



CLARK COUNTY OHIO

COMMUNITY & ECONOMIC DEVELOPMENT

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SUBDIVISION APPLICATION

Jan 2025

TYPE OF SUBMISSION \_\_\_ Preliminary; complete Pages 1 & 2 and Part A
\_\_\_ Final; complete Pages 1 & 2 and Part B
\_\_\_ Combined Preliminary & Final; complete all pages

SUBDIVISION NAME
Location
Township Parcel No(s)
Acreage Zoning District

PROPERTY OWNER
Address
City / State / Zip
Phone Email

DEVELOPER
Address
City / State / Zip
Phone Email

SURVEYOR
Address
City / State / Zip
Phone Email

ENGINEER
Address
City / State / Zip
Phone Email



## **Subdivision Submission Checklist**

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 plat 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 review procedure.

Plats submitted and approved under these regulations must have a contiguous 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 that are submitted must be complete. The Planning Commission or its Staff may refuse to accept for processing an application submitted that lacks major elements of a submission, or which circumvents or attempts to circumvent the intent of these regulations.

### **PART A**

#### **Preliminary Plat Checklist**

(Check each item included; if an item is not checked, indicate reason why)

- 1. Proposed Subdivision name. Said name shall not duplicate the name of any other subdivision already platted.
- 2. Location by Section, Town, Range, or VMS as applicable, Township, County and State; Corporation boundary if involved. And/or V.M.S. identification number.
- 3. Names and addresses of the owner, subdivider and surveyor.
- 4. Date, a north point and 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 areas and powerlines for a distance of two hundred (200) feet from all sides of the land in question. Existing public streets shall be labeled.
- 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 shall 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 setback lines on all proposed new lots in the subdivision.
- \_\_\_ 17. The boundary of the subdivision, indicated by a heavy line, the number of lots and total acreage.
- \_\_\_ 18. Proposed street names listed.
- \_\_\_ 19. A separate sheet, indicate any exceptions to and/or variance request to the Subdivision Regulations. Indicate the applicable Section and provide an explanation.
- \_\_\_ 20. A dashed line two hundred (200) feet from and around the perimeter of the plat boundary.
- \_\_\_ 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. Listing of Protective Covenants, as applicable.
- \_\_\_ 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 applicable signatures.
- \_\_\_ 25. Vicinity Sketch on 8 ½" by 11" sheet.
- \_\_\_ 26. 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.
- \_\_\_ 27. Preliminary profile of the street, storm sewer, sanitary sewer and open channel improvements include the existing ground elevations and proposed gradient.
- \_\_\_ 28. Watershed information for each sub-area, consisting of the drainage area, time of concentration, intensity, runoff coefficient and design flow.
- \_\_\_ 29. Existing and proposed drainage structures, including any sub-surface tile designs.
- \_\_\_ 30. The plan typical section, based upon the street classification (collector, minor or industrial/commercial) right-of-way requirements and curb and gutter requirements. (Par. 5.115).

**NOTE: In addition to hard-copies electronic submission is appreciated.**

- \_\_\_ 37. Application, Plat Map, Construction Drawings, Plat Covenants- 5 copies.

**PART B**  
**Final Plat Checklist**

(Check each item included; if an item is not checked, indicate 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. The Final Plat shall conform to the approved Preliminary Plan and be drawn to a scale of 50, 60, 80 or 100 ft. per inch. The overall Final Plat shall be 18 inches by 24 inches.

- 1. Subdivision name and the location by Section, Town, Range, or VMS as applicable, Township, County and State; Corporation boundary if involved. And/or V.M.S. identification number.
- 2. Legal description.
- 3. Date, a north point and bar scale of not more than one hundred (100) feet to the inch.
- 4. An acknowledgment by the Owner(s) of the adoption of the Final 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 Final Plat represents a survey made by him/her and all monuments shown on the plat actually exist.
- 7. A statement of approval by the County Health Commissioner, when applicable.
- 8. A statement of approval by the Planning Commission and statement of acceptance by the County Commission.
- 9. A certification statement for the County Auditor.
- 10. A certification statement for the County Recorder.
- 11. Listing of protective covenants and restrictions, as applicable.
- 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 areas 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 benchmarks 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 which shows the general area around the subdivision in question to locate and orient said subdivision within the county.
- \_\_\_ 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 address for each lot, assigned by Planning Staff, shall be noted 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).
- \_\_\_ 30. On a separate sheet, indicate any exceptions to and/or variance request to the Subdivision Regulations. Indicate the applicable Section and provide an explanation.
- \_\_\_ 31. Cost estimates for public improvements of the subdivision, signed and sealed by an Ohio licensed engineer, shall be submitted in a unit price format consistent with the individual units corresponding to the item number from the ODOT CSM manual.

Other Items:

- \_\_\_ 32. 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.
- \_\_\_ 33. 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.
- \_\_\_ 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.

**NOTE: In addition to hard-copies electronic submission is appreciated.**

- \_\_\_ 37. Application, Plat Map, Construction Drawings, Plat Covenants, Cost Estimates- 5 copies.