



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. Scale. <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. North arrow.
	3. Lettering on the plat is legible.
	4. Legend.
	5. Angles, bearings, or azimuths (Closure Table).
	6. Basis of bearings or azimuths. Note and/or label the basis line
	7. Monument notation. Notation indicating which monuments were found and which were set.
	8. Monument identification. Monuments identified as to size and type.
	9. Monument reference. Monuments are accompanied by a reference to their origin.
	10. Monuments related. All monuments are related to the surveyed lines and corners. (NOT SHOWN ON EXAMPLE)
	11. Monuments establishment. <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. Monument offset. (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. All pertinent measured dimensions. (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. Contiguity, gaps and overlaps. (NOT SHOWN ON EXAMPLE) <input type="checkbox"/> Delineation of contiguity, gaps, and overlaps clearly shown and dimensioned (deed, record survey, physical evidence, etc.).
	15. Other dimensions. (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. Adjoining parcels. (NOT SHOWN ON EXAMPLE) <input type="checkbox"/> Adjoining parcels identified by title description, owner or record reference when pertinent.
	17. Surveyor certificate. <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. Surveyor information. Name, address, phone number, date, signature and seal of surveyor responsible for the work.
	19. Boundary closure. Exterior boundaries close. (NOT SHOWN ON EXAMPLE)
	20. Legal description.
	21. Map and written description. Written description matches drawing dimensions. (NOT SHOWN ON EXAMPLE)
	22. Review surveyor. Plat contains a signature block for the review surveyor.
	23. Point of beginning.
	24. Title and subtitle. <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. Lots. <input type="checkbox"/> Numbered sequentially within blocks. <input type="checkbox"/> Include the square footage (or acreage, if large) of each lot.
	26. Buildings. (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. Vicinity map.
	28. Floodplain. <input type="checkbox"/> Floodplain designation. <input type="checkbox"/> FIRM Number and effective date.

CITY OF HUTCHINSON SUBDIVISION REQUIREMENTS CHAPTER 9, HUTCHINSON CITY CODE	
	<p>29. Owner certificate and dedication. 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>30. Blocks. (Sec. 9-606) <input type="checkbox"/> Identification of all blocks. <input type="checkbox"/> Lettered sequentially, beginning with “A.”</p>
	<p>31. Lots. (Sec. 9-607) <input type="checkbox"/> Location and dimensions of all lots are shown. <input type="checkbox"/> Numbered sequentially within each block, beginning with “1.”</p>
	<p>32. Utility and pedestrian corridors. (Sec. 9-606.B.5) (NOT SHOWN ON EXAMPLE) <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>33. Streets and alleys. (Sec. 9-609) <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>34. Private streets. (Sec. 9-609.F) (NOT SHOWN ON EXAMPLE) <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>35. Street names. (Sec. 9-610) <input type="checkbox"/> All streets are properly named.</p>
	<p>36. Driveways and access management. (Sec. 9-611.A) (NOT SHOWN ON EXAMPLE) <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>37. Shared access. (Sec. 9-611.C) (NOT SHOWN ON EXAMPLE) <input type="checkbox"/> Access easements for ingress and egress are provided for shared accesses and shared driveways.</p>
	<p>38. Planning Commission certificate. 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>39. City Council certificate. 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>40. Reno County Register of Deeds certificate.</p>
	<p>41. Reno County Clerk statement.</p>
	<p>42. Notation of covenants and restrictions. (NOT SHOWN ON EXAMPLE)</p>
	<p>43. Common and reserve areas. (NOT SHOWN ON EXAMPLE) <input type="checkbox"/> Identified and numbered separately. <input type="checkbox"/> Plat shall include the following note: “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.” <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>44. Existing Trees. (Sec. 9-615) (NOT SHOWN ON EXAMPLE) <input type="checkbox"/> Easement for approved/required tree preservation areas.</p>
	<p>45. Special flood hazard area. (Sec. 9-618) (NOT SHOWN ON EXAMPLE) <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>

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	<p>46. Easements. (NOT SHOWN ON EXAMPLE)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Utility easements are required for all public or private utilities and are dedicated for their intended purpose. <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). <input type="checkbox"/> Drainage easements are <u>not</u> collocated with other utility easements.
	<p>47. Parkland, trails, bikeways and open space dedications. (NOT SHOWN ON EXAMPLE)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location and dimensions of dedications are shown.
	<p>48. Watercourse protection areas. (Sec. 9-618.D.) (NOT SHOWN ON EXAMPLE)</p> <ul style="list-style-type: none"> <input type="checkbox"/> City requires dedication of easements for watercourse protection areas.
	<p>49. Landscape and screening easement for residential subdivisions located adjacent to major streets. (Sec. 27-908.E.12) (NOT SHOWN ON EXAMPLE)</p>
	<p>50. Section and city limit lines. Location of section lines and city limit lines within and immediately adjacent to the subdivision. (NOT SHOWN ON EXAMPLE)</p>
	<p>51. Preservation of natural features and amenities. (Sec. 9-615) (NOT SHOWN ON EXAMPLE)</p> <ul style="list-style-type: none"> <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.
	<p>52. Subdivision variances. (NOT SHOWN ON EXAMPLE)</p> <ul style="list-style-type: none"> <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.