



**Lawrence-Douglas County
Metropolitan Planning Office**
1 Riverfront Plaza, Ste 320, P.O. Box 708
Lawrence, KS 66044
(785) 832-7700 Fax (785) 832-3160
<http://www.lawrenceks.org/pds/>

MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS

Final Plats Checklist

Application materials must be submitted electronically via the [Citizen Self-Service Portal](#). If you are unable to provide the materials online, please contact the Planning Office at 785-832-7700.

The applicant shall schedule a Pre-Application meeting with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-Application Meeting

Target Application Submission Date_____ 20__

Application Review Fee \$300 (4 lots or less) \$500 (over 4 lots)

+Recording Fee_____

During the pre-application meeting, staff will assist the applicant to determine if the following items are Required or Not Applicable to the application:

Major Residential or Nonresidential Subdivision Final Plat Requirements		
Required	Not Applicable	Documentation/Requirement 20-809 (k)
		Payment of Review Fee
		Completed Major Subdivision –Final Plat Application
		Owner Authorization Form if applicant is not the legal owner of the property
		Final Plat Drawing (.PDF)
		All of the material required by Section 20-809(l)
		Master Street Tree Plan and Graphic (.PDF)
		Preliminary Plat when Final Plat that represents only a phase of an approved Preliminary Plat and include minor revisions (Section 20-809 (m)(2)(i)), for record keeping purposes. (.PDF)
		Proof of property taxes paid and proposed redistribution plan for these unpaid special assessments
		Evidence shall be submitted with the Final plat providing one or more of the means of ensuring completion of required public improvements identified in Section 20-811(h). [May be submitted after approval]
		Recording Fees payable to the City of Lawrence. [May be submitted after approval]
		Supplemental Information that demonstrates how public utilities may be extended to the subdivision to accommodate future urban density development. (if determined required at Pre-App Meeting)
		Other



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OWNER AUTHORIZATION

I/WE _____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, 20____, make the following statements to wit:

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

See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize _____ (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the Planning Office of _____ Lawrence/Douglas _____ County, _____ Kansas, _____ regarding _____ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

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

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

Owner (*sign name*)

Owner (*sign name*)

Owner (*print name*)

Owner (*print name*)

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____,
by _____.

My Commission Expires:

Notary Public

(*Print Name*)



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