



**Lawrence-Douglas County
Planning Office**

1 Riverfront Plaza, Ste 320, P.O. Box 708
Lawrence, KS 66044
(785) 832-7700 Fax (785) 832-3110
<http://www.lawrenceks.org/pds/>

MINOR SUBDIVISIONS CHECKLIST

Replats for Lot Splits, Lot Consolidations or Lot Line Adjustments

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.

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application will delay the review process.

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of submission. Incomplete applications will be returned to the applicant.

Pre-Application Meeting

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Target Application Submission Date_____, **20**__.

Application Review Fee **\$**100 + Recording Fees_____

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

- ☐ Minor Subdivision/Replat Drawing (.PDF)
- ☐ Traffic Impact Study (.PDF)
- ☐ Drainage Study (.PDF)
- ☐ Stormwater Pollution Prevention Plan (SWP3) (.PDF)
- ☐ Downstream Sanitary Sewer Analysis (DSSA) (.PDF)
- ☐

Other:_____

General Minor Subdivision Submittal Requirements

Minor Subdivision for Lot Splits, Lot Consolidations or Lot Line Adjustments in Lawrence & Douglas County		
Required	Not Applicable	Documentation/Requirement
✓		A Complete Application
✓		Owner Authorization Form if applicant is not the legal owner of the property
✓		Minor Subdivision/Replat Drawing (.PDF)
✓		Master Street Tree Plan, w/ graphic (.PDF)
		Right(s)-of-way dedication(s) (.PDF)
		Cross-Access Easement(s) (.PDF)
		Drainage Easement(s) (.PDF)
		Conservation Easement(s) (.PDF)
		Supplemental information that demonstrates how public utilities will be extended.
✓		Certificate that all taxes and special assessments due and payable have been paid.
✓		Applicable Review Fees (Payable to the City of Lawrence)
		Applicable Recording Fees (Payable to the City of Lawrence)
		Other_____
Notes:		



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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

Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

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

My Commission Expires:

Notary Public

MINOR SUBDIVISION/REPLAT

For Replats for Lot Splits, Lot Consolidations or Lot Line Adjustments
With either a proposed dedication or vacation of easement(s) or right(s)-of-way

Within the **City of Lawrence**, a Platted Lot may be divided into **4 or fewer Platted** Lots by using the Minor Subdivision/Replat procedures of this section; provided, that:

1. No new streets or extension of an existing street is created or
2. A vacation of streets, alleys, setback lines, access Control or easements is required or proposed

Within the **Unincorporated Area of the County**, a Platted Lot may be divided into **2 Platted** Lots by using the Minor Subdivision/Replat procedures of this section, provided that:

1. Each resulting Lot has a minimum Lot area that conforms to the County Sanitation Requirements for minimum Lot area;
2. The Platted Lot takes Access from a Hard Surfaced Road or from a Road that meets or exceeds the County's Rock Road Standard;
3. No new Road or extension of an existing improved Road is created, or
4. A Vacation of Roads, Setback Lines, Access Control or Easements is required or proposed; and,
5. The Minor Subdivision/Replat is not prohibited by any other Section of this Article.

As an alternative, if right-of-way or easements or are proposed to be dedicated or vacated, the Minor Subdivision/Replat shall be placed on the Governing Body's agenda for approval of the subject vacation nor acceptance of additional dedications after a **mailed notice** to surrounding property owners **20 days** prior to the Governing Body's consideration and prior to final administrative approval of the minor Subdivision/Replat.

Option 1 for Dedication/Vacation of rights-of-way and/or easements:

- Dedication by Separate instrument to the Register of Deeds Office after review of form and content by city/county staff for said dedication.
- Vacation by petition of rights of way and/or easements per process by applicable city or county public works department procedures and statutory requirements.

Option 2 for Dedication/Vacation of rights-of-way and/or easements:

- The Minor Subdivision/Replat is placed on the Governing Body's agenda for acceptance of the additional Easements after mailed notice and prior to final approval of the Minor Subdivision/Replat.
- Any dedication or vacation of rights-of-way and/or easements must be completed prior to final approval of the Minor Subdivision/Replat and before recording of the documents.