

# 2017 SUBDIVISION VARIANCE APPLICATION



**CITY OF HUTCHINSON**  
**Planning and Development Department**  
125 E. Avenue B, Hutchinson, KS 67501  
620-694-2639 phone ~ 620-694-2673 fax

## FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ CASE #: \_\_\_\_\_ FEE (\$165): \_\_\_\_\_

## PROJECT INFORMATION

Name of the Proposed Subdivision \_\_\_\_\_

Approximate Address \_\_\_\_\_

Legal Description of land to be subdivided  
\_\_\_\_\_  
\_\_\_\_\_

Applicant \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Agent Information \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Surveyor/Engineer/Architect (attach additional pages, if needed)

\_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

- Completed Subdivision Variance Application.
- 5 folded, full-size copies of the Preliminary Plat with the proposed variance from the subdivision regulations annotated.
- 1 electronic version (PDF) of the Preliminary Plat submitted via Email to [Charlene@hutchgov.com](mailto:Charlene@hutchgov.com).
- \$165 application fee.
- Proof of Taxes and Special Assessments; and Certification from the Reno County Treasurer that all Taxes and Assessments are paid.
- Copy of the deed (available from the Reno County Register of Deeds).



**PURPOSE AND FACTORS**

This request is for a variance from the requirements of Section 9-\_\_\_\_\_ of the *Hutchinson Subdivision Regulations*.

The following factors are considered by the Planning Commission when reviewing a request for a subdivision variance. Please complete sections 1 through 4 below. Attach additional pages, if desired.

1. The granting of the variance will not be detrimental to the public health, safety or welfare or injurious to other property or improvements in the neighborhood where the subdivision is located:

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2. The request for a variance is based on the following conditions, which are unique to the property and are not generally applicable to other property in the vicinity:

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3. Because of the particular physical surroundings, shape or topographical conditions of the subject property, the following extraordinary hardship to the owner would result, as distinguished from a mere inconvenience, if the standards of the Subdivision Regulations were applied:

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4. Will the subdivision variance cause the need for variances from the zoning regulations, comprehensive plan, official street classification map or other adopted plan or regulation of the city?

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**SUBDIVISION VARIANCE APPLICATION PROCESS**

1. Submit the completed **Subdivision Variance Application** and all required supporting materials to the Planning and Development Department in accordance with the application deadlines on page 4. The Subdivision Variance Application shall be submitted in conjunction with a Preliminary Plat application.
2. Following receipt of a complete **Subdivision Variance Application**, planning staff will:
  - a. Set date a date for a meeting with the Planning Commission.
  - b. Transmit application materials to the Development Review Committee (DRC) for their review.
  - c. The DRC will meet to discuss the project and provide written comments to the applicant. Based upon the comments received, revised plans may be required. Revised plans, once received, will be routed to the DRC for final comment.
3. In accordance with the attached schedule, the Planning Commission will review the Subdivision Variance application at the same time as the Preliminary Plat application. The Planning Commission may approve, approve with conditions, approve with modifications or deny the subdivision variance.
4. If the Planning Commission approves the subdivision variance, the applicant may prepare a final plat application incorporating the subdivision variance. The final plat drawing shall contain a record of the subdivision variance, including the nature of the variance, the date granted and the case number.
5. If the Planning Commission denies the subdivision variance, the applicant shall, dependent upon the nature of the variance request, prepare a revised preliminary plat that meets the requirements of the Subdivision Regulations.

**UNDER NORMAL CIRCUMSTANCES, A MINIMUM OF 34 DAYS IS REQUIRED FROM SUBMITTAL OF A COMPLETED APPLICATION TO THE FINAL DECISION.**

We, the undersigned, hereby authorize the submittal of this application and associated documents and certify that all the information contained therein is true and correct.  
(Signatures of property owners)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**Subdivision Variance Application**

**Submittal Deadlines and Meeting Schedule**

<b>Subdivision Variance Application Deadline 12:00 p.m.</b>	<b>Development Review Committee Meeting 8:30 a.m. (For Committee Members Only)</b>	<b>Planning Commission Meeting 5:00 p.m.</b>
January 4, 2017	January 10, 2017	February 7, 2017
January 18, 2017	January 24, 2017	February 21, 2017
February 1, 2017	February 14, 2017	March 7, 2017
February 15, 2017	February 28, 2017	March 21, 2017
February 22, 2017	March 14, 2017	April 4, 2017
March 8, 2017	March 28, 2017	April 18, 2017
March 29, 2017	April 11, 2017	May 2, 2017
April 12, 2017	April 25, 2017	May 16, 2017
April 26, 2017	May 9, 2017	June 6, 2017
May 10, 2017	May 23, 2017	June 20, 2017
June 1, 2017	June 13, 2017	July 5, 2017
June 14, 2017	June 27, 2017	July 18, 2017
June 28, 2017	July 11, 2017	August 1, 2017
July 12, 2017	July 25, 2017	August 15, 2017
July 26, 2017	August 8, 2017	September 5, 2017
August 9, 2017	August 22, 2017	September 19, 2017
August 30, 2017	September 12, 2017	October 3, 2017
September 13, 2017	September 26, 2017	October 17, 2017
October 4, 2017	October 10, 2017	November 7, 2017
October 18, 2017	October 24, 2017	November 21, 2017
October 25, 2017	November 14, 2017	December 5, 2017
November 8, 2017	November 28, 2017	December 19, 2017
November 29, 2017	December 12, 2017	January 2, 2018
December 13, 2017	December 26, 2017	January 16, 2018
January 3, 2018	January 9, 2018	February 6, 2018
January 17, 2018	January 23, 2018	February 20, 2018

**PLEASE NOTE:**

**The applicant or agent must be present at the scheduled Planning Commission meeting. If the applicant is not present, the item will not be considered.**