



Preliminary Plat Submittal Requirements

Development Services

Planning & Community
Development Division

300 W. Ash, Suite 201
Salina, KS 67401

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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 drawings at the front desk.

The following items are required for submittal of a preliminary plat to the City of Salina:

1. A completed and signed application form
2. Payment of the required filing fee
3. 13 - 24” x 36” copies of the Plat (14 if located outside city limits) -

Plat shall include the following information:

- Name of Subdivision
- Legal owner(s) of property
- Existing R/W, easements, covenants
- Vicinity Map
- Surveyor, engineer and/or architect
- Legal description of property
- Property lines and adjoining ownership
- Existing and proposed streets, with street names
- Existing buildings and utilities
- Proposed water and sewer facilities
- Proposed drainage plan
- Potential street and drainage system
- Physical features and 2’ contours
- Proposed lots and dimension
- Proposed dedications and reservations
- Date of plat, north arrow, scale
- Front yard setback lines
- Number of lots and blocks
- Location and purpose of easements
- Exterior boundary closure calculations

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

