

# **Instructions for a Final Plat Application**

## **Questions?**

**Please call the Planning Department at 234-4203:**



- ✓ Cost is \$ 250.00, plus \$10.00 per lot
- ✓ Please submit all required information at the time of application

## FINAL PLAT

- \_\_\_\_\_ A copy of the final plat, subdivision agreement, street profiles and other plans are submitted to the Planning Director by the subdivider
- \_\_\_\_\_ Planning Director 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 **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: When approved by the City, the following shall be submitted: One (1) mylar reproducible stamped "City Copy", signed; one (1) mylar reproducible; **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  $\square$ " 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: \_\_\_\_\_