

HAYS-ELLIS COUNTY PLANNING COMMISSION

APPLICATION FOR FINAL PLAT APPROVAL

INSTRUCTIONS TO APPLICANT

1. The applicant must complete the attached application form. All blanks should be filled in and any not applicable should be completed with N/A. All applications must be signed by the owner or his duly authorized agent.
2. The application shall be accompanied by one blue-line copy of the proposed plat, 4 mylars, 20-11 x 17 copies, plat and dedication papers, and title research. (Mylars are subject to change upon Planning Commission review. They may be submitted after final approval by the Planning Commission.)
3. The applicant should review the adopted subdivision regulations and all amendments to assure a complete understanding of the subdivision process.
4. The final plat will not be accepted for filing until the filing fee has been paid by the subdivider. The filing fee of \$50 shall accompany the final plat.
5. The application, appropriate copies, and the filing fee shall be filed with the Planning, Inspection, and Enforcement Division (1002 Vine St., Hays, KS) at least twenty-one (21) days prior to a regular Planning Commission meeting at which the plat is to be considered.
6. If this form is obtained online, please contact the Planning, Inspection, and Enforcement Division at 785-628-7310.

Approved/Denied by Planning Commission _____

Case No. _____

Approved/Denied by City/County Commission _____

Date Filed _____

APPLICATION FOR PLAT APPROVAL

Name of Subdivision _____

General Location _____

Name of Applicant _____

Address _____ Phone _____

Name of Agent _____

Address _____ Phone _____

Name of Surveyor or Engineer _____

Address _____ Phone _____

SUBDIVISION INFORMATION:

1. Gross Acreage of Plat: _____

2. Number of Lots:

a. Residential _____

b. Commercial _____

c. Industrial _____

d. Other _____

Total Number of Lots _____

3. Minimum Lot Frontage: _____ feet

4. Minimum Lot Area: _____ feet

5. Existing Zoning _____

