricultural.

**Alley.** A dedicated public right-of-way, other than a street which provides only a secondary means of access to abutting property.

**Benchmark.** Surveying mark made in some object which is permanently fixed in the ground showing the height of that point in relation to sea level. See *Monument*.

**Block.** A piece of or parcel of land entirely surrounded by public highway, streets, streams, railroad rights-of-way or parks, or a combination thereof.

**Bond.** See *Performance Bond or Guaranty*.

**City Commission.** The City Commission of the City of Concordia, Kansas. Also see *Governing Body*.

**Comprehensive Plan.** The adopted comprehensive plan for the City of Concordia.

**Cul-de-sac.** A vehicular turnaround which is located at the closed end of a dead end street or alley.

**Curb Cut.** The opening along a curb line at which point vehicles may enter or leave a roadway.

**Dedication.** A gift or donation of property by the owner to the City. The transfer is conveyed by a plat or a written separate instrument. The act of dedicating is completed with a formal acceptance by the Governing Body.

**Design.** The location of streets, alignment of streets, grades, and widths of streets, alignment of easements, grades and widths of easements, alignment and rights-of-way for drainage and sanitary sewers, and the designation of minimum lot area, width and length.

**Drainage.** The process and course by which surface water moves across the land surface or is conveyed through channels, waterways, pipes, culverts, ducts, or other means. See *Stormwater Management*.

**Easement.** An interest in land that is held by someone other than the owner that entitles the holder to a specific limited use or right.

**Exactions.** Requirement of development to dedicate or pay for all or a portion of land for, or costs of, public facilities as a condition of development approval.

**Final Plat.** A formal document by drawing and writing representing a subdivision which is prepared in accordance with these regulations to be placed on record with the Cloud County Register of Deeds.

**Frontage.**

- a. **Street frontage:** All of the property on one side of a street between two intersecting streets (crossing or terminating), measured along the line of the street, or if the street is dead-ended, then all of the property abutting on one side between an intersecting street and the dead-end of the street.
- b. **Lot Frontage:** The distance for which the front boundary line of the lot and the right-of-way are coincident.

**Governing Body.** The City Commission of the City of Concordia. See also *City Commission*.

**Impact fee.** A fee imposed by the City on new development pursuant to these regulations in order to mitigate the impacts on community facilities created by the demand for capital improvements by the new development. Impact fees do not include the dedication of rights-of-way or easements for such facilities, or the construction of such improvements.

**Improvements.** Streets, utilities and other facilities that are to be installed, or agreed to be installed, by the subdivider on the land to be used for public or private use of the lot owners in the subdivision and local neighborhood traffic and drainage needs, as a condition precedent to the approval and acceptance of a final plat, lot-split or PUD.

**Improvement District.** An area deemed by the Governing Body to be benefitted by a public improvement and subject to a special assessment for all or a portion of the cost of the improvement. See *Benefit District*.

**Land Surveyor or Registered Land Surveyor.** A licensed land surveyor registered in the State of Kansas or licensed to practice in the State of Kansas who is responsible for the survey and preparation of the final plat.

**Local Street.** A street intended primarily for access to abutting properties and of limited continuity within a neighborhood.

**Lot.** A parcel or tract of land (legally described or platted) which is on record in the office of the Cloud County Register of Deeds. For the purpose of these regulations, a lot shall have a frontage upon a public street.

**Lot, Corner.** A lot abutting on two (2) or more streets at their intersection.

**Lot Coverage.** That percentage of a lot which, when viewed directly from above, would be covered by a structure or structures, or any part thereof, including projecting roof eaves.

**Lot Depth.** The mean horizontal distance between the front and rear lot lines.

**Lot, Interior.** A lot other than a corner lot which has frontage on one street only.

**Lot Line.** The boundary line of a lot.

**Lot of Record.** A lot which is part of a recorded subdivision or a parcel of land which has been recorded in the office of the Cloud County Register of Deeds.

**Lot Split.** The dividing of a lot in a recorded plat or replat of a subdivision into not more than two parcels which creates an additional lot and meets the criteria established within these regulations.

**Lot Width.** Generally the distance between the side lot lines at right angles at the building setback line. For lots that are not rectangular in shape, lot width is determined by measuring the distance across the width of the lot at the following points, with those measurements averaged together: (1) distance of lot width at front of lot at location where the building setback line intersects lot lines on both sides of the lot; and (2) distance of lot width at the back of lot at location where side lot lines intersect the innermost easement or right-of-way line.

**Minor Plat.** A subdivision of land into no more than five (5) lots fronting on an existing street and not involving any new street or extension of public facilities.

**Monument.** A device used to mark and identify the corners in the boundaries of subdivisions, blocks and lots and the points of curves in the street rights-of-way, and bearing the identification cap of the surveyor. These regulations create three categories of monuments, as follows, with each monument conforming to the standards for placement of boundary surveys as established by the Kansas Board of Technical Professions and further meeting the following requirements applicable to the category of monument:

*Monument.* A 24@ long 1/2@ diameter solid bar to identify the corner boundaries of subdivision blocks. Monument locations shall be marked by a steel fence post. Exterior monuments shall be encased in concrete using a 12@ long, 4@ diameter section of PVC pipe.

*Lot Pin.* A solid bar to mark the corners, points of curvature and points of tangent of lots.

*Control Marker.* A pipe to mark the points of curvature, tangent and intersection of the centerline of street right-of-way. Control markers for point of intersection shall be 24@ long 1/2@ diameter pipe.

**Open Space.** An area of land or water or combination thereof planned for passive or active recreation, but does not include areas utilized for streets, alleys, driveways or private roads, off-street parking or loading areas, or required front, rear or side yards.

**Pedestrian Way.** A right-of-way dedicated to public use, which cuts across a block to facilitate pedestrian access to adjacent streets and properties.

**Performance Bond or Guaranty.** Any form of guaranty acceptable by the Governing Body, most frequently a surety bond, cash deposit or letter of credit, made out to the Governing Body in an amount equal to the full cost of the improvements which are required by these regulations, with that cost being estimated by the City Engineer, and the surety bond or cash deposit being legally sufficient to secure to the Governing Body that the required improvements will be constructed in accordance with these regulations.

**Planned Unit Development (PUD).** A plan for the development of larger tracts of land as a total design complex which may include residential, commercial or industrial uses or a combination thereof, in a manner which encourages: innovation in development; a greater variety in type, design, and layout of buildings; conservation of land through more efficient use of open space; and efficient use of public facilities and services.

**Planning Commission.** The City of Concordia, Kansas Planning Commission.

**Preliminary Plat.** A tentative map or plan of a proposed subdivision of land showing the character and general details of the proposed development.

**Replat.** A new plat or a revision to a subdivision or portion thereof for which a final plat has previously been recorded. The approval of a replat is processed in the same manner as a final plat.

**Right-of-Way.** A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, or for any other special use. The usage of the term "right-of-way" for land platting purposes shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas

of such lots or parcels. Rights-of-way intended for streets, crosswalks, water mains, sanitary sewers, storm drains, or any other use involving maintenance by a public agency shall be dedicated to public use by the maker of the plat on which such right-of-way is established.

**Roadway.** That portion of a street, alley or highway right-of-way which has been graded, surfaced or otherwise improved for use by vehicular traffic, exclusive of sidewalks, driveways and related uses.

**Secretary.** Secretary of the City of Concordia, Kansas Planning Commission.

**Setback Line or Building Line.** A line on a plat generally parallel to the street right-of-way, indicating the limit beyond which buildings or structures may not be erected or altered, except as otherwise provided in these regulations.

**Stormwater Management.** The management of drainage to ensure that water moves in a manner that protects people and property from damage or flooding. Stormwater management includes man-made and natural channels, drainage structures, storage areas, sedimentation control and erosion control. See *Drainage*.

**Street.** A right-of-way, other than an alley, dedicated to public use, which provides principal vehicular and pedestrian access to adjacent properties.

1. **Arterial.** A street which provides for through traffic movement between and around areas and across the city, with direct access to abutting property; subject to necessary control of entrances, exits and curb uses.
2. **Collector.** A street which provides for traffic movement between arterials and local streets, with direct access to abutting property.
3. **Local.** A street which provides for direct access to abutting property and for local traffic movement whether in business, industrial or residential uses.
4. **Frontage Street.** A public or private, marginal access roadway, generally paralleling and contiguous to a street or highway, providing access to abutting properties. A frontage road is designed to promote safety by eliminating unlimited ingress and egress to the principal street or highway by providing points of access at generally uniformly spaced intervals.

**Structure.** Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground. Structures do not include fences but do include, but are not limited to: buildings, walls, sheds and towers.

**Subdivider.** A person, firm, corporation, partnership, or association who causes land to be divided into a subdivision for himself/herself or for others.

**Subdivider's Agreement.** A contractual agreement signed and notarized by the subdivider and the Governing Body which is conditioned upon acceptance of the final plat for the dedications thereon with primary concern for the design, installation, inspection and financing or guarantees for public improvements.

**Subdivision.** The division of a tract of land into two or more lots or parcels for the purpose of transfer of ownership or building development, or, if a new street is involved, any division of a parcel of land. The term "subdivision" includes "re-subdivision", and the term "re-subdivision" shall include any further subdivision of a lot or parcel of land previously subdivided, for sale, use, or other purposes, which varies from the latest, approved plat of the same.

**Subdivision Regulations.** The adopted City of Concordia Subdivision Regulations.

**Zero Lot Line.** A one or two family dwelling subdivision which allows one (1) exterior wall of a structure on or within one (1) foot of a side property line and the other side yard is double the normal side yard required by the zoning district regulations.

**Zoning Administrator.** The person authorized and empowered by the Governing Body to administer these regulations.

**Zoning Regulations.** The adopted City of Concordia Zoning Regulations.



## ARTICLE 4

### SUBDIVISION DESIGN STANDARDS

#### Sections:

- 4-1 Applicability**
- 4-2 Block Standards**
- 4-3 Street Standards**
- 4-4 Lot Standards**
- 4-5 Easements**
- 4-6 Design Techniques**
- 4-7 Access Control**
- 4-8 Land Subject to Flooding**

#### SECTION 4-1 APPLICABILITY

**4-101.** All subdivisions of land subject to these regulations shall conform to the following minimum design standards and to the intent of the Comprehensive Plan. Such design standards shall govern the approval of subdivision plats by the Planning Commission and by the Governing Body.

**4-102.** Comprehensive Plan Coordination. All subdivisions shall be consistent with the Comprehensive Plan. The Governing Body may disapprove residential subdivision proposals where it is determined that the location of said subdivision is not compatible with the adopted Comprehensive Plan or development policies of the Governing Body. Compatibility of subdivision design with the Comprehensive Plan is also governed by Section 4-6.

**4-103.** Access. All lots located in any subdivision shall take access directly from a street dedicated and accepted for public use.

**4-104.** Land Subject to Erosion. On land subject to excessive soil movement that may result in erosion or deposition of soil, the Planning Commission, in accordance with the City Engineer's recommendations, may require necessary preventive measures as part of the final plat approval and/or during construction and development of the subdivision.

**4-105.** Conformance to Applicable Laws and Regulations. In addition to the requirements established herein, all subdivision plats shall comply with all applicable laws and regulations, including the following:

- a. City zoning regulations;
- b. Regulations of the Kansas State Department of Transportation if the subdivision or any lot contained therein abuts a state highway or connecting street;

- c. The City building and housing codes;
- d. The City fire and life safety codes;
- e. The standards and regulations adopted by the City Engineer; and
- f. Any other applicable state or local laws or regulations.

## **SECTION 4-2 BLOCK STANDARDS**

- 4-201.** a. Length. Intersecting streets (which determine block length) shall be provided at such intervals as to serve cross traffic adequately and to meet existing streets in the neighborhood. In residential districts, where no existing plats are recorded, the blocks shall not exceed one thousand two hundred (1,200) feet in length, except that a greater length may be permitted where topography or other conditions justify a departure from this maximum. In blocks longer than eight hundred (800) feet, pedestrian ways and/or easements through the block may be required near the center of the block. Such pedestrian ways or easements shall have a minimum width of ten (10) feet. Pedestrian ways shall be constructed in a manner approved by the City Engineer. Blocks for business use should normally not exceed six hundred (600) feet in length.
- b. Width. In residential development, the block width shall normally be sufficient to allow two (2) tiers of lots of appropriate depth. In certain instances, however, a different arrangement may be required in order to provide better circulation or to protect a major circulation route. Blocks intended for business or industrial use shall be of such width and depth as may be considered most suitable for the prospective use. Block width and depth shall be determined with regard to needs for convenient access, safety and circulation and with consideration of topography.

## **SECTION 4-3 STREET STANDARDS**

- 4-301.** a. Relationship to Adjoining Street Systems.
1. The arrangement of streets in new subdivisions shall make provisions for the continuation of the principal existing streets in adjoining additions (or their proper projection where adjoining property is not subdivided) insofar as they may be necessary for public requirements.
  2. The width of such streets in new subdivisions shall not be less than the minimum street widths established in the adopted Comprehensive Plan.

3. Alleys, when required, and street arrangement shall permit owners of adjoining property to extend street rights-of-ways into such property.
  4. Whenever there exists a dedicated or platted half street or alley adjacent to the tract to be subdivided, the other half of the street or alley shall be platted and dedicated as a public way.
  5. Where topographical conditions make street continuance or conformity impracticable, the Planning Commission may approve an alternative layout.
  6. Where the plat submitted covers only a portion of the contiguous land owned by the subdivider, a sketch of the prospective future street system of the entire ownership shall be submitted.
  7. Where a tract is subdivided into lots of an acre or more, the Planning Commission may require an arrangement of lots and streets such as to permit a later subdivision in conformity with the street requirements.
- b. Street Names. Streets that are obviously in alignment with other already existing and named streets shall bear the names of the existing streets. Otherwise names shall be sufficiently different in sound and in spelling from other street names in the City so as not to cause confusion.
  - c. Arterial Streets. Arterial streets through subdivisions shall conform to the Comprehensive Plan as adopted by the Planning Commission and the Governing Body.
  - d. Local Streets. Local streets shall be so designed to discourage through or non-local traffic.
  - e. Cul-de-sacs. An adequate turnaround of not less than a eighty (80) foot diameter right-of-way which shall be provided at the closed end of a dead end local street segment. Such local street segment should not exceed six hundred (600) feet in length from the intersection of a cross street to the juncture with the cul-de-sac.
  - f. Right Angle Intersections. Under normal conditions, streets shall be laid out to intersect, as nearly as possible, at right angles. Where topography or other conditions justify a variation from the right angle intersection, the minimum angle shall be sixty (60) degrees.
  - g. Streets Adjacent to a Railroad Right-of-Way, Limited Access Freeway, Principal Highway or Arterial Streets. Where lots front or side, but do not back on railroad rights-of-way, limited access freeways, principal highways, or arterial streets a marginal access street or frontage road may be required parallel and adjacent to the boundary of such

rights-of-way. The distance from said rights-of-way shall be determined with due consideration to minimum distance required for approach connections to future grade-separated intersections.

- h. Half-Streets. Half-streets shall be avoided, except:
  1. For arterial streets and collector streets where applicable, or where they are essential to the reasonable development of the subdivision in conformity with the other requirements of these regulations; or,
  2. When the Planning Commission finds that it will be practical to require the dedication of the other half of the street when the adjoining property is subdivided. Where a half-street, or portion thereof, is existing and adjacent to a tract to be subdivided, the other half of the street shall be based on minimum requirements as set forth in 4-301.j and shall be platted within such tract.
- i. Alleys. Alleys may be required in commercial, industrial and residential areas. Dead end alleys shall be avoided, wherever possible; but if unavoidable, such alleys shall be provided with adequate turnaround facilities at the dead-end. Alleys should be avoided in residential areas except where alleys of adjoining subdivisions would be closed or shut-off by failing to provide alleys in the adjoining subdivision.
- j. Minimum Requirements. All right-of-way for streets, alleys and public ways, included in the subdivision, hereafter dedicated and accepted, shall not be less than the minimum width for each classification as follows:

Arterial Streets .....	100 feet
Collector Streets.....	80 feet
Local Streets, residential.....	60 feet
Local Streets, industrial and commercial .....	80 feet
Cul-de-Sacs.....	80 feet diameter
Marginal access on frontage roads.....	50 feet
Alleys .....	20 feet
Pedestrian Ways.....	10 feet

All widths for streets included in the subdivision, hereafter dedicated and accepted, shall not be less than the minimum width for each classification as follows:

Arterial .....	41 feet
Collector.....	35 feet
Local.....	31 feet

- k. Additional Requirements. When existing or anticipated traffic on arterial and collector

streets warrants greater widths of rights-of-way, or where needed for cuts, fills or utilities, additional right-of-way may be required to be dedicated for any streets.

- l. Street Grades. The grades of streets, alleys and other public ways included in any subdivision shall not be greater than is necessary for the topographic conditions and shall be subject to the approval of the City Engineer. A minimum gradient of one percent (1.0%) shall exist on all streets whenever practical, but in no event shall the gradient be less than one-half percent (0.50%).
  
- m. Street Alignment. Minimum horizontal and vertical alignment on all streets, except in unusual cases, shall be as follows:
  - 1. Horizontal alignment: Radii at the centerline.

Arterial streets.....	500
Collector streets .....	350
Local nonresidential streets .....	200
Local residential streets .....	150
  
  - 2. A tangent shall be provided between all reversed curves to provide for a smooth flow of traffic.
  
- n. Vertical. All changes in street grade shall be connected by vertical curves of such length as to provide for desired sight distance as set out in American Association of State Highway Officials Geometric Design Standards and shall be subject to the approval of the City Engineer.
  
- o. Street Layout. Proposed streets shall conform to topography as nearly as possible to reduce drainage problems and grades.
  
- p. Paving Material. All streets shall be hard surfaced with asphalt or, concrete subject to the specifications of the City. All paving must be provided with a stabilized sub-base and concrete curb and gutter.

**SECTION 4-4 LOT STANDARDS**

- 4-401.** a. Minimum lot width shall be measured at the building setback line and shall not be less than required by the zoning regulations of the district in which the subdivision is located. Corner lots shall have a width at least twenty (20) feet greater than the minimum width.
  
- b. Minimum lot depth shall be one hundred and twenty (120) feet, measured through the center of the lot and perpendicular to the property line, or radial to the property

line or curved streets.

c. Maximum depth of residential lots shall not exceed two and one-half (2 1/2) times the width of the lot.

d. If the proposed subdivision is to be served with City water and City sewer or a community-type sewage treatment plant, approval of the plat shall be subject to the minimum requirements set forth in these regulations and the zoning regulations of the district in which the subdivision is located.

e. If the proposed subdivision is to be served with a public water supply, but not with a public sanitary sewer system, the preliminary plat will be submitted on the basis of the minimum of three (3) acre lots and will be subject to the approval of the County Health Department, who shall make or cause to be made soil analysis and percolation tests for each lot and make recommendations to the Planning Commission. The plat lots will be so proportioned as to permit future re-platting consistent with good subdivision design.

f. If the proposed subdivision is served with a public sanitary sewer system and not with a public water supply, and the developer will use a private water supply, the preliminary plat will be submitted on the basis of a minimum of one (1) acre lots, subject to the approval of the County Health Department, and be so proportioned that future platting will be consistent with good subdivision design.

g. If the proposed subdivision is not served with either an approved public water supply or an approved public sanitary sewer system and the developer will be using a private water supply with an approved private sewage disposal system, the subdivider shall submit his or her preliminary plat on the basis of ten (10) acre lots, subject to the approval of the County Health Department, which shall secure soil analysis and percolation tests and submit a recommendation to the Planning Commission. The lots will be so proportioned as to permit future re-platting consistent with good subdivision design.

h. Lot dimensions shall comply with the minimum area requirements of the zoning regulations with no lot in a residential district being less than fifty (50) feet in width at the building setback line. Non-residential lots shall provide adequate depth and width to provide for the type of use contemplated.

i. Minimum lot area shall be subject to the zoning regulations of the district in which the subdivision is located.

j. All side lot lines shall bear sixty (60) to ninety (90) degrees from the street right-of-way line on a straight street or from the tangent of a curved street.

k. Front building or setback lines shall be shown on the final plat for all lots in the subdivision and shall not be less than the setbacks required by the zoning regulations or any other regulation adopted by the Governing Body. The greater setback requirement shall govern.

l. Double frontage lots shall be avoided unless, in the opinion of the Planning Commission, a variation to this prohibition will give better street alignment and lot arrangement.

m. Every lot shall have frontage on a public street other than an alley.

n. The subdivision or re-subdivision of a tract or lot shall not be permitted where said subdivision or re-subdivision places an existing permanent structure in violation of the requirements of the zoning regulations or the minimum design standards of these regulations.

o. Whenever the area is divided into lots containing one (1) or more acres and there are indications that such lots will eventually be re-subdivided into smaller lots, consideration must be given to the highway, street and lot arrangement of the original subdivision so that additional minor streets can be opened which will permit a logical arrangement of smaller lots. Easements providing for the future opening and extension of such streets may, at the discretion of the Planning Commission, be made a requirement of the plat.

p. Whenever possible, residential lots shall not face on arterial streets. The number of lots facing on collector streets shall be kept to a minimum in each subdivision. The street pattern shall be designed so that the side line of lots abut collector streets wherever land shapes and topography permit.

## **SECTION 4-5 EASEMENTS**

**4-501.** a. Where alleys are not provided, permanent easements of not less than ten (10) feet in width shall be provided on each side of all rear lot lines, and on side lot lines, where necessary, for utility poles, wires, conduits, storm and sanitary sewers, gas, water and heat mains, and other public utilities. Where a utility company or other service provider can demonstrate the need for a wider easement than required above for a specific location, such may be required by the Governing Body and provided by the developer. These easements shall provide for a continuous right-of-way at least twenty (20) feet in width. An additional twelve (12) foot wide temporary construction easement abutting each side of a utility easement shall be provided for initial construction of water, sewer and other utility lines. Such temporary easement shall be terminated by the City upon its determination that development of lots

adjoining the easement is completed with all utilities fully installed.

b. All easements shall be shown on the plat. Permanent easements shall not be obstructed by structures or vegetation. A property owner may erect fences and landscape the easement at his or her own risk of loss.

c. Drainage Easements. If a subdivision is traversed by a water course, drainage way or channel, then a stormwater easement or drainage right-of-way shall be provided. Such easement or right-of-way shall conform substantially to the lines of the natural water course and shall be of such width or construction, or both, as may be necessary to provide adequate stormwater drainage and for access for maintenance thereof. Parallel streets or parkways may be required in connection therewith. The City Engineer shall make a study and report his or her recommendation to the Planning Commission as to the desired width of such easement. Such study and report shall be based on the one hundred year flood depth (if known). Maintenance of stormwater easements and drainage right-of-way shall be the responsibility of the owners of property adjoining such easements or right-of-way.

#### **SECTION 4-6 DESIGN TECHNIQUES**

**4-601.** Subdivision Design: The design of the subdivision shall provide for efficient traffic flow, proper mixing of land uses, and a logical link between surrounding, existing development, and the proposed layout. The Comprehensive Plan should be used as a guide in determining if the design of the proposed subdivision is proper. The Planning Commission shall have the authority to deny a plat or request redesign, if, in its opinion, the layout is not suitable for the site, or if the development of the subdivision would be premature.

#### **SECTION 4-7 ACCESS CONTROL**

**4-701.** In the interest of public safety and for the preservation of the traffic carrying capacity of the street system, the Planning Commission shall have the right to regulate points of access to all property from the public streets system. Such proscriptions shall be indicated on the final plat.

#### **SECTION 4-8 LAND SUBJECT TO FLOODING**

- a. All land subject to intermediate regional flood shall not be subdivided for any use incompatible with such flooding. An intermediate regional flood is a flood having an average frequency of occurrence in the order of once in 100 years, although the flood may occur in any year or even in successive years. It is based on statistical analyses of stream flow records available for the watershed and analyses of rainfall and runoff characteristics in the general region of the watershed. Data on the flood characteristics for the planning area may be obtained from the Kansas Water Resources Board or the



Corps of Engineers, U.S. Army, Kansas City District, and FEMA.

- b. Subdivision proposals greater than five (5) acres or fifty (50) lots, whichever is lesser, shall include regulatory flood elevation data in areas zoned “F-W” or “F-P” on the Concordia Zoning Map.
- c. Adequate drainage shall be provided so as to reduce exposure to flood hazards.
- d. All public utilities and facilities shall be located so as to minimize or eliminate flood damage.
- e. All proposed development shall be consistent with the need to minimize flood damage.

## **ARTICLE 5**

### **DEDICATION OR RESERVATION OF PUBLIC SITES AND OPEN SPACE**

**Sections:**

- 5-1 Dedication or Reservation of Public Sites and Open Spaces**
- 5-2 Action by Governing Body**
- 5-3 Use of Land and Fees**

#### **SECTION 5-1 DEDICATION OR RESERVATION OF PUBLIC SITES AND OPEN SPACES**

**5-101.** In subdividing land or re-subdividing an existing plat, due consideration should be given by the subdivider to the dedication or reservation of suitable sites for schools, parks, playgrounds, or other public recreational areas or open spaces. In its consideration of any such subdividing or resubdividing of the Planning Commission shall make recommendations as to dedications and reservations. Any area so dedicated or reserved shall conform as nearly as possible to the recommendations of the Planning Commission and the Board of Education. All areas to be reserved for, or dedicated to, public use shall be indicated on the preliminary plat in order that it may be determined when and in what manner such areas will be dedicated to or acquired.

#### **SECTION 5-2 ACTION BY GOVERNING BODY**

**5-201.** Upon receiving the recommendations of the Planning Commission, the Governing Body may:

- a. Accept such dedication.
- b. Accept, in lieu of the dedication of land, a fee equal to seven (7) percent of the fair market value of the subdivided land.
- c. Waive the requirement if the Governing Body finds that there are sufficient schools, parks, playgrounds or other publicly-owned or operated recreational areas or open spaces in the area of the subdivision.

#### **SECTION 5-3 USE OF LAND AND FEES**

**5-301.** Land or fees obtained pursuant to this Article shall only be used to obtain public open space, public recreational land or facilities for public use. The Governing Body shall make appropriate findings as to the relationship between the subdivision from which the fees were obtained and such open space, recreational land or facilities for public use.

## ARTICLE 6

### SUBMISSION AND APPROVAL OF PLATS

#### Sections:

- 6-1 Pre-Application**
- 6-2 Minor Plats**
- 6-3 Preliminary Plats**
- 6-4 Final Plats**

#### SECTION 6-1 PRE-APPLICATION

**6-101.** Prior to the filing of the preliminary plat, the subdivider shall contact the City Engineer, the Zoning Administrator and other administrative personnel to determine:

- a. Procedure for filing plats.
- b. Availability of City sanitary and stormwater sewers and water.
- c. Comprehensive Plan requirements for major streets, land use, parks, schools and public open spaces.
- d. Zoning requirements for the property in question and adjacent properties.
- e. Special setback requirements for arterial, collector and local streets.

#### SECTION 6-2 MINOR PLATS

- 6-201.** a. A minor plat is defined as a subdivision of land (1) into no more than five (5) lots fronting on an existing street; (2) not involving any new street or extension of public facilities; (3) not including more than ten (10) acres if a residential plat, nor more than five (5) acres for any other type of plat, unless the Planning Commission approves a larger acreage; and (4) not in conflict with the Comprehensive Plan, or any provision in the zoning regulations or any provision in these regulations.
- b. Minor plats may be submitted in final plat form as described in Section 6-4 without first filing a preliminary plat or having such a preliminary plat approved by the Planning Commission, with the exception that the preliminary plat filing fee shall be submitted with the filing of the plat with the Zoning Administrator. Minor plats shall also contain all the information required for the filing of preliminary plats pursuant to Section 6-3.

## SECTION 6-3 PRELIMINARY PLATS

**6-301.** After reaching the preliminary conclusions regarding the requirements for the proposed subdivision, the subdivider may submit a preliminary plat together with any supplemental information necessary to the Zoning Administrator who shall schedule a public hearing with the Planning Commission.

a. Submission of a Preliminary Plat.

1. Filing Fee and Proof of Ownership. A filing fee as adopted by the Governing Body shall accompany the filing of each preliminary plat. The preliminary plat shall not be accepted for filing until the filing fee therefore has been paid by the subdivider. The subdivider shall submit satisfactory proof of ownership, or a copy of a contract for purchase, of the entire tract to be platted.
2. Number of Copies. The subdivider shall submit ten (10) copies of the preliminary plat and vicinity map (if not on the preliminary plat) showing the location of the proposed subdivision. These plans shall be filed with the Secretary of the Planning Commission at least twenty (20) days prior to a regular Planning Commission meeting at which the preliminary plat is to be considered.
3. The subdivider shall submit, with the preliminary plat, a complete list of the names and mailing addresses of all owners of record of all unplatted land within: (a) two hundred (200) feet of property which is within the city limits being proposed for subdividing or re-subdividing or (b) within one thousand (1,000) feet of property outside the city limits when the land being proposed for subdividing or resubdividing lies within two hundred (200) feet of the city limits.
4. All plats shall be prepared by a Kansas licensed and registered professional engineer or a land surveyor, as required by state statute or regulation of the Kansas Board of Technical Professions. The boundary and topographic survey prepared for the plat shall be completed by a Kansas licensed land surveyor, whose seal and certification shall be shown on the survey.
5. Preliminary plats shall contain:
  - (a) The proposed name of the subdivision. (The name shall not duplicate or closely resemble the name or names of any existing subdivision.)
  - (b) The location of the boundary lines of the subdivision and references to the section or quarter section lines.
  - (c) The names and addresses of the subdivider developer, owner, and the engineer or land surveyor who prepared the plat.

- (d) Scale of the plat, 1" = 100' or larger.
- (e) Date of preparation and north arrow.
- (f) Existing conditions:
  - (1) Location, width and name of platted streets, pavement width or other public ways, designation of railroads and utility rights-of-way, parks and other public open spaces and permanent buildings within or adjacent to the proposed subdivision.
  - (2) All existing sewers, water mains, gas mains, culverts, electricity transmission lines or other underground installations, or above ground structures, within or adjacent to the proposed subdivision, with pipe size and manholes, grades, heights and location.
  - (3) Names of adjacent subdivisions together with arrangement of streets and lots, and owners of adjacent parcels of unsubdivided land.
  - (4) Topography (unless specifically waived by the Zoning Administrator) with contour intervals of not more than two (2) feet, referred to USGS datum. Where the ground is too flat for contours, spot elevations shall be provided.
  - (5) Location of water courses, bridges, wooded areas, lakes, ravines and such other features as may be pertinent to the subdivision.
  - (6) Current zoning classification and proposed zoning classification if property is proposed to be rezoned.
  - (7) General street layout of adjacent property within two hundred (200) feet to show how streets and other public facilities in the proposed subdivision relate to the adjacent property.
- (g) The general arrangements of lots and their approximate size.
- (h) Location and width of proposed streets, alleys, pedestrian ways and easements and approximate gradient of streets.
- (i) The general plan of sewage disposal and water supply in areas where public sewers and/or water are proposed to serve the subdivision. In other cases, a notation shall be made on the plat indicating type and

location of sewage disposal and water system proposed.

- (j) 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.
  - (k) General layout of adjacent unsubdivided property to show how streets and other public facilities in the proposed subdivision relate to the unsubdivided property.
  - (l) Vicinity map showing streets within five hundred (500) feet of the boundaries of the proposed subdivision.
  - (m) The subdivider shall submit a preliminary grading and drainage plan, including location and size of all storm sewers, existing and proposed land elevations and contours, necessary widths of all open drainageways and meeting all other requirements for stormwater management as set forth by the City. This plan shall be forwarded to the City Engineer who will prepare a written analysis of the plan for consideration by the Planning Commission.
- b. Review by Utility Advisory Committee. Upon the receipt of the copies of the preliminary plat, the Secretary of the Planning Commission shall send a copy of the plat to each member of the Utility Advisory Committee. The Utility Advisory Committee shall review said plat and submit its recommendations to the Planning Commission.
- c. Approval or Disapproval of Preliminary Plat. Action by the Planning Commission shall be conveyed to the subdivider in writing within ten (10) business days after the Planning Commission meeting at which time the plat was considered and action was taken thereon. Approval of the preliminary plat by the Planning Commission does not constitute an acceptance of the subdivision, but is rather merely an authorization for the subdivider to proceed with the preparation of the final plat. In cases where the plat is disapproved, the subdivider shall be notified of the reason for such action and what requirements shall be necessary to meet the approval of the Planning Commission. If the Planning Commission fails to approve or disapprove a preliminary plat within sixty (60) days after the plat has been submitted for consideration, then such preliminary plat shall be deemed to have been approved, unless the subdivider shall have consented to extend or waive such time limitation.
- d. Area to be Platted. In order to ensure that the provisions of these regulations are carried out and that the overall subdivision design is prepared in an orderly manner, the Planning Commission may require that a preliminary plat be submitted on all contiguous land under common ownership rather than a parcel or segment. The area may, however, be final platted in smaller parcels or segments as directed by the Planning Commission.

- e. Effective Date. The approval of the preliminary plat shall be effective for an indefinite period of time, except that the Planning Commission may, after a minimum period of six (6) months due to substantial justification or change in the area, require the redesign and resubmission of the preliminary plat.

## **SECTION 6-4 FINAL PLAT**

### **6-401. a Submission of a Final Plat.**

1. After approval of the preliminary plat, the subdivider may submit a final plat along with the plat recording fee established by ordinance adopted by the City Commission.
  2. A digital copy of the final plat, in state plane coordinates or tied to two section corners and formatted to standards established by the Zoning Administrator, plus the original on mylar and five (5) prints thereof shall be submitted to the Secretary of the Planning Commission at least twenty (20) days prior to the Planning Commission public meeting. The names and signatures of the owner(s) of the property duly acknowledged and notarized shall appear on the original and all copies submitted.
  3. The Planning Commission shall be required to hold a public hearing on a final plat only when the Planning Commission finds there is a question whether the final plat as submitted is in substantial conformity with the approved preliminary plat.
  4. The final plat, prepared for recording purposes, shall be drawn at a scale of at least 1" = 100' or larger. The size of the sheet on which such final plat is prepared shall be twenty-four (24) inches by thirty-six (36) inches. Each sheet shall have a one and one-half inch (1 1/2") binding edge along the left hand side. Where the proposed plat is of unusual size, the final plat shall be submitted on two (2) or more sheets of the same dimensions. If two (2) or more sheets are required, an index map of the same dimensions shall be attached showing the entire development at a smaller scale. The dimensions indicated are standard for all final plats and must be complied with. Title, description and other written data shall be located either right or left.
- b. Information. The final plat shall show and contain the following information.
1. Name of subdivision (not to duplicate or too closely resemble the name of any existing subdivision).
  2. Location of section, township, range, county and state, including the descriptive boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which must be mathematically correct. The allowable error of closing on any portion of the plat shall be one (1) foot in five thousand (5,000) feet. Total

acreage of the subdivision shall be provided.

3. The location of existing monuments and benchmarks shall be shown and described on the final plat. Location of such monuments shall be shown in reference to existing official monuments or the nearest established street lines, including the true angles and distances to such reference points or monuments.
4. The location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet with the length of radii on all curves, and other information necessary to reproduce the plat on the ground.
5. Lots shall be numbered clearly. Blocks shall be numbered or lettered clearly in the center of the block.
6. The exact locations, widths, and names of all streets and alleys to be dedicated.
7. Boundary lines and description of the boundary lines of any area other than streets and alleys which are to be dedicated or reserved for public use.
8. Building setback lines on the front and side streets with dimensions.
9. Name, signature and seal of the licensed engineer and registered land surveyor preparing the plat, as appropriate.
10. Name, signature and seal of the registered surveyor verifying that all monuments and control markers have been set in compliance with City requirements and in accordance with the Land Survey Act, K.S.A. 58-2001 *et seq.*
11. Scale of the plat (scale to be shown graphically and in feet per plat scale inch), date of preparation and north arrow.
12. Statement expressing the property owner=s intent to dedicate for public use all easements, streets, alleys, and all other public areas previously dedicated.
13. The following certificates, which may be combined where appropriate.
  - (a) A certificate signed and acknowledged by all parties having any record, title, or interest in the land subdivided, and consenting to the preparation and recording of said subdivision map, including all mortgage holders.
  - (b) A certificate signed and acknowledged as above, expressing the property owner’s intent to dedicate or reserve all parcels of land shown on the final plat and intended for any public or private uses



including those parcels which are intended for the exclusive use of the lot owners of the subdivision, their licensees, visitors, tenants, and servants.

(c) The acknowledgment of a notary in the following form:

State of \_\_\_\_\_, County of \_\_\_\_\_, SS.

Be it remembered that on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, a notary public in and for said County and State, came \_\_\_\_\_, to me personally known to be the same person who executed the foregoing instrument of writing and duly acknowledged the execution of same. In testimony whereof, I have hereunto set my hand and affixed my notarial seal the day and year above written.

(SEAL) \_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

(d) The certificate of the Planning Commission in the following form:

This plat of \_\_\_\_\_ Addition has been submitted to and approved by the Concordia Planning Commission this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

(e) The acceptance of easements, rights-of-way and other public dedications by the Governing Body in the following form:

The dedications shown on this plat have been accepted by the City of Concordia, Kansas, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL) \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(f) The certificate of the County Treasurer in the following form:

State of Kansas        )  
                                  ) SS  
County of Cloud        )

I hereby certify that the taxes on the included tracts are current.

\_\_\_\_\_  
Cloud County Treasurer

\_\_\_\_\_  
Date

(g) A blank space for noting entry on the transfer record in the following form:

Entered on transfer record this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Cloud County Register of Deeds

(h) The certificate of the Register of Deeds in the following form:

State of \_\_\_\_\_, County of \_\_\_\_\_, SS.

This is to certify that this instrument was filed for record in the Register of Deeds office on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in Book \_\_\_\_\_, Page \_\_\_\_\_.

\_\_\_\_\_  
Cloud County Register of Deeds

\_\_\_\_\_  
Deputy

14. The following additional data and documents shall be submitted with the final plat.

- (a) A title report by an abstract or title insurance company, or an attorney's opinion of title, showing the name of the owner or owners of the land and all other restrictions, easements or encumbrances on the land. The consent of all such persons having a financial interest shall be shown on the plat and acknowledged by a notary public.
  - (b) If any taxes or special assessments, due and payable, have not been paid in full but have been protested as provided by law, monies or other sufficient escrows guaranteeing such payment of taxes in the event the protest is not upheld, shall be placed on deposit with the City in an amount sufficient to meet this requirement.
  - (c) A copy of any restrictive covenants applicable to the subdivision.
  - (d) Certification from the City Engineer that all permanent monuments have been set in accordance with Section 7-2 of these regulations and the Land Survey Act (K.S.A. 58-2001 et seq.).
  - (e) At least three (3) reference ties for locating each exterior monument.
- c. Governing Body Acceptance. After the approval of the final plat by the Planning Commission, such plat shall be forwarded to the Governing Body for its approval of the plat and the acceptance of streets, alleys, easements or other dedicated public rights-of-way or sites. The Governing Body may take action on the plat at any meeting following approval of the plat by the Planning Commission and the Governing Body should approve or disapprove the plat and shall accept or refuse the dedication of land for public purpose within thirty (30) days after the first meeting of the Governing Body following the date of the submission of the plat to the city clerk. The Governing Body may defer action for an additional thirty (30) days for the purpose of allowing for modifications to comply with the requirements established by the Governing Body. No additional filing fees shall be assessed during that period. If the Governing Body defers or refuses such dedication, it shall advise the Planning Commission of the reasons therefore and request reconsideration by the Planning Commission.
- d. Recording of Final Plat. After acceptance of the public dedications and easements by the Governing Body and receipt of (1) engineering drawings, (2) appropriate petitions for improvements, and (3) the agreement with the developer for all required developer-installed improvements, the Governing Body may approve the final plat by signing the original mylar copy and two additional copies. The Secretary of the Planning Commission shall record the original copy of the final plat with the Register of Deeds of Cloud County. One copy shall be provided to the developer and one copy filed with City records.
- e. Building Permits. No building or zoning permit shall be issued for any structure that is

located upon a lot in a subdivision that has not been subdivided in accordance with these Subdivision Regulations. Construction drawings and specifications for all required developer-installed improvements shall be submitted to the City Engineer, and approved, before any building or zoning permit shall be issued. No plat, re-plat, dedication or deed shall be filed with the Register of Deeds until such plat, re-plat, dedication or deed has been approved by the Planning Commission and the Governing Body as required by law.

## ARTICLE 7

### IMPROVEMENTS

#### Sections:

- 7-1 Subdivision Types
- 7-2 Required Improvements
- 7-3 Exceptions for Existing Improvements
- 7-4 Waivers

#### SECTION 7-1 SUBDIVISION TYPES

**7-101.** For the purposes of this Article, subdivisions shall be classified as follows:

- a. Urban Subdivisions. All subdivisions lying within the corporate limits of Concordia and those subdivisions in the unincorporated area of Cloud County subject to these regulations having or intended to have a density of more than one (1) dwelling unit per gross acre, and all subdivisions or portion thereof, for commercial, industrial and public and semi-public purposes.
- b. Suburban Subdivisions. All other lands in unincorporated areas required to be platted either by State law or by these regulations.

#### SECTION 7-2 REQUIRED IMPROVEMENTS

**7-201.** The subdivider of a proposed subdivision shall install, or provide for installation of, the following facilities and improvements:

- a. Streets and Alleys. The subdivider shall provide for the installation of pavement and curb and gutter on all streets. No grading or other construction shall take place within a street right-of-way until the construction plans have been examined and approved by the City Engineer. All street pavings shall be located in the center of the right-of-way. All street construction shall conform to the specifications set by the City Engineer and compliance therewith shall be confirmed by the City Engineer prior to release of surety by the Governing Body. All streets and alleys in subdivisions shall be surfaced with an all-weather surfacing in accordance with standards set by the City Engineer and shall comply with all other applicable standards set forth in Section 4-3 and other provisions of these regulations.
- b. Frontage Roads. If a proposed subdivision adjoins or contains an existing or planned arterial street or state or federal highway the Planning Commission may require the subdivision to provide frontage roads, deep lots with rear service alleys or such other design necessary to ensure that access to lots in the subdivision is not taken directly from such street or highway.

- c. Water Service. Where reasonably available, a public water supply system or its equivalent shall be provided in accordance with the standards set by the City. In all other areas, a water supply system approved by the County Health Department shall be provided.
- d. Sewer Service. Where reasonably available, a public sewerage system shall be provided in accordance with the standards set by the City. In all other areas, a sewage collection and treatment system shall be provided subject to the approval of the County Health Department. Where an approved sewerage system is proposed to serve the subdivision, the system shall be constructed to provide service to each lot within the subdivision.
- e. Sidewalks. Sidewalks shall be installed on both sides of all collector and arterial streets and on one side of all local streets. Sidewalks along local streets shall be not less than five (5) feet in width, sidewalks along arterial and collector streets shall not be less than six (6) feet in width. All sidewalks shall be constructed of portland cement concrete and shall comply with the specifications of the Governing Body. Sidewalks shall be located in the platted street right-of-way, and located a distance from the property line as specified by the City Engineer. Sidewalks shall also be installed in any pedestrian easements as may be required by the Planning Commission.
- f. Street Signs. Street signs will be supplied and erected by the City.
- g. Other Improvements. If other improvements are required, according to policies of the Governing Body, such as tree planting, and retaining walls, such improvements shall be made in accordance with the recommendations of the Planning Commission and specifications of the City Engineer.
- h. Storm Drainage. The subdivider shall install culverts, storm sewers, rip-rap slopes, stabilized ditches and other storm drainage improvements and plans for these improvements shall comply with the minimum standards of the Governing Body and shall be examined and approved by the City Engineer prior to construction.
- i. Bench Marks, Corners, Monuments and other Markers.
  - 1. Bench Marks.
    - (a) All elevation shown on plats shall be based on USGS datum.
    - (b) The permanent benchmark location and description that is used to extend datum to the project shall be noted on the Preliminary Plat and Final Plat.

2. Monuments.
  - (a) Variations to the monument length and diameter may be allowed by the Zoning Administrator based on subsurface conditions.
  - (b) Installation of lot pins shall commence immediately upon the installation of streets, sewer mains and water mains unless such installation is waived by the Zoning Administrator.
3. U.S. Government Corners. Whenever a survey originates from the United States public land survey corner or any related accessory, the land surveyor shall file a copy of the completed survey and references to the corner or accessory with the Secretary of the State Historical Society and with the County Surveyor. Such survey shall be filed within thirty (30) days of the date the references are made.
  - a. Any altered, removed, damaged or destroyed corner shall be restored.
  - b. Whenever such a corner or any related accessory is restored, re-established or replaced due to construction activities, a restoration report shall be filed with the Secretary of the State Historical Society as specified in K.S.A. 21-3724, as amended.
4. Existing Markers. At any time during construction of the subdivision, if a stone marker should be found, the developer shall mark the location of such marker as required by state law.
- j. Provision of Utilities. The subdivider shall be responsible to provide for and pay the full cost for the proper installation of all utilities, including: sanitary sewers and connection to approved treatment facilities, water supply, natural gas, electricity and telephone service. Such utilities shall be installed according to the specifications of the controlling utility company or the City.
- k. All telephone and cable television lines, electrical services and distribution lines shall be placed underground, except that this provision shall not include meters, electric and telephone service pedestals, transformers, three-phase feeder lines, subtransmission and transmission lines (34.5kv and above), electrical substations and such other facilities as the utility may deem necessary to install utilizing "overhead" type construction. Variances from this requirement may be authorized by the Zoning Administrator.
- l. Street Trees. Street trees shall be planted by the subdivider on all streets in the subdivision. Such trees may be planted on both sides but not less than five (5) feet from the back of the curb lines but in no event within three (3) feet of an existing or proposed sidewalk. The size and species of street trees shall be approved by the Zoning Administrator.

## **SECTION 7-3 EXCEPTIONS FOR EXISTING IMPROVEMENTS**

### **7-301.**

- a. Where the proposed subdivision is a re-subdivision or concerns an area presently having any or all required improvements as previously set out, and where such improvements meet the requirements of this Article and are in good condition as determined by the City Engineer no further provision need be made by the subdividers to duplicate such improvements. However, where such existing improvements do not meet said requirements, the subdivider shall provide for the repair, correction, or replacement of such improvements so that all final improvements will then meet said requirements.
  
- b. Where the proposed subdivision is a re-subdivision or concerns an area presently abutting or containing any existing public street of less than the minimum required right-of-way width or roadway width, land shall be dedicated so as to provide a minimum street right-of-way width established by these regulations and/or Planning Commission policy, and the subdivider of such proposed subdivision shall provide an additional roadway pavement meeting the minimum standards set by these regulations and the City Engineer. The Engineer shall determine what adjustment to make where the aforesaid widenings merge with existing streets which are of smaller width at the boundary of such proposed subdivision. The Engineer may reduce the minimum roadway required by these regulations to match an existing roadway system if the extension of such roadway is already improved at each end of the roadway in the subdivision and the roadway in the subdivision to be reduced is two (2) blocks or less in length. The Engineer may also require lanes to be painted on such widened streets designating driving and parking areas. The foregoing provisions requiring the widening of pavement may be waived by the Planning Commission when the length of such pavement is less than one (1) block.

## **SECTION 7-4 WAIVERS**

**7-401.** The Governing Body is authorized to grant a waiver of any of the improvements required in this Article. Such waiver may be granted only upon a finding of the Governing Body: (1) that the required improvement is technically not feasible, or (2) after consulting with the City Attorney, that either the purpose of the improvement requirement is not sufficiently related to the development, or that the estimated cost of the improvement is unfair to the applicant because it is disproportionate to the impact expected to result from the development.



## **ARTICLE 8**

### **IMPROVEMENT PROCEDURES**

**Sections:**

- 8-1 General**
- 8-2 Submission of Petitions for Improvements**
- 8-3 Final Improvement Plans**
- 8-4 Content of Engineering Drawings**
- 8-5 Review of Plans**
- 8-6 Approval by Planning Commission**
- 8-7 Construction of Improvements**
- 8-8 Inspection**
- 8-9 Inspection Procedures**
- 8-10 Final Inspection**
- 8-11 Report to Planning Commission and Governing Body**
- 8-12 Acceptance of Improvements**

**SECTION 8-1 GENERAL [RESERVED FOR FUTURE USE]**

**SECTION 8-2 SUBMISSION OF PETITIONS FOR IMPROVEMENTS**

**8-201.** If petitions are intended to be submitted to meet the requirements of Article 7, the subdivider shall so indicate at the time of submission of the preliminary plat. If the petition method is in accordance with current policies of the Governing Body, said petitions shall meet the requirements of Section 9-1, and shall be submitted to the Governing Body for review and action.

**SECTION 8-3 FINAL IMPROVEMENT PLANS**

**8-301.** In all other instances when petitions have not been authorized for submission, upon the approval of the preliminary plat, the subdivider shall have prepared by a licensed professional engineer, engineering drawings for proposed required improvements, containing the data and information specified in Section 8-4. Such drawings shall be certified by a licensed professional engineer, and shall be submitted in duplicate to the City Engineer at least thirty (30) days prior to the date that approval of the final plat is requested. Failure to do so will be considered automatic consent, by the subdivider, to a waiver or an extension of waiver of any time limitation for plat approval.

**SECTION 8-4 CONTENT OF ENGINEERING DRAWINGS**

**8-401.** Engineering drawings for required improvements shall contain the following data and information.

- a. Plans, profiles, details, specifications and costs estimates for roadway and sidewalk

construction, including plans and profiles for each street with a typical cross section of the roadway. The profiles of grade lines shall be shown to a scale ranging from one (1) inch equals twenty (20) to one (1) inch equals fifty (50) feet horizontal. The vertical scale shall be one-fourth (1/4th) the horizontal scale. This information shall be shown on standard plan and profile sheets unless otherwise required by the City Engineer.

- b. Plans, profiles, details, specifications and cost estimates of proposed storm drainage improvements.
- c. Plans, profiles, details, specifications and cost estimates of proposed water distribution systems and proposed water supply facilities and water hydrants, if any.
- d. Plans, profiles, details, specifications and cost estimates of sewerage systems and of any required sewage treatment facilities.
- e. When unusual site conditions exist, the City Engineer may require such additional plans, specifications and drawings as may be necessary for an adequate review of the improvements to be installed.
- f. All plans shall be based on City U.S.G.S. datum for vertical control.

#### **SECTION 8-5 REVIEW OF PLANS**

**8-501.** The City Engineer shall review all engineering drawings in order to determine whether such drawings are consistent with the approved preliminary plat and comply with design standards. The cost attributable to all engineering drawing review shall be charged to and paid by the subdivider prior to the recording of the final plat. If such drawings are consistent and in compliance, the City Engineer shall forward to the Planning Commission a notice that such drawings do so conform and comply. In the event that the drawings do not so conform and comply, the City Engineer shall notify the subdivider of the specific manner in which such drawings do not so conform or comply. The subdivider may then correct such drawings and resubmit the corrected drawings.

#### **SECTION 8-6 APPROVAL BY PLANNING COMMISSION**

**8-601.** The Planning Commission shall approve a final plat only when the approval of the City Engineer has been received indicating that the plans have been approved or that the appropriate petitions, if authorized, have been filed with the City Engineer.

#### **SECTION 8-7 CONSTRUCTION OF IMPROVEMENTS**

**8-701.** Except where such is otherwise expressly allowed under these regulations, no improvements shall be constructed nor shall any work preliminary thereto be done until such time as a final plat and the engineering drawings accompanying it shall have been approved by the Governing Body and there shall have been compliance with all of the requirements relating to an agreement, bond deposit

or petition as specified in these regulations.

### **SECTION 8-8 INSPECTION**

- 8-801.** a. All improvements constructed or erected shall be subject to inspection by the City Engineer or official responsible for setting and enforcing the applicable design and construction standards of the required improvement. The cost attributable to all inspections required by this regulation shall be charged to and paid by the subdivider. Before any required inspections take place, the subdivider may be required to post a deposit with such official or such agency entrusted to keep such security for the official, to cover the cost of such inspections. The subdivider shall give at least forty-eight (48) hours written notification to such official prior to the performance of any phase of construction. The subdivider shall provide such official with a construction schedule and shall update such schedule as necessary.
- b. No underground improvements, including but not limited to telephone, electric, water, sewer, storm water, gas or cable television shall be covered with soil unless first inspected and approved.

### **SECTION 8-9 INSPECTION PROCEDURES**

**8-901.** After notice is received as specified in Section 8-8, the official designated in said section may conduct an on-site inspection to determine that the work complies with the approved engineering plans and specifications. If, in the opinion of such official, such work does not comply with the approved engineering plans and specifications, the official shall have authority to order that all such work shall be terminated until necessary steps are taken to correct any defects, deficiencies or deviations. Upon the correction of such defects, deficiencies or deviations, the subdivider shall again notify the official as provided in Section 8-8.

### **SECTION 8-10 FINAL INSPECTION**

**8-1001.** Upon completion of all improvements within the area covered by the final plat, the subdivider shall notify the official designated in Section 8-8, who shall thereupon conduct a final inspection of all improvements installed.

### **SECTION 8-11 REPORT TO PLANNING COMMISSION AND GOVERNING BODY**

**8-1101.** When a final inspection or re-inspection indicates that all installed improvements contain no defects, deficiencies or deviations, the inspecting official shall, within ten (10) days of such final inspection, certify to the Governing Body that all improvements have been installed in conformance with the engineering plans and specifications accompanying the final plat. If the Governing Body determines, after consideration of such certification, that there are no defects, deficiencies or deviations in any such improvements as installed, the Governing Body shall so notify the subdivider in writing.

## **SECTION 8-12 ACCEPTANCE OF IMPROVEMENTS**

**8-1201.** Upon the receipt by the Governing Body of the certificate of the official designated in Section 8-8 that all improvements have been installed in conformance with the approved engineering drawings, and with the requirements of these regulations, and all other applicable statutes, ordinances and regulations, the Governing Body and/or such appropriate utility may thereupon by resolution or by letter, respectively, formally accept such improvements. Upon acceptance, the improvements shall become the property of the City or appropriate utility company involved.

## **ARTICLE 9**

### **GUARANTEE OF INSTALLATION OF IMPROVEMENTS**

**Sections:**

**9-1 Guarantee of Installation**

**9-2 Off-Site Improvements**

#### **SECTION 9-1 GUARANTEE OF INSTALLATION**

**9-101.** In lieu of the actual construction of the physical improvements required and the completion of construction occurring prior to recording the final plat, the Governing Body may either (a) waive any requirement of guarantee of installation or (b) accept one of the following methods of guarantee provided it is in accordance with the policies of the Governing Body.

a. Fiscal sureties may be offered subject to the following:

1. The subdivider shall enter into a sub dividers agreement with the Governing Body under which the subdivider agrees to install such required improvements. Such agreement shall be conditioned upon the acceptances of the final plat by the Governing Body and its filing with the Cloud County Register of Deeds.
2. Simultaneously with the execution of the sub divider's agreement, the subdivider shall furnish a corporate completion bond by a firm authorized to do business in Kansas with good and sufficient sureties thereon or a cashier's check, escrow account or irrevocable letter of credit in favor of the Governing Body, in the amount of the estimated cost as approved by the official responsible for setting and enforcing the applicable design and construction standards of the installation of the required improvements. Such financial guarantee shall be conditioned upon the acceptance of the final plat and further conditioned upon the actual completion and satisfactory installation of such required improvements within two years from the date that the final plat is accepted by the Governing Body.
3. Simultaneously with the execution of the sub divider's agreement, if the subdivider furnishes a corporate completion bond, he or shall also deposit in escrow an amount equal to the cost of all improvements to be made in accordance with the plans and specifications for required improvements or an equivalent amount in the form of a maintenance bond or other securities that may be deemed sufficient by the Governing Body. If a subdivider furnishes a cashier's check, escrow account or irrevocable letter of credit, 15% of the amount of such guarantees shall be held as a deposit in escrow after the final completion of such improvements.
4. The subdivider shall agree that the deposit in escrow may be held by the Governing Body for a period of 18 months after such improvements are completed for the

purpose of:

- (a) Guaranteeing and securing the correction of any defect in material or workmanship furnished for such improvements, latent in character, and not discernible at the time of final inspection or acceptance by the Governing Body; and
    - (b) Guarantee against any damage to such improvements by reason of the settling of the ground, base or foundation thereof.
    - (c) Such escrow agreement shall provide that, as such defects have so developed, that the deposit may be applied by the Governing Body for any amounts incurred correcting such defects; and that the balance of such deposit, if any, held at the end of such 18-month period shall be returned by the Governing Body to the depositor, or paid to the order of the depositor without payment of interest.
  - b. Petitions to the Governing Body may be submitted as a means of guaranteeing the authority to install improvements at such time as the Governing Body deems appropriate. Petitions may be submitted only when the following conditions exist:
    - 1. The petitions must be brought in the manner set out under Kansas law.
    - 2. The petitions must be approved by the Governing Body concurrently with the acceptance of the final plat.
    - 3. The initiating resolution for such improvement must be adopted by the Governing Body concurrently with the petition approval or as soon thereafter as may be provided by law.
    - 4. A certificate signed by the petitioner must be recorded with the Cloud County Register of Deeds stating that such petitions have been filed and approved by the Governing Body and that certain land within the plat as described will be liable in the future for special assessment for the required improvements authorized.
- Such a preconstruction procedure shall be temporarily conditioned on subsequent acceptance of the final plat and a time limit for actual construction mutually agreed upon. Maintenance guarantees may also be required by the Governing Body.
- c. The subdivider shall, prior to the acceptance of the final plat, submit a letter from the utility provider(s) involved stating that satisfactory arrangements have been made by the subdivider guaranteeing the installation of their respective services.
  - d. Monuments and benchmarks shall be installed in accordance with the requirements of

these regulations and their installation certified by a licensed land surveyor on the final plat before such plat is recorded with the Cloud County Register of Deeds.

## **SECTION 9-2 OFF-SITE IMPROVEMENTS**

**9-201.** The Governing Body may, upon making a finding of necessity, require the subdivider to install or upgrade off-site improvements located outside the perimeter of a subdivision. Such off-site improvements should be within dedicated rights-of-way or easements and serve a public purpose. The financing and guaranteeing of such improvements shall be administered as if they were the same as on-site improvements. The Governing Body may require such subdivision to participate in any or all of the following facilities and improvements, or any other off-site improvements as recommended by the Planning Commission, if the need is created by a proposed subdivision:

- a. Drainage improvements and drainageways;
- b. Pedestrian ways;
- c. Screening and landscaping;
- d. Grading;
- e. Street improvements;
- f. Traffic control devices;
- g. Parks, recreational areas and open space;
- h. Public water supply and delivery system;
- i. Storm water sewerage; and
- j. Sanitary sewerage.

## **ARTICLE 10**

### **VARIANCES AND EXCEPTIONS**

**Sections:**

**10-1 Variances and Exceptions**

**SECTION 10-1 VARIANCES AND EXCEPTIONS**

**10-101. a.** Whenever the Planning Commission deems full conformance to provisions of these regulations is impractical or impossible due to the size, shape, topographic location or condition, or such usage of land included in a subdivision plat being presented for approval, the Planning Commission may recommend variances or exceptions of these regulations in the final plat. Such recommendation shall intend that substantial justice may be done and the public interest be secured. Such Planning Commission recommendation for authorization of variances or exceptions shall be made by letter of transmittal to the Governing Body. In recommending such variances or exceptions, the Planning Commission must find:

1. That there are special circumstances or conditions affecting the property;
  2. That the variances or exceptions are necessary for the reasonable and acceptable development of the property in question; and
  3. That the granting of the variances or exceptions will not be detrimental to the public welfare or injurious to other property in the vicinity in which the property is situated.
- b. Such request for exception shall be approved or disapproved by the Governing Body after its consideration of the recommendation of the Planning Commission. The decision of the Governing Body shall be transmitted in writing to the subdivider and the Planning Commission.



# ARTICLE 11

## LOT SPLITS

### Sections:

- 11-1 Objective
- 11-2 Approval of Lot Splits; Application Procedure
- 11-3 Approval Guidelines
- 11-4 Staff Review and Action
- 11-5 Filing Fee
- 11-6 Appeals

### SECTION 11-1 OBJECTIVE

**11-101.** The objective of this Article is to provide for the division of a tract of land or lot into not more than two buildable lots which meet the minimum size and area requirements for the zoning district in which said lots are located without having to comply with the platting requirements described in Article 6 of these Regulations. The new lots cannot, thereafter, be further subdivided without replatting. The Zoning Administrator may approve or disapprove lot splits in accordance with the requirements of this Article.

**11-102.** No building permit shall be issued for any structure to be located on a lot produced by a lot split until the lot split has been approved by the Zoning Administrator in accordance with the requirements of this Article.

### SECTION 11-2 APPROVAL OF LOT SPLITS; APPLICATION PROCEDURE

**11-201.** Request for lot split approval shall be made by the owner of the land to the Zoning Administrator. Two (2) copies of a scale drawing of the lots involved if there are no structures thereon or, if structures are located on any part of the lot being split, two (2) copies of a survey of the lot and the location of the structure(s) thereon together with the precise nature, location and dimensions of the proposed lot split, shall accompany the application. The application shall provide a legal description for the original lot and legal descriptions for each of the lots produced by the proposed lot split, and the Zoning Administrator may require such legal description to be certified by a registered land surveyor. The application shall be accompanied by a list of the names and addresses of all persons to receive notices. The Zoning Administrator may require such list to be prepared by a registered abstractor. Written notices shall be mailed to all owners of land within two hundred (200) feet of the property proposed to be split. Such owners shall have ten (10) business days from the date of notification to notify the Zoning Administrator of any protests they may have concerning the lot split. The ten (10) day waiting period may be waived upon submission in writing of statements from those to be notified that they have no objection to the proposed lot split.

## **SECTION 11-3 APPROVAL GUIDELINES**

**11-301.** The division of lots pursuant to this article shall comply with applicable zoning laws, these Subdivision Regulations, and all other applicable regulations.

- a. No lot split shall be approved if any of the following applies:
  1. A new street or alley is needed or proposed.
  2. A vacation of streets, alleys, setback lines, access control or easements is required or proposed.
  3. If such action will result in significant increases in service requirements, e.g., utilities, schools, traffic control, streets, etc.; or will interfere with maintaining existing service levels, e.g., additional curb cuts, repaving, etc.
  4. There is less street right-of-way than required by these regulations or the Comprehensive Plan unless such dedication can be made by separate instrument.
  5. All easement requirements have not been satisfied.
  6. If such splits will result in a tract without direct access to a public street.
  7. A substandard sized lot or parcel will be created, unless a variance for the lot or parcel has been approved by the Board of Zoning Appeals.
  8. If the lot has been previously split in accordance with these regulations.
- b. The Zoning Administrator may make such additional requirements as deemed necessary to carry out the intent and purpose of existing land development regulations and policy. Requirements may include, but not be limited to, installation of public and dedication of right-of-way and easements.

## **SECTION 11-4 STAFF REVIEW AND ACTION**

**11-401.** The Zoning Administrator shall, in writing, either approve with or without conditions or disapprove the lot split within thirty (30) days of application. If approved, and after all conditions have been met, the Zoning Administrator shall sign and furnish a certificate of approval to be affixed to the lot split survey, and a certified copy thereof shall be filed with the Cloud County Register of Deeds, the official designated to issue building or occupancy permits, and a copy shall be furnished to the applicant.

## **SECTION 11-5 FILING FEE**

**11-501.** a. The filing fee for lot split shall be in an amount as established by the Governing Body.

b. Cost of recording documents, publications, writs, and engineering costs are payable in addition to filing fees. These costs will be billed to the applicant.

## **SECTION 11-6 APPEALS**

**11-601.** Appeals of any determinations by the Zoning Administrator made pursuant to the provisions of this Article may be made by any aggrieved party to the Board of Zoning Appeals which may either approve or disapprove such determination.

## **ARTICLE 12**

### **VACATIONS AND CORRECTIONS**

**Sections:**

- 12-1 Review and Recommendation by Planning Commission**
- 12-2 Vacation of Unrecorded Plat**
- 12-3 Correction of Platting Errors**
- 12-4 Vacation of Streets, Alleys, Easements and Plats**

#### **SECTION 12-1 REVIEW AND RECOMMENDATION BY PLANNING COMMISSION**

- 12-101.** a. Before any application for the vacation of any public right-of-way, street, alley, easement, plat, setback or access control shall be approved or recommended for approval by the Governing Body, the application shall be submitted to the Planning Commission for review and recommendation. Said recommendation shall include conditions which are appropriate to protect the best interests of the public, Governing Body and utilities. All vacation applications shall be submitted to the Utility Advisory Committee for review and comments prior to the Planning Commission taking action.
- b. The recommendation of the Planning Commission shall be submitted to the Governing Body. No vacation shall be recommended for approval unless it is established that no private rights will be injured or endangered by such vacation and that the public will suffer no loss or inconvenience by such vacation.
- c. All requests for vacations shall be accompanied by the name and mailing address of all record owners of property touching upon the property proposed to be vacated.
- d. An application for vacation shall be submitted to the Zoning Administrator and shall be accompanied by fees in the amounts established by the Governing Body.
- e. A written receipt shall be issued to the person(s) making such a payment and records thereof shall be kept in such a manner as prescribed by law. No fee shall be required when said application is submitted by any agency. No fee shall be refunded in the event of disapproval by the Planning Commission or Governing Body.

#### **SECTION 12-2 VACATION OF UNRECORDED PLAT**

**12-201.**

- a. Upon written request of the subdivider to the Planning Commission, a preliminary or final plat may be withdrawn from consideration either before or after approval by the Planning Commission.

- b. Upon written request of the subdivider to the Zoning Administrator, a final plat for which dedications, if any, have been accepted by the Governing Body may be vacated by motion of the Governing Body; provided, that (1) the plat has not been recorded; (2) no lots have been sold or transferred; and (3) no improvements have been installed. After the plat is vacated, the Zoning Administrator shall see that all fiscal sureties are returned to the subdivider except for those expenditures which have been incurred by the City in administrative, legal or engineering costs prior to the date of the request for vacation.

### **SECTION 12-3 CORRECTION OF PLATTING ERRORS**

**12-301.** If, after recording a final plat, an error is found in distances, angles, bearings, subdivision or street names, block or lot numbers, the computation of dimension or elevation or other details of the plat, except in connection with the outer boundaries of the plat, and if the property described in that part of the plat containing the error is under the ownership of the same person who caused the plat to be prepared, the City Engineer, after substantiation of the existence of the error, may file an affidavit with the Cloud County Register of Deeds that the error was made. The affidavit shall describe the nature and extent of the error and the appropriate correction. The Cloud County Register of Deeds shall record the affidavit and shall place in the margin of the recorded plat a notation that the affidavit has been filed, the date of filing and the book and page where it is recorded. The filing of the affidavit shall correct any errors, but shall have no effect on the validity of the plat or any property interest recorded by reference thereto. A copy of the recorded affidavit shall be filed with the Zoning Administrator.

### **SECTION 12-4 VACATION OF STREETS, ALLEYS, EASEMENTS AND PLATS**

- 12-401.** a. The following procedures are provided to vacate streets, alleys or other public reservations such as, but not limited to public easements, dedicated building setback lines, access control, or a part thereof, and including all or parts of recorded plats within the corporate limits of the City:
1. Petitions for vacations received from the Governing Body, the owner of platted land or the owner of land adjoining on both sides of any street, alley, easement or other public reservation may be filed with the Zoning Administrator.
  2. The petition shall be reviewed by and comments submitted to the Planning Commission by the Utility Advisory Committee.
  3. Following its receipt of the comments of the Utility Advisory Committee, the Planning Commission shall make a recommendation to the Governing Body as to whether the vacation should be approved or disapproved and with or without conditions attached. If the Planning Commission determines that:

- (a) due and legal notice has been given;

- (b) no private rights will be injured or endangered; and
- (c) the public will suffer no loss or inconvenience;

then the Planning Commission shall recommend that such vacation be approved and entered at length in the minutes. Such recommendation may provide for the reservation to the City and/or the owners of any lesser property rights for public utilities, rights-of-way and easements for public service facilities originally located in such vacated land or planned for the future. The petition shall not be recommended by the Planning Commission nor granted by the Governing Body if a written objection is filed with the City Clerk by any owner who would be a proper party to the petition, but has not joined therein. Furthermore, when only a portion of a street, alley or public reservation is proposed to be vacated, the petition shall not be recommended by the Planning Commission nor granted by the Governing Body if a written objection is filed with the City Clerk by any owner of lands which adjoin the portion to be vacated. The recommendation of the Planning Commission to the Governing Body shall be made as provided by K.S.A. 12-752 for the submission and approval of a final plat, and the Governing Body may approve or disapprove the vacation or approve it with or without reservation of lesser easements than as recommended by the Planning Commission.

4. Following the approval of the vacation by the Governing Body, the City Clerk shall certify a copy of the order to the Cloud County Register of Deeds.