



## SUBDIVISION APPLICATION INSTRUCTIONS

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**APPLICATION FORM** – The application form must be fully completed, signed by the property owner and shall be properly notarized.

**AGENT AUTHORIZATION FORM** – If the applicant is not the property owner, a completed and notarized Agent Authorization Form must be provided.

**OBLIGATION FOR PAYMENT OF EXPENSES FORM** – This form obligates the applicant for payment of any professional costs required for review of the application.

**SUBMITTAL REQUIREMENTS** – The applicant shall submit 12 copies of all information required in Chapter 152, as well as any other information which supports the application. In addition, an AutoCAD or GIS electronic copy of the subdivision shall be provided with the initial application, and a final copy with any revisions shall be provided prior to release of the plan for recording.

**ADJACENT PROPERTY OWNERS LIST** – Please provide the names, addresses, and parcel numbers of all property owners within 200 feet of the property in question, along with a corresponding map showing these parcels. This information may be obtained on the internet at [www.mcrealestate.org](http://www.mcrealestate.org).

**ZONING REQUIREMENTS** – The application must meet the requirements of Chapter 152 of the Zoning Code, available online at [www.westcarrollton.org](http://www.westcarrollton.org) or at the Planning and Building Department.

**FEES** - All fees are listed in the attached fee schedule.

**APPLICATION DEADLINES** – All applications must be filed by the “Filing Deadline” provided in the attached Schedule of Meetings. If the application is determined to be complete, it will be scheduled and the public hearing will be advertised by the “Notice Deadline,” if required.

**RECORDING** – The city must **stamp** and sign all record plans before they will be accepted by the Montgomery county Recorder’s Office. Once the mylar is signed by the city, it is returned to the applicant for recording.

**Within thirty (30) days after recording the plat, the applicant shall submit to the Planning Department one (1) reproducible tracing and two (2) prints of the final plat, as well as a digital copy of the final plat in AutoCAD or .dxf format. No building permits shall be issued until this requirement is satisfied.**

**INFORMATION** – Please submit application and additional materials to the Planning & Community Development Department at 300 E. Central Ave, West Carrollton, OH 45449 during business hours. For any additional information, please contact 937-859-5783.



Case No. \_\_\_\_\_

Date Filed \_\_\_\_\_

Please use ink

## PLANNING COMMISSION SUBDIVISION APPLICATION

An application requesting a review of:

\_\_\_\_ Preliminary Plan    \_\_\_\_ Final Plan    \_\_\_\_ Replat    \_\_\_\_ Replat for Combination

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

Lot Number(s) \_\_\_\_\_ Total Number of Lots \_\_\_\_\_

Parcel ID \_\_\_\_\_ Zoning District \_\_\_\_\_ Number of Acres \_\_\_\_\_

Plat Name: \_\_\_\_\_ Section \_\_\_\_\_

### OWNER OF PROPERTY

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

### APPLICANT

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

If you are the applicant, and not the property owner, what is your legal interest in the property?  
(i.e. renter, business owner, etc.)

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Name, address, telephone number, and e-mail of the person to contact for further information if different from the property owner or applicant.

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Description of proposal: \_\_\_\_\_

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Comments \_\_\_\_\_

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I \_\_\_\_\_ having been duly sworn, solemnly swear that I am the owner/applicant of the property described above and that I am familiar with the rules and regulations set for in the Zoning Ordinance for the City of West Carrollton, Ohio. I further swear that all information shown on the application and attachments is in all respects, true and correct to the best of my knowledge and belief.

In addition, I understand that the city will give notice of the public hearing by posting a "Zoning Request" sign at the location listed on the application until final decision is made on the application.

\_\_\_\_\_

\_\_\_\_\_  
Owner of Property

\_\_\_\_\_  
Applicant (If different from owner)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

### ADJACENT PROPERTY OWNERS LIST

Please list the names and addresses of all property owners **within 200 feet** of the property in question. The number below must correspond to the map which you will submit as part of your application.

NAMES	ADDRESS	CITY, STATE, ZIP
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____



## AGENT AUTHORIZATION FORM

The undersigned, owner(s) of the certain real property located at \_\_\_\_\_ (the "Property"), do hereby appoint and expressly grant full authority to \_\_\_\_\_ to act as the sole agent of and on behalf of the undersigned in all matters related to and in connection with the attached application. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of West Carrollton in connection with this same case, and by all decisions made by the city in connection with this same case.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Sworn to before me and subscribed in my presence by the said \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Notary Public



**STATEMENT OF APPLICANT OBLIGATION FOR PAYMENT  
OF CERTAIN PROFESSIONAL COSTS AND EXPENSES**

The Applicant is obligated by Chapter 37: General Fee Schedule to pay the City of West Carrollton (“City”) for all costs and expenses incurred by the City if this application or request causes the City to incur expenses and costs for an independent consultant to either review, evaluate or comment on data or information submitted by the Applicant, or to prepare information or data in connection with the City’s review and evaluation of the application or request. If an application or request filed with the City causes the City to devote to that same application or request time and professional skills of a City employee who is an engineer or surveyor (or other member of a so-called “learned professional”, the members of which are licensed by or registered with the State of Ohio), the costs and expenses to the City of the time devoted to that application or request shall be the obligation of the Applicant. The total amount of such costs and expenses shall be derived by the method of calculation pursuant to the then current legislative policy for such calculation.

The payment of expenses and costs referred to in this statement shall be made to the City of West Carrollton in accordance with the then current administrative policy for such payment. An application or request may require funds to be deposited in advance with the City for such costs and expenses. The payment of such costs and expenses shall be in addition to any other application fee required by the City, and must be received by the City before any permits for the property will be approved and issued.

The person whose signature appears below as Applicant states that she/he has full and complete authority to agree to, bind and obligate the Applicant to pay the costs and expenses referred to in this statement and to fully comply with the above statement.

By the signature below, the Applicant herein states she/he has fully and completely read the above statement, understands the above statement, and agrees to fully comply with the above statement.

By: \_\_\_\_\_  
Applicant’s Signature

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

Project: \_\_\_\_\_

Sworn to before me and subscribed in my presence by the said  
\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Notary Public



## SUBDIVISION APPLICATION CHECKLIST

Refer to Chapter 152: Subdivision Code

### **FINAL PLAT FORM**

- A. Legibly drawn on paper.
- B. Drawn at scale of one hundred (100) feet to the inch or larger.
- C. One or more sheets 24" x 36" in size. If more than one sheet is needed, each sheet shall be numbered and the relation to another clearly shown.
- D. Eighteen (18) copies of the final plat prepared by registered engineer or surveyor including all of the following information.

### **FINAL PLAT CONTENTS**

- A. Name of the subdivision; location by section, range, and township, or by other survey number; date; north point; scale; acreage to hundredths of an acre; and deed book and page reference.
- B. Name and address of the subdividers and the registered professional engineer and/or registered professional surveyor who prepared the plat, and the appropriate registration numbers and seals.
- C. Plat boundaries, based on accurate traverse, with angular and lineal dimensions. All dimensions, both lineal and angular, shall be determined by an accurate control survey in the field which must balance and close within the limit of one in ten thousand (10,000).
- D. True bearing and distances to nearest established street lines or other recognized permanent monuments.
- E. Exact location, rights-of-way, and names of all public and private streets within and adjoining the plat, and building setback lines.
- F. Radii, internal angles, points of curvature, tangent bearings, and lengths of arcs of all applicable streets within the plat area.
- G. All easements and rights-of-way provided for public services or utilities, described as to purpose.
- H. All lot numbers and lines with accurate dimensions in feet and hundredths. When lots are located on a curve, the lot width at the building setback line shall be shown.
- I. Accurate location and description of all permanent reference monuments/pins.
- J. Accurate outlines of areas to be dedicated or reserved for public use, or any area to be reserved for the common use of all property owners. The use and accurate boundary locations shall be shown for each parcel of land to be dedicated.
- K. Any restrictions and covenants shall be shown on the record plat.
- L. Certification by a registered surveyor to the effect that the plat represents a survey made by him/her and that the monuments shown thereon exist as located and that all dimensional details are correct.



- \_\_\_\_ M. Acknowledgment of the owner or owners to the plat and restrictions, including dedications to public use of all streets, alleys, parks, or other open spaces shown thereon and the granting of the required easements, as shall be indicated by the following statement: "Easements shown on this plat are for the construction, operation, maintenance, repair, replacement, or removal of water, gas, sewer, electric, telephone or other utilities or services, and for the express privilege of removing any and all trees or other obstructions to the free use of said utilities and for providing of ingress and egress to the property for said purposes, and are to be maintained as such forever."
- \_\_\_\_ N. The names of record of all abutting tracts with their deed book and page reference and the plat book reference of all abutting plats.
- \_\_\_\_ O. All section lines, corporation limits, township and county lines shall be accurately documented and located on the plat and their names entered thereon.
- \_\_\_\_ P. Above the space provided for the signatures of the Planning Commission's Chairman and Secretary, the following sentences shall be provided:  
 "Approved this \_\_\_\_ day of \_\_\_\_\_, 19\_\_ by the Planning Commission of the City of West Carrollton, Ohio. If not recorded by the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_, this approval shall be null and void."

**SUPPLEMENTARY INFORMATION**

- \_\_\_\_ A. Properly completed Subdivision Application Form.
- \_\_\_\_ B. Application signed by the property owner and notarized.
- \_\_\_\_ C. Properly completed and notarized Agent Authorization Form, if the applicant is not the property owner.
- \_\_\_\_ D. Properly completed and notarized Obligation for Payment of Expenses form.
- \_\_\_\_ D. Application fee paid.
- \_\_\_\_ E. Digital format file of the proposed subdivision in Auto CAD or .dxf format.
- \_\_\_\_ F. The final plat drawings and specifications of improvements shall be a set of construction drawings, general block grading plans, and utility plans prepared by a registered professional engineer licensed to practice in the State of Ohio. The plans shall indicate typical sections, plans and profile views, construction details and estimates of quantities. All typical sections and major engineering details to be used on any particular street shall be approved in advance by the Service Director before completion of the plans.
- \_\_\_\_ G. Certification showing that all required improvements have been either installed and approved by the proper officials or agencies, or that a bond or other surety has been furnished assuring the installation and initial maintenance of the required improvements.
- \_\_\_\_ H. Certification from the Zoning Inspector of zoning compliance.
- \_\_\_\_ I. Filing of final plat with the Planning Commission not later than twelve (12) months after the date of approval of the preliminary plat, unless extension requested by developer and granted in writing by the Planning Commission.
- \_\_\_\_ J. Final mylar provided to the City for signatures and filing with County recorder within sixty (60) days of approval. One mylar and two paper copies of the recorded plat, as well as a digital format file in AutoCAD or .dxf format, shall be returned to the City within 30 days after recording.