

The following procedure outlines how to file a Preliminary Plat application with the City of Manhattan. The process usually takes between 110 and 130 days and requires diligence of the applicant to ensure the materials submitted are sufficient.

There's a checklist at the end of these instructions that has hyperlinks to the forms you will need.

- A. A pre-application meeting is required at least 30 days prior to submittal of an application. To schedule the pre-application conference please call 785-587-2412.
- B. A neighborhood meeting is also required prior to the submittal of an application. Please contact the City at least five days prior to the neighborhood meeting so that the City can advertise the meeting through its "InTouch" e-mail system. Refer to the Neighborhood Meeting instructions link in the checklist below.
- C. The application must be completed and submitted with all required items listed below by the deadline.
- D. The following items must accompany your application:
 1. General Application form
 2. A report on the neighborhood meeting
 3. Two copies of the preliminary plat as well as the preliminary plat in digital format
 4. A complete and correct legal description of the entire property for which the rezoning is requested. The legal description must be typewritten, readable, and reproducible.
 5. Affidavit in Support of Request for City Action (tax information form)
 6. Drainage Report (if required)
 7. Any proposed deed restrictions
 8. Any variation requests
 9. A Transportation Impact Study
 10. Utility Release Forms (applicant submits these forms to utility companies for their review and approval of easements and other provisions on the plat)
 11. Provide any additional required materials per discussion at the pre-application meeting.
 12. If the subject site is located in Riley County, provide a \$20 property owner

notification fee; payment addressed to the Riley County Clerk's Office. The City is required to notify all property owners within 200 feet of the parcel where a preliminary plat has been proposed. This notification allows individuals the opportunity to learn about the request and present any comments to the Planning Board at the public hearing. The fee paid is to compensate the County for creating an accurate and up-to-date list of names and mailing addresses of the property owners within the notification area.

13. Preliminary Plat fee of \$160
 - E. Obtain a "Notice of Public Hearing" yard sign and instructions from the Community Development Department and post the sign on the property at least 20 days prior to the public hearing.
 - F. On the day of the public hearing, come to the Community Development Department prior to 5:00 p.m. and sign the Yard Sign Affidavit.

2018-12-06

Preliminary plat checklist

Before submitting your application

- Pre-Application Meeting (at least 20 days to application submittal)
- [Neighborhood Meeting](#) (to be held before application submittal)

Application materials

- [General Application Form](#)
- Neighborhood Meeting Report
- Two Copies of the Preliminary Plat
- Legal description
- [Utility Release Forms](#)
- [Affidavit in Support of Request for City Action](#) (required tax information form)
- Any additional material as required by the Community Development Department

Fees

- \$20 (notification list fee; make payable to Riley County Clerk)
- \$160 (application fee; make payable to the City of Manhattan)

After the application has been accepted as complete

- Post public hearing yard signs on parcel at least 20 days before hearing date
- Yard sign affidavit: Come to the Community Development Department prior to 5:00 p.m. on the hearing date to sign the affidavit form provided by staff.