

# Instructions for a Preliminary Plat Application

## Questions?

**Please call the City Center at 234-4203:**

- Dan Jochum, AICP, Planning Director
- Bonnie Baumetz, Planning Coordinator



- ✓ Cost is **\$400.00 plus \$10.00 per each lot**, plus recording fees
- ✓ Please submit all required information at the time of application

**Section 153.20 - Sketch Plan Data - The subdivider shall provide the Planning Commission with the following information:**

- Site location
- Rough sketch showing general shape, adjacent roadway, waterways, and other significant features
- Type of development proposed/Comprehensive Plan Review/Utility Capacity Review
- Preliminary road layout and lot arrangement with proposed lot sizes
- All contiguous property under the same ownership proposed for future development

**Section 153.35 - Preliminary Plat Data - The Preliminary Plat shall include the following information:**

- |   |  |
|---|--|
| <input type="checkbox"/> Scale 100'/1" or larger                        | <input type="checkbox"/> Name of subdivision and owner               |
| <input type="checkbox"/> Location of Subdivision(legal)                 | <input type="checkbox"/> Date of preparation, graphic scale, N↑      |
| <input type="checkbox"/> Acreage & boundary lines                       | <input type="checkbox"/> Existing and proposed easements             |
| <input type="checkbox"/> Adjacent lot & easement locations & dimensions | <input type="checkbox"/> Lot lines, numbers & approximate dimensions |
| <input type="checkbox"/> Park, outlot or other related sites            | <input type="checkbox"/> Minimum building setback lines              |
| <input type="checkbox"/> Previous plat information (if applicable)      | <input type="checkbox"/> Registered Land Surveyor certification      |

**UTILITY PLAN:**

- Utilities on & off-site showing proposed connections to existing systems
- Types of material and sizes of all utilities
- Location of sanitary & storm sewer, watermain, manholes, catch basins, hydrants, on-site detention ponding
- Approximate manhole and catch basin rim and invert elevations
- Direction of sewer flow and all required utility easements

**GRADING PLAN:**

- Existing and proposed contours at 2' intervals ( not based on aerial photograghy)
- Existing and proposed surface water drainage on and off-site
- Emergency overflow/flood protection provisions
- Provisions to protect woodland and wetland areas
- Street grades, elevations at grade breaks, elevations of adjacent roadways
- Proposed garage slab and lowest floor elevations on each lot ( walkout locations, lowest floor, garage floor, first floor) or type of structure allowed on lot (ie W/O, L/O, FB,SE)
- Floodway, Flood Fringe Boundaries and 100 year flood elevations
- Copies of proposed deed restrictions, if any (restrictive covenants)

**ADDITIONAL INFORMATION:**

- Statement of proposed land use, number of dwelling units
- Location Map

**PRELIMINARY PLAT APPLICATION**  
**City of Hutchinson**

**Date Filed:** \_\_\_\_\_

I/We as \_\_\_ owner(s), \_\_\_ lessee(s), \_\_\_ option holder(s), \_\_\_ other: \_\_\_\_\_ of  
the property described as \_\_\_\_\_

do request that the City Council give \_\_\_ Preliminary and/or \_\_\_ Final approval to the attached plat, consisting of  
\_\_\_\_\_ lots. The subdivision is to be known as: \_\_\_\_\_

City Parcel ID No: \_\_\_\_\_ County Parcel ID No.: \_\_\_\_\_

Land Registered?: \_\_\_ Yes \_\_\_ No                      \_\_\_ Abstract or \_\_\_ Torrens

**OWNER**

**SUBDIVIDER**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Land Planner/Engineer: \_\_\_\_\_

Method of meeting Parks and open Space Requirements (land dedication, cash payment, etc.): \_\_\_\_\_

**Assessment Search** is required. (**Refer to fee schedule.**) If assessments are on existing property, I request the  
assessments be split as follows:     Acre     Front Foot     Square Foot  
 Assessments have been or will be paid in full by applicant prior to recording.

Signature of Property Owner: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**NOTE:            Copies of the Plat Map providing all information required by the City of Hutchinson Subdivision  
                         Regulations shall accompany this application.**

**To be completed by Staff:**

Fee: \$ \_\_\_\_\_

Paid \_\_\_/\_\_\_/\_\_\_

Number of Copies of Plat: \_\_\_\_\_