



2017 PRELIMINARY PLAT PRE-SUBMITTAL CONSULTATION APPLICATION

FOR OFFICE USE ONLY		
DATE RECEIVED: _____	CASE #: _____	FEE PAID: <u>No fee required.</u>

PROJECT INFORMATION

Name of the Proposed Subdivision _____

Approximate Address _____

Applicant

Name _____ Company _____

Mailing Address _____

Phone _____ E-Mail _____

Property Owner

Name _____

Mailing Address _____

Phone _____ E-Mail _____

Surveyor/Engineer/Architect/Agent (Attach additional pages, if needed.)

Name _____ Company _____

Mailing Address _____

Phone _____ E-Mail _____

SUMMARY OF SITE CHARACTERISTICS

1. Zoning _____
2. Flood Zone _____
3. Soil Characteristics _____
4. Existing or Proposed Covenants & Restrictions _____ (None) _____ (Yes, see attached)
5. Availability of Utilities and other Public Facilities _____

SUBMITTAL REQUIREMENTS

- Completed Pre-Submittal Consultation Application.
- 5 folded, full-size copies of a Conceptual Drawing for the plat.
- 1 electronic version (PDF) of the Conceptual Drawing submitted via Email to: Charlene@Hutchgov.com.

PLAT APPLICATION PROCESS

1. Submit the **Preliminary Plat Pre-Submittal Consultation Application** along with all required supporting materials within the timelines provided on Page 3 of this application.
2. A Pre-Submittal Consultation meeting will be held with the applicant, applicant's agents and City Staff.
3. Written feedback from the consultation meeting will be provided to the applicant.
4. Following receipt of the written feedback from the Pre-Submittal Consultation meeting, a Preliminary Plat application may be filed.

UNDER NORMAL CIRCUMSTANCES, A MINIMUM OF 12 DAYS IS REQUIRED FROM SUBMITTAL OF THE PRE-SUBMITTAL CONSULTATION APPLICATION AND PROVISION OF FEEDBACK TO THE APPLICANT. UNLESS APPROVED BY THE DIRECTOR OF PLANNING AND DEVELOPMENT, PRE-SUBMITTAL CONSULTATION IS REQUIRED PRIOR TO COMMENCEMENT OF THE PLATTING PROCESS. (SEE SEC. 9-602 OF THE CITY OF HUTCHINSON SUBDIVISION REGULATIONS.)

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

Pre-Submittal Consultation & Preliminary Plat Application
Submittal Deadlines and Meeting Schedule

Pre-Submittal Consultation Application Deadline 12:00 p.m.	Pre-Submittal Consultation Meeting 9:00 a.m.	Preliminary Plat Application Deadline 12:00 p.m.	Development Review Committee Meeting 8:30 a.m. (For Committee Members Only)	Planning Commission Meeting 5:00 p.m.
January 11, 2017	January 20, 2017	February 1, 2017	February 14, 2017	March 7, 2017
January 25, 2017	February 3, 2017	February 15, 2017	February 28, 2017	March 21, 2017
February 8, 2017	February 17, 2017	February 22, 2017	March 14, 2017	April 4, 2017
February 22, 2017	March 3, 2017	March 8, 2017	March 28, 2017	April 18, 2017
March 8, 2017	March 17, 2017	March 29, 2017	April 11, 2017	May 2, 2017
March 22, 2017	March 31, 2017	April 12, 2017	April 25, 2017	May 16, 2017
April 12, 2017	April 21, 2017	April 26, 2017	May 9, 2017	June 6, 2017
April 26, 2017	May 5, 2017	May 10, 2017	May 23, 2017	June 20, 2017
May 10, 2017	May 19, 2017	June 1, 2017	June 13, 2017	July 5, 2017
May 24, 2017	June 2, 2017	June 14, 2017	June 27, 2017	July 18, 2017
June 7, 2017	June 16, 2017	June 28, 2017	July 11, 2017	August 1, 2017
June 21, 2017	June 30, 2017	July 12, 2017	July 25, 2017	August 15, 2017
July 12, 2017	July 21, 2017	July 26, 2017	August 8, 2017	September 5, 2017
July 26, 2017	August 4, 2017	August 9, 2017	August 22, 2017	September 19, 2017
August 9, 2017	August 18, 2017	August 30, 2017	September 12, 2017	October 3, 2017
August 23, 2017	September 1, 2017	September 13, 2017	September 26, 2017	October 17, 2017
September 13, 2017	September 22, 2017	October 4, 2017	October 10, 2017	November 7, 2017
September 27, 2017	October 6, 2017	October 18, 2017	October 24, 2017	November 21, 2017
October 11, 2017	October 20, 2017	October 25, 2017	November 14, 2017	December 5, 2017
October 25, 2017	November 3, 2017	November 8, 2017	November 28, 2017	December 19, 2017
November 8, 2017	November 17, 2017	November 29, 2017	December 12, 2017	January 2, 2018
November 22, 2017	December 1, 2017	December 13, 2017	December 26, 2017	January 16, 2018
December 13, 2017	December 22, 2017	January 3, 2018	January 9, 2018	February 6, 2018

PLEASE NOTE:

The applicant or agent must be present at the scheduled Pre-Submittal Consultation Meeting. If the applicant is not present, there will be delays to the above-listed schedule.