

Instructions for a Preliminary Plat Application

Questions?

Please call the City Center at 234-4203:



- ✓ Cost is **\$450.00 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

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 photograpy)
 - 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

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

SUBDIVISION REGULATIONS SECTION 153, HUTCHINSON MUNICIPAL CODE

Plat Review Checklist

Description

SKETCH PLAN: Subdividers may prepare a sketch plan for review by the Planning Commission. The sketch will be considered for informal discussion, only. No fee is required. The submission of a sketch plan does not constitute formal filing of a plan with the City. The Planning Commission will inform the subdivider of the extent to which the plan conforms to the Comprehensive Plan, design standards of this and other ordinances of the City, County, and State, and will discuss possible modification necessary to secure approval of the plan.

_____ Sketch Plan submitted with all required sketch plan data

PRELIMINARY PLAT

- _____ Advisory meeting with City planning staff and subdivider
- _____ Preliminary Plat submitted with all required preliminary plat data
- _____ Plat review charge submitted - platting fee
- _____ Preliminary Plat data
- _____ Submit preliminary plat to MnDOT if property abuts a state highway/County Engineer if abutting a County Hwy; and DNR if in shoreland
- _____ Subdivider submits 10 copies of the Preliminary Plat Data include 10 reduced copies
- _____ Zoning Administrator, City Engineer and planning staff review the plat
- _____ City department heads, City Attorney and utilities review the preliminary plat
- _____ Approval issued by the City Engineer
- _____ Letter of recommendation submitted by the City Forester
- _____ Title opinion or insurance title binder submitted by the owner/developer to the City Attorney for review
- _____ City submits plat to the County Recorder for review
- _____ Developer provide letter of credit or performance bond (100% of project cost)
- _____ City will disclose expenditure to complete infrastructure improvement
- _____ Public Hearing notice published in newspaper & sent to adjoining property owners
- _____ Planning Commission holds public hearing; recommends approval-disapproval-modifications to City Council
- _____ City Council meeting is held (approval-disapproval-modifications)
- _____ City Staff drafts subdivision agreement and forwards to developer for signature(s)

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: _____