

SUBDIVISION PROCEDURE

Miami County Planning Department
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These procedural sheets summarize the steps necessary in subdividing real property in the unincorporated areas of Miami County, Kansas. Please refer to the Miami County, Kansas Subdivision Regulations for detailed requirements, improvements and recording provisions.

1. Preapplication conference and Sketch Plan:

Before submitting a Preliminary Plat application, the subdivider shall consult with the Planning Department regarding general requirements affecting the proposed development. The preapplication procedure does not require formal application, fee, or filing of a plat with the Planning Commission.

2. Preliminary Plat Application:

Application for subdivision shall be made by the owner/s of the land, or their authorized agent or representative, on an application form provided by the County Planning Department. Upon receipt of the completed subdivision application, Planning staff will review the plat and place it on the next regularly scheduled Planning Commission meeting agenda for consideration. The application shall include ALL of the following items:

- A. A complete application form.
- B. Ten (10) 24" x 36" **FOLDED** copies and one (1) 8.5" x 11" copy of the Preliminary Plat (refer to Subdivision Regulations for required plat elements). Note: additional copies will be required after the initial review.
- C. The required application fee per the attached fee schedule.
- D. One copy of the deed of the subject property.
- E. Ten copies of a narrative statement that includes the following:
 1. The general nature and type of improvements proposed for the subdivision.
 - a) Discussion of any street improvements.
 - b) Note utility providers: gas, water, electric, telephone
 - c) Note the telephone exchange (first three numbers of the telephone number) for all the lots in the subdivision. If you need help determining this please contact the Miami County Sheriff Department's 911 coordinator at 913-294-3232.
 2. The source of water supply and the estimated quantity of such supply. The water source must meet all State and County sanitation codes and regulations, and the subdivider must submit satisfactory proof to the Planning Commission as follows:
 - a) A letter from the Rural Water District that the water supply is available to serve the needs of the subdivision.
 - b) Where the water supply is not to be supplied by a Rural Water District, a letter from a licensed engineer that the water supply is adequate to serve the proposed subdivision and will not result in the contamination or use of any other water supply.
 - c) That the source of supply and the use of such water is no hazard to the health and welfare of the citizens of Miami County.

- d) That the use of any river, stream, creek, or tributary as a source of water supply complies with all laws and regulations of the Department of Health and Environment of the State of Kansas.
 - 3. The type of sanitation facilities to be used to serve the subdivision, including documentation of the soil types where septic systems are proposed to be used.
 - 4. Where access is to be provided from a State highway, the subdivider shall provide a letter from the Kansas Department of Transportation along with the application stating whether or not the State accepts the design and location of said access.
 - 5. A statement regarding the disposition of any mineral rights before and after subdividing.
 - F. Copies of all easements affecting property.
 - G. Any other information deemed necessary by the Planning Director to adequately review the request and assure the protection of the public's health, safety and welfare.
3. [Planning Commission Review and Actions:](#)

The Planning Commission shall review the Preliminary and/or Final Plat to ensure compliance with the requirements listed in the Subdivision/Zoning Regulations, Comprehensive Plan, and all other county codes, regulations and requirements.

4. [Final Plat Application:](#)

Application for subdivision shall be made by the owner/s of the land, or their authorized agent or representative, on an application form provided by the County Planning Department. Upon receipt of the completed subdivision application, the Planning Department will review the plat and place it on the next regularly scheduled Planning Commission meeting agenda for consideration. The application shall include ALL of the following items:

- A. A complete application form.
- B. Ten (10) 24" x 36" **FOLDED** copies and one (1) 8.5" x 11" copy of the Final Plat (refer to Subdivision Regulations for required plat elements). Note: additional copies will be required after the initial review.
- C. The required application fee per the attached fee schedule.
- D. Street and Storm Drainage Construction Plans.
 - 1. Detailed, engineered construction plans and specifications of the streets, rights-of-way and drainage details in accordance with the version of the Miami County Street and Storm Drainage Standards for New Subdivisions in effect at the time of submission of the construction plans.
 - 2. Detailed, engineered construction plans and specifications for a proposed public sewer collection system (where applicable).
 - 3. Engineer's estimate based on the proposed street and storm drainage improvements. The engineer's estimate will also include the sewer collection system in subdivisions where a public sewer is proposed or existing.
 - 4. Surety guaranteeing the proper installation of streets, drainage facilities, the sewer collection system, walks and any other required improvements. Surety amount will be based on the engineer's estimate or other appropriate amount as approved by the County Engineer. Surety shall be payable to Miami County, Kansas.
 - 5. Subdivision Agreement signed by the subdivider. A copy of the agreement is available in the Miami County Street and Storm Drainage Standards for New Subdivisions.

5. Acceptance of Dedications:

A Final Plat that has been approved by the Planning Commission shall be submitted to the Board of County Commissioners for acceptance of the dedication of streets and other public ways, service, and utility easements and any land dedicated for public purposes together with the surety guaranteeing the construction of the required improvements (when applicable).

6. Recording of Final Plat:

Prior to the original drawing of the final plat being recorded with the Register of Deeds, a digital version of the plat shall be submitted to Planning Department in a format approved by the County. Any final plat not submitted in a digital format may be converted into a digital format by County Staff and the cost of said conversion will be paid by the applicant prior to recording the plat.

The original of any Final Plat shall be filed for record with the Miami County Register of Deeds by the Planning Department only after all conditions, approvals, acceptances and procedures as required by the Planning Commission / Subdivision Regulations have been met. These include:

- A. Planning Commission approval and certification.
- B. County Commission certification of land dedicated for public purposes, if any.
- C. Approval by the County Surveyor.
- D. Approval of engineered drainage and road improvement plans (if applicable).
- E. Approval of the Subdivision Improvement Agreement (if applicable).
- F. Approval and acceptance of the appropriate surety (bond, letter of credit) to guarantee the construction of the required improvements.
- G. County Treasurer certification that there are no unpaid taxes, special assessments or tax liens outstanding against the property.
- H. Register of Deeds certificate of filing. Filing fee of \$20.00 will need to be paid to the Register of Deeds Office.

The Final Plat shall be filed with the [Register of Deeds](#) Office not later than two (2) years after approval of the Final Plat by the Planning Commission. Failure to file the approved final within two (2) years after approval by the Planning Commission shall render the plat approval null and void.

If you have any questions, contact the Planning Department during the hours of 8:00 a.m., through 4:30 p.m., weekdays. For detailed information regarding plat filing requirements, refer to the Subdivision Regulations.