

Section 302.

APPLICATION FOR PLAT APPROVAL  
Preliminary                      Final

Date Received \_\_\_\_\_ Application # \_\_\_\_\_

Date Application accepted for Commission Action \_\_\_\_\_

Placed on Agenda for \_\_\_\_\_

APPLICATION IS HEREBY MADE TO THE OTTAWA REGIONAL PLANNING COMMISSION FOR APPROVAL OF THE PLAT OF THE BELOW DESCRIBED SUBDIVISION:

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

Section: \_\_\_\_\_ Range: \_\_\_\_\_ Township of: \_\_\_\_\_

Preliminary Plat              Final Plat              Re-Plat

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

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

Name of Surveyor: \_\_\_\_\_

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

Name of Engineer: \_\_\_\_\_

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

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

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

Accompanying this application is one reproducible copy of the proposed preliminary plat, final plat, or re-plat and fifteen (15) prints. It is further understood by the applicant that said application for preliminary or final plat approval must meet the requirements of the Ottawa County Subdivision Regulations and consideration of said application is contingent upon meeting these requirements. The application shall be placed on the agenda by the staff of the Commission at the next appropriate meeting. Submission shall occur by the first Tuesday of each month in order to be considered for that month's meeting.

Ohio law mandates approval or disapproval within thirty days.

Do you wish to waive the thirty day timeframe?              Yes              No

If yes, identify the length of extension requested.

No additional extensions shall be granted from the time frame requested. The maximum extension allowed is twelve months.

Signature of Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Section 303.

Application# \_\_\_\_\_

PREMINARY OR FINAL PLAT QUESTIONAIRE

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

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

The following specific questions relating to this subdivision should be answered and this form included with the presentation of the plat.

Total number of acres in proposed subdivision: \_\_\_\_\_

Total Number of lots anticipated: \_\_\_\_\_

Will new streets be created? Yes No How wide? \_\_\_\_\_

Will any additional right-of-way be dedicated along existing streets? Yes No How wide? \_\_\_\_\_

Name of Road \_\_\_\_\_ Street dedication is for Public use Use of property owners

The subdivision will be served by (check one: Private water system  
community /public water supply Other (Specify Type) \_\_\_\_\_

The Sanitary need will be served by (check one): Septic Tanks

Community/Public Sanitary Sewage System Other \_\_\_\_\_

What type of storm drainage will be used? \_\_\_\_\_

Will any natural drainage course be affected by the sub-division? Describe \_\_\_\_\_

\_\_\_\_\_

Is any land other than streets to be dedicated for public use? Describe \_\_\_\_\_

\_\_\_\_\_

Is the property subject to the one hundred year flood? If yes, identify the flood zone. \_\_\_\_\_

State the flood elevation \_\_\_\_\_

What is the present use of the land? \_\_\_\_\_

What is zoning classification? \_\_\_\_\_ Any proposed changes in zoning classification \_\_\_\_\_

Other comments,  
Questionnaire prepared by

Section 320.

FINAL PLAT CHECKLIST

Does

Does Not

1. **General**

- a) The final plat was submitted within 12 months of the approval of the preliminary plat
- b) All improvements are completed or assurances given as required. .
- c) The application form properly was completed.
- d) The plat was prepared in waterproof ink on tracing cloth or other material of equal permanence at a scale of not less than 1" = 100'.
- e) Sheets are 24"x36" in size with 1/2 " border and 1-1/2" left binding edge with lettering size no smaller than 0.10 inch with pen width of at least 0.013.
- f) Improvement plans meeting requirements of responsible official are submitted.

2. **Plat Detail**

- a) The name of the subdivision and its locational description
- b) A metes and bounds description of the parcel is shown.
- c) The owners, surveyors, and the engineer's names and addresses are shown as appropriate. If no improvement plans are required, an engineer need not be listed. (2008).
- d) The date, scale of plan including graphic scale, and north point are shown.
- e) The primary control points are shown on the plat.
- f) Adequate survey data showing all dimensions referenced by arrow marks to the beginning and ending points.
- g) The names of adjoining owners or subdivisions with deed or plat volume (s) and page (s) shown.

- h) The names of streets and right-of-way, including any deficiency in the width. The location of the proposed stop sign with any public road right-of-way as determined by the County Engineer. (2008)
- i) The location, purpose, and recorded reference of all easements within or serving the proposed subdivision.
- j) The lot and/or block numbers.
- k) The dedication of lots, streets, and reserved areas and their purpose.
- l) Excepted parcels or out lots so marked, "Not Included in This Plat".
- m) The minimum building setback lines shown and properly located. A typical lot may be shown.
- n) The location and description of all monuments.
- o) Previous lot lines in the case of a re-plat.
- p) The 100 year flood hazard elevation of the area to be divided and boundaries of the 100 hundred year flood as determined by FEMA flood maps shall be shown with a statement concerning the lowest floor elevation including basement/crawl space of future buildings.
- q) The present zoning classification if applicable.
- r) Soil information as specified in Section 309, Item 15 for unsewered areas.
- s) A separate map showing existing contours at one (1) foot intervals and a site grading plan that identifies maximum finished grade elevations for each lot and approved by OEPA if applicable.
- t) Submission of evidence that the Board of Health has reviewed and approved the proposed subdivision for compliance with the household sewage treatment system requirements. (2007).
- u) The minimum and maximum finished grade elevations shall be shown on the plat for each lot in the subdivision. (2007).

3.) **Certifications**

- a) The certificate of the Surveyor and Engineer.
- b) The certificate of Ownership and Dedication.

- c) The approval of Board of health where sewer and /or public water is not available.
- d) The certificate of approval of Township Trustees if new public street construction is involved.
- e) The certificate of approval of the Planning Commission
- f) The certificate of Board of Commissioner's acceptance of streets and other public ways.
- g) The Auditor's certificate of transfer including statement that all due taxes have been paid.
- h) The certificate of County Recorder.
- i) The certificate of approval of the County Engineer.
- j) The certificate of County Sanitary Engineer.
- k) The certificate requiring future connection to a central sewer facility when available as determined by the Ottawa County Board of Health and/or Sanitary Engineer.
- l) The certificate by the Owner of water and/or sewer main dedication to Ottawa County Commissioners. -  
 \_\_\_\_\_, as owner, hereby dedicates the  
 \_\_\_\_\_ mains within the platted area to the  
 Board of County Commissioners of Ottawa County, Ohio  
 exclusively to public use this \_\_\_\_ day of \_\_\_\_\_,  
 20\_\_.
- m) The certificate by the appropriate City/Village Administrator, Board of Public Affairs, or water and sewer district when water and/or sewer is obtained from the City/Village/District.
- n) The certificate of approval by Ohio EPA or a letter approving and guaranteeing the installation of a community sewage treatment systems not operated by a political subdivision.

Comments: