

Instructions for a Final Plat Application

Questions?

Please call the Planning Department at 234-4203:

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



- ✓ Cost is \$ 200.00, plus \$10.00 per lot
- ✓ Please submit all required information at the time of application

FINAL PLAT

- _____ Ten (10) paper copies of the final plat including 10 reduced copies, subdivision agreement, street profiles and other plans are submitted to the Zoning Administrator by the subdivider
- _____ Engineer reviews the plat and, if satisfactory, forwards to the Planning Commission
- _____ Planning Commission forwards its recommendations and the plat to the City Council
- _____ City Council acts on final plat and subdivision agreement (approval-disapproval-modifications) Upon approval, developer submits the 2 full size mylar copies and **one (1) 11"x 17" mylar copy of the final plat and AutoCAD "DXF" File**
- _____ City signs plats and returns to the subdivider for recording
- _____ City forwards signed subdivision agreement to the McLeod County Courthouse for recording. Recording of the agreement is at the expense of the subdivider.
- _____ Subdivider shall record the plat with the County Recorder within 270 days of approval, or the plat shall become void

Section 153.50 Final Plat Data - The Final Plat shall include the following information:

The final plat shall be prepared at a scale of 1" = 100' in the following numbers: Ten (10) paper copies and 10 reduced copies; When approved by the City, the following shall be submitted: One (1) mylar reproducible stamped "City Copy", signed; one (1) mylar reproducible; and **one 11"x 17" reproducible mylar and AutoCAD "DXF" file**. The Final Plat shall be prepared on sheets 20" wide and 30" in length with a 2" border line and a □" top, bottom and right border line.

- Data to describe the land - dimensions, angles, bearings to describe boundaries
- Streets, easements, areas reserved for public purpose and other important features
- Name and right-of-way width of streets, highways, easements
- Lot numbers, lot lines, and dimensions
- Purpose for which sites, other than residential lots, are dedicated or reserved
- Location of rivers, streams, creeks, lakes, ponds, and swamps
- Location and description of monuments
- Names and location of adjoining subdivision, streets and unplatted property
- Certification on plat of title showing that the applicant is the owner and a statement by such owner dedicating street, rights-of-way, and any other sites for public use
- Certification on plat by surveyor as to the accuracy of survey and plat
- Certification on plat by the City Administrator that the plat has been approved for recording in the office of the County Recorder
- Submit Title Opinion or Title Commitments

- Cross sections, profiles and grades of streets, curbs, gutters and sidewalks showing in-street utilities, drawn to standard scales and elevations
- Protective covenants
- Letters of approval of highway access points and service roads from the MnDOT Commissioner, the County Engineer and the DNR if applicable

FINAL 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.): _____

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: _____