

# Instructions for a Preliminary Plat Application

## Questions?

Please call the City Center at 234-4203:



- ✓ Cost is **\$500.00 plus \$10.00 per each lot**, plus recording fees
- ✓ Assessment search is needed (\$30.00)
- ✓ Please submit all required information at the time of application

**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: \_\_\_\_\_