

# PRELIMINARY/CONCURRENT PLAT

## INSTRUCTIONS

### A Planning Board Process

#### Information

The following instructions outline the process for filing a Preliminary Plat/Concurrent Plat application with the City of Manhattan. To process your request in a timely manner, it is important to understand the application submittal requirements to avoid a potential delay in processing your request.

#### Applicability

**Preliminary Plat:** A Preliminary Plat is the required first step in the process of subdividing land into two or more parts. [Subsection 26-9C-1A] The platting process applies to land within the Urban Area that includes all land in the city limits of Manhattan, Urban Service Area, and Rural-Urban Fringe. [Section 26-9C-1]

**Concurrent Plat:** A Concurrent Plat is a process that consolidates the preliminary and final plat processes into one for the subdivision of unplatted land into five (5) or fewer lots. [Section 26-9C-3]

**Cluster Development:** A Cluster Development is a residential development type that is permitted by right in the RL and RL-A Districts. [Subsection 26-2C-2B] By design, development clustering accounts for topography and site resource features by consolidating smaller lots and/or different housing types around constrained portions of the property. A Sketch Plan that delineates conservation areas and cluster lot development areas is required to be submitted as a precursor to or in conjunction with the submission of a Preliminary Plat. [Section 26-5B-2]

**Master Planned Development:** A Master Planned Development is a residential development type that is permitted in the RL, RL-A, RM and RH Districts [Subsection 26-9D-1A] A residential master planned development is a land development project comprehensively planned as an entity via a master development plan (DP) which permits flexibility in building siting, mixtures of building types and land uses, usable open spaces, and the preservation of significant natural features. An approved DP is the basis for approval of a preliminary and final plat. [Subsection 26-9D-1H]

**Village Development:** A Village Development is a residential development type that is specific to manufactured home parks and cottage villages. [Table 26-2C-2.1] Plat design needs to conform to applicable standards of Section 26-4A-2, Manufactured Home Park Design or Section 26-4A-5, Cottage Villages.

#### Procedure Type

Preliminary Plat/Concurrent Plat requests are subject to a Type-II review process [Subsection 26-9C-1B and Subsection 26-9C-3B, respectively] with the Planning Board authorized to approve, approve with conditions, or deny a preliminary plat.

## Instructions

Complete the following steps.

### Step 1: Schedule a Pre-Application Conference

A pre-application conference is intended to familiarize the applicant with the development review and approval process, provide for an exchange of information, advise the applicant as to the key planning, zoning, engineering, and other considerations, and to determine the information required to accompany an application.

A pre-application conference is required to be held at least **15 days** before an application is submitted.

In accordance with Paragraph 26-8B-3C-3, the applicant must submit information concerning the conditional use permit request as required by the Zoning Administrator at least **5 working days** prior to the conference.

#### Pre-Application Conference Information

1. A drawing showing property for which preliminary plat approval is sought. The drawing will need to show:
  - A. Approximate topography, steep slopes, drainage ways and areas subject to flooding.
  - B. General location of utilities (i.e. water lines and storm and sanitary sewers) in relation to the subject property.
2. A written description of the nature and type of development that is proposed.
3. Identify size of property proposed to be platted.
4. Identify property ownership and prospective purchaser, if any.
5. Anticipated number and size of lots.
6. Indication of natural features that may be present that warrant special design consideration.
7. Availability and location of utilities to serve subdivision.
8. Identify storm drainage characteristics and proposed method stormwater management.
9. Proposed access and transportation improvements.
10. Anticipated public dedications other than streets (e.g., school sites, park site, linear trails, etc.)

A meeting report will be prepared by staff and provided to the applicant summarizing meeting outcomes and expectations. The pre-application conference and meeting report will determine whether special studies or reports may be required along with any other specific items.

A pre-application conference is valid for a period of **6 months**. If an application is not filed in this time, a new pre-application conference will be required. [[Section 26-8B-3C-5](#)]

## Step 2: Hold a Neighborhood Meeting

After the pre-application conference and prior to filing an application, the applicant will be required to hold a neighborhood meeting to inform nearby residents of a proposed project [[Section 26-8B-4](#)], identify issues and concerns, and to answer questions from property owners entitled to notice under [Sec. 26-8B-6, Notice](#).

Contact the Community Development Department to request preparation of a list of property owners required to be notified in conjunction with the request. Property owners should receive the mailed notice a minimum of **7 days** in advance of the neighborhood meeting. The mailed notice will also need to be submitted to the Community Development Department that will be responsible for publishing the notice through the City's *In Touch* notification system.

After the meeting, the applicant will need to prepare a Neighborhood Meeting Report (included).

## Step 3: Prepare additional materials to accompany your application

Submission of information less than necessary to adequately review and process your application may result in a delay of the review process. Community Development staff will determine the completeness, accuracy, and sufficiency of the application within **15 business days** of receipt of the application. [[Sec. 26-8C-3](#)]

### **Preliminary/Concurrent Plat Application Attachments**

1. A payment of \$150 made payable to the City of Manhattan.
2. A complete and accurate legal description of the entire property for which plat approval is sought. The legal description must be typewritten, readable, and reproducible.
3. If proposing a Cluster Development, one (1) copy of the sketch plan (24" by 36"), as well as a digital sketch plan in pdf format. The sketch plan will need to be prepared in accordance with the four-step process of Section 26-5B-2B.
4. One (1) copy of the preliminary plat (24" by 36"), as well as a digital preliminary plat in pdf format. [Preliminary Plat Content Checklist included]
5. For concurrent plat requests, one (1) copy of the final plat (24" by 36"), as well as a digital final plat in pdf format. [Final Plat Content Checklist included]

6. A Drainage Report if required by the Public Works Department as a result of the pre-application conference.
7. A Traffic Impact Study if required by the Public Works Department as a result of the pre-application conference.
8. A Transportation Concept Plan showing future transportation and infrastructure connectivity is required with or on the preliminary plat. [Subsection 26-9C-1E]
9. If the applicant is seeking a waiver to Sec. 26-5E-5, Utility Easements; Sec. 26-5D-2, Storm Drainage Easements; and Sec. 26-5D-3, Water and Sewer Facilities Easements, relating to underground utilities, submission of a Waiver Request Form. [Section 26-9C-5]
10. If the applicant is seeking a request to deviate from provisions of Division 26-5B, Lot, Block, and Subdivision Standards, and/or Division 26-5C, Transportation System Standards, submission of a Deviation Request Form. [Section 26-9C-4]
11. Confirmation from providers of public facilities and service that their facilities and services will be available to the platted area within a reasonable period of time or are currently available. Public facility and service providers include sanitary sewer, water, streets, storm sewer, fire protection, police protection, schools, electricity, data, and phone service. [Paragraph 26-9C-1G-4]
12. If the land proposed to be subdivided is subject to special assessment, the applicant is required to provide a plan showing the special assessments are to be re-apportioned upon platting. [Subsection 26-9C-1F]

### **Step 5: Submit your application**

Upon completion of the previous steps, fill-out and submit the application to the Community Development Department.

# PRELIMINARY/CONCURRENT PLAT

## CHECKLIST

### A Planning Board Process

#### Checklist

The following checklist is provided to assist you in preparing your preliminary plat and additional documentation. The consultant preparing the plat is to check the first column to indicate the step has been completed. Upon submission, City staff will review the plat and supporting documents and will check the column identified "City" to verify completion. Submission of inaccurate or incomplete information as required to submit a preliminary plat may delay the review process.

Preliminary Plat Contents and Specifications			
Consultant	Preliminary Plat Contents	City	Notes
✓	<b>Materials to be Included/addressed</b>	✓	
	1. <b>Name</b> of proposed subdivision and identification as a <b>Preliminary Plat</b>		
	2. <b>North arrow, scale of drawing and graphic scale, and date of preparation</b>		
	3. <b>Names</b> , addresses and phone numbers of subdivider, property owner and licensed surveyor that prepared the plat		
	4. <b>Vicinity map</b> showing location of subdivision in relation to major street and zoning of adjacent property		
	5. <b>Names</b> of adjoining subdivisions, or if unplatted, names of owners of adjoining property		
✓	<b>Existing Conditions</b>	✓	<b>Notes</b>
	1. <b>Show Contours</b> at intervals not greater than 2 feet; or, spot elevations where the ground is to flat for contours; or, 5 foot contour intervals when the average slope of the subdivision exceeds 5%; or, any other contour deemed necessary by applicable Public Works Department		
	2. <b>Location</b> and width of public streets, alleys, easement, section lines and corners, city boundary lines and monuments		
	3. <b>Location of natural features</b> such as rock outcroppings, marshes, lakes, streams, wetlands, critical habitats for endangered or threatened flora and fauna, wooded areas, riparian woodlands, steep slopes and, insofar as can reasonably be shown, natural features to be removed		
	4. <b>Location of land designated as Floodplain</b> , location and direction of flow of existing water courses; identification of the Special Flood Hazard Area including Floodway and Floodway Fringe and base flood elevation		
	5. <b>Existing use of property</b> , including location of all existing buildings (i.e., buildings, bridges or culverts), including those that will be removed and those that will remain on the property after the Final Plat is recorded		
	6. <b>Horizontal and vertical location</b> , direction of flow and size of all existing utilities and drainage improvement, adjacent to, and within the proposed subdivision		

	7. <b>Zoning</b> of adjacent land and proposed subdivision		
	8. <b>Location, description and elevation</b> of all benchmarks established, or source used for vertical control		
	9. <b>Legal description</b> of the subdivision, with distances and bearings along boundary lines, and with distance and direction to the monuments used to locate the land described in the certificate of survey		
✓	<b>Proposed Improvement</b>	✓	<b>Notes</b>
	1. <b>Proposed use of land</b> , whether single-family, two-family, multiple-family, commercial, industrial, schools, parks, or other uses, and the proposed zoning classification		
	2. <b>Proposed streets</b> (including location, width, names, approximately grades) and their relation to all existing streets or to proposed streets as shown on any development plan adopted by the MUAPB, and any dedications that have been accepted by the Governing Body		
	3. <b>Proposed easements</b> showing width and purpose		
	4. <b>Proposed lots</b> showing approximate dimensions, square footage and proposed lot numbers that shall be shown in a consecutive order		
	5. <b>Proposed layout of municipal utilities</b> showing size, type, location, elevation and direction of flow of water mains, fire hydrants, sanitary sewer mains and laterals, storm sewers, and culverts.		
	6. <b>Proposed sites</b> to be dedicated or reserved for park, playground, drainage way, school or other public purpose		
	7. <b>Proposed layout</b> of street improvements including sidewalks, bike routes, bus stops and streetlights and how they connect to existing or propose systems		
	8. <b>Proposed net density</b> of residential subdivisions and expressed in terms of number of dwelling units per net acre		
	9. <b>Proposed phasing</b> boundaries and Final Plat Schedule		
✓	<b>Supplemental Data</b>	✓	<b>Notes</b>
	1. <b>A table</b> on face of the plat that includes: <ol style="list-style-type: none"> <li>Gross acreage of the subdivision</li> <li>Acreage within each zoning district</li> <li>Acreage to be dedicated for streets</li> <li>Acreage to be dedicated for public purposes other than streets</li> <li>Total number of lots by zoning and proposed use</li> <li>Minimum, maximum and average lot size</li> <li>Phasing schedule if proposing phasing of final platting</li> </ol>		
	2. <b>Statement</b> on face of plat stating: "All new telecommunication, cable television and electrical lines (except high voltage lines) must be installed underground in the City of Manhattan and urban service area."		
	3. <b>Statement</b> on face of plat stating: "Developer is responsible for the cost of any relocation of existing utilities, if necessary, to serve the proposed subdivision."		
	4. <b>Statement</b> on face of plat indicating the flood zone(s) the subdivision is located in, FIRM community panel number and effective date of flood insurance study		



	5. <b>Statement</b> on face of plat indicating a <b>Deviation</b> is sought to deviate from the provisions in Division 26-5B, Lot, Block, and Subdivision Standards, and Division 26-5C, Transportation System Standards		
	6. <b>Statement</b> on face of plat indicating a <b>Waiver</b> is sought from the provision in Sec. 26-5D-4, Utility Easement; Sec. 26-5D-5, Storm Drainage Easement; and Sec. 26-5D-6, Water and Sewer Facilities Easements		
	7. <b>Statement</b> listing off-site improvement to be incorporated in the proposed subdivision		
✓	<b>Additional Data and Information</b>	✓	<b>Notes</b>
	1. <b>Drainage report and plan</b> shall be submitted unless waived by the responsible City or County Engineer, subject to requirements of the Stormwater Management Master Plan, or, if within the Urban Area, then a drainage report shall be submitted subject to the Riley County Storm Drainage Design Criteria		
	2. <b>Traffic impact study</b> shall be submitted unless waived by the responsible City or County Engineer, based on the Development Triggers and Minimum Study Requirements listed in the Manhattan Area Transportation Strategy: Connecting to 2020		
	3. <b>Proposed deed restrictions</b> , if any, in outline form		
	4. <b>Submission</b> of utility release forms		

The above checklist has been followed to determine that all necessary requirements and submissions have been met for a complete and accurate preliminary plat application.

Design Professional Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# NEIGHBORHOOD MEETING

## REPORT

A Community Development Department Form

### Applicant Information

Applicant name: \_\_\_\_\_

Project name: \_\_\_\_\_

### Report

1. Describe the outcome of the meeting including issues raised and other information deemed relevant.

### Attachments

The following attachments must be included with the submitted Neighborhood Meeting Report.

1. Copy of the meeting notice.
2. Copy of the mailing list.
3. Copy of attendee sign-in sheet.

### Attestation

By my signature on this form, I certify that I mailed notice to all owners of property within the regulatory notification area.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_