



City of Trotwood, Ohio
3035 Olive Road, Trotwood, Ohio 45426-2600

Department of Planning & Development
Phone: (937) 854-7227 Fax: (937) 854-0574

SUBDIVISION APPLICATION

Date: _____ FEES: a) Preliminary \$300; b) Lot-Split \$100 + \$25/lot;
c) Final \$100/acre + 3% infrastructure cost

Sketch Plan Preliminary Final Replat Lot Split/Combination

CURRENT OWNER: Name: _____ Phone #: _____
Address: _____ City _____ State _____ Zip _____

DEVELOPER: Name: _____ Phone #: _____
Address: _____ City _____ State _____ Zip _____
Contact Person: _____ Email: _____ Fax #: _____

ENGINEERING FIRM: Name: _____ Phone #: _____
Address: _____ City _____ State _____ Zip _____
Contact Person: _____ Email: _____ Fax #: _____

Existing Zoning _____ Acreage in Subdivision _____ Number of Lots _____

DESCRIPTION OF PROJECT:

Subdivision Name: _____ Number of Lots: _____

Street or Road Fronting Property: _____

Book _____ Page _____ Parcel Number(s) _____

Existing Public Utilities: Water Sanitary Sewer Storm Sewer

Is the land in a Flood Plain: Yes No

Acres proposed for Parks or Other Public Use

Brief description of Proposed Development:

Applicant's Status: Owner Agent*

*If agent, submit Agent Form signed by Property Owner(s) agreeing to application

Applicant's Signature _____ Email _____

Case # _____

Application has been _____ received by _____ / _____
Planning & Zoning Administrator Date

CHECKLIST FOR PRELIMINARY SUBDIVISION PLAN REVIEW

PRELIMINARY PLAT FORM

- _____ A. Scale at least one hundred (100) feet to the inch or larger.
- _____ B. Clearly and accurately drawn.
- _____ C. Size in multiples of 6" not to exceed 36" x 48"
- _____ D. Number of copies of preliminary plan prepared by registered engineer or surveyor including all of the following information.

PRELIMINARY PLAT CONTENTS

The preliminary plat shall clearly show the following existing features and information:

- _____ A. The proposed name of the subdivision, its location by section, town and range, by book, page and parcel number(s) and the total acreage of the proposed subdivision.
- _____ B. Boundary lines showing bearings and distances and the method by which they were derived. If applicable, all corporation lines, section lines and township lines shall be shown.
- _____ C. The names, addresses and telephone numbers of the owner, subdivider and professional engineer and registered surveyor who prepared the preliminary plat.
- _____ D. North arrow, scale, date and title.
- _____ E. The names of adjacent subdivisions, the owners of adjoining parcels, and the location of their respective boundary lines.
- _____ F. The location, size and arrangement of all existing streets and utilities within 300 feet of the proposed subdivision.
- _____ G. The location, width and purpose of any existing or proposed covenants, easements or other restrictions upon the use of the land or its structures.
- _____ H. Utilities, culverts and other underground structures adjacent to the site: location, size, type and depth.
- _____ I. The existing topography; shown by contours of the land spaced at two-foot intervals if ground slope is 10% or less and five-foot intervals if ground slope is in excess of 10% or greater.
- _____ J. The locations of all wooded areas and/or existing trees having a circumference of twelve (12) or more inches.
- _____ K. Water courses, rock outcropping, ponds, areas subject to flooding, wetlands and other significant natural features.
- _____ L. Zoning District designation of the site and adjacent property.
- _____ M. The location and width of any proposed street system and proposed street names, as well as an estimate of the traffic volumes expected to be generated by the proposed development as well as a traffic impact analysis based upon the proposed traffic volumes.
- _____ N. Other right-of-ways or easements (including sanitary, water and storm sewers): location, width and purpose.
- _____ O. The layout of proposed lots, including lot lines, lot numbers, dimensions of each lot and the estimated area of individual lots in square feet.
- _____ P. Total site data including the total acreage, the location and total acreage of all proposed open space, number of lots, typical lot size, and overall net density of residential dwelling units proposed to be built.
- _____ Q. The location, size and layout of all proposed parking areas.

- _____ R. The location and dimensions of all proposed sidewalks and/or walkways/ bikeways.
- _____ S. The location and size of proposed water, sanitary waste and storm drainage facilities.
- _____ T. A drainage sketch indicating the ability to comply with Chapter 1371 of the Building Code.
- _____ U. A general landscape plan.
- _____ V. Location and dimension of any buried organic debris which results from clearing and construction of the proposed development. This provision shall not authorize burial of inorganic debris, such as construction debris or other solid wastes. Disposal shall only be disposed of according to the regulations of the Ohio Environmental Protection Agency, or such other authorized agency.
- _____ W. The proposed schedule of development for the proposed subdivision with phasing plans.

CHECKLIST FOR FINAL SUBDIVISION PLAN, REPLAT OR LOT SPLIT REVIEW

FINAL PLAT FORM

- _____ A. Final plat with the submission fee and ten copies of the plat.
- _____ B. Final plat drawing prepared by a registered professional surveyor. The plat shall be accurately and clearly drawn at a scale no smaller than one inch equals one hundred feet (1"=100').
- _____ C. The final plat shall be drawn on media as specified by the Montgomery County Recorder.

FINAL PLAT CONTENTS

The final plat shall clearly show the following features and information:

- _____ A. Show all dimensions in feet and hundredths of a foot.
- _____ B. North arrow, scale, date and title.
- _____ C. Show a closed boundary which indicates an accurate survey with bearings and distances with total area indicated to the nearest thousandth of an acre.
- _____ D. Identify the properties which constitute the totality of the subdivision by Parcel Numbers as assigned by the Montgomery County Recorder's Office.
- _____ E. Identify the location of the proposed subdivision by section, town and range.
- _____ F. Identify appropriate building setback lines as required by the official Zoning Code for the City.
- _____ G. Include witnessed and notarized signatures of the owners and mortgagees of the land.
- _____ H. Provide for the required dedication of streets and other public areas.
- _____ I. The name of the subdivision.
- _____ J. The name and addresses of the owner of record, subdivider and professional engineer and registered surveyor who prepared the final plat.
- _____ K. The accurate location and materials of all permanent reference monuments. All corners shall be marked by pins or monuments.
- _____ L. Include certification by a registered surveyor to the effect that the final plat represents a survey made by him and that all dimensional details are correct.
- _____ M. Include signature boxes for approval by the City Engineer and the Chairman of the Planning Commission.
- _____ N. Include, whenever the dedication of a new or additional public right of way is required, a signature box for the Chairman of the Planning Commission which certifies that Planning Commission, acting on behalf of City Council, has formally accepted the dedication.
- _____ O. Where a subdivision is proposed to be built within an area subject to periodic flooding, the provision of base flood elevation data shall be required.
- _____ P. A certificate by the owner of the land to the effect that he/she has caused such land to be platted and that he/she dedicates to public use the streets, open space and other lands indicated on the plat as intended for public use.
- _____ Q. A statement that the applicant meets the Montgomery County requirements for recording plats.

SUPPLEMENTARY INFORMATION

- _____ A. Grading and utility plans shall be required to accompany the submission of a final plat.
- _____ B. Whenever a proposed subdivision will require public improvements, both construction drawings and grading and utility plans shall also be required to accompany the submission of a final plat.
- _____ C. All information shall be prepared by a registered professional engineer, and shall be in full conformance with the standard drawings, design criteria and construction and materials specifications prepared by the City Engineer and Director of Public Works.
- _____ D. In addition, the developer shall be required to submit the following information:
 - _____ 1. Water, sanitary sewer and storm drainage calculations, along with a statement explaining the basis for applicable design.
 - _____ 2. An estimate which details the expected cost of all required tree plantings
 - _____ 3. An estimate which details the expected cost of all public improvements such as sidewalks, curbs and gutters, street pavement, roadway excavation, storm sewers, sanitary sewers, water mains and their appurtenances
 - _____ 4. All plat and corner lot markers
 - _____ 5. All finished lot grading.
 - _____ 6. In no instance shall a final plat be released for filing until the required improvement bond has been both approved and filed with the City of Trotwood.