

**FINAL PLAT APPLICATION (MAJOR SUBDIVISION)**

Name of Proposed Subdivision: \_\_\_\_\_  
Property Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Parcel(s) location, nearest cross streets: \_\_\_\_\_  
How many lots are being created: \_\_\_\_\_ Size of plat (ac.): \_\_\_\_\_  
Proposed Use: \_\_\_\_\_ Requires rezoning? ☐ Yes ☐ No  
Parcel(s) #: \_\_\_\_\_  
Primary Street access: \_\_\_\_\_ Internal access roads? ☐ Yes ☐ No

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Application Requirements for FINAL PLAN:**

1. Application must be accompanied by the following:
  - a. Two (2) 24x36 copies of the FINAL PLAT prepared on mylar, one (1) 24x36 paper copy of the Plat and a PDF of ALL drawings including a scalable to 11x17.
  - b. Plat Processing Fee (\$2.00 per lot or \$10.00 per acre -whichever is more) . (Filing fees and cost recovery fees for Engineering review shall also be due and be billed separately to the applicant.)

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**\*\*\*OFFICIAL USE ONLY\*\*\***

**ACTON BY PLANNING COMMISSION OR AUTHORIZED REPRESENTATIVE**

By authority given the Planning Commission in the Ohio Revised Code, the above applicant has been approved:

Signed: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
Planning Commission, Chair (or designee) Date

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**FINAL PLAT CHECKLIST (W.C.O. 1109.15)**

1. \_\_\_\_\_ An index page.
2. \_\_\_\_\_ The name of the subdivision.
3. \_\_\_\_\_ The location by section, range, and township, or other surveys.
4. \_\_\_\_\_ Legal description of the boundaries of the Plat.
5. \_\_\_\_\_ Total acreage of the plat, the total acreage of the street rights of way and total acreage in lots.
6. \_\_\_\_\_ The names of the owners and the signature and seal of the registered surveyor.
7. \_\_\_\_\_ The date of the survey.
8. \_\_\_\_\_ The scale shown graphically, date and the north point.
9. \_\_\_\_\_ If applicable, the subdivision or development sign to be constructed per 1181.03
10. \_\_\_\_\_ The exact locations, right-of-way widths, and names of all streets with and adjoining the Plat
11. \_\_\_\_\_ The exact locations, right-of-way, and easements with any limitation of the easement rights state on the plat.
12. \_\_\_\_\_ All lot and parcel numbers and lines with accurate dimensions.
13. \_\_\_\_\_ The accurate designation of any areas dedicated or reserved for public use.
14. \_\_\_\_\_ Accurate building setback lines.
15. \_\_\_\_\_ Survey's statement of accuracy.
16. \_\_\_\_\_ Signature blocks, certifications, and notary pursuant to 1109.16
17. \_\_\_\_\_ Before final plat is approved, detailed plans and specifications including typical sections, plan and profile views, cross sections, site grading plan, construction details and cost estimates shall be approved by the Village of Walbridge.

**SUPPLEMENTAL INFORMATION.** The following information shall be supplied in addition to the above-described requirements:

1. \_\_\_\_\_ If a zoning change is involved, certification from the Zoning Team indicating that the change has been approved and is in effect.
2. \_\_\_\_\_ Certification showing the final detailed plans and specifications have been approved by the Village Engineer and other governmental agencies.
3. \_\_\_\_\_ Certification showing that all required improvements have been installed and approved by the proper agencies; or, that a bond or other surety has been furnished assuring installation and initial maintenance (a copy of which shall be approved by the Village Solicitor and on file in the office of the Zoning Team)
4. \_\_\_\_\_ The names and addresses of all property owners who adjoin the proposed subdivision, including those across the street from the site.
5. \_\_\_\_\_ If applicable, copies of association documents; deed restrictions or covenants reserved for the residents of the subdivision.

*\*Please be advised the Final Plat shall be conditionally approved by the Planning Commission and shall NOT be endorsed by the Chair of the Planning Commission or other Village representative(s) until a subdivision agreement has been APPROVED by Village Council and security is approved by the Village Solicitor -or- that written evidence of all improvements have been constructed and approved by the Village Engineer in accordance with the Preliminary Plat and satisfaction of the Village.*