



# 2017 FINAL PLAT APPLICATION

<b>FOR OFFICE USE ONLY</b>		
<b>DATE RECEIVED:</b> _____	<b>CASE #:</b> _____	<b>FEE:</b> _____
		(1-4 Lots = \$40.00)
		(5 or more lots = \$40.00 + \$15 per lot)
		(Preliminary/Final Plat Combined = \$120)

## PROJECT INFORMATION

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

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

**Legal Description of land to be subdivided** (Attach additional pages, if needed.)  
\_\_\_\_\_  
\_\_\_\_\_

### **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 \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

- Completed **Final Plat Application**. (See **Final Plat Design Requirements**, attached.)
- Final Plat **Application Fee**: 1-4 lots = \$40.00  
5 or more lots = \$40.00 plus \$15.00 per lot  
Preliminary/Final Plat Combined = \$120.00
- 5 folded, full-size copies of the Final Plat**.
- 5 folded, full-size copies of Final Landscaping Plans** for all drainage basins, holding ponds, and subdivision buffers.



- 1 electronic version (PDF) of the Final Plat and Final Landscaping Plans** submitted via Email to: [Charlene@Hutchgov.com](mailto:Charlene@Hutchgov.com).
- Signed letter from the Reno County Treasurer** certifying that all taxes and special assessments for the property have been paid.
- 1 copy of the **Final Drainage Study**, including Water Quality (if applicable).
- 1 copy of the **Restrictions and Covenants** (if proposed for the subdivision).
- 2 copies of **Construction Drawings**, including water, sewer and street plans.
- 2 copies of **Engineering Cost Estimates** for public improvements.
- 2 copies of **Draft Petitions**, if special assessments are requested.
- 1 copy of a **Current Title Report**, if more than 6 months have elapsed since the preliminary plat was approved.
- 1 copy of the **Warranty Deed**, if ownership has changed since the preliminary plat was approved.

**FOLLOWING FINAL PLAT APPROVAL BY THE PLANNING COMMISSION, THE FOLLOWING ITEMS SHALL BE SUBMITTED A MINIMUM OF 14 DAYS PRIOR TO THE CITY COUNCIL MEETING:**

- Director of Engineering approval of Construction Drawings and Cost Estimates.**
- Assurance for construction or installation of required improvements**, such as a surety bond, letter of credit, escrow of funds, property escrow, public agency financing.
- Signed and Notarized Mylar.**
- Proof of Paid Taxes and Special Assessments** (Receipts or statements from the Reno County Treasurer).
- Check for recording fee in the amount of \$26.00 per Final Plat Mylar page made payable to the Reno County Register of Deeds.**
- Other documentation**, as required by the Planning Commission or City Staff.

**FINAL PLAT APPLICATION PROCESS**

1. Following Preliminary Plat approval by the Planning Commission, submit the **Final Plat Application and all required supporting materials** to the Planning and Development Department in accordance with the application deadlines on Page 5 of this application. Incomplete applications will not be processed by the City. Submittal of an incomplete application will result in delays for the applicant.
2. Following receipt of a complete Final Plat Application, planning staff will:
  - a. Set date a date for a public meeting before the Hutchinson Planning Commission.
  - b. Transmit application materials to the Development Review Committee (DRC) for their review.
  - c. Discuss the project with the DRC and provide written comments to the applicant. Based upon the comments received, revised plat drawings may be required. Revised plats, once received, will be routed to the DRC for final comment.
3. **Submission of Technical Studies.** The Director of Planning and Development and/or the Director of Engineering may require applicants for preliminary and final plats to submit such technical studies as may be necessary to enable the Planning Commission or City Council to evaluate the application. Examples of technical studies that may be required include, but are not limited to: traffic studies, engineering studies, geologic or hydrogeologic studies, flood studies, noise studies, drainage studies, market studies or economic impact reports. The preparer of said studies shall be subject to the approval of the Director of Planning and Development and the Director of Engineering, and all costs of preparation shall be borne by the applicant. Any decision by the Director of Planning and Development and the Director of Engineering to require a technical study or disapprove a selected preparer may be appealed to the Planning Commission. The Planning Commission decision shall be final.

Should the Planning Commission or the City Council determine that a technical study is needed in order to fully evaluate a subdivision application, said study may be required prior to taking action on the subdivision application. The selection of preparer shall be approved by the requesting body. The decision by the Planning Commission or City Council to require a technical study or disapprove a preparer shall be final.

4. **The Planning Commission will conduct a public meeting to review the Final Plat**, typically in accordance with the attached schedule. The Planning Commission will make a recommendation to the City Council. The Planning Commission may recommend approval of the Final Plat, approval of the Final Plat with modifications, denial of the Final Plat, or may table the item to the next meeting pursuant to obtaining additional information or studies as may be required. No final plat shall be tabled more than twice unless the applicant consents to extend or waive the 60-day limit to act upon the final plat, as required under KSA 12-752(b). The Planning Commission may approve the final plat on the condition that the Director of Engineering Department approve the construction drawings prior to the final plat moving forward to City Council, provided that the applicant agrees to extend or waive the 60-day limit to act upon the final plat, as required under KSA 12-752(b).
5. **If the Final Plat is approved by the Planning Commission**, the applicant must submit any remaining, required application materials to the City a minimum of 14 days prior to the City Council meeting. The Final Plat will then be forwarded to the City Council for final approval and acceptance. The attached schedule is optimal and assumes that all required construction drawings, studies, and financing have been submitted and approved by the appropriate City Departments. Subdivisions requesting special assessments will require additional time for approval, as the City Finance Director must certify the petitions and prepare resolutions. **If the Final Plat is denied by the Planning Commission**, the applicant will be given a written explanation detailing the reasons for the denial and the final plat will not be forwarded to City Council. The applicant may, within 90 days of a denial by the Planning Commission, file a revised final plat addressing the denial conditions without having to file a new application.
6. **The City Council will review the Final Plat**. The City Council may approve the plat, approve the plat with conditions, or deny the plat. A denial shall constitute a reversal of the Planning Commission decision of approval. The City Council shall render a decision on the Final Plat within 30 days following the first meeting of the City Council after the date of the submission of the approved final plat and all supporting documents. The City Council may defer action for an additional 30 days for the purpose of allowing for modifications to comply with the requirements established by the City Council.
7. **Following City Council approval of the Final Plat and acceptance of all dedications of easements, public property and other items**, City staff will obtain signatures of officials and take the Final Plat Mylar, along with the recording fee and proof of paid taxes and special assessments, to the Reno County Register of Deeds for recordation. Please allow a minimum of 3 working days for plat recordation.
8. **If the City Council denies the final plat** and the applicant wants to apply for a new subdivision on the same property, this will be considered a new case file, with a new application, application fee and supporting documents required. Applicants must wait a minimum of one year from the date of denial prior to submitting a new application for properties where a final plat has been denied.
9. **Building permits may be obtained** from the City following recording of the final plat and once all infrastructure is in place (including but not limited to roads, stormwater, and water and sewer requirements). This requirement may be waived by the Director of Engineering based on the scope of the project.

**UNDER NORMAL CIRCUMSTANCES, A MINIMUM OF 48 DAYS IS REQUIRED FROM SUBMITTAL OF A COMPLETED APPLICATION TO THE FINAL DECISION.**



**Planning and Development Department**

125 E. Avenue B, Hutchinson, KS 67501

(620) 694-2639 Fax: (620) 694-2673

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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

## Final Plat Application

### Submittal Deadlines and Meeting Schedule

<b>Final Plat Application Deadline</b>	<b>Development Review Committee Meeting 8:30 a.m. (For Committee Members Only)</b>	<b>Planning Commission Meeting 5:00 p.m.</b>	<b>Earliest City Council Meeting* 9:00 a.m.</b>
November 30, 2016	January 10, 2017	January 3, 2017	January 17, 2017
December 14, 2016	January 24, 2017	January 17, 2017	February 7, 2017
January 4, 2017	February 14, 2017	February 7, 2017	February 21, 2017
January 18, 2017	February 28, 2017	February 21, 2017	March 7, 2017
February 1, 2017	March 14, 2017	March 7, 2017	March 21, 2017
February 15, 2017	March 28, 2017	March 21, 2017	April 4, 2017
February 22, 2017	April 11, 2017	April 4, 2017	April 18, 2017
March 8, 2017	April 25, 2017	April 18, 2017	May 2, 2017
March 29, 2017	May 9, 2017	May 2, 2017	May 16, 2017
April 12, 2017	May 23, 2017	May 16, 2017	June 6, 2017
April 26, 2017	June 13, 2017	June 6, 2017	June 20, 2017
May 10, 2017	June 27, 2017	June 20, 2017	July 5, 2017
June 1, 2017	July 11, 2017	July 5, 2017	July 18, 2017
June 14, 2017	July 25, 2017	July 18, 2017	August 1, 2017
June 28, 2017	August 8, 2017	August 1, 2017	August 15, 2017
July 12, 2017	August 22, 2017	August 15, 2017	September 5, 2017
July 26, 2017	September 12, 2017	September 5, 2017	September 19, 2017
August 9, 2017	September 26, 2017	September 19, 2017	October 3, 2017
August 30, 2017	October 10, 2017	October 3, 2017	October 17, 2017
September 13, 2017	October 24, 2017	October 17, 2017	November 7, 2017
October 4, 2017	November 14, 2017	November 7, 2017	November 21, 2017
October 18, 2017	November 28, 2017	November 21, 2017	December 5, 2017
October 25, 2017	December 12, 2017	December 5, 2017	December 19, 2017
November 8, 2017	December 26, 2017	December 19, 2017	January 2, 2018
November 29, 2017	January 9, 2018	January 2, 2018	January 16, 2018
December 13, 2017	January 23, 2018	January 16, 2018	February 6, 2018
*Assumes all required studies, bonds, construction drawings, etc. have been submitted and approved.			

\*The Final Plat will not be considered by City Council until all supporting cost estimates and engineered drawings are submitted and approved, the financial guarantee is in place, petitions for benefit districts, if needed, are properly prepared and submitted for City Council consideration, and the Final Plat Mylar and recording fee are provided.

**PLEASE NOTE:**

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



# FINAL PLAT DESIGN REQUIREMENTS

Updated 4/8/2016

The following items are required for the final plat. Numbers correspond with those on the example final plat.

## RENO COUNTY SUBDIVISION REQUIREMENTS RESOLUTION NO. 2014-52

1. <b>Scale.</b>	<input type="checkbox"/> Prepared at a scale of: 1" = 60' or 1" = 100' <input type="checkbox"/> For areas > 100 acres, scale may be increased to: 1" = 200' <input type="checkbox"/> All phases of a phased subdivision shall be drawn at the same scale.
2. <b>North arrow.</b>	
3. <b>Lettering on the plat is legible.</b>	
4. <b>Legend.</b>	
5. <b>Angles, bearings, or azimuths (Closure Table).</b>	
6. <b>Basis of bearings or azimuths.</b> Note and/or label the basis line	
7. <b>Monument notation.</b> Notation indicating which monuments were found and which were set.	
8. <b>Monument identification.</b> Monuments identified as to size and type.	
9. <b>Monument reference.</b> Monuments are accompanied by a reference to their origin.	
10. <b>Monuments related.</b> All monuments are related to the surveyed lines and corners. (NOT SHOWN ON EXAMPLE)	
11. <b>Monuments establishment.</b>	<input type="checkbox"/> All found or established monuments and evidence of possession beyond the surveyed premises on which establishment of the corners of the surveyed premises are dependent.
12. <b>Monument offset.</b> (NOT SHOWN ON EXAMPLE)	<input type="checkbox"/> Monuments on offset are on line of survey or prolongation of such line and offsets are not to be in fractional feet unless a physical obstruction affects their location.
13. <b>All pertinent measured dimensions.</b> (NOT SHOWN ON EXAMPLE)	<input type="checkbox"/> All subdivision boundaries and lot lines are dimensioned, including bearings, where needed. <input type="checkbox"/> Right-of-ways are dimensioned. <input type="checkbox"/> Easements and common/reserve areas are dimensioned.
14. <b>Contiguity, gaps and overlaps.</b> (NOT SHOWN ON EXAMPLE)	<input type="checkbox"/> Delineation of contiguity, gaps, and overlaps clearly shown and dimensioned (deed, record survey, physical evidence, etc.).
15. <b>Other dimensions.</b> (NOT SHOWN ON EXAMPLE)	<input type="checkbox"/> On other dimensions, sufficient notation to identify their source; including, but not limited to: Record measurement (Rec.), Calculated from record value (Calc. Rec.) and Calculated from measurement (Calc. Meas.).
16. <b>Adjoining parcels.</b> (NOT SHOWN ON EXAMPLE)	<input type="checkbox"/> Adjoining parcels identified by title description, owner or record reference when pertinent.
17. <b>Surveyor certificate.</b>	<input type="checkbox"/> A certificate stating the date of the survey and that the survey was made by the surveyor or under their direct supervision (No Corp. Certifications or Seals).
18. <b>Surveyor information.</b> Name, address, phone number, date, signature and seal of surveyor responsible for the work.	
19. <b>Boundary closure.</b> Exterior boundaries close. (NOT SHOWN ON EXAMPLE)	
20. <b>Legal description.</b>	
21. <b>Map and written description.</b> Written description matches drawing dimensions. (NOT SHOWN ON EXAMPLE)	
22. <b>Review surveyor.</b> Plat contains a signature block for the review surveyor.	
23. <b>Point of beginning.</b>	
24. <b>Title and subtitle.</b>	<input type="checkbox"/> Title is centered at the top of the plat drawing and includes the words "Final Plat." <input type="checkbox"/> Subtitle is centered beneath the Title and includes the quarter, section, township, range, city, county and state.
25. <b>Lots.</b>	<input type="checkbox"/> Numbered sequentially within blocks. <input type="checkbox"/> Include the square footage (or acreage, if large) of each lot.
26. <b>Buildings.</b> (NOT SHOWN ON EXAMPLE)	<input type="checkbox"/> Locations of existing buildings defined by measurements perpendicular to the boundaries. <input type="checkbox"/> If no buildings, including a note: "No buildings within this platted area."
27. <b>Vicinity map.</b>	
28. <b>Floodplain.</b>	<input type="checkbox"/> Floodplain designation. <input type="checkbox"/> FIRM Number and effective date.

<b>CITY OF HUTCHINSON SUBDIVISION REQUIREMENTS CHAPTER 9, HUTCHINSON CITY CODE</b>	
	<p><b>29. Owner certificate and dedication.</b> Signed certification by the owner or owners indicating they own the property and dedicating all parcels of land and easements which are intended for public use.</p>
	<p><b>30. Blocks. (Sec. 9-606)</b>  <input type="checkbox"/> Identification of all blocks.  <input type="checkbox"/> Lettered sequentially, beginning with “A.”</p>
	<p><b>31. Lots. (Sec. 9-607)</b>  <input type="checkbox"/> Location and dimensions of all lots are shown.  <input type="checkbox"/> Numbered sequentially within each block, beginning with “1.”</p>
	<p><b>32. Utility and pedestrian corridors. (Sec. 9-606.B.5) (NOT SHOWN ON EXAMPLE)</b>  <input type="checkbox"/> Maintenance of the corridor area is the responsibility of the Home Owners Association or other responsible party.  <input type="checkbox"/> A note assigning maintenance responsibility is included on the final plat.</p>
	<p><b>33. Streets and alleys. (Sec. 9-609)</b>  <input type="checkbox"/> Location of all existing and proposed streets, alleys and road rights-of-way.  <input type="checkbox"/> Include width and connections to the existing road network.</p>
	<p><b>34. Private streets. (Sec. 9-609.F) (NOT SHOWN ON EXAMPLE)</b>  <input type="checkbox"/> Private streets allowed only where the Planning Commission and City Council have been provided with adequate assurances that private parties will be responsible for the ongoing care, maintenance and surfacing of these facilities.  <input type="checkbox"/> Private streets are designated as a separate tract or a tract under common ownership on the plat.  <input type="checkbox"/> Private streets contain public access easements to ensure adequate access to all adjacent properties.  <input type="checkbox"/> The dedication statement indicates that private streets are open to traffic.</p>
	<p><b>35. Street names. (Sec. 9-610)</b>  <input type="checkbox"/> All streets are properly named.</p>
	<p><b>36. Driveways and access management. (Sec. 9-611.A) (NOT SHOWN ON EXAMPLE)</b>  <input type="checkbox"/> Subdivisions located in commercial, industrial or multi-family residential districts show the anticipated range of proposed driveway locations.  <input type="checkbox"/> Access controlled areas are clearly labeled. (In the interest of public safety and for the preservation of traffic carrying capacity of abutting roadways, the Planning Commission may recommend and the City Council shall have the right to control points of access to all property from the public street system.)</p>
	<p><b>37. Shared access. (Sec. 9-611.C) (NOT SHOWN ON EXAMPLE)</b>  <input type="checkbox"/> Access easements for ingress and egress are provided for shared accesses and shared driveways.</p>
	<p><b>38. Planning Commission certificate.</b> Certification by the Planning Commission that the final plat has been approved, including date of the public meeting at which the plat was considered, and signatures of the Planning Commission Chairperson and Secretary.</p>
	<p><b>39. City Council certificate.</b> Certification by the Hutchinson City Council that the final plat has been approved, including date of the public meeting at which the plat was considered, and signatures of the Mayor and City Clerk.</p>
	<p><b>40. Reno County Register of Deeds certificate.</b></p>
	<p><b>41. Reno County Clerk statement.</b></p>
	<p><b>42. Notation of covenants and restrictions. (NOT SHOWN ON EXAMPLE)</b></p>
	<p><b>43. Common and reserve areas. (NOT SHOWN ON EXAMPLE)</b>  <input type="checkbox"/> Identified and numbered separately.  <input type="checkbox"/> Plat shall include the following note: <b>“It shall be the joint responsibility of all owners of property located within this plat to provide for the ongoing maintenance and upkeep of all common and reserve areas.”</b>  <input type="checkbox"/> Final copy of HOA or similar agreement required prior to City Council review. Agreement to be filed at the time the plat is filed.</p>
	<p><b>44. Existing Trees. (Sec. 9-615) (NOT SHOWN ON EXAMPLE)</b>  <input type="checkbox"/> Easement for approved/required tree preservation areas.</p>
	<p><b>45. Special flood hazard area. (Sec. 9-618) (NOT SHOWN ON EXAMPLE)</b>  <input type="checkbox"/> Property located within the designated Special Flood Hazard Area contains:  <input checked="" type="checkbox"/> Boundaries for the 100-year and 500-year floodplain.  <input checked="" type="checkbox"/> Base Flood Elevations.</p>

**City of Hutchinson Final Plat Design Requirements – Updated 4/8/2016**

	<p><b>46. Easements.</b> (NOT SHOWN ON EXAMPLE)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Utility easements are required for all public or private utilities and are dedicated for their intended purpose.</li> <li><input type="checkbox"/> Utility easements are located adjacent to the existing or proposed right-of-way, unless an alternative location would be more reasonable for the development (i.e., if the existing utilities in surrounding developments are located in the rear yards).</li> <li><input type="checkbox"/> Drainage easements are <u>not</u> collocated with other utility easements.</li> </ul>
	<p><b>47. Parkland, trails, bikeways and open space dedications.</b> (NOT SHOWN ON EXAMPLE)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location and dimensions of dedications are shown.</li> </ul>
	<p><b>48. Watercourse protection areas. (Sec. 9-618.D.)</b> (NOT SHOWN ON EXAMPLE)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> City requires dedication of easements for watercourse protection areas.</li> </ul>
	<p><b>49. Landscape and screening easement for residential subdivisions located adjacent to major streets. (Sec. 27-908.E.12)</b> (NOT SHOWN ON EXAMPLE)</p>
	<p><b>50. Section and city limit lines.</b> Location of section lines and city limit lines within and immediately adjacent to the subdivision. (NOT SHOWN ON EXAMPLE)</p>
	<p><b>51. Preservation of natural features and amenities. (Sec. 9-615)</b> (NOT SHOWN ON EXAMPLE)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing features, including historic sites and structures, and other irreplaceable assets are identified, labeled and preserved, wherever feasible, with easements or notations.</li> </ul>
	<p><b>52. Subdivision variances.</b> (NOT SHOWN ON EXAMPLE)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Final plat contains a list of subdivision variances granted by the Planning Commission, if applicable, including the nature of each subdivision variance, the case number and date approved.</li> </ul>

