



# Final Plat Submittal Requirements

## Development Services

Planning & Community  
Development Division

300 W. Ash, Suite 201  
Salina, KS 67401

785-309-5720

Once you have all of the required items ready for submittal please call to make an appointment for a “Pre-application meeting”. These meetings are typically scheduled on Fridays and can be on or before the filing deadline.

A Planning staff person will meet with you, review the documents and the application with the goal of confirming a complete submittal and then will advise you regarding the tentatively scheduled Planning Commission agenda date and details of further action required prior to that date.

Please do not simply drop off your drawings at the front desk..

A final plat can be filed once a preliminary plat has been approved by the Planning Commission. The following items are required for submittal of a final plat to the City of Salina:

1. A completed and signed application form (PLF-058)
2. Payment of the required filing fee
3. 10 - 24” x 36” copies of the Plat (including 2 - 11” x 17” reductions)

Plat shall include the following information:

- Name of Subdivision
- Vicinity Map
- Legal Description of Property
- Perimeter boundary lines
- ROW lines, easements, lot lines w/ dimensions
- Boundary and Block Corners Monumented
- Exterior Boundary Closure Calculations
- Quarter Section Corner Referenced
- Dedications and Reservations Designated
- Date of Plat, North Arrow, Scale
- Covenants Submitted and Signed
- Lots and Blocks Numbered
- Restrictions Lettered on Plat
- Flood Hazard Area Delineated and Noted
- Plat Certificates for Signature



**Now you are ready to call for a pre-application appointment!**