

# The Village of Plain City

## Planning and Zoning Department

P O Box 167, Plain City, Ohio 43064

Phone: 614-873-3527 (x105) Fax: 614-873-4649

Email: [village@plain-city.com](mailto:village@plain-city.com)

[www.plain-city.com](http://www.plain-city.com)



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## SUBDIVISION PLAT APPLICATION

APPLICATION #

Name of Subdivision: \_\_\_\_\_

Property Address/Description: \_\_\_\_\_

**PRELIMINARY PLAT** (Check One):  Initial Submittal  Re-Submittal  **Minor Plat without**

**FINAL PLAT** (Check One):  Initial Submittal  Re-Submittal **improvement/lot split**

PROPOSED USE	NUMBER OF LOTS	ACRES
Single Family Residential		
Two Family Residential		
Multi-Family Residential		
Commercial		
Industrial		
Reserve		
<b>TOTAL</b>		

Name of Principal Owners: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Developer/Subdivider (if different): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Surveyor/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Engineer/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Legal Representative (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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**SUBMITTAL OF PRELIMINARY PLATS:**

The Subdivider shall prepare and submit fifteen (15) copies of a preliminary plat, together with the supplementary material as required by Section 1121.02. Said plat shall be submitted to the Zoning Inspector at least forty-five (45) calendar days prior to the meeting at which it is to be considered.

The Zoning Inspector shall review submitted materials for completeness and shall within five (5) working days place the preliminary plat submittal on the agenda of the Planning and Zoning Commission or reject the application and return 75 percent of the fees to the Subdivider with an itemization of deficiencies. The application shall be considered filed as of the date of the meeting in which it is presented by the Zoning Inspector to the Commission.

All fees required for processing of a preliminary plat must be paid with the application, prior to review by the Planning and Zoning Commission, or the submittal will be deemed incomplete by the Zoning Inspector and not suitable for review.

**SUBMITTAL OF FINAL PLATS:**

Final plats shall be subsequent to and substantially in conformance with a previously approved preliminary plat.

All fees required for processing of a final plat, as well as all other fees incurred by the Village as a part of the review process to date, must be paid prior to review by the Planning and Zoning Commission or the submittal will be deemed incomplete by the Zoning Inspector and not suitable for review.

Final plats shall be prepared by a registered surveyor, engineer, architect or landscape architect and fifteen (15) copies of the plat and supporting data as required in Section 1121.03 shall be submitted to the Zoning Inspector at least 30 calendar days prior to the meeting at which it is to be considered.

The Zoning Inspector shall review the submittal for completeness and compliance with the preliminary plat or appropriateness of modifications and these Regulations. The application for a final plat shall be considered filed as of the date of the meeting in which it is presented by the Zoning Inspector to the Planning and Zoning Commission.

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Application for Plat approval must meet the requirements of the Subdivision Regulations and consideration of such Application is contingent upon meeting these requirements. The Application shall be placed on the Planning and Zoning Commission's Agenda for the next appropriate meeting.

Applicant knowingly and voluntarily waives the thirty (30) day limitation in Section 711.09(c) of the Ohio Revised Code for the approval or disapproval of plat submitted by the applicant and agrees to the extension of time for consideration and review of plat. Yes\_\_\_ No\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date:

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### FOR PLANNING AND ZONING COMMISSION USE ONLY

#### Reviewed By:

- |  |             |   |             |
|--|-------------|---|-------------|
| <input type="checkbox"/> Fire District         | Date: _____ | <input type="checkbox"/> Plain City Police          | Date: _____ |
| <input type="checkbox"/> Village Administrator | Date: _____ | <input type="checkbox"/> Wastewater Treatment       | Date: _____ |
| <input type="checkbox"/> Water                 | Date: _____ | <input type="checkbox"/> Village Engineer           | Date: _____ |
| <input type="checkbox"/> Zoning Inspector      | Date: _____ | <input type="checkbox"/> Director of Transportation | Date: _____ |

COMMENTS: \_\_\_\_\_

Zoning Permit Issued by Zoning Inspection on: \_\_\_\_\_  
(Date)

#### FEE BREAKDOWN – PRELIMINARY PLAT

- Village General Filing Fee: \$300.00
- Engineer Filing Fee: \$100.00
- Each Lot \_\_\_\_\_ x \$5.00 = \$ \_\_\_\_\_
- TOTAL DUE AT SUBMITTAL:** \$ \_\_\_\_\_
- Additional Engineering Review Fees: \$ \_\_\_\_\_
- Re-Submittal – 50% of Original Filing Fees (\$200.00)  
Plus \$5.00 x \_\_\_\_\_ Each Lot \$ \_\_\_\_\_ Check #: \_\_\_\_\_
- Additional Engineering Review Fees: \$ \_\_\_\_\_ Check #: \_\_\_\_\_
- Re-Submittal Fees: \$ \_\_\_\_\_ Check #: \_\_\_\_\_
- Additional Engineer Review Fees: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

#### FEE BREAKDOWN – FINAL PLAT

- Village General Filing Fee: \$300.00
  - Engineering Filing Fee: \$200.00
  - Improvement Plans - # of Pages: \_\_\_\_\_ x \$200.00 (minimum \$600.00) = \$ \_\_\_\_\_
  - TOTAL DUE AT SUBMITTAL:** \$ \_\_\_\_\_ Check #: \_\_\_\_\_
- Re-Submittal fees are 50% of Original Filing Fees Plus \$5.00 Per Lot
- Re-Submittal Fees: \$ \_\_\_\_\_
  - Re-Submittal Fees: \$ \_\_\_\_\_
  - Additional Engineer Fees: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Application accepted for Commission Action: \_\_\_\_\_  
Placed on Planning & Zoning Commission Agenda for: \_\_\_\_\_