



JUNCTION CITY /MILFORD/GEARY COUNTY

Instructions for Final Plat

1. Prior to submission of a **final plat**, the applicant shall hold a pre-application conference with the Zoning Administrator. The purpose of the pre-application conference is to review the proposed plat, the requirements of the Subdivision Regulations, and the procedures to be followed in submitting the plat for approval. No statements or commitments given by either the applicant or the Zoning Administrator shall be binding or taken as an assurance of approval. (See *Subdivision Regulations for: Junction City, Title IV, Chapter 455; Geary County, Article II; Milford, Article II*)
2. The application must be completely filled in before it can be filed. Portions of the form that are not applicable shall be marked N/A. All applications must be signed by the owner or his duly authorized agent. If the application is signed by an agent, written authorization from the property owner must be submitted naming the agent and that the owner is aware and approves the requested platting.
3. The application, copies of the plat and the filing fee shall be filed with the Zoning Administrator by the calendar deadline date to be on the next agenda for the Metropolitan Planning Commission. An incomplete application cannot be accepted.
4. A list of the names and mailing addresses will be requested by the Planning Department from the Assessor's Office of all property owners within a distance of:
 - A. two hundred (200) feet of the boundaries of the property included within the application for land within the City of Junction City.
 - B. one thousand (1,000) feet of the boundaries of the property included in the application for land in the unincorporated portion of Geary County.

As required by the subdivision regulations for Geary County and the City of Milford, these property owners will be mailed a Property Owner Notification letter advising them of the plat proposal and the planning commission meeting date.

5. The applicant shall provide a copy of a paid receipt or statement from the Geary County Treasurer showing property taxes paid in full for the property in question.
6. The application shall be accompanied by _____ paper copies of the proposed final plat, and an electronic version of the proposed final plat in pdf format.
7. The filing fee for a final plat shall be \$100.00 plus \$2.00 per lot.