

Part B: Subdivision Resolution

The resolutions in this chapter and all other chapters, sections, and appendices shall constitute and be designated the "Code of Saline County, KS". The construction of this codebook was done for the convenience of users of the Code and shall have no legal effect. The resolutions used for the construction shall supersede and have legal effect. Reference Chapter 1: Overview of Codes for further details.

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ARTICLE 13B-1 GENERAL PROVISIONS

13B-1.01 - TITLE

This resolution shall be known as the Subdivision Resolution of Saline County, Kansas.

13B-1.02 - AUTHORITY

These regulations are authorized by the laws governing planning in Kansas (K.S.A. 19-2908 et seq.).

13B-1.03 - PURPOSE

The purpose of these regulations is to promote the public health, safety, and general welfare, and to provide for:

- a. The harmonious development of the area;
- b. The coordination of streets and roads within the subdivision with other existing or planned streets and roads;
- c. Adequate open space for travel, light, air and recreation;
- d. Adequate transportation, water, drainage and sanitary facilities;
- e. The avoidance of scattered subdivision of land that would result in either of the following:
 - 1. The lack of water supply, sewer service, drainage, transportation or other public services; and
 - 2. The unnecessary imposition of any excessive expenditure of public funds for the supply of such services;
- f. The requirements as to the extent and manner in which:
 - 1. Roads shall be created and improved; and
 - 2. Water and sewer and other utility mains, piping connections or other facilities shall be installed;
- g. The manner and form of making and filing of any plat; and
- h. The administration of these regulations by defining the powers and duties of approval authorities.

13B-1.04 - JURISDICTION

The regulations shall apply to the subdividing of all land within the unincorporated territory of Saline County, Kansas.

13B-1.05 - Interpretation

All subdivisions as herein defined shall be submitted for approval by the Planning Commission and shall comply with the provisions of these regulations. These regulations shall supplement all other regulations and where at variance with other regulations, ordinances or resolutions, the more restrictive requirements shall apply.

13B-1.06 - ADMINISTRATION

The Governing Body shall appoint an administrator to carry out the provisions as herein specified and to serve at the pleasure of the Planning Commission. The Administrator shall receive and process all subdivision applications.



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13B-1.07 - COMBINING PERMITS

The Planning Commission is hereby required to coordinate with other departments and agencies concerning all permits which may be required in this Resolution and previously or subsequently adopted County resolutions. A one-stop permit application and processing procedure may be developed with the respective department and agencies for the purpose of reducing errors, misunderstandings, confusion and unnecessary delay for everyone involved.

13B-1.08 - SEVERABILITY

Where any word, phrase, clause, sentence, paragraph, section or other part of these regulations are held invalid by a court of competent jurisdiction, such judgement shall affect only that part so held invalid.



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ARTICLE 13B-2 PROCEDURE FOR SUBDIVISION APPROVAL

13B-2.01 - SUBDIVISION APPROVAL REQUIRED

Any person desiring to create a subdivision as herein defined shall submit all necessary applications to the Administrator. No final plat shall be filed with the County Register of Deeds until the plat has been acted upon by the Planning Commission and approved by the Governing Body. No lots shall be sold until the plat has been recorded in the office of the Register of Deeds. The Governing Body of the County shall have final authority on all subdivision plats located in the unincorporated area of Saline County.

- a. *Plat approval required prior to rezoning.* Land shall be platted in accordance with the subdivision regulations of the County prior to rezoning any area to any district other than the AG (Agricultural) District.
- b. Development of vacant land for other than agricultural and single-family use. Vacant land shall be platted in accordance with the subdivision regulations of the County prior to issuance of a building permit for development other than agricultural and single-family purposes.

(RES. No. 1254-11, #11, 1-28-97)

13B-2.02 - PRE-APPLICATION

13B-2.02.01 APPLICATION

The subdivider may submit a pre-application to enable the Administrator to review and comment on the proposed subdivision. The pre-application shall include at least one (1) copy of a sketch plan. The sketch plan shall include the entire development scheme of the proposed subdivision, in schematic form to include the following:

- a. The general layout and approximate dimensions of streets, blocks and lots in sketch form;
- b. The existing conditions and characteristics of the land on and adjacent to the proposed subdivision site; and
- c. The areas set aside for schools, parks and other public facilities.

13B-2.02.02 FEE

None required.

13B-2.02.03 ADMINISTRATOR ACTION

The Administrator shall notify the subdivider within fifteen (15) days from the date of receiving an acceptable preapplication as to the general conformance or non-conformance of the proposal with this resolution; and shall provide the necessary forms and checklist, as well as the additional following concerns:

- a. Compliance of the proposed development with existing local or State policies, goals and objectives or comprehensive plans;
- b. Determination if additional special permits or resolution [of] conflicts, such as rezone, special development permit or variances are needed and the manner of coordinating such permits;



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- c. Consideration of any unique environmental features or hazardous concerns that may be directly or indirectly associated with the subject property, such as areas that have been designated by the state as areas of critical environmental concern, unique plant or animal life, flood plain, airport flight pattern and the like; and
- d. Consideration of other local and state agencies that the subdivider contact before preparing a preliminary plat.

13B-2.03 - Preliminary plat

13B-2.03.01 APPLICATION

The subdivider shall file with the Administrator a complete subdivision application form and preliminary plat data as required in the resolution.

13B-2.03.02 COMBINING PRELIMINARY AND FINAL PLATS

The applicant may request that the subdivision application be processed as both preliminary and final plat if all the following exist:

- a. The proposed subdivision contains four (4) or less lots, or parcels of twenty (20) or more acres;
- b. No new street dedication or street widening is involved;
- c. No major special development considerations are involved, such as development in a flood plain;
- d. All required information for both preliminary and final plat is complete in an acceptable form.

The application fee for a combined preliminary/final plat shall be the same as that of a preliminary plat.

13B-2.03.03 CONTENT OF PRELIMINARY PLAT

The contents of the preliminary plat and related information shall be in such a form as stipulated by the Commission, however, any additional maps or data deemed necessary by the Administrator may also be required.

The subdivider shall submit to the Administrator at least the following:

- a. Twelve (12) copies of the preliminary plat of the proposed subdivision, drawn on good quality paper and shall have dimensions of not less than twenty-four (24) inches by thirty-six (36) inches, shall be drawn to scale of not less than one (1) inch to one hundred (100) feet, shall show the drafting date, and shall indicate thereon, by arrow, the generally northerly direction;
- b. A written application requesting approval of the Preliminary Plat; and
- c. Appropriate information that sufficiently details the proposed development within any special development area, such as planned unit development, flood plain, and large scale development.

13B-2.03.04 REQUIREMENTS OF PRELIMINARY PLATS

The following shall be shown on the preliminary plat or shall be submitted separately:

a. The name of the proposed subdivision;



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- b. The names, addresses and telephone numbers of the subdivider or subdividers and the licensed engineer, surveyor or landscape architect who prepared the plat;
- c. The name and address of all adjoining owners of property whether or not separated by a public right-of-way as shown on record in the County Assessor's office;
- d. The legal description of the subdivision;
- e. A statement of intended use of the proposed subdivision, such as residential single-family, two (2) family and multiple housing, commercial, industrial, recreational or agricultural and a showing of any sites proposed for parks, playgrounds, schools, churches or other public uses;
- f. A map of the entire area scheduled for development, if the proposed subdivision is a portion of a larger holding intended for subsequent development;
- g. A vicinity map showing the relationship of the proposed plat to the surrounding area (½ mile minimum radius, scale optional);
- h. The land use and existing zoning of the proposed subdivision and the adjacent land;
- i. Streets, street names, rights-of-way and roadway widths, including adjoining streets or roadways;
- j. Lot lines and blocks showing the dimensions and numbers of each;
- k. Contour lines, shown at five (5) foot intervals where land slope is greater than ten percent (10%) and at two (2) foot intervals where land slope is ten percent (10%) or less, reference to an established bench mark, including location and elevation;
- I. A site report as required by the appropriate Health department where individual wells or septic tanks are proposed;
- m. Any proposed or existing utilities, including but not limited to, storm and sanitary sewers, irrigation laterals, ditches, drainages, bridges, culverts, water mains, fire hydrants, and their respective profiles;
- n. A copy of any proposed restrictive covenants and/or deed restrictions;
- o. Any dedications to the public and/or easements, together with a statement of location, dimensions and purpose of such;
- p. Any additional required information for special developments as specified in Article V of this Resolution;
- q. A statement as to whether or not a variance, as specified in Article VI will be requested with respect to any provision of this Resolution describing the particular provision, the variance requested, and the reasons therefor;
- r. The applicant shall be required to submit a drainage report prepared by a licensed professional engineer which examines the effects of the proposed subdivision on all upstream and downstream drainage conditions. The drainage report shall assume the ultimate development of the comprehensive plat and the current and proposed zoning of the land within the drainage basin and shall show the proposed methods to be used to control the runoff. A hydrologic study is required on all proposed plats in the unincorporated area of Saline County that utilizes individual wells. This test need not include test drilling if, the ground water hydrologist can determine by other means the ground water availability for the area, and a water sample, from an existing well in the area of the plat can be submitted for a lab analysis. The Planning Dept. must be contacted prior to the study to obtain necessary information on other residential ground water demands in the area. The developer may be required to record a copy of the study with the final plat.
- s. A digital copy of the preliminary plat in a Data Exchange File (DXF) format or other format deemed appropriate by the Zoning Administrator.



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13B-2.03.05 ADMINISTRATOR REVIEW

A. CERTIFICATION

Upon receipt of the preliminary plat, and all other required data as provided for herein, the Administrator shall certify the application as complete and shall affix the date of application submission thereon. He shall, thereafter, place the preliminary plat on the agenda for consideration at the next Planning Commission meeting. An application may be continued by mutual agreement with the applicant, which shall void any mandatory review time frame.

B. REVIEW OF OTHER AGENCIES

The administrator shall refer the preliminary plat and application to as many agencies as deemed necessary. Such agencies may include the following:

- 1. Other governing bodies having adjoining jurisdiction;
- 2. The appropriate utility companies, irrigation companies or districts and drainage districts;
- 3. The superintendent of the School Districts; and
- 4. Other agencies having an interest in the proposed subdivision.

13B-2.03.06 Public notification

A. NOTIFICATION TO PROPERTY OWNERS

The Administrator shall notify all directly adjoining property owners. Such written notification shall be mailed at least ten (10) days prior to the Commission meeting.

B. FAILURE TO NOTIFY

The Administrator's failure to comply with the notification provision shall not invalidate the Commission's action, provided the spirit of the procedure is observed.

C. PUBLICATION OF NOTICE

Notice of public hearing shall be published in the official County Newspaper once at least fifteen (15) days prior to the hearing date.

13B-2.03.07 COMMISSION ACTION

A. HEARING BY COMMISSION.

The Commission shall review the preliminary plat, comments from concerned persons and agencies and the report from the Administrator to arrive at a decision on the preliminary plat.

B. COMMISSION'S FINDINGS

In determining the acceptance of a proposed subdivision the Commission shall consider the objectives of this Resolution and at least the following:

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- 1. The conformance of the subdivision with the Comprehensive Plan;
- 2. The availability of public services to accommodate the proposed development;
- 3. The public financial capability of supporting services for the proposed development;
- 4. The other health, safety or environmental problems that may be brought to the Commission's attention; and
- 5. The Planning and Zoning Commission shall not recommend for approval any preliminary plat of a subdivision which does not make adequate provisions for water runoff control. This control may be accomplished through the use of detention basins, open channels, and/or closed conduits. The Planning and Zoning Commission reserves the right to require the developer of the proposed subdivision to construct or cause to be constructed all necessary drainage systems to be approved by the County Engineer prior to the issuance of any building permit.

C. ACTION ON PRELIMINARY PLAT

The Commission may approve, approve conditionally, disapprove or table the preliminary plat for additional information. Such action shall occur within sixty (60) days of the regular meeting at which the plat is first considered by the Commission. The action, and the reasons for such action shall be stated in writing by the Commission, and forwarded by the Administrator to the applicant. The Administrator shall also forward a statement of the action taken and the reason for such action, together with a copy of the preliminary plat to the Governing Body for their information and record or the plat is deemed to have been approved. A mutually agreeable continuation, or failure to satisfy conditions or requirements of the Planning Commission shall constitute a continuation of this time frame. Upon granting or denying a preliminary plat the Planning Commission shall specify:

- 1. The resolution and standards used in evaluating the application;
- 2. The reasons for approval or denial; and
- 3. The actions, if any, that the applicant could take to obtain a permit.

D. ACTION ON COMBINED PRELIMINARY AND FINAL PLAT

If the Commission's conclusion is favorable to the subdivider's request for the subdivision to be considered as both a preliminary plat and final subdivision, then a recommendation shall be forwarded to the Governing Body in the same manner as herein specified for a final plat. The Planning Commission may recommend that the combined application be approved, approved conditionally, disapproved or tabled.

13B-2.03.08 APPEALS

Any person, aggrieved party or the subdivider may appeal in writing the decision of the Planning Commission relative to the final decision taken by the Planning Commission. Such appeal must be submitted to the Governing Body within fifteen (15) days from such Planning Commission action.

Upon receipt of an appeal from the action of the Planning Commission, the Governing Body shall set a hearing date to consider all information, testimony and Planning Commission's minutes of the public hearing to reach



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a decision to uphold, conditionally uphold, or overrule the decision of the Planning Commission. The Governing Body shall only overrule the Planning Commission by unanimous vote of the full Governing Body.

13B-2.03.09 APPROVAL PERIOD

- a. Failure to file and obtain the certification of the acceptance of the final plat application by the Administrator within one (1) year after action by the Planning Commission shall cause all approvals of said preliminary plat to be null and void, unless an extension of time is applied for by the subdivider and granted by the Planning Commission.
- b. In the event that the development of the preliminary plat is made in successive contiguous segments in an orderly and reasonable manner, and conforms substantially to the approved preliminary plat, such segments, if submitted within successive intervals [of] one (1) year may be considered for final approval without re-submission for preliminary plat approval.

13B-2.03.10 SUBMITTAL FEES

Submittal fees for a preliminary plat shall be as set forth in <u>AMENDMENT 20 TO RESOLUTION 783</u>, or amendments thereto. For those subdivisions within three (3) miles of the Salina city limits which are subject to the interlocal agreement the submittal fee shall be as therein described.

(Amend. No. 1, 12-10-91; Amend. No. 13, 5-19-98)

13B-2.04 - Final Plat

After the approval or conditional approval of the preliminary plat, the subdivider shall cause that portion approved to be surveyed and final plat prepared in accordance with the approved preliminary plat. The subdivider shall submit to the Administrator twelve (12) copies of the final plat.

13B-2.04.01 CONTENT OF FINAL PLAT

The final plat shall be drawn at a scale of at least 1" equals 100'. The size of the sheet on which the final plat is prepared shall be 24" by 36". The original final plat sheet shall be on drafting film which can be photographically reproduced and be waterproof, tear proof and flexible. Where the proposed plat is of unusual size, the final plat shall be submitted on two or more sheets of the same dimensions. If two or more sheets are required, an index map of the plat shall be filed showing the entire development at a smaller scale. The allowable error of closings on any portion of the plat shall be one (1) foot in 5,000 feet. A digital copy of the final plat must be submitted in a Data Exchange File (DXF) format or other format deemed appropriate by the Zoning Administrator. The final plat shall include at least the following:

- a. Point of beginning of subdivision description tied to at least two (2) government survey corners or, in lieu of government survey corners, to monuments the establishment of which is on record in the County Register of Deeds office.
- b. Location and description of monuments.

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- c. Tract boundary lines, property lines, lot lines, street right-of-way and center lines, other rights-of-way and easements; all with accurate dimensions in feet and decimals thereof, bearings in degrees and minutes and radii, acres, central angles, tangents, and chord lengths of all curves to the above accuracy.
- d. Names and locations of adjoining subdivisions.
- e. The location, dimension and purpose of all easements.
- f. Vicinity map.
- g. The blocks numbered consecutively throughout the entire subdivision and lots numbered consecutively throughout each block.
- h. The outline of any property, other than streets, or alleys, which is offered for dedication to public use marked "Public" and showing the proposed use.
- i. A title which shall include the name of the subdivision, name of City, if appropriate, County, and State, and the location and description of the subdivision referenced to section, township and range.
- j. Scale, north arrow, and date.
- k. Location, width, and names of all existing or dedicated streets or other public ways within or adjacent to the proposed subdivision.
- I. Certification by licensed engineer or surveyor who prepared the plat, certifying to the accuracy of the plat.
- m. Certification of owner, including dedication of all streets rights-of-way and sites for public use, and grants of any existing or proposed easements.
- n. Certification and signature of the Chairman of the City Planning Commission, if required, verifying the City Planning Commission approval.
- o. Certification and signature of the City Engineer and City Clerk, if required, verifying that the subdivision meets the City requirements and has been approved by the Council.
- p. Certification and signature of the Chairman of the Planning Commission and Executive Secretary verifying that the subdivision has been approved by the Planning Commission.
- q. Certification and signature of the Chairman of the Governing Body, verifying that the subdivision has been approved by the Governing Body.
- r. Certification and signature of the County Engineer verifying that the subdivision has been approved by the County and that the dedications shown on the plat have been accepted on behalf of the public by the Highway Department for perpetual maintenance, once developed to County standards.
- s. Certification and signature of County Clerk that there are no due or unpaid property taxes on said property.
- t. Filing information as required by County Register of Deeds office.

13B-2.04.02 FILING OF DEED RESTRICTIONS

Deed restrictions shall be filed with the County Register of Deeds as a separate instrument.

13B-2.04.03 REVIEW OF FINAL PLAT

The Administrator shall review the final plat for compliance with the approved or conditionally approved preliminary plat. If the Administrator determines that there is substantial difference in the final plat from what was approved as a preliminary plat or conditions exist which have not been met, the Administrator may require that the final plat be re-submitted to the Planning Commission in the same manner as required in the preliminary plat process.



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Upon the determination that the final plat is in compliance with the preliminary plat and all conditional requirements have been met, the Administrator shall place the final plat on the Planning Commission agenda for action at the next regularly scheduled meeting. Final plats must be submitted on the same time frame as preliminary plats. The Administrator may transmit one (1) copy of the final plat, or other documents submitted, for review and recommendation to the departments and agencies as he deems necessary to insure compliance with the preliminary approval and/or conditions of preliminary approval. Such agency review shall also include the compliance with health standards, the cost estimates for all improvements and the legal review of the performance bond.

13B-2.04.04 PUBLIC NOTIFICATION

A. NOTIFICATION TO PROPERTY OWNERS

The Administrator shall notify all directly adjoining property owners. Such written notification shall be mailed at least ten (10) days prior to the Commission meeting.

B. FAILURE TO NOTIFY

The Administrator's failure to comply with the notification provision shall not invalidate the Commission's action, provided the spirit of the procedure is observed.

C. Publication of Notice

Notice of public hearing shall be published in the official County Newspaper once at least fifteen (15) days prior to the hearing date.

13B-2.04.05 ACTION ON FINAL PLAT

The Planning Commission shall consider the final plat and determine compliance with the submitted preliminary plat. After consideration, the Planning Commission shall either approve or deny the approval of the final plat. The action taken by the Planning Commission shall be transmitted by letter to the Governing Body through the Secretary of the Planning Commission.

Upon notice from the Planning Commission of its actions, the Governing Body shall set a public hearing date to hearing comments from interested persons and agencies.

At the public hearing on the final plat, the Governing Body shall take action on the final plat taking into consideration comments received from persons and agencies. Action shall be approval, disapproval, conditional approval, or tabling for additional information. The Governing Body shall accept or refuse the dedication of land for public purposes within 30 days after the first meeting of the Governing Body following the submission of the plat to the clerk thereof.

13B-2.04.06 FILING OF FINAL PLAT

The final plat shall be filed with the County Register of Deeds within one (1) year after written approval by the Governing Body; otherwise, such approval shall become null and void unless prior to said expiration date an extension of time is applied for by the subdivider and granted by the Governing Body.



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13B-2.04.07 Submittal fees

Submittal fees for a final plat shall be as set forth in <u>AMENDMENT 20 TO RESOLUTION 783</u>, or amendments thereto. For those subdivisions within three (3) miles of the Salina city limits which are subject to the interlocal agreement the submittal fee shall be as therein described.

(Amend. No. 1, 12-10-91; Amend. No. 13, 5-19-98)

13B-2.05 - SUBDIVISION REPLAT

A subdivision replat may be necessary for the creating of new parcels from an existing platted lot, rearrangement of existing platted lot lines and easements within a subdivision, or elimination of internal platted lot lines. The procedure, requirements and submittal fee shall be the same as that required for a final plat. If substantial changes are made in lot arrangement or proposed density that will alter an approved drainage plan, the administrator may require the submittal of a revised drainage plan. Conveyance of portions of platted lots not in conformance with the original plat or the administrative lot split procedure shall be accomplished by a replat. In those instances where existing platted lot lines and easements are redrawn or rearranged the request shall be considered a Vacation/Replat, which will serve to vacate the original plat and associated easements and replace them with the new plat.

(Amend. No. 1, 12-10-91)

13B-2.06 - VACATION OF PLAT

Any plat, or portion thereof, may be vacated by the owner(s) of the property, or by Saline County. The vacation may include interior lot lines, easements, plat notes, or the entire subdivision. A vacated subdivision will return the land to an unplatted state. When the vacation does not substantially modify the originally platted subdivision or does not affect the provision of access or necessary services it can be accomplished by submittal of a letter of intent, verification of ownership, map drawn to appropriate scale indicating the existing and proposed lot configurations, and petition signed by the property owners where access is affected. The hearing procedure and submittal fees shall be the same as that required for a final plat. If the vacation request is approved the vacation map will be recorded with the resolution of approval, and shall serve to negate the force and effect of a portion or all of the original plat so vacated.

(Amend. No. 1, 12-10-91)



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ARTICLE 13B-3 DESIGN STANDARDS

13B-3.01 - MINIMUM DESIGN STANDARDS REQUIRED

All plats submitted pursuant to the provisions of this Resolution, and all subdivision improvements and facilities done, constructed or made in accordance with said provisions shall comply with the minimum design standards set forth hereinafter in this Article; provided, however, that any higher standards adopted by any Highway District, Kansas Department of Transportation or Health Agency shall prevail over those set forth herein.

13B-3.02 - DEDICATION

Within a proposed subdivision, arterial and collector streets as shown on the plat shall be dedicated to the public in all cases; all streets to be maintained by Saline County shall also be dedicated to public use.

13B-3.03 - LOCATION

Street and road location shall conform to the following:

13B-3.03.01 GENERALLY

Minor and subdivision streets shall be so arranged as to discourage their use by through traffic;

13B-3.03.02 SUBSTREETS

Where adjoining areas are not subdivided, the arrangements of streets in new subdivisions shall be such that said streets extend to the boundary line of the tract to make provisions for the future extension of said streets into adjacent areas. A reserve strip may be required and held in public ownership;

13B-3.03.03 RELATION TO TOPOGRAPHY

Streets shall be arranged in proper relation to topography so as to result in usable lots, safe streets and acceptable gradients;

13B-3.03.04 ALLEYS

Alleys shall be provided in multiple dwelling or commercial subdivisions unless other provisions are made for service access and off-street loading and parking. Dead-end alleys shall be prohibited in all cases;

13B-3.03.05 FRONTAGE ROADS

Where a subdivision abuts or contains an arterial street, it shall be required that there be frontage roads approximately parallel to and on each side of such arterial street; or such other treatment as is necessary for the adequate protection of residential properties and to separate through-traffic from local traffic;

13B-3.03.06 Cul-de-sac streets

Cul-de-sac streets shall not be more than six hundred (600) feet in length and shall terminate with an adequate turnaround having a minimum radius of sixty (60) feet for right-of-way;

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13B-3.03.07 Half Streets

Half streets shall be prohibited except where unusual circumstances make such necessary to the reasonable development of a tract in conformance with this Resolution and where satisfactory assurance for dedication of the remaining part of the street is provided. Whenever a tract to be subdivided borders on an existing half or partial street, the other part of the street shall be dedicated within such tract; and

13B-3.03.08 Private streets

Private streets and roads shall be prohibited except within Planned Unit Developments.

13B-3.04 - Specifications

13B-3.04.01 STREET RIGHT-OF-WAY WIDTHS

Streets and road right-of-way widths shall conform to the rules of the State Department of Transportation and the Highway District or Department having jurisdiction; minimum right-of-way standards are as follows:

HIGHWAY AND STREET TYPES	WIDTHS (FEET)
EXPRESSWAY OR FREEWAY	160—260
MAJOR ARTERIAL	110
COLLECTOR STREET	100
MINOR STREET	80
SUBDIVISION STREET	60

13B-3.04.02 STREET GRADES

Street grades shall not exceed ten percent (10%).

13B-3.04.03 STREET ALIGNMENT

Street alignment shall be as follows:

A. HORIZONTAL ALIGNMENT

When street lines deflect from each other by more than ten (10) degrees in alignment, the centerlines shall be connected by a curve having a minimum radius of five hundred (500) feet for arterial streets, three hundred (300) feet for collector streets, and one hundred fifty (150) feet for residential. Between reverse curves on collector and arterial streets there shall be a minimum tangent distance of two hundred (200) feet; and

B. VERTICAL ALIGNMENT

Minimum stopping sight distances shall be two hundred (200) feet for minor streets and designed in accordance with design speed for collector and arterial streets.



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13B-3.05 - STREET NAMES

The naming of streets shall conform to the following:

- a. Street names shall not duplicate any existing street name within the County or City except where a new street is a continuation of an existing street; street names that may be spelled differently but sound the same as existing streets shall not be used.
- b. All new streets shall be named as follows: streets having predominately north-south direction shall be named "Avenue" or "Road"; streets having a predominately east-west direction shall be named "Street" or "Way"; meandering streets shall be named "Drive," "Lane," "Path" or "Trail"; and cul-de-sacs shall be named "Circle," "Court," or "Place."

13B-3.06 - Intersections

Intersections shall conform to the following:

13B-3.06.01 ANGLE OF INTERSECTION

Streets shall intersect at ninety (90) degrees or as closely thereto as possible, and in no case, shall streets intersect at less than seventy (70) degrees;

13B-3.06.02 SIGHT TRIANGLES

Minimum clear sight distance at all minor street intersections shall permit vehicles to be visible to the driver of another vehicle when each is one hundred (100) feet from the center of the intersection;

13B-3.06.03 Number of Streets

No more than two (2) streets shall cross at any one (1) intersection;

13B-3.06.04 "T" INTERSECTIONS

"T" Intersections may be used wherever such design will not restrict the free movement of traffic;

13B-3.06.05 CENTERLINE OFF-SETS

Street centerlines shall be off-set by a distance of at least one hundred fifty (150) feet on minor and subdivision streets and eight hundred (800) feet on arterials.

13B-3.06.06 VERTICAL ALIGNMENT OF INTERSECTION

A nearly flat grade with appropriate drainage slopes is desirable within intersections. This flat section shall be extended a minimum of one hundred (100) feet each way from the intersection. An allowance of two percent (2%) maximum intersection grade in rolling terrain, and four percent (4%) in hilly terrain, will be permitted.



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13B-3.07 - EASEMENTS

Unobstructed utility easements shall be provided along front lot lines, rear lot lines and side lot lines when deemed necessary; total easement width shall not be less than twenty (20) feet. Unobstructed drainage way easements shall be provided as required by the Planning Commission.

13B-3.08 - BLOCKS

Every block shall be so designed as to provide two (2) tiers of lots, except where lots back onto an arterial street, natural feature or subdivision boundary; blocks shall not be less than five hundred (500) feet long in all cases.

13B-3.09 - Lots

Lots shall conform to the following:

13B-3.09.01 ZONING

The lot width, depth and total area shall not be less than the requirements of any applicable zoning resolution;

13B-3.09.02 FUTURE ARRANGEMENTS

Where parcels of land are subdivided into unusually large lots (such as when large lots are approved for septic tanks), the parcels shall be divided where feasible, so as to allow for future re-subdividing into smaller parcels. Lot arrangements shall allow for the ultimate extension of adjacent streets through the middle of wide blocks. Whenever such future subdividing or lot splitting is contemplated the plan thereof shall be approved by the Planning Commission prior to the taking of such action; and

13B-3.09.03 SUFFICIENT AREA FOR SEPTIC TANK

Where individual septic tanks have been authorized sufficient area shall be provided for a replacement sewage disposal system.

13B-3.10 - Protective covenants

Protective covenants may be prepared and recorded as part of a subdivision. This is usually done to provide protection to future property owners by establishing higher standards than required under other regulations. The provisions within protective covenants are enforceable through civil actions, and local governments will not be required to enforce these provisions.

The Planning Commission shall review and approve subdivision restrictive covenants prior to recording. Protective covenants may include such things as: architectural committee, minimum building floor area, mobile home provisions, allowable livestock, location of recreation vehicles, commercial and industrial activity, number of dwelling units, maintenance of open space, allowable signing of amendment provisions.

The determination of the Planning Commission, upon reviewing and approving the protective covenants, is to resolve any conflicts with existing subdivision and zoning regulations.



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ARTICLE 13B-4 IMPROVEMENT STANDARDS

13B-4.01 RESPONSIBILITY FOR PLANS

It shall be the responsibility of the property owner or the subdivider to provide a complete set of construction plans, including profiles, cross-sections, specifications and other supporting data, for all required public streets, utilities and other facilities constructed to County specifications.

13B-4.02 REQUIRED PUBLIC IMPROVEMENTS

Every subdivider shall be required to install the following public and other improvements in accordance with the conditions and specifications as follows:

13B-4.02.01 MONUMENTS

Monuments shall be set in accordance with K.S.A. 58-2001.

13B-4.02.02 STREETS AND ALLEYS

All streets and alleys shall be constructed in accordance with the standards and specifications adopted by the Governing Body.

13B-4.02.03 CURBS AND GUTTERS

Vertical curbs and gutters may be constructed on collector and arterial streets. Rolled curbs and gutters may be required on minor streets. All construction shall be in accordance with the standards and specifications adopted by the Governing Body.

13B-4.02.04 INSTALLATION OF PUBLIC UTILITIES

Underground utilities are encouraged and may be required subject to the Governing Body's adopted policies and resolutions.

13B-4.02.05 DRIVEWAYS

All driveway openings in curbs shall be as specified by the County Engineer or Kansas Dept. of Transportation.

13B-4.02.06 STORM DRAINAGE

An adequate storm drainage system shall be required in all subdivisions. Unless otherwise determined by the County Engineer the design criteria of the City of Salina shall be used. Construction shall follow the specification and procedures established by the Governing Body.

13B-4.02.07 PUBLIC WATER SUPPLY AND SEWER SYSTEMS

All public water supply or sewer systems (serving two (2) or more separate premises or households) shall be constructed in accordance with the State Dept. of Health and Environment Regulations.



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13B-4.02.08 MAINTENANCE AND OPERATION OF PUBLIC WATER SUPPLY AND SEWER SYSTEM

The subdivider shall provide for a perpetual method of maintenance and operation of the public water supply or sewer system (serving two (2) or more separate premises or households) to insure the continued usefulness of the system.

13B-4.02.09 FIRE HYDRANTS AND WATER MAINS

Adequate fire protection shall be required in accordance with the appropriate Fire District standards.

13B-4.02.10 Greenbelt

Greenbelts or landscape screening may be required for the protection of residential properties from adjacent major arterial streets, waterways, railroad rights-of-way or other features. Subdivision plats shall show the location of any greenbelt areas; and

13B-4.02.11 STREET LIGHTING

Street lights may be required to be installed at intersections throughout the subdivision. A subdivider shall conform to the requirements of the County and the public utility providing such lighting.

13B-4.03 GUARANTEE OF COMPLETION OF IMPROVEMENTS

13B-4.03.01 CONDITIONAL APPROVAL OF FINAL PLAT

In lieu of the actual construction of the physical improvements required and the completion of construction occurring prior to the issuance of a building permit the subdivider or property owners shall have the option of providing one of the following:

- a. Surety acceptable to the Governing Body shall have been filed in the form of a cash deposit, certified check, negotiable bond, irrevocable bank letter of credit, surety bond, escrow account or like security.
- b. A petition, approved by the Governing Body, properly executed by the property owners, as provided by law, for the construction of the improvements, to be assessed against the subdivided property.

13B-4.03.02 Inspection of public improvements under construction

Before approving a building permit and specifications for public improvements to County specifications, an agreement between the subdivider and the County Engineer shall be made to provide for checking or inspecting the construction and its conformity to the submitted plans.

13B-4.03.03 PENALTY IN CASE OF FAILURE TO COMPLETE THE CONSTRUCTION OF PUBLIC IMPROVEMENTS

In the event the subdivider shall, in any case, fail to complete such work within the period of time as required by the conditions of the guarantee for the completion of public improvements, it shall be the responsibility of the Planning Commission to proceed to have such work completed. The time period may be extended upon proof by the developer that adverse circumstances prohibited meeting the deadline. In order to accomplish this, the Planning Commission shall reimburse itself for the cost and expense thereof by appropriating the cash deposit,

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certified check, irrevocable bank letter of credit, or negotiable bond which the subdivider may have deposited in lieu of a surety bond, or may take such steps as may be necessary to require performance by the bonding or surety company, and as included in a written agreement between the Planning Commission and the subdivider.

13B-4.03.04 ACCEPTANCE OF DEDICATED AND CONSTRUCTED ROAD FOR MAINTENANCE

Subdivision roads shall not be accepted for maintenance by Saline County unless inspected and approved by the County Engineer, and formally accepted by the Board of County Commissioners. The developer shall provide a 12 month warranty, and all road maintenance during that period shall be the responsibility of the developer. A bond may be required to guarantee warranty and maintenance.

(Amend. No. 1, 12-10-91)



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ARTICLE 13B-5 SPECIAL DEVELOPMENT SUBDIVISIONS

13B-5.01 - PURPOSE

The purpose of this Article is to identify various types of developments that normally pose special concerns to the Planning Commission and elected officials when reviewing and acting upon subdivision requests. This Article outlines the plan submittal requirements and design standards that shall be taken into consideration when acting on special developments. The provisions of this Article are in addition to the plan requirements, design standards and improvement standards that are required by Articles II, III, AND IV.

13B-5.02 - Planned unit and condominium subdivisions

13B-5.02.01 GENERAL

Planned unit and condominium developments shall be subject to the requirements set forth in the Zoning Resolution and also subject to all provisions within this Resolution.

13B-5.02.02 SITE DEVELOPMENT PLAN

The developer shall provide the Planning Commission with a colored rendering of adequate scale to show the completed development that will include at least the following:

- a. Architectural style and building and design;
- b. Building materials;
- c. Landscaping;
- d. Screening;
- e. Garbage areas;
- f. Parking; and
- g. Open space.

13B-5.02.03 Private streets

Private street condition standards shall be based upon recommendations from the County Engineer; adequate construction standards may vary depending on the size of the development and the demands placed on such improvements.

13B-5.02.04 HOMEOWNERS' ASSOCIATION

The Homeowners' Association Bylaws and other similar deed restrictions, which provide for the control and maintenance of all common areas, recreation facilities or open space shall meet with the approval of the Planning Commission. Any and all powers as specified in such agreements may also be assigned to the Planning Commission for the purpose of assessing property for delinquencies and enforcement of motor vehicle speed to protect the best interests of the owners involved and of the general public.



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13B-5.02.05 STORAGE AREAS

Storage areas shall be provided for the anticipated needs of boats, campers and trailers. For typical residential development, one (1) adequate space shall be provided for every two (2) living units. This may be reduced by the Planning Commission if there is a showing that the needs of a particular development are less.

13B-5.02.06 PARKING SPACE

One (1) additional parking space beyond that which is required by the Zoning Resolution may be required for every three (3) dwelling units to accommodate visitor parking.

13B-5.02.07 MAINTENANCE BUILDING

A maintenance building shall be provided, size and location to be suitable for the service needs that are necessary for the repair and maintenance of all common areas.

13B-5.02.08 OPEN SPACE

The location of open space shall be appropriate to the development and shall be of such shape and area to be usable and convenient to the residents of the development.

13B-5.02.09 CONTROL DURING DEVELOPMENT

Single ownership or control during development shall be required and a time limit may be imposed to guarantee the development is built and constructed as planned.

13B-5.03 - Large scale development subdivision

13B-5.03.01 REQUIRED INFORMATION

Due to the impact that a large-scale development would have on public utilities and service the developer shall submit the following information along with the preliminary plat:

- a. Identification of all public services that would be provided to the development (i.e., fire protection, police protection, central water, central sewer, road construction, parks and open space, recreation, maintenance, schools and solid waste collection);
- b. Estimate of public service costs to provide adequate service to the development;
- c. Estimate of the tax revenue that will be generated from the development; and
- d. Suggested public means of financing the services for the development if the cost for the public services would not be offset by tax revenue received from the development.

13B-5.04 - SUBDIVISION WITHIN A FLOOD PLAIN

13B-5.04.01 FLOOD AREAS

For any proposed subdivision that is located within a flood plain, the developer shall provide the Planning Commission with a development plan of adequate scale and supporting documentation that will show and explain at least the following:



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- a. Location of all planned improvements;
- b. The location of the floodway and the floodway fringe per engineering practices as specified by the Army Corps of Engineers;
- c. The location of the present water channel;
- d. Any planned re-routing of waterways;
- e. All major drainage ways;
- f. Areas of frequent flooding;
- g. Means of flood proofing buildings; and
- h. Means of insuring loans for improvements within the flood plain.

New construction and substantial improvements of structures within the flood plain shall have the ground floor elevated to one (1) foot above the level of the one hundred (100) year flood, or together with attendant utility and sanitary facilities, shall be floodproofed up to one (1) foot above the level of the one hundred (100) year flood.

13B-5.04.02 JUSTIFICATION FOR DEVELOPMENT

Upon the determination that buildings are planned within the flood plain or that alterations of any kind are anticipated within the flood plain area that will alter the flow of water, the developer shall demonstrate conclusively to the Planning Commission that such development will not present a hazard to life, limb or property; will not have adverse effects on the safety, use or stability of a public way or drainage channel or the natural environment.

No subdivision or part thereof shall be approved if levees, fills, structures or other features within the proposed subdivision will individually or collectively significantly increase flood flows, heights or damages. If only part of a proposed subdivision can be safely developed, the Planning Commission shall limit development to that part and shall require that development proceed consistent with that determination.

Subdivisions shall be reviewed to assure that:

- a. All such proposals are consistent with the need to minimize flood damage;
- b. All public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damages; and
- c. Adequate drainage is provided so as to reduce exposure to flood hazards.

New or replacement water supply systems and/or sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters, and require on-site waste disposal systems to be located so as to avoid impairment of them or contamination from them during flooding.



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ARTICLE 13B-6 VARIANCES OR WAIVERS

13B-6.01 - PURPOSE

The Planning Commission may grant variances or waivers from the provisions of the Resolution in accordance with the following provisions.

Where the Saline County Planning commission finds that extraordinary hardships may result from strict compliance with the subdivision regulations, it may vary the regulations so that substantial justice may be done and the public interest secured; provided that such variation will not have the effect of nullifying the intent and purpose of the Saline County Comprehensive Plan or these regulations. In granting variances and modifications, the County Planning Commission may require such conditions that will, in its judgement, substantially secure objectives of the standards or requirements so varied or modified.



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ARTICLE 13B-7 PENALTIES

DETECTION OF VIOLATION, ENFORCEMENT AND

13B-7.01 - DETECTION OF VIOLATION

The administrator shall periodically research the County Register of Deeds records and perform the necessary investigation to detect any violations of the Resolution.

13B-7.02 - ENFORCEMENT

No subdivision plat required by this Resolution or the Kansas Statutes shall be admitted to the public land records of the County or recorded by the County Register of Deeds, until such subdivision plat has received final approval by the Governing Body. No public board, agency, commission official or other authority shall proceed with construction of or authorize the construction of any of the public improvements required by this Resolution until the final plat has received the approval by the Governing Body. The County Attorney shall, in addition to taking whatever criminal action deemed necessary, take steps to civilly enjoin any violation of the Resolution.

13B-7.03 - Permits to comply with resolution

Same as <u>Section 13.03</u> of the Zoning Resolution.

13B-7.04 - PENALTIES

The same as those in <u>Section 13.02</u> of the Zoning Resolution. No Zoning Certificate or building permit shall be issued for parcels of land created in violation with this resolution, unless approval is granted by the Board of Zoning Appeals in accordance with <u>Section 13.05</u>, or the property is platted in accordance with the subdivision regulations.



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ARTICLE 13B-8 SUBDIVISION EXCEPTIONS

13B-8.01 - PURPOSE

The Planning Commission upon formal action and hearing may grant exceptions to the subdivision regulations for conveyance of property in circumstances where the subdivision process is deemed inappropriate, serves no public benefit, or where residential construction is not planned.

13B-8.02 - CIRCUMSTANCES FOR EXCEPTION

Exceptions to the subdivision (platting) requirements may be granted for the following purposes.

- a. Establishment of utility or transmission related sites that are unmanned, and establishment of utility right-of-way.
- b. To provide for a governmental or quasi-governmental entity to acquire property for legitimate public purposes without requiring platting of the property or affecting the original parcel status.
- c. Allowing conveyance of land zoned and used as agricultural that shall not be used as building sites.
- d. To provide for conveyance of or issuance of building permits on property where no public access is available, or may not be necessary.
- e. To provide for splitting of property where the Planning Commission after formal hearing determines that the subdivision and rezoning of the property is inconsistent with the purpose of this regulation or where the rezoning and subdivision of the entire property undergoing a subdivision process is not appropriate.
- f. To provide for the Transfer of Development Rights (TDR) from the Special Flood Hazard Area or "Floodplain".

13B-8.02.01 Transfer of Development Rights

Development rights may be transferred from a qualified "sending" property to a qualified "recipient" property. This option allows a property owner to take any or all of the development rights from the sending property and create rural residential parcels (three to ten acres) on a recipient property without rezoning and subdividing the property.

Applications for TDR shall be evaluated on a case-by-case basis. If the Planning Commission determines that a proposed TDR application will not comply with the intent of the Comprehensive Plan, that application shall be denied.

No application will be accepted unless the following requirements are met:

A. QUALIFIED SENDING PROPERTIES.

- 1. A qualified sending property shall be located in the floodplain, which includes the floodway fringe and the floodway.
- 2. A qualified sending property shall be at least 80 acres in size.
- 3. Sending properties shall retain AG zoning in perpetuity and may retain development rights. If a sending property retains zero development rights, it shall be deed restricted.

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4. A qualified sending property shall have been owned by the same individual or entity for at least ten years.

B. QUALIFIED RECIPIENT PROPERTIES.

- 1. A qualified recipient property cannot be located in the City of Salina Urban Service Area and must be at least one mile from the city limits of Salina.
- 2. A qualified recipient property shall be evaluated based on the Improvements required for Rural Residential Development per Exhibit 20, Public Improvement Requirements, in the Saline County Comprehensive Plan.
- 3. Platting of the recipient property will be required if more than one development right is transferred. If only one development right is transferred and the property is not platted to receive more development rights, no further development rights may be transferred to the recipient property.
- 4. As a general rule, newly created lots on a recipient property should not be located in the Special Flood Hazard Area or located on Class I or II farm soils. However:
 - i. If any part of a newly created lot on a recipient property is located in the Special Flood Hazard Area, the applicant must demonstrate that no other location/configuration is possible and the proposed lot location/configuration is the minimum necessary to meet AG zoning requirements.
 - ii. If any part of a newly created lot on a recipient property is located on Class I, IIs, IIw or IIe soils as identified in the USDA's Soil Survey of Saline County, Kansas, the applicant must demonstrate that no other location/configuration is possible and the proposed lot location/configuration is the minimum necessary to meet AG zoning requirements.
- 5. A recipient property may not have a current deed restriction in place.

C. PLATTING THE RECIPIENT PROPERTY.

- 1. If more than one development right is transferred, the recipient property shall be platted through a Planned Unit Development process.
- 2. A benefit district shall be created to finance infrastructure improvements and ongoing maintenance. Once the infrastructure is in place, ongoing road improvements and maintenance shall be provided by the County.

(Amend. 1254-27, 9-4-07; Res. No. 1254, Amend. #36, 8-3-10)

13B-8.03 - PROCEDURES AND HEARING PROCESS

13B-8.03.01 APPLICATION FEE AND REVIEW

A request for subdivision exception shall include appropriate documentation to justify exception from the subdivision process and be accompanied by the appropriate fee and drawing or map of the property to be excepted. Submittal requirements shall be as called out in the application forms, as prescribed by the Administrator, and the request shall be processed in the same manner as a preliminary plat regarding review and public notice.



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13B-8.03.02 ACTION

The Planning Commission shall approve, disapprove, or table the request based upon the justifications provided, and may establish conditions of approval including but not limited to the following conditions:

- a. A legal survey of the property to be excepted shall be recorded with the County Register of Deeds, Appraisers and Planning office showing the parcels as they are to be conveyed.
- b. Prior to the dividing of any of the individual parcels excepted from platting, the entire individual parcel shall be officially platted and recorded.
- c. Deeds and contract sales or affidavits of equitable interest filed at the Register of Deeds office shall contain all conditions required by the Planning Commission and shall reference the survey.

The action, and the reasons for such action, shall be stated in writing by the Commission and forwarded by the Administrator to the applicant. The Administrator shall also forward a statement of the action taken and the reason for such action, together with a map of the property being excepted, to the Governing Body for their information and review. The action of the Planning Commission shall be final, unless appealed in accordance with these regulations.

13B-8.03.03 APPEALS

Any person, aggrieved party or the requestor may appeal in writing the decision of the Planning Commission relative to the final action taken by the Planning commission. Such appeal must be submitted to the Governing Body within fifteen (15) days from such Planning Commission action.

Upon receipt of an appeal from the action of the Planning Commission, the Governing Body shall set a hearing date to consider all information, testimony and Planning Commission's minutes of the public hearing to reach a decision to uphold, conditionally uphold, or overrule the decision of the Planning Commission. The Governing Body shall only overrule the Planning Commission by unanimous vote of the full Governing Body.



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ARTICLE 13B-9 ADMINISTRATIVE LOT SPLIT PROCEDURES

13B-9.01 - PURPOSE

Any platted lot of a recorded subdivision may be divided into not more than two tracts without having to replat the lot under the following circumstances. Lots zoned for industrial purposes may be divided into two or more tracts without replatting such lot under the following circumstances. Splits of platted lots that do not meet these criteria must be replatted to create the new parcel. Zoning Certificate (building permits) shall be approved on divided lots that conform to the lot split process.

(Amend. No. 1, 12-10-91)

13B-9.02 - Criteria for lot split approval

- a. The divided lot shall not again be divided without replatting, except in the case of an industrial zoned lot.
- b. Any parcel created by the lot split shall meet all the zoning requirements of the district, including access and adequate street rights-of-way, or have variances granted by the Board of Zoning Appeals. The location of existing structures shall be provided and no nonconformity of existing structures can be created.
- c. The lot split must conform to any valid, restrictive covenants, or the applicant provide documentation that the covenants are no longer valid or have been waived.
- d. The lot split, or parcels created must conform to any restrictions or conditions, including access, that are provided in the original plat.
- e. Necessary easements shall be provided. Existing easements will be unchanged.
- f. No lot split shall be approved that requires, or necessitates dedication of roadways, results in changes to approved drainage plans, or specified drainage facilities.
- g. If the property to be split is subject to special assessments, impact fees, or other obligations in the construction of public improvements, those fees shall be shared on a pro-rata basis with all parcels of the lot split in a manner approved by the administrator.
- h. Information necessary for the administrator to determine that any tract created by a lot split is suitable as a building site must be included. Tracts may not be created that are not adequate for appropriate sewage disposal, or do not have a suitable water supply.

(Amend. No. 1, 12-10-91)

13B-9.03 - LOT SPLIT PROCEDURE

An applicant for a lot split must initially inquire with the Saline County Planning and Zoning Department regarding the requirements. Upon submittal of required documentation the Administrator will review the information as compared to the original plat and the lot split standards, and forward the split request to the County Engineer for review of the access locations, and to the Health Department for review of suitability for sewage disposal systems. The administrator will then provide a written response to the applicant's proposal. The request will be deemed approved if no written response is provided within 30 days. The applicant will then cause to be recorded with the



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Register of Deeds the survey of the new property boundaries, and conveyance of the split lot can occur. Appeals of any administrative decision regarding the issuance of building permits on parcels created under the lot split process, or the decision to allow the lot split shall be made to the governing body.

(Amend. No. 1, 12-10-91)

13B-9.04 - LOT SPLIT SUBMITTAL REQUIREMENTS

- a. Application form supplied by Saline County.
- b. If determined necessary by the Administrator, a legal survey of the lot showing existing platted lot lines and easements and location of any structures on the property.
- c. Copy of any applicable restrictive covenants.
- d. Receipt showing taxes paid prior to recordation of the survey.

(Amend. No. 1, 12-10-91)