

# RHID DEVELOPMENT APPLICATION



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

## FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ RHID REVIEW #1 DATE:- \_\_\_\_\_  
CASE #: \_\_\_\_\_ RHID REVIEW #2 DATE: \_\_\_\_\_  
Notes: \_\_\_\_\_ PUBLIC HEARING NOTICE: \_\_\_\_\_  
\_\_\_\_\_ CITY COUNCIL MEETING DATE: \_\_\_\_\_

## PROJECT INFORMATION

Project Address \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

Other Contacts \_\_\_\_\_

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

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

## SUBMITTAL 1: ENGINEERING REQUIREMENTS

The first submittal for the RHID Development Application shall consist of the following Engineering submittals.

- Preliminary Plat Pre-Submittal Consultation Application; followed by Preliminary Plat Application (if proposed area is currently not platted)
- Public infrastructure construction drawings, including water, sewer and street plans
- Itemization of Infrastructure Costs
  - Shall include all costs associated with public infrastructure intended to be financed through the RHID. The following costs, including engineering, design, and inspection costs.
    - Acquisition of real property within the RHID specific project area
    - Payment of relocation assistance
    - Site preparation
    - Sanitary and storm sewers and lift stations
    - Drainage conduits, channels, and levees
    - Street grading, paving, curbing, guttering and surfacing
    - Sidewalks
    - Water mains and extensions

**SUBMITTAL 2: RHID DEVELOPMENT REQUIREMENTS**

Upon approval of the Engineering submittals, the following submittals are required to complete the RHID Development Application:

- Final Plat Application (If the project requires platting, the final plat application can be submitted simultaneously with the RHID Development Requirements)
- Project Summary
  - Description of the housing and public facilities to be constructed in the District
  - Property legal description and map of the subject property
  - Location of the dwelling units by type
  - Estimated pricing
  - The existing assessed valuation of real estate in the proposed District, with land and improvements valued separately
  - Names and addresses of specific interests in real estate in the proposed District, including the Developer(s) responsible for the development of housing and public facilities in the District
- Project Feasibility Analysis
  - Approved public infrastructure cost estimate
  - Anticipated assessed value of each dwelling unit/property proposed for development
  - Timing of initial increased tax receipt (“benefit”) for each dwelling unit/property proposed for development
  - Mill levy
  - Estimated taxes per dwelling unit per property per year
  - Timing for payout of all infrastructure costs
  - Estimation of public benefits derived from said District in light of the costs thereof
  - Demonstration that the income derived from the District, together with all public and private sources of funding, will be sufficient to pay for the public improvements within the District
- Proposed Development Agreement
  - Development project construction schedule
  - Developer construction contract insurance
  - Site plan/subdivision map
  - Method of financing private improvements
  - Method of financing public improvements
  - Termination provisions
  - Construction-related services
  - Infrastructure costs allocated to the City of Hutchinson

**RHID DEVELOPMENT REVIEW PROCESS**

1. Submit the **RHID Development Application** and Submittal 1 Requirements to the Planning & Development Department. Planning Staff will transmit application materials to RHID Development Committee for the first review.
2. The RHID Development Committee will meet to discuss the project. The committee will provide written comments which will be sent to the applicant.
3. Based upon the comments received, revised plans may be required. Revised plans, once received, will be routed to the committee for comment.
4. Upon approval of Submittal 1 Requirements and appropriate Planning approvals (e.g. subdivisions), the applicant must submit Submittal 2 Requirements to the Planning & Development Department. Planning Staff will transmit application materials to RHID Development Committee for the second review.
5. The RHID Development Committee will meet to discuss the project. The committee will provide written comments which will be sent to the applicant.
6. Based upon the comments received, revised plans may be required. Revised plans, once received, will be routed to the committee for comment.
7. Following receipt of a complete RHID Development Application and approvable, planning staff will set a date for a meeting with the Hutchinson City Council.
8. Upon City Council approval, submittals of the development plans will be transmitted to local taxing agencies (Reno County and school districts). Per State statute, other local taxing agencies have a 30 day protest period. Should one of the taxing agencies oppose the RHID, the district cannot proceed.
9. Following City Council approval, the 30 day protest period and signature of the development agreement, the applicant may proceed to the Inspection Department to obtain the appropriate permits for the project.



**Planning and Development Department**

125 E. Avenue B, Hutchinson, KS 67501

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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