



Application For Subdivision – Preliminary Plat
Pursuant to Codified Ordinance 1105.05

- I. The preliminary 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. Preliminary Plat Plan - \$150.00
Each application shall be accompanied by the appropriate fee.
- III. The purpose of the preliminary plan is to show all the facts which may enable the Planning Commission to determine whether the proposed layout of the land is satisfactory from the standpoint of public interest. The plan shall be prepared by a registered surveyor or engineer and shall conform to the “Minimum Standards for Boundary Surveys in the State of Ohio”.
- IV. Attach twelve (12) copies of proposed preliminary plat at a scale not less than 100 to the inch and shall include the following information:
 - A. Proposed name of the subdivision, which shall not duplicate or closely approximate the name of any other subdivision in the Municipality.
 - B. Location by section, range, and township or other surveys.
 - C. Names, addresses and phone numbers of the owner, sub divider, and professional engineer and registered surveyor who prepared the plat, and appropriate registration numbers and seals.
 - D. Date of survey.
 - E. Scale of the plat, north point.
 - F. Boundaries of the subdivision and its acreage.
 - G. Names of adjacent subdivisions, owners of adjoining parcels of unsubdivided land, and the location of their boundary lines.
 - H. Locations, widths, and names of existing streets, railroad rights-of-way, easements, parks, permanent buildings, and corporation and township lines; location of wooded areas and other significant topographic and natural features within and adjacent to the plat for a minimum distance of 200 feet.
 - I. Zoning classification of the tract and adjoining properties and a description of proposed zoning changes, if any.
 - J. Existing contours at two foot intervals for predominant ground slopes within the subdivision between level and ten percent (10%) grade and five foot intervals for predominate ground slopes within the subdivision over ten percent (10%) grade.
 - K. Location and size of existing sewers, water lines, culverts, bridges and other underground structures, and power transmission poles and lines within and adjacent to the tract.
 - L. Location, names, and widths of proposed streets (including pavement width) and easements.
 - M. Building setback lines with dimensions.
 - N. Location and dimensions of all proposed utility and sewer lines, showing their connections with the existing system.
 - O. All thoroughfares as shown on the Official Thoroughfare Plan wherever they traverse the plat.

- P. 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 width at the property line shall be shown.
- Q. Parcels of land in acres to be reserved for public use or to be reserved by covenant for residents of the subdivision.
- R. A vicinity map at a scale of not less than 1,000 feet to the inch shall be shown on, or accompany, the preliminary plat. This map shall show all existing subdivisions, roads, and tract lines and the nearest existing thoroughfares. It shall also show the most advantageous connections between the roads in the proposed subdivision and those of the neighboring areas.
- S. A supplemental sheet containing the following:
 - 1) Any anticipated exceptions to the subdivision design standards.
 - 2) Sight distance from the intersection of any new road with an existing road.
 - 3) A statement of which of the following drainage philosophies is to be used:
 - a) The rate of post development runoff less than or equal to the rate of pre-development runoff. In this case reference shall be made as to how the drainage structures (retention basin, infiltration beds, etc), if any, are to be maintained, that is, Homeowner's Association, ditch petition, park district, etc.
 - b) The rate of post development runoff greater than the rate of predevelopment runoff. In this case a statement shall be included to indicate whether or not any downstream improvement to increase capacity, prevent erosion, etc., are anticipated.

- V. **SUPPLEMENTARY INFORMATION.** The following information shall be supplied in addition to the requirements stated above.
 - A. Statement of the proposed use of the lots, giving type and number of dwelling units and type of business or industry.
 - B. Location and approximate dimensions of all existing buildings.
 - C. For office, commercial and industrial developments the points of vehicular ingress and egress to the development along any street shown on the thoroughfare plan.
 - D. Description of proposed covenants and restrictions.
 - E. In a letter accompanying the request for approval of the preliminary plat, the sub divider shall state the type of sewage disposal he proposes to use.
 - F. In flood prone areas:
 - 1) Regional flood elevations and boundaries of flood prone areas as defined in Section 1113.03 including floodways if known. Base flood elevation data shall be provided for subdivision proposals and other proposed development which contain at least fifty lots or five acres (whichever is less).
 - 2) Layout of and elevation of proposed roads, alleys, and public crosswalks, and widths noted; road grades and cross sections.
 - 3) Preliminary plan of on-site waste disposal systems or sanitary sewers with grade, pipe size and points of discharge.
 - 4) Proposed fill or other structure elevating techniques, levees, channel modifications, sea walls, and other methods to overcome flood or erosion related hazards.

VI. FILING. The preliminary plan shall be considered officially filed after it is examined by the Chairman of the Planning Commission or his/her designee, and is found to be in full compliance with the formal provisions of these Subdivision Regulations. Any variation from this requirement shall be approved in writing by the Chairman or his/her designee.



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) _____

Proposed Name of Subdivision _____

