



WEST CARROLLTON

ESTD  1830

MINOR SUBDIVISION APPLICATION INSTRUCTIONS

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

Note: If a deed is submitted, a plat of survey is required to help in determining the conformance of the proposed changes with city zoning and subdivision regulations.

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 152.51, as well as any other information which supports the application. In addition, an AutoCAD or GIS electronic copy of the proposal 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.

ZONING REQUIREMENTS – The application must meet the requirements of Chapter 152.51 of the Zoning Code, which is attached to this packet.

FEES – All fees are listed in the attached fee schedule.

RECORDING – The city **must** stamp and sign all deeds before they will be accepted by the Montgomery County Recorder's Office.

SPECIAL CONDITIONS – City staff has the option of referring all applications to the Planning Commission, if the application involves any special or unusual conditions.

EXPIRATION DATE – Approved applications expire six (6) months after the date of the signed resolution. Within those six (6) months a permit must be acquired.

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.



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Case No. _____

Date Filed _____

Please use ink

MINOR SUBDIVISION APPLICATION

Street Address _____

City Lot Number(s) _____ Zoning District _____

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.)

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

Description of proposal: _____

Comments _____

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.	_____	_____

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 _____, 20____.

Notary Public



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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 _____, 20____.

Notary Public



Refer to Section 152.51 of the Subdivision Code

- A. The proposed subdivision is located along an existing public road and involves no opening, widening, or extension of any street or road.
- B. The proposed parcel division does not create an additional building lot.
- C. The property is not located within a platted subdivision.
- D. The proposed subdivision is not contrary to applicable subdivision or zoning regulations.
- E. The property has been surveyed and twelve (12) copies of a survey sheet on a Montgomery County Surveyors Record and legal description of the property is submitted with the application. A digital format file of the proposal shall be provided in AutoCAD or .dxf format.
- F. If the subdivision cannot be served by public sewer and water, approval by the Montgomery County Combined General Health District shall be submitted. If the subdivision can be served by public sewer and water, a statement shall be submitted from the proper authority that the tap-in is permitted.
- G. Approval by Montgomery County that all County requirements for instruments of conveyance are met.
- H. Properly completed Minor Subdivision Application Form.
- I. Application signed by the property owner and notarized.
- J. Properly completed and notarized Agent Authorization Form, if the applicant is not the property owner.
- K. Application fee paid.
- L. A digital format file in AutoCAD or .dxf format of the minor subdivision shall be provided to the City within 30 days after recording.