

# Planning & Zoning Department

Jefferson County Courthouse  
P.O. Box 628  
Oskaloosa, Kansas 66066

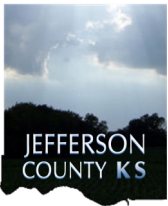
[www.jfcountyks.com/planningandzoning](http://www.jfcountyks.com/planningandzoning)

Phone: (785) 403-0000  
Toll Free: (844) 679-0748  
Fax: (785) 403-0783

## Platting Process

1. **Pre-submittal meeting:** All applicants requesting to plat should consult with the Planning & Zoning staff at least seven (7) working days prior to submitting a formal application.
2. **Application submission:** Staff requires one (1) hard copy and one (1) electronic copy of the application for initial review. Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of submission. This period does not include the review of the final submitted application. Application forms are available in the Planning & Zoning office and online.
3. **Applicant, Owner, and/or Agent:** Complete applications must be signed by the owner(s) of record or a signed contractor's affidavit shall be required. The Application shall be submitted with the appropriate application fee as established by the County. Any fees incurred by the County for any specialist/professional review shall be paid by the applicant/property owner prior to publication of final determination.
4. **Application Packet: a complete application will include the following materials:**
  - Completed and signed application form.
  - Proof of water availability for each proposed lot. (See Article 5 of the Jefferson County Subdivision Regulations)
  - Letter from Jefferson County Health Department addressing wastewater.
  - Reviews of road access from appropriate agency – KDOT and/or Jefferson County Road & Bridge Department.
  - Copy of Real Estate Deed (Register of Deeds Office)
  - Copy of Paid Tax Receipts for all real estate & personal property owned by the Applicant and/or Property Owner (Treasurer's Office).
  - Preliminary Contour & Structure Location Sheet - 1 copy for preliminary review that is prepared by a licensed Surveyor/engineer.
  - Final Plat -1 copy for preliminary review–1 copy for final review that is prepared by a licensed surveyor/engineer.
  - Final Mylar for the Public Hearing
  - Any required Affidavits (e.g. Affidavit for Authorization of Agent(s))
  - Legal description of parcel that is to be platted.
  - Professional Review Fee Disclosure form.
  - Articles of Incorporation and documentation of authorized agent (if applicable).
  - Copy of current State or Federal permits/licenses (if applicable).
  - Any other supplementary documents requested by staff (varies on a case-by-case basis) i.e. Surety Bond, Stormwater/Drainage runoff calculations.
5. A legal notice will be placed in the official County newspaper, at least 20 days prior to the public hearing. The applicant will be sent a copy of the publication and a receipt for the application fee.
6. The Planning Office will notify adjoining property owners within a 1,000 feet radius of the subject property. If a city is affected, the proposal will be reviewed by that city and provide its recommendation to the Planning Commission within a 30 day period.
7. The Planning Commission will hold a public hearing to hear all persons who wish a voice in the proposed request. The applicant or representative is required to appear to present the case. Following the public hearing, the Planning Commission will make a recommendation to approve or deny the request.
8. The final determination will be made by the Board of County Commissioners no sooner than the 14 days after the public hearing in accordance with State Statute. The applicant will be notified in writing of the date and time of their hearing with the Board of County Commissioners.
9. Approved plats that are signed by the applicant, the Planning Commission, and the County Commissioners will then be filed with the County Register of Deeds Office. There will be applicable recording and filing fees for the plat which will be paid by the Applicant.

**\*\*INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT\*\***



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## PLAT APPLICATION

This form must be completed and filed at the Office of the Zoning Administrator in accordance with directions on the accompanying instruction sheet. **AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED**

### 1. Name of ALL Applicant(s)/ Owner(s) and/or Agent(s). (Use separate sheet if necessary)

Applicant/ Owner: \_\_\_\_\_ Agent: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

### 2. The property is legally described as: S \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ See attached Deed:

The general location is (use appropriate section):

A. At the (NW) (NE) (SW) (SE) corner of \_\_\_\_\_ and \_\_\_\_\_, or  
(Street/Road) (Street/Road)

B. On the (N) (S) (E) (W) side of \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
(Street/Road) (Street/Road) (Street/Road)

### 3. NAME OF SUBDIVISION: \_\_\_\_\_

Gross Acreage of Plat: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Residential:  Commercial:  Industrial:  Other:

Min. Lot Frontage: \_\_\_\_\_ Min. Lot Area: \_\_\_\_\_ (Sq. Ft.) Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

**WATER:** Public Water District:  \_\_\_\_\_ **WASTE WATER:** Public Sewer District:  \_\_\_\_\_  
Private Well:  Private Waste System:  Type? \_\_\_\_\_

### 4. STREETS: Street Standard: \_\_\_\_\_ Suburban (Asphalt or Concrete) Road Standard Exception Granted? \_\_\_\_\_

Additional right-of-way required for existing streets/ Lineal Feet of New Street Proposed:

1. Street Name: \_\_\_\_\_ Feet \_\_\_\_\_

2. Street Name: \_\_\_\_\_ Feet \_\_\_\_\_

3. Street Name: \_\_\_\_\_ Feet \_\_\_\_\_

4. Street Name: \_\_\_\_\_ Feet \_\_\_\_\_

**I (We), the applicant(s), acknowledge receipt of the instruction sheet explaining the method of submitting this application. I (We) realize that this application cannot be processed unless it is completely filled in, submitted with all relevant and/or requested documentation and accompanied by the appropriate fee.**

Owner: \_\_\_\_\_ OR Authorized Agent: \_\_\_\_\_

Owner: \_\_\_\_\_ OR Authorized Agent: \_\_\_\_\_

This application and all corresponding documents were received at the office of the Zoning Administrator on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. It has been examined and found to be complete and accompanied by the required documents.

Permit Type: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Payment Method: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  CNA: \_\_\_\_\_

**Sections:****2-101 General Provisions****2-102 Pre-Platting Conference****2-103 Preliminary Plat****2-104 Final Plat****2-105 Final Platting of a Portion of an Overall Preliminary Plat****2-106 Short Form Plat****2-107 Referral to Cities**

**2-101 General Provisions:** This Article establishes uniform procedures and platting requirements for the creation of subdivisions. In order to assure that the subdivision of land is to the benefit of both the private and public concerns, all proposed subdivision shall meet the requirements of these regulations.

The platting process consists of three general steps; the pre-platting conference, the preliminary plat review, and the submission of the final plat. No final plat shall be filed or recorded with the Jefferson County Register of Deeds as required by law unless and until it has been acted upon by the Jefferson County Planning Commission and approved by the Governing Body as required by these regulations.

**2-102 Pre-Platting Conference:** Any person desiring to subdivide land shall prepare a sketch plat and submit it at a pre-platting conference with the Zoning Administrator as a first step to filing an application for a preliminary plat. Arrangements for the pre-platting conference shall be arranged through the Zoning Administrator.

The purpose of the pre-platting conference is to inform the applicant of the effect, feasibility and compatibility of the proposed subdivision on public and private utility systems, public street systems and any County development policies and plans. The conference enables the staff to inform owners and their agents of the general conformance or nonconformance of the subdivision proposal with these regulations, identify additional requirements for further processing of the proposal, and to advise them of applicable zoning provisions or conflicts and special design considerations presented by particular environmental features on or affecting the site (i.e. flood plains, excessive slope areas, soil problems, high water tables, etc.)

The sketch plan should convey the location of the proposed subdivision; the general layout of the proposed subdivision including the location and size of streets and the orientation, number and dimensions of the lots; plans for water supply and sanitary sewage disposal; and any particular design problems posed by the existing natural or man-made conditions and characteristics of the site which could benefit from an early discussion. In addition to the Zoning Administrator and representatives of the owner(s) intending to subdivide the land, the pre-platting conference may include representatives of the county and other persons and agencies as applicable.

**NOTE:** No verbal or schematically illustrated statements made during the course of reviewing the sketch plat by either the Planning and Zoning Department or the Planning Commission shall be held as legally binding or construed in any way as granting or assuming approval of the proposed subdivision since the Governing Body has final authority on all subdivision plats upon action from the Jefferson County Planning Commission.

**2-103 Preliminary Plat:** The preliminary plat application shall be submitted within one (1) year of the approval of the sketch plat. Failure to do so will result in the voiding of the sketch plat and the requirement of resubmission and approval of a sketch plat in order to proceed with the platting process.

1. **Application:** A subdivision application form shall be filed with the Zoning Administrator, and shall be accompanied by ten (10) copies of the preliminary plat and a platting binder. The appropriate fee shall be paid upon filing the application.

2. **Preliminary Plat Contents:** The following information shall be shown on the preliminary plat or attached thereto:

**A. Items Pertaining to the Title:**

1. The name of the proposed subdivision.
2. Location of the subdivision by reference to a section corner.
3. The name(s) and address(es) of the owner(s)/ developer(s) and the licensed land surveyor who prepared the plat.
4. North arrow.
5. Date prepared and scale of the drawing(s). The preliminary plat shall be drawn to a scale of not less than 1" = 200'; however, with special conditions and prior approval of the Zoning Administrator, this scale may be exceeded.
6. The legal description of the entire dimensions of the subdivision.

**B. Items Pertaining to the Subject Property (Existing):**

1. All of the land to be platted as well as all platted or unplatted adjacent properties within 200 feet shall be shown. The boundary of the platted area shall be accurately indicated by a heavy solid line.
2. Existing contours with the contour intervals not more than 2 feet. All elevations and contours shall be related to USGS. When contour information is copied and/or replicated from an existing map and not measured on the ground, then a statement must be added that the contour information was replicated or copied.
3. The location, width and names of all existing platted or private streets or other public ways within or adjacent to the tract, together with easements, railroad and utility rights-of-way, private easements, parks and other significant features such as city boundary lines and monuments. This shall include any encumbrances indicated within the platting binder.
4. Environmental features including the location and direction of drainage channels and areas subject to flooding by the recognized 100-year flood.
5. All airports, sanitary landfills, feedlots or other similar uses located within two miles of the proposed plat shall be shown on a vicinity map.

- C. Items Pertaining to the Plat (Proposed):**
1. Layout and names of streets with general dimensions and appropriate grades and their relationship to adjoining or projected streets or roadways.
  2. Intended layout, numbers and dimensions of lots.
  3. Parcels of land intended to be dedicated or reserved for parks, schools, or other public use, or to be reserved for the use of property owners within the subdivision.
  4. Location and type of utilities to be installed, including the approximate location of extensions of any sanitary sewers, storm sewers and water mains. Where on-site water and/or wastewater systems are proposed, locations shall be shown on each lot in order to determine that the requirements of the Environmental Code can be met.
  5. Utility and other easements indicating width and purpose.
  6. A statement or other indication of phasing of the development and an appropriate timetable if applicable.
  7. Vicinity sketch which indicates the relationship between the proposed subdivision and surrounding properties within 1,000 feet, showing streets and other features.
- D.** If the platting binder shows that the proposed developer owns all the property within the plat in fee, and that it is free from encumbrances and liens, then the owner's signatures are all that will be required on the final plat. If, however, the property is encumbered, the person responsible for said encumbrance, including any mortgagee, shall be required to consent to the plat by signing the face of the final plat.
- E.** The names and addresses of all owners of property within the notification area of the proposed plat. For purposes of these regulations, the notification area shall be the same area required to be notified if the property was subject to a rezoning. The applicant may submit the same list of owners of property within the notification area submitted for a rezoning application provided the application for preliminary plat is submitted within six (6) months of the application for such rezoning.
- 3. Application Complete:** Upon receipt of the preliminary plat and supporting data required in this Section, the Zoning Administrator shall certify the application as complete and affix the date of application acceptance on the plat or application form. The Zoning Administrator shall then place the preliminary plat on the agenda for consideration at the first available meeting of the Jefferson County Planning Commission.
- 4. General County Staff and Utility Review:** The Zoning Administrator shall distribute copies of the preliminary plat to the appropriate county departments and agencies and the affected utility companies for review and comment. All general staff and utility review comments shall be coordinated by the Zoning Administrator and shall be forwarded along with a report and recommendation to the Jefferson County Planning Commission.

5. **Jefferson County Planning Commission Review and Action:** The Jefferson County Planning Commission shall conduct a public hearing on the preliminary plat. Notice shall be published once in the official County newspaper 20 days prior to the date of the hearing. In addition, notice of the public hearing on the proposed preliminary plat shall be mailed to all property owners within the notification area of the proposed plat 20 days prior to the date of the hearing. The notification area shall be the same as for a zoning case and the same notification procedures for a zoning case shall be followed. The Jefferson County Planning Commission shall review the preliminary plat for compliance with the provisions of these regulations. After reviewing the preliminary plat based on the objectives and requirements of these regulations, comments from concerned citizens, and the report from the Zoning Administrator, the Jefferson County Planning Commission shall take action on the acceptance, modification or rejection of the preliminary plat. Approval of the preliminary plat by the Jefferson County Planning Commission shall permit the applicant to proceed with the filing of a final plat as described in Section 2-104. The Zoning Administrator shall forward a statement of the action taken by the Jefferson County Planning Commission to the Governing Body. The Governing Body, at its request, may require that it must approve the preliminary plat before the applicant can submit a final plat.
  
6. **Effect of Approved Preliminary Plat:** Approval of the preliminary plat does not constitute final acceptance of the subdivision by Jefferson County. It establishes the overall layout and design of the proposed subdivision and authorizes the applicant to prepare a final plat. Any deviation of the final plat from the intent of the approved preliminary plat as determined by the Jefferson County Planning Commission shall be disallowed and shall cause the reinitiation of the preliminary platting process.

The applicant shall file a final plat application along with the required documents described in Section 2-104 within one (1) year of the approval of the preliminary plat by the Jefferson County Planning Commission and/or Governing Body. Upon failure to do so within the time specified, approval of the preliminary plat is null and void, unless an extension of time, limited to six (6) months, is applied for by the developer and granted by the Jefferson County Planning Commission. An extension shall be granted only once.

#### **2-104 Final Plat:**

1. **Application:** The final platting process is intended to provide a complete surveyed drawing of the subdivision for the purpose of providing a legal record of lots, streets, areas for dedication and easements for future reference and transactions. The final plat submitted may be for all of the property approved in the preliminary plat or may be for only a portion or "phase" thereof. The applicant shall file ten (10) copies of the final plat with the Zoning Administrator along with the additional information required herein.

Said final plat shall be prepared by a registered land surveyor, and so sealed. In addition to the 10 copies, one (1) original final plat shall be submitted at least twenty (20) days prior to the Jefferson County Planning Commission meeting. Said original final plat shall be clearly and legibly drawn to scale and shall contain the information required herein.

2. **Final Plat Contents:** The following information shall be shown on the final plat and attached thereto:
  - A. Items to be Included on the Final Plat:

1. The lines and names of all proposed streets or other ways or easements, and other open spaces intended to be dedicated for public use or granted for use of inhabitants of the subdivision.
2. Lines and names of all adjoining streets within 200 feet.
3. The length of all straight lines, deflection angles, and radii, arcs and central angles of all curves, along the center line and the property lines of each street. All dimensions along the lines of each lot with the true bearings and angles of intersection which they make with each other, and also any other data necessary for the location of any lot line in the field. If more convenient, calculated bearings may be used instead of angles.
4. The location of all building setback lines if proposed more restrictive than the requirements of the applicable Jefferson County Zoning Regulations.
5. Suitable primary control points, approved by the appropriate County or City Engineer, or descriptions and "ties" to such control points, to which all dimensions, angles, bearings, and similar data given on the plat shall be referred. All dimensions shall be shown in feet and decimals of a foot.
6. Location and elevation of a permanent bench mark.
7. The location of all permanent monuments with the distance between them, and sufficient curve data plainly marked. These monuments shall be located at all block corners.
8. Date of preparation, title, north point, and scale shall be included. The title shall include the name of the subdivision under which it is to be recorded. The north point may indicate either the magnetic or true north and shall be so designated on the plat.
9. The boundary of the subdivided tract with courses and distances marked thereon which shall be determined by survey in the field, which shall be balanced and closed, made by a qualified surveyor. The error of closure for a perimeter distance having a length of 10,000 feet or more shall not be more than one (1) in 20,000. For perimeter distances less than 10,000 feet in length, the error of closure shall not be more than one (1) in 10,000.
10. An identification system for all lots and blocks.
11. The certification of the land surveyor making the plat, his seal and signature.
12. The certificate of the County Surveyor.
13. The acknowledgement of a notary.
14. A certification of the Jefferson County Planning Commission showing its approval to the plat.
15. The approval of the Governing Body.

16. The certificate of the Register of Deeds.
17. Signature locations for the owner(s) and all persons holding any encumbrances.
18. Statement by the owner dedicating streets, rights-of-way, and any sites for public use.
19. Such other certificates, affidavits, endorsements, or dedications as may be required by the Jefferson County Planning Commission in the enforcement of these regulations.
20. Purpose for which sites, other than residential lots, are dedicated or reserved.
21. Marginal lines encircling the sheet. All lettering, signatures and seals shall be within this margin.
22. Legal description of the subdivision.

**B. Items Pertaining to the Final Plat:**

1. A certificate which states that the person or persons whose names are signed to this document and/or appear on the final plat are the sole and lawful owners of the property, that the plat is made with their desires, and that they dedicate the areas shown on the plat or as set forth in the document to the perpetual use and ownership by the public for the specific purpose stated therein or thereon. Ownership shall be verified by the Jefferson County Clerk.
2. Certification by the Jefferson County Clerk showing that all due or unpaid taxes have been paid in full.
3. A copy of any restrictive covenants applicable to the subdivision, if any; provided, the developer or subsequent homeowners association shall be responsible for the enforcement of any and all restrictive covenants filed for any subdivision and no provisions of said restrictive covenants shall supersede any restrictions or regulations established by these or any other local or state rules, regulations or laws.
4. Three (3) copies of a properly executed written agreement by the developer to undertake and complete, to the satisfaction of the County, all public improvements required as a condition for approval of the plat. The agreement shall also set out the time limit for the completion of the specified work, the amount of bond or other acceptable surety to be posted as security for satisfactory completion of the work, and the right of the County, in the event the required work is not completed in a proper or timely manner, to perform or complete the work and recover the actual cost thereof from the developer or the developer's sureties. The developer's agreement for public improvements will set out the public improvements required and also set out or incorporate by appropriate references, the plans and specifications for said improvements. The developer's agreement and bond for required



public improvements shall be reviewed and approved as to the form and content by the County Engineer and the County Attorney. The Governing Body may defer the submission of the written agreement until after the final plat has been approved.

3. **Application Complete:** Upon receipt of the final plat, engineering drawings and certification documents required in this Section, the Zoning Administrator shall certify the final plat application as complete. The final plat shall then be placed on the agenda for consideration at the next regular meeting of the Jefferson County Planning Commission that is no less than 10 days after said application or no more than 45 days thereafter.
4. **General County Staff and Utility Review:** The Zoning Administrator shall transmit copies of the final plat, along with the other documents submitted, to the appropriate county departments and agencies, and utility companies as the Administrator deems necessary for review and to assure compliance with the approved preliminary plat. The Zoning Administrator shall serve as final plat coordinator and all review comments shall be directed to such person and forwarded to the Jefferson County Planning Commission along with a report and recommendation.
5. **Jefferson County Planning Commission Review and Action:** The Jefferson County Planning Commission shall review the final plat for compliance with the approved preliminary plat and for completion of all final platting requirements. After consideration, the Jefferson County Planning Commission shall either recommend to the Governing Body to approve or deny the final plat or table for additional information. The Zoning Administrator shall forward a statement of the action taken by the Jefferson County Planning Commission together with the minutes and the original and 8 copies of the final plat to the Governing Body.
6. **Governing Body Review and Action:** Upon recommendation from the Jefferson County Planning Commission, the Governing Body shall take action to approve or disapprove the final plat including the acceptance of street and other public way dedications, service and utility easements, and land dedicated for other public use.
7. **Recording of Final Plat:** The final plat shall be recorded and filed with the Register of Deeds of Jefferson County, Kansas, after approval of the final plat by the Governing Body as required by State law.

**2-105 Final Platting of a Portion of an Overall Preliminary Plat:** An approved overall preliminary plat may be final platted in pieces rather than as a whole, provided the following conditions are met:

1. The decision of the Zoning Administrator to authorize the final platting of only a portion of an approved preliminary plat shall be based upon the advice of the County Engineer as to the feasibility of installing the required improvements.
2. At least one (1) final plat shall be submitted for approval within one (1) year from the date of the approval of the preliminary plat. All final plats for the overall preliminary plat shall be submitted for approval within five (5) years from the date of the approval of the overall preliminary plat. The Zoning Administrator, on application of the developer and after at least one final plat has been recorded, may grant an extension of time to submit additional final plats. Each such extension of time shall be for no more than one (1) year. Failure to complete the next phase of final platting shall result in the voiding of approval of the

preliminary plat and shall require resubmission of a preliminary plat in accordance with the requirements of these regulations and amendments thereto.

3. All steps required for approval of final plats, including the recording of the plat, shall be complied with.

### **2-106 Short Form Plat:**

1. **Application:** A short-form plat procedure is included within these Regulations for the purpose and intent of providing a means of approving a subdivision of land that contains four lots or less and, in all other respects, meets the requirements of these Regulations. As such, a short-form plat shall serve as the final plat of the subdivision.

The submission and approval of a preliminary plat is not required as a prerequisite for a short-form plat approval; provided, that the public hearing requirements outlined herein for preliminary plats shall be applicable and all short-form plats shall be subject to a public hearing. If the proposed subdivision qualifies for a short-form plat, the applicant shall file 10 copies of the plat with the Zoning Administrator along with the additional information required herein.

2. **Short-Form Plat Contents:** A short-form plat must be drawn with waterproof black ink on mylar and must be drawn to a scale of not less than 1" = 100'. In addition, contour information must be provided on a separate drawing to the same requirements as specified in Section 2-103 (2) (b) (2) herein. Except for the above requirements, a short-form plat must meet all of the requirements necessary for the approval of a final plat as stated herein, including but not limited to all bonding requirements.
3. **Short-Form Plat Review and Action:** The review and approval procedures for a short-form plat are the same as specified herein for a final plat, except that a public hearing shall be held in compliance with the requirements and procedures outlined herein for a preliminary plat.

**2-107 Referral to Cities:** In order to protect the area around all incorporated cities within Jefferson County from untimely, premature, or inappropriate development, all proposed preliminary, final and/or short-form plats on any property within the designed notification area of all cities within Jefferson County shall be submitted to said city for official review and recommendation. The notification area for each city shall be mutually agreed upon by said city and Jefferson County. Such area shall not exceed that area a city would be able to include within its Zoning Ordinance as outlined in statute; however, it shall be limited in scope to what can be reasonably serviced by an extension of the city water and/or sewer services. The notification area may be revised by mutual agreement at any time. The Zoning Administrator shall submit the application along with all supporting documentation and any proposed plats, to the appropriate city once the application has been determined to be complete. The application shall not be set for public hearing by the Jefferson County Planning Commission until the expiration of the review and comment period provided herein for said city; however, the required notices may be published to set the public hearing as soon after the expiration of the 30-day review and comment period as is practical.

Said city shall review said proposed preliminary, final and/or short-form plat and, within 30 days of receipt thereof, may submit a written recommendation regarding said application to the Jefferson County Planning Commission; or may appear before the Jefferson County Planning Commission and present its recommendation in person; or may elect to make no comments regarding said

request. Any recommendation submitted may be from either the Planning Commission or the Governing Body, whichever said city so chooses.

Notwithstanding any other provision of these Regulations or of state law; and in addition to all other rights granted to the applicant and to adjoining landowners; in the event a city recommends that a preliminary, final and/or short-form plat proposed within said notification area be denied; then approval of such request shall not be passed except by three-fourths majority vote of the Board of County Commissioners.

AFFIDAVIT  
 Authorization of Contractors or Individuals to Act as Agents of a Landowner  
 COUNTY OF JEFFERSON  
 STATE OF KANSAS

I/We \_\_\_\_\_ and \_\_\_\_\_ being  
 duly sworn, depose and say that we are the owners of said property located at:

And that we authorize the following people or firms to act in our interest with the Jefferson  
 County Planning & Zoning Department for a period of one calendar year from the date of this  
 document. Additionally, all statements herein contained in the information herewith submitted  
 are in all respects true and correct to the best of our knowledge and belief.

Authorized Agents:

Name	Address	Phone

Signed and entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name (Printed): \_\_\_\_\_ Name (Printed): \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

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STATE OF KANSAS )  
 ) ss:  
 COUNTY OF \_\_\_\_\_)

BE IT REMEMBERED, that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me,  
 the undersigned, a Notary Public for the County and State aforesaid, personally appeared to me  
 personally known to be the same person(s) who, having been duly sworn and upon their oath,  
 executed the above and foregoing Affidavit and duly acknowledged the execution of same.

NOTARY PUBLIC: \_\_\_\_\_

My Appt Expires: \_\_\_\_\_

Case Number: \_\_\_\_\_

BP #: \_\_\_\_\_

Professional Review Fee Disclosure  
COUNTY OF JEFFERSON  
STATE OF KANSAS

PROFESSIONAL REVIEW FEES: Resolution No. 2011-016, dated July 11, 2011, provides that the County may require that the applicant pay for “the actual costs of reasonable and necessary technical assistance” for review of an application and that the planning process may result in the assessment of the actual costs of engineering or other professional review, and the applicant agrees to pay same.

Applicant and/or Authorized Agents:

Name	Address	Phone

Signed and entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name (Printed): \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

**FEE SCHEDULE**  
**Effective July 11, 2011**

**SUBDIVISION REGULATIONS FEES**

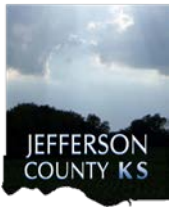
<b>Application for Preliminary/Final Plat Review .....</b>	<b>\$50.00</b>
<b>Application for Short Form Plat .....</b>	<b>\$50.00</b>
<b>Application for Agricultural Lot Split .....</b>	<b>\$50.00</b>
<b>Appeal from decision of Zoning Administrator .....</b>	<b>\$50.00</b>
<b>Application for Rule Exception .....</b>	<b>\$50.00</b>

**Additional Fees:**

The County may cause to be made an investigation of facts bearing on the application necessary to provide information to insure a decision consistent with the intent of the regulations. Such investigation may require the hiring of consultants for review of technical data of the application. **The actual costs of reasonable and necessary technical assistance shall be the responsibility of the applicant and not Jefferson County.**

**NO REFUNDS OF FEES FOR ANY REASON**

**No fee shall be required when a proposed plat or lot split concerns land owned by any Township, City, the County, the State, or the Federal Government; nor any agency, board, or legal entity thereof.**



# Planning & Zoning Department

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## Jefferson County Planning Commission Schedule for Application Deadlines 2019

*PLEASE CONTACT THE PLANNING & ZONING OFFICE TO DISCUSS INITIAL REVIEW MEETINGS*

All meetings are scheduled for the fourth Monday of each month and the application deadline will be on the Thursday six weeks prior to the scheduled Planning Commission meeting unless otherwise noted. All Planning Commission meetings take place in the Jefferson County Courthouse at 7pm, unless otherwise published.

Application Deadline	Planning Commission Meeting Date
December 20, 2018	January 28, 2019
January 17, 2019	February 25, 2019
February 14, 2019	March 25, 2019
March 14, 2019	April 22, 2019
April 18, 2019	<b>*May 28, 2019</b>
May 16, 2019	June 24, 2019
June 13, 2019	July 22, 2019
July 18, 2019	August 26, 2019
August 15, 2019	September 23, 2019
September 19, 2019	October 28, 2019
October 17, 2019	November 25, 2019
November 14, 2019	<b>*December 30, 2019</b>
December 12, 2019	January 27, 2020

**\*Dates of meetings changed because they fell on Memorial Day and the day before Christmas Eve.**