



Application For Subdivision – Final Plat
Pursuant to Codified Ordinance 1107.02

- I. The final plat application is to be filed with the Department of Administration located in the City Administration building, 1791 Harshman Road.
- II. Application fees shall be as follows:
 - A. Final Plat Plan - \$150.00
Each application shall be accompanied by the appropriate fee.
- III. The sub divider, having received approval of the preliminary plat of the proposed subdivision shall submit a final plat of the subdivision and drawings and specifications of the improvements required therein. The final plat shall have incorporated all changes in the preliminary plat required by the Planning Commission. Otherwise it shall conform to the preliminary plat, and it may constitute only that portion of the approved preliminary plat which the sub divider proposes to record and develop at the time. The final plat and the supplementary information shall be prepared by a qualified registered engineer or surveyor and shall conform to the minimum standards for boundary surveys in the State of Ohio.
- IV. Attach twelve (12) copies of final plat shall be legibly drawn in waterproof ink on tracing cloth or other material of equal permanence. It shall be drawn at a scale not less than 100 feet to the inch, shown both written and graphics, and shall be one or more sheets twenty-four by thirty-six inches in size (Polyester Film, Single Matte, sheet thickness three millimeters.). If more than one sheet is needed, each sheet shall be numbered and the relation of one sheet to another clearly shown. The minimum lettering height shall be three thirty-two seconds (3/32) inches and all lot dimensions shall be one-eighth inch or larger. Lot number lettering height shall be one-fourth inch or larger and underlined or circled.
- V. The final plat shall include the following information:
 - A. Name of the subdivision (which shall not duplicate or closely resemble the name of any other subdivision in the municipality), location by section, town, range and township, or by other survey number, date, north arrow and basis of bearing, acreage to hundredths of an acre (total lot acreage and total street acreage) and deed book and page reference.
 - B. Name and address of the sub dividers, and the professional engineer and/or registered surveyor who prepared the plat and appropriate registration numbers and seals.
 - C. The total area being platted shall include all perimeter courses and be outlined by a red lined border. Courses are to be listed in a clockwise direction. All dimensions, both lineal and angular shall be determined by an accurate control survey in the field. The error of closure shall conform to Rule 4733-37-04 of the Ohio Administrative Code.
 - D. Bearings and distances to the nearest centerline of intersecting roads or the intersection of right of way lines; lot corners of recorded plat with plat reference; or Section Corner or Quarter Section Corner.
 - E. Names, exact location, dimensions and right-of-way width of all streets and railroads within and adjoining the plat and building set back lines. Street names shall be approved by the Planning Commission.
 - F. Radii, internal angles, points of curvature, tangent bearings, lengths of arcs, of all applicable streets within the plat area.
 - G. The exact locations, dimensions and uses of all easements shall be illustrated on the plat.
 - H. All lots accurately dimensioned in feet and hundredths with lot numbers and acreage. The lot numbers shall be consecutive for each platted section and shall be placed in the center of the lot with acreage under the lot number. Re-platted lots shall illustrate old lot numbers and lot lines dotted on the map.
 - I. Accurate location and a description of all monuments as to type, size, and whether the monument was found or set. If a monument has been omitted or offset, a notation shall appear

on the plat indicating the reason for the omission; or if it has been offset, it's true location in relation to the property corner or lot corner shall be noted.

- J. Accurate outlines of areas to be dedicated or reserved for public use, or any area to be reserved for the common use of all property owners. The use and accurate boundary locations shall be shown for each parcel of land to be dedicated.
- K. Any restrictions and covenants shall be shown on the final plat.
- L. Certification shall contain the following:
 - 1) The total acres being subdivided;
 - 2) Current ownership; and
 - 3) Deed reference.
- M. Acknowledgment of the owner or owners to the plat and restrictions, including dedications to public use of all public streets, alleys, parks or other open spaces shown thereon and the granting of the required easements, as shall be indicated by, the following statement on the plat tracing: "Easements shown on this plat are for the construction, operation, maintenance, repair, replacement or removal of water, gas, sewer, electric, telephone, or other utilities or services, and for the express privilege of removing any and all trees or other obstructions to the free use of said utilities and for providing of ingress and egress to the property for said purposes, and are to be maintained as such forever."
- N. The names of record of all abutting parcels with deed reference, acreage and survey record reference (if applicable). Platted land shall show the name of the subdivision, lot numbers, plat book and page reference.
- O. Any section lines, corporation limits, township and county lines shall be accurately documented and located on the plat and their names lettered thereon.
- P. Location of permanent facilities and easements for same used for drainage control such as detention ponds, retention ponds, infiltration beds, etc., and a statement of the provisions for the maintenance of these facilities.
- Q. (q) Every plat shall be superimposed on a survey of the lands of the dedicators from which such plat is drawn, and shall contain an accurate background drawing of any metes and bounds descriptions of the lands of the dedicators from which such plat is drawn.

VI. SUPPLEMENTARY INFORMATION. The following information shall be supplied in addition to the requirements stated above.

- A. Certification shall be required showing that all required improvements have been either installed and approved by the proper officials or agencies, or that a bond or other surety has been furnished assuring installation and initial maintenance of the required improvements.
- B. In flood prone areas the sub divider shall provide information detailing how the structures will be protected from flood hazard.
- C. The Planning Commission may require the applicant to submit additional topographic information, detailed plans for proposed uses and other information to determine possible flood or erosion hazards, the effect of the subdivision uses upon flood flows, and the adequacy of proposed flood protection measures. The Planning Commission may consult with expert persons or agencies for technical assistance and advice.

VII. FILING. The final plat shall be filed with the Planning Commission not later than twelve months after the date of approval of the preliminary plat; otherwise it will be considered void unless an extension is requested by the developer and granted in writing by the Commission.



Planned Development District Preliminary Plan Application

OFFICIAL USE ONLY	
Permit No.	
Date	

Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers(s): _____ E-mail: _____

Applicant is the: Owner Lessee Optionee Contractor/Architect

Property Owner's Name: (If different from applicant): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers(s): _____ E-mail: _____

Sub Divider: _____ Phone: _____

Address _____
Street City State Zip Code

Local Agent: _____ Phone: _____

Address _____
Street City State Zip Code

Engineer: _____ Phone: _____

Address _____
Street City State Zip Code

Land Surveyor: _____ Phone: _____

Address _____
Street City State Zip Code

Attorney(s): _____ Phone: _____

Address _____
Street City State Zip Code

Development Information

Street Address (if applicable) _____

Parcel Lot No(s). _____ Current Zoning _____

Postal Zip Code _____ School District(s) _____ Total Acreage _____

Zoning District Amendment Request (if applicable) _____

Name of Subdivision _____

List all contiguous holdings in the same ownership:

Parcel Lot No(s) _____

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance into the present owner as recorded in the Montgomery County Recorder's Office. This affidavit shall indicate the legal ownership of the property, the contract owner of the property, and the date the contract of sale was executed.

IN THE EVENT OF CORPORATE OWNERSHIP:

A list of all directors, officers, stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

Signature of Applicant _____ **Date** _____

To Be Completed By City

Date application and fee received: _____ Staff Initials: _____ Receipt #: _____

Planning Commission:

Application is: APPROVED DENIED

Next Public Hearing Date: _____