



5200 Springfield Street, Suite 100  
 Riverside, OH 45431  
 Phone: 937-233-1801 Fax: 937-237-5965 [www.riversideoh.gov](http://www.riversideoh.gov)

## Subdivision Application

**PROJECT ADDRESS:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

Applicant \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
 Person to contact \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_

Owner \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
 Person to contact \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_

Check if same as applicant information

*Applicants will be notified if there are issues with the application, and how to correct it. Approvals expire 1 (one) year from the date of approval. Multiple requests require separate applications and fee.*

### Subdivision Application Types

**MAJOR SUBDIVISION**

- Preliminary Subdivision
- Final Subdivision

**MINOR SUBDIVISION**

- Replat
- Lot Split
- Lot Consolidation
- Right-of-Way/Easement Vacation

**Read the statements below and sign to acknowledge agreement.**

I hereby acknowledge that in review of this application, the City of Riverside may require the services of the City Engineer and/or the City Attorney to ensure that the requested item(s) for review of this application is compliant to the current zoning laws and policies of the City of Riverside. For any and all costs incurred in the review of this application, I acknowledge that the city of Riverside or any of the City's consultants listed above are my responsibility to reimburse. The City of Riverside shall submit to the development project owner/representative an invoice for the amount(s) necessary to be reimbursed for the development review performed by an outside consultant Per Section 137.01 of the Unified Development Code.

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above-mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.

**Owner Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

### OFFICIAL USE ONLY

Permit No. \_\_\_\_\_

Intake Staff \_\_\_\_\_

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

Approved \_\_\_\_\_ Date \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_

Parcel ID \_\_\_\_\_

**Please submit the completed application along with the following items:**

**All Plats must meet the requirements of a Montgomery County, Ohio Final Plat.**

- A copy of the current recorded deed
- Project Description (Overview of the proposed development including key elements)
  - Type of Sewage Disposal (On-site/Public).
  - Existing frontage along any thoroughfares.
  - Proposed thoroughfares within the subdivision.
  - Total length of any collector or minor streets within the subdivision.
  - Number of residential lots.
  - If other than single-family, number of proposed dwelling units.
  - If other than a residential subdivision, give a brief description of use

**Major Subdivision Plat**

- Two copies of plat completed by a licensed surveyor drawn to scale with the following information:
  - Name of the subdivider; location by Section, Town, Range, date, and acreage to hundredths of an acre
  - Lot lines and dimension, based on a survey.
  - Adjacent street names and centerlines.
  - All existing buildings, septic facilities and wells if applicable
- Supplementary Information:
  - One elevation drawing for new construction.
  - An existing condition plan at a scale indicating existing topography, property boundaries, trees, structures, pavements, utilities, and the location of existing directly adjacent properties and their structures
  - Lighting Plan
  - Landscape Plan
  - Grading Plan & Utility Plans
  - Sign Plan
  - Traffic Analysis
- Digital Copy of all plan documents using SharePoint or other web-based collaborative sharing platform

**Minor Subdivisions – results in 5 parcels or less**

- One copy of the Minor Subdivision Plat (Standard Format) or two copies (Large Format). Plat must be created by a Professional Land Surveyor registered in Ohio.

**Fee (Credit Card, Cash or check made payable to City of Riverside)**

- Application fee according to the fee schedule below
  1. Preliminary Major Subdivision **300.00**
  2. Final Major Subdivision **500.00**
  3. Minor Subdivision
    - a. Replat/Lot Combo/Lot Split **150.00**
    - b. ROW/Easement Vacation **125.00**

***\*137.01 Development Review Deposit (b) Extraordinary deposits.** The City Manager may require a development review deposit to be collected or increased when in the sole discretion of the City Manager that the standard development review deposit would be inadequate to preserve the cash flow of the City. An extraordinary development review deposit shall be in multiples of the standard development review deposit not to exceed any initial deposit of two thousand five hundred dollars (\$2,500.00).*

