

# CLARK COUNTY COMMUNITY DEVELOPMENT

3130 E. Main Street, Suite 1A; Springfield, OH 45505  
Phone: 937-521-2160 Fax: 937-328-2621 [www.clarkcountyohio.gov/community\\_development](http://www.clarkcountyohio.gov/community_development)

## SUBDIVISION APPLICATION

*Please type or print all information; use additional sheets as necessary*

3/2012

TYPE OF SUBMISSION:  Preliminary; complete Pages 1 & 2 and Part A  
 Combined Preliminary & Final; complete Pages 1 thru 6  
 Final; complete Pages 1 & 2 and Part B

NAME OF SUBDIVISION: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TOWNSHIP: \_\_\_\_\_

### CURRENT STATUS OF THE PROPERTY TO BE SUBDIVIDED:

Owner(s): \_\_\_\_\_ Phone: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Permanent Parcel No.: \_\_\_\_\_ Acreage: \_\_\_\_\_  
Zoning District: \_\_\_\_\_

### DEVELOPER / CONTACT / SURVEYOR / ENGINEER:

Developer: \_\_\_\_\_ Phone: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Phone: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_

### UTILITIES:

Public Sewer:  No  Yes, Provider: \_\_\_\_\_  
Public Water:  No  Yes, Provider: \_\_\_\_\_

Other (on a separate sheet): List the names and addresses [where new developments would be reviewed] of other utility companies which serve or will serve this plat, or which have easements on this property or immediately adjacent thereto (i.e., electric, gas, telephone, pipelines, etc.).

SUBDIVISION PLAN:

Type of Development:

- |  |   |
|--|---|
| <input type="checkbox"/> Single-Family Residential | <input type="checkbox"/> Multi-Family Residential |
| <input type="checkbox"/> Planned Unit Development  | <input type="checkbox"/> Condominium Development  |
| <input type="checkbox"/> Commercial Development    | <input type="checkbox"/> Industrial Development   |
| <input type="checkbox"/> Other Development: _____  |   |

Area in Lots: _____ acres	Open Space: _____ acres
Area in ROW: _____ acres	Area in Other: _____ acres
	Specify: _____

Total Area: \_\_\_\_\_ acres

Number of Lots: \_\_\_\_\_

Minimum Lot Size: \_\_\_\_\_ acres

I/We being the OWNER(S) and DEVELOPER(S) of the property noted in this application, do hereby certify that it is my/our desire to have this land considered for platting under the Clark County Subdivision Regulations and that I/We will comply with the requirements of said regulations.

In addition, should this be a submission of a PRELIMINARY SUBDIVISION only, I/We the undersigned hereby request that said PRELIMINARY submission is being submitted in accordance with the voluntary two-step review procedure noted in the Clark County Subdivision Regulations. In order to permit this voluntary two-step review, the undersigned hereby agree(s) to the allowance of a thirty (30) day review of the herein submitted PRELIMINARY SUBDIVISION in addition to a thirty (30) day review period for the FINAL SUBDIVISION as provided by Section 711.10 of the Ohio Revised Code.

\_\_\_\_\_  
Signature of OWNER(S), Required

\_\_\_\_\_  
Signature of DEVELOPER(S)

I/We being the SURVEYOR AND ENGINEER for this SUBDIVISION do hereby certify that the information contained in this application and contained in the additional material required for submission of a SUBDIVISION is accurate, true, and correct to the best of my/our knowledge.

\_\_\_\_\_  
Signature of SURVEYOR; P.S. #

\_\_\_\_\_  
Signature of ENGINEER; P.E. #

# SUBDIVISION SUBMISSION CHECKLIST

(Must be completed when filing Preliminary, Combined, or Final Subdivision)

The subdivider of a major subdivision may choose between two review procedures. The subdivider may elect in writing to follow a two-step review procedure by submitting first a preliminary plan and then a final plat for review. If the subdivider does not elect to follow the two-step review procedure, he/she must submit for review a final plat containing all of the information required in both plats under the two-step procedure.

Plats submitted and approved under these regulations must have a continuous plat boundary. Plats which have separated parts or lots, or plats having a distance separating lots of greater than two hundred (200) feet shall be submitted and approved as separate plats requiring separate applications and approvals.

Items and information which are submitted must be complete. The Planning Commission or its staff may refuse to accept for processing any item submitted which lack major elements of a submission or which circumvents, or attempts to circumvent, the intent of these regulations and such items will be considered void.

## PART A

### PRELIMINARY PLAN CHECKLIST

(check each item included; if an item is not checked, note the reason why)

- 1. Proposed title of the subdivision. Said title shall not duplicate the name of any other subdivision already in use.
- 2. Location by section, town, range, township, county, state, and corporation boundary if involved, and/or V.M.S. identification number
- 3. Names and addresses of the subdivider, owner, and surveyor.
- 4. A north point and a scale of not more than one hundred (100) feet to the inch.
- 5. Any portion of land being subdivided within a major drainage area shall be shown as it pertains to the particular area.
- 6. The location of existing rights-of-way, easements, and physical features such as drainage channels, wooded areas, poles and power lines, fences, roads, railroads and buildings within the tract.
- 7. The location of existing rights-of-way and easements and the approximate location of buildings on lots or parcels, wooded and power lines for a distance of two hundred (200) feet from all sides of the land in question. Existing public streets shall be identified.
- 8. The location and widths of proposed easements and rights-of-way.
- 9. Names and addresses of owners of property adjoining the proposed subdivision.
- 10. Accurate delineation of all zoning districts and notation of zoning setbacks in effect. If any zoning changes are contemplated by the subdivider, the proposed zoning shall be outlined.
- 11. Existing contours with intervals of not more than five (5) feet where the slope is greater than ten (10) percent, and not more than two (2) feet where the slope is less than ten (10) percent. Elevations are to be based on sea level datum.
- 12. The location of the bench mark used to determine the contour lines.
- 13. The location of existing lot lines adjacent to the land to be subdivided, and the location with approximate dimensions of proposed lot lines.
- 14. A system of lot numbering purely for identification and may be changed at the time of recording.
- 15. The location and size of existing sanitary and storm sewers, water mains, culverts and other underground structures within the tract and adjacent thereto.
- 16. The location of the setback lines on all proposed new lots.
- 17. The boundary of the subdivision indicated by a heavy line and the approximate acreage.
- 18. Date.
- 19. Incorporate proposed street names on the map.
- 20. A dashed line two hundred (200) feet from and around the perimeter of the plat boundary.

**Additional Items:**

- \_\_\_ 21. A copy or tracing of the current tax map showing the permanent parcel(s), including permanent parcel numbers, with the plat boundary accurately delineated thereon and the general location of the streets and each lot of the submitted plat. Said drawing shall also indicate the surrounding permanent parcel lines and permanent parcel numbers for five hundred (500) feet in all directions from the plat boundary.
- \_\_\_ 22. A separate sheet indicating any exceptions and/or variances to the subdivision design standards or regulations and stating the reason(s) for said exception and/or variance.
- \_\_\_ 23. A copy of the part of a U.S.G.S. map, preferably an 8½" by 11" sheet, indicating the boundary of the plat and showing the water sheds and their boundaries which affect said plat. The plat shall be located as close to the center of the map as possible.

**Other Items:**

- \_\_\_ 24. Application – must be complete with appropriate signatures.
- \_\_\_ 25. Protective Covenants.
- \_\_\_ 26. Vicinity sketch on an 8½" by 11" sheet.
- \_\_\_ 27. Drainage Plan – complete with the watershed areas mapped, along with runoff calculations for each location where drainage flow is expected to cross proposed roadways. Contact the Clark County Engineer's Office with any questions.

**Preliminary Plans:**

- \_\_\_ 28. Application – 4 copies.
- \_\_\_ 29. Plat Map – 15 copies \*.
- \_\_\_ 30. Construction Drawings – 6 copies \*. Contact the Clark County Engineer's Office with any questions.
- \_\_\_ 31. Plat Covenants – 7 copies \*.

\* Additional copies needed when OEPA, ODOT OR ODNR involved. Contact Clark County Community Development

IF ANY OF THE ABOVE ITEMS ARE NOT CHECKED, INDICATE  
ON A SEPARATE SHEET THE ITEM NUMBER AND REASON

**PART B**

**FINAL PLAN CHECKLIST**

(check each item included; if an item is not checked, note the reason why)

It is recommended that engineering plans and data be submitted to the office of the Clark County Engineer ten (10) working days prior to the submission of the Final Plans to avoid possible delays caused by the filing of plans which do not meet the requirements of the County Engineer. Items or information which are submitted must be complete. The Planning Commission, or its staff, may refuse to accept for processing any item submitted which lack major elements of a submission or which circumvents, or attempts to circumvent, the intent of these regulations and such items will be considered void.

The final recorded map of the proposed subdivision shall conform to the approved preliminary plan and be drawn to a scale of 50, 60, 80 or 100 feet per inch. The overall final plan shall be 18 inches by 24 inches.

- \_\_\_ 1. The name of the subdivision and the location by section, town, range, township, county and state and/or V.M.S. identification number.
- \_\_\_ 2. Legal description.
- \_\_\_ 3. A bar scale, a north point, and the acreage.
- \_\_\_ 4. An acknowledgment by the owner(s) of the adoption of the plat, and dedication of streets and other public areas.
- \_\_\_ 5. A certification of a Notary Public.

- \_\_\_ 6. Certification by a surveyor, registered in the State of Ohio, that the plan represents a survey made by him/her and all monuments shown on the map actually exist.
- \_\_\_ 7. A statement of approval by the County Health Commissioner.
- \_\_\_ 8. A statement of approval by the County Planning Commission and statement of acceptance by the County Commission. If the City is payee of a certified check or party to a bond agreement, a statement of acknowledgment shall be provided from the City Manager.
- \_\_\_ 9. A certification statement for the County Auditor shall be provided.
- \_\_\_ 10. A certification statement for the County Recorder shall be provided.
- \_\_\_ 11. A list of protective covenants and restrictions.
- \_\_\_ 12. The boundary lines of the area being subdivided with accurate dimensions and bearings. "The minimum standards for boundary surveys in the State of Ohio", which went into effect on May 1, 1980, shall be met.
- \_\_\_ 13. A known reference point plus any municipal, township, county or section lines transgressing the plat or immediately adjacent thereto shall be accurately tied to the lines of the subdivision by distances and bearings.
- \_\_\_ 14. All dedicated areas for public use plus any area reserved for future acquisition or dedication. These areas shall be identified and dimensioned.
- \_\_\_ 15. The acreage of the dedicated and/or reserved areas within the plat for school, park, playground or open space purposes.
- \_\_\_ 16. Length of all chords, arcs, tangents and radii along with internal angles, points of curvature and tangent bearings and length of all curves.
- \_\_\_ 17. Easements for public use, services, utilities and drainage with dimensions.
- \_\_\_ 18. All linear dimensions and angular measurements.
- \_\_\_ 19. All lot lines with the necessary distances and bearings and the system of identifying each lot.
- \_\_\_ 20. Building setback lines with dimensions.
- \_\_\_ 21. The location of all proposed or existing monuments and bench marks within the plat or immediately adjacent thereto.
- \_\_\_ 22. The location and identification of all adjacent rights-of-way, lots, alleys and easements.
- \_\_\_ 23. That portion of land being subdivided within a major drainage area shall be shown as it pertains to the particular area.
- \_\_\_ 24. Key map (see definitions).
- \_\_\_ 25. Delineation of existing zoning districts and all zoning setbacks shall be noted on the plat map.
- \_\_\_ 26. The "finished floor" elevation for all structures shall be noted for each lot in the subdivision. This shall be noted on the same page as the covenants under the heading of "finished floor elevation by lot" and there under listing each lot number and the elevation for same.
- \_\_\_ 27. The location of access point(s) approved by the County Engineer or ODOT shall be noted on the final map unless unlimited access has been approved along the entire frontage.
- \_\_\_ 28. The street address for each lot shall be noted. This will be done by placing the address number inside a rectangle on each lot.
- \_\_\_ 29. The acreage for each lot shall be noted and shown to a minimum of hundredths of an acre (0.00 ac.).

**Additional Items:**

- \_\_\_ 30. A copy or tracing of the current tax map showing the permanent parcel(s), including permanent parcel numbers, with the plat boundary accurately delineated thereon and the general location of the streets and each lot of the submitted plat. Said drawing shall also indicate the surrounding permanent parcel lines and permanent parcel numbers for five hundred (500) feet in all directions from the plat boundary.
- \_\_\_ 31. A separate sheet indicating any exceptions and/or variances to the subdivision design standards or regulations and stating the reason(s) for said exception and/or variance.
- \_\_\_ 32. A copy of the part of a U.S.G.S. map, preferable an 8½" by 11" sheet, indicating the boundary of the plat and showing the water sheds and their boundaries which affect said plat. The plat shall be located as close to the center of the map as possible.
- \_\_\_ 33. A separate 8½" by 11" sheet of paper shall be submitted listing those lots affected (reduced in area) by the "net acreage" requirement. Said listing shall give the number of each lot so affected and the net acreage of each affected lot(s).

**Other Items:**

- 34. Application – must be complete with appropriate signatures.
- 35. Plan, profile, typical sections, cross sections, general summary and details shall be prepared in accordance with the general requirements of the Clark County Subdivision Regulations and the County Engineer's Technical Specifications.
- 36. Estimate – a cost estimate shall be submitted in a unit price format, consistent with the individual units, corresponding to the item number from the ODOT CSM manual.

**Final Plans:**

- 37. A Application – 4 copies.
- 38. Plat Map – 20 copies \*.
- 39. Construction Drawings – 5 copies \*. Contact the Clark County Engineer's Office with any questions.
- 40. Plat Covenants – 6 copies \*.
- 41. Cost Estimate – 4 copies \*. Contact the Clark County Engineer's Office with any questions.

\* Additional copies needed when OEPA, ODOT OR ODNR involved. Contact Clark County Community Development

IF ANY OF THE ABOVE ITEMS ARE NOT CHECKED, INDICATE  
ON A SEPARATE SHEET THE ITEM NUMBER AND REASON