

Instructions for a Preliminary Plat Application



- ✓ Cost is **\$600.00 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

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

Name: _____

Address: _____

Phone: _____

Cell Phone: _____

Fax No.: _____

E-mail Address: _____

SUBDIVIDER

Name: _____

Address: _____

Phone: _____

Cell Phone: _____

Fax No.: _____

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: _____