

PRELIMINARY PLAT APPLICATION (MAJOR SUBDIVISION)

Name of Proposed Subdivision _____

Property Owner(s): _____ Telephone #: _____

Address: _____ Email: _____

Applicant Name: _____ Telephone #: _____

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 Preliminary Plat:

1. Application must be accompanied by the following:
 - a. Letter of intent that includes proposed development, names of all parties, and a statement of the proposed use of lots, giving the type and number of dwelling units and the type of business or industry.
 - b. Two (2) 24 x 36 copies of the Preliminary Plat to scale and one (1) pdf.
 - c. \$50.00 submittal fee. *(Filing fees and cost recovery fees for Engineering review shall also be due and be billed separately to the applicant.)*

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ACTION BY PLANNING COMMISSION OR AUTHORIZED REPRESENTATIVE

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

Signed: _____

Planning Commission, Chair (or designee)

Date

Date Approved: _____

PRELIMINARY PLAT CHECKLIST (N.C.O. 1222.06)

- 1) _____ The proposed name of the subdivision, which shall not duplicate or closely approximate the name of any other subdivision in the Municipality.
- 2) _____ The location by section, range and township, or other surveys.
- 3) _____ The names, addresses and telephone numbers of the owner or owners of record, subdivider or developer, the engineer or surveyor and the person who prepared the drawing, if other than the engineer or surveyor.
- 4) _____ The date of the survey.
- 5) _____ The scale of the plat, not more than 100 feet to the inch, and the north point.
- 6) _____ The boundaries of the subdivision and its acreage.
- 7) _____ The names of adjacent subdivisions, the names of owners of adjoining parcels of unsubdivided land and the location of the boundary lines of such adjacent lands.
- 8) _____ The locations, widths and names of existing streets, railroad rights-of-way, easements, parks, permanent buildings and corporation and township lines; and the location of wooded areas and other significant topographic and natural features within and adjacent to the plat, for a minimum distance of 200 feet.
- 9) _____ The zoning classification of the tract and adjoining properties and a description of proposed zoning changes
- 10) _____ The existing contours, at an interval of not greater than two feet.
- 11) _____ The existing sewers, water lines, culverts and other underground structures and power transmission poles and lines both within and adjacent to the tract.
- 12) _____ The 100-year flood elevations and boundaries, including the floodway, if defined.
- 13) _____ The locations, names and widths of proposed streets and easements.
- 14) _____ The building setback lines, with dimensions.
- 15) _____ The locations and dimensions of all proposed utility and sewer lines, showing their connections with the existing system.
- 16) _____ The layout, numbers and approximate dimensions of each lot. When a lot is located on a curved street, or when side lot lines are not at ninety degree angles, the property line shall be shown.
- 17) _____ The parcels of land, in acres, to be reserved for public use or to be reserved by covenant for residents of the subdivision.
- 18) _____ A vicinity map, at a scale of not less than 400 feet to the inch, shown on or accompanying the preliminary drawing. This map shall show all existing subdivisions, roads and tract lines and the nearest existing thoroughfares.

Supplemental Information. The following information shall be supplied in addition to the above described requirements:

- 1) _____ A statement of the proposed use of lots, giving the type and number of dwelling units and the type of business or industry
- 2) _____ The locations and approximate dimensions of all existing buildings.
- 3) _____ For commercial and industrial developments, the locations, dimensions and approximate grades of proposed parking and loading areas, alleys, pedestrian walkways, streets and the points of vehicular ingress and egress to the development.
- 4) _____ A description of any proposed covenants and restrictions (copies if available)
- 5) _____ The names and addresses of all property owners who adjoin the proposed subdivision, including those across the street from the site.