

ATTACHMENT A
PRELIMINARY PLAT APPLICATION
SENECA COUNTY, OHIO REGIONAL PLANNING COMMISSION

Subdivision Name: _____

Township: _____ Section: _____ Existing Road: _____

Name and Address of Property Owner:

Owner Phone Number: _____ Owner Email: _____

Surveyor: _____ Surveyor Contact Name: _____

Surveyor Phone Number: _____ Surveyor Email: _____

Is this a NEW Subdivision _____ YES _____ NO

Is this an UPDATE to an existing Subdivision _____ YES _____ NO

FEE STRUCTURE:

*PLAN APPROVALS	\$300.00
*ADMINISTRATION FEE	\$350.00
*APPLICATION FEE (UP TO 2 HOURS OF REVIEW)	\$300.00
APPLICATION FEE (BEYOND 2 HOURS OF REVIEW)	\$150.00/HOUR

****APPLICANTS WILL BE RESPONSIBLE FOR ALL ADVERTISING FEES AND WILL BE INVOICED ACCORDINGLY**

***THE PLAN APPROVAL, ADMINISTRATION AND INTITIAL APPLICATION FEE SHALL BE PAID AT TIME OF SUBMISSION**

All checks are be made payable to Seneca County, Ohio Regional Planning Commission and Submitted with the initial application.

The following items shall be included on or with the Plat for consideration by the Regional Planning Commission:

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Existing Conditions:

- ☐ Subdivision
- ☐ Legal Description
- ☐ Name & Address of Engineer/Surveyor/Planner
- ☐ North Arrow
- ☐ Plat Scale (1"=200' Minimum)
- ☐ Vicinity Map (1"=1000' Minimum)
- ☐ Boundary with Dimensions
- ☐ Existing Easements on proposed Plat and adjoining property
- ☐ Names of adjoining Subdivisions and Parcel Owners
- ☐ Names of adjoining Streets and Right-of-way widths, Railroads, and other utilities or easements
- ☐ Location of existing water mains, sanitary and storm sewers
- ☐ Existing topography (2 foot intervals- U.S.G.S. Datum)
- ☐ Flood Hazard Boundary (when applicable)
- ☐ Location of existing buildings, wood, tree lines, creeks & ditches, etc.
- ☐ Ditch maintenance – special assessments

Proposed Conditions:

- ☐ Location, right-of-way and names of all proposed streets
- ☐ Easement location
- ☐ Public walkways
- ☐ Lot layout, with approximate Lot dimensions and Lot numbers
- ☐ Setback Lines
- ☐ Lot or parcel use, Number of dwelling units
- ☐ Land set aside for Public use
- ☐ Sanitary Sewer size & location
- ☐ Water Main size & location
- ☐ Storm Sewer size & location
- ☐ Detention or Retention areas
- ☐ Phasing of development
- ☐ Typical Pavement section
- ☐ Protective Covenants

Five (5) written copies and one digital PDF copy of the Preliminary Plan and the application showing all the required Existing Conditions and Proposed Conditions must be submitted at a minimum of 45 business days prior to the regularly scheduled Seneca County, Ohio Regional Planning Commission Board Meeting to be considered for the agenda. It is understood that if all the above requirements are not met the Administrator may remove this submittal from consideration for the next Board Meeting.

Approval is granted for a maximum of 12 months.

Signature of Owner or Authorized Agent

Date

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FOR PLANNING COMMISSION USE ONLY

Date Filed: _____

Date of Public Hearing: _____

Fee: _____

Recommendation of Planning Commission: Approval: _____ Denial: _____

Reason for Recommendation: _____

Date of Approval: _____

President, Planning Commission: _____

Administrator, Planning Commission: _____