



## **MAJOR SUBDIVISION (PRELIMINARY PLAN/FINAL PLAT) SUBMITTAL INSTRUCTIONS**

**\*Please review the following to ensure all submittal requirements are provided. Incomplete submittals will not be accepted. Submittals are not complete and are not considered accepted until all required documents are provided, and fees are paid.**

**\*\*Forward any questions about application, survey, and/or submittal options and requirements 614-525-3094 or [Planning@franklincountyohio.gov](mailto:Planning@franklincountyohio.gov).**

1. **COMPLETED APPLICATION FORM** – Please confirm all application form requirements are complete.
  - a. Include all Property and Property Owner/Agent Information
    - i. (Site address, Proposed Water/Wastewater source, Parcel ID, Acreage, Township)
    - ii. Name(s) Address(es), Phone Number(s), Email Address(es)
  - b. Proposed Subdivision information (lots, phases, reserve areas, existing/proposed roadways, stormwater, water/wastewater supply/treatment)
  - c. Mark all checklist boxes on application form to confirm all required documents have been provided.
2. **APPROVED LEGAL DESCRIPTION:**
  - a. Legal descriptions and surveys shall be submitted to the Franklin County Engineer's Office for review and approval prior to submission of application
    - i. Electronic: <https://survey123.arcgis.com/share/29aa71c9571040d29fdc6bf8421d1c95>
    - ii. Hard Copy: 970 DUBLIN ROAD, COLUMBUS, OHIO 43215
3. **COMPLETED SURVEY/EXHIBITS**
  - a. Confirm ALL Survey requirements have been provided.
    - i. Refer to Section 200 – Procedures for Subdivision and Design Approval of the [Franklin County Subdivision Regulations \(effective 3/27/2012\)](#) for general requirements.
    - ii. Contact Planning Department to confirm specific Survey/Exhibit requirements.
  - b. Missing items on the Survey/Exhibit may cause the application to be rejected until the required information is provided and confirmed by Staff.
4. **APPLICATION SUBMITTAL**
  - a. Applications should be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104.
  - b. Incomplete applications may be rejected and/or returned to the owner/applicant.
5. **TECHNICAL REVIEW COMMITTEE REFERRAL**
  - a. Applications must comply with applicable local and state requirements and regulations. These may include, but are not limited to, Franklin County Public Health Regulations, Franklin County Sanitary Engineer requirements, Franklin County Drainage Engineer requirements, and Franklin County Engineer requirements and requirements of the applicable Ohio Environmental Protection Agency Construction permit.



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## **ECONOMIC DEVELOPMENT & PLANNING**

- b. May require confirmation of approval of a Sewage Treatment System Site Review application by Franklin County Public Health prior to approval of application. Applicants should consult with Public Health prior to submission to EDP.**



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Board of Commissioners  
**ECONOMIC DEVELOPMENT  
& PLANNING**

Application for  
**Subdivision  
Preliminary Plan**  
Page 1

### Property Information

Site Address:

Parcel ID(s):

Total Acreage:

Current Zoning:

Township:

School District:

Fire Department:

Police Department:

### Subdivision Proposal

#### General

Proposed Subdivision Name:

Total Number of Lots Proposed:

Proposed Number of Phases:

#### Non-Residential Areas

#### Typical Lot Characteristics

|                |       |                   |       |
|----------------|-------|-------------------|-------|
| Reserve Areas: | acres | Width:            | ft    |
| Open Space:    | acres | Depth:            | ft    |
| Streets:       | acres | Typical Lot Area: | acres |

### Roadways

| Existing Access Roads                   | Proposed New Streets                    | Roadway Design                                                                                        |
|-----------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> State          | <input type="checkbox"/> Public         | Will the subdivision have sidewalks? <input type="checkbox"/> Yes <input type="checkbox"/> No         |
| <input type="checkbox"/> County         | <input type="checkbox"/> Private        |                                                                                                       |
| <input type="checkbox"/> Township       | <input type="checkbox"/> Both           | Will the subdivision have curbs and gutters? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Not Applicable |                                                                                                       |

### Stormwater Infrastructure

|                                  |
|----------------------------------|
| <input type="checkbox"/> Public  |
| <input type="checkbox"/> Private |
| <input type="checkbox"/> Other   |

### Water & Wastewater

| Water Supply                               | Wastewater Treatment                       |
|--------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Public (Central)  | <input type="checkbox"/> Public (Central)  |
| <input type="checkbox"/> Private (On-site) | <input type="checkbox"/> Private (On-site) |
| <input type="checkbox"/> Other             | <input type="checkbox"/> Other             |

### Staff Use Only

Case #

Date Filed:

Fee Paid:

Receipt #

Received By:

Date Accepted/Rejected:

Planning Commission Date:

### Subdivision Variance Needed

☐ Yes If yes, you must attach a Variance Application to the Preliminary Plan Application

☐ No

\*Proposals requiring more than 3 variances must be heard at a separate meeting.

### Checklist

- ☐ Completed Application
- ☐ Fee Payment (*checks only*)
- ☐ Preliminary Plan - 5 Copies folded
- ☐ Preliminary Plan - One 11"x17"
- ☐ Electronic Copy in PDF and CAD
- ☐ Subdivider's Agreement & HOA Declaration



#### Property Owner Information

|          |       |
|----------|-------|
| Name:    |       |
| <hr/>    |       |
| Address: |       |
| <hr/>    |       |
| <hr/>    |       |
| <hr/>    |       |
| Phone #  | Fax # |
| <hr/>    |       |
| Email:   |       |
| <hr/>    |       |

#### Engineer/Surveyor Information

|          |       |
|----------|-------|
| Name:    |       |
| <hr/>    |       |
| Address: |       |
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| <hr/>    |       |
| <hr/>    |       |
| Phone #  | Fax # |
| <hr/>    |       |
| Email:   |       |
| <hr/>    |       |

#### Applicant Information

☐ Same as property owner ☐ Same as engineer/surveyor

|          |       |
|----------|-------|
| Name:    |       |
| <hr/>    |       |
| Address: |       |
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| <hr/>    |       |
| Phone #  | Fax # |
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Board of Commissioners  
**ECONOMIC DEVELOPMENT  
& PLANNING**

Application for  
**Subdivision  
Preliminary Plan**  
Page 3

### Applicant Signature

The undersigned acknowledge/s this Preliminary Plan Application does not constitute a Subdivision Plat application and understands the filing deadlines and meeting schedules associated with this request. Approval of a Preliminary Plan does not constitute acceptance of any public improvements shown. Such acceptance can only be made in conjunction with the Final Plat requirements and procedures specified in the Franklin County Subdivision Regulations. The Subdivision Plat is not considered filed until a Final Plat application is submitted and accepted, in accordance with the Subdivision Regulations of Franklin County, Ohio.

To the best of my/our knowledge and belief, information and materials submitted as a part of this Preliminary Plan application are correct, complete and accurate. The Franklin County Technical Review Committee members are hereby granted permission to enter the property for inspection and review purposes.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner (Signature must be notarized)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner (Signature must be notarized)

\_\_\_\_\_  
Date

Applications may be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Planning Department. For any questions contact 614-525-3094 or [Planning@franklincountyohio.gov](mailto:Planning@franklincountyohio.gov).