



**Application for Major Subdivision –  
Final Plat**

Community Development and Revitalization Department  
260 S. Garber Drive, Tipp City, Ohio 45371

Phone: 937-667-6305

[www.tippcityohio.gov](http://www.tippcityohio.gov)

**For Staff Use Only**

Submittal Date:

Date Application Determined Complete:

Fee Paid:

Receipt #:

Date of Planning Board Meeting:

Staff Initials:

Case/Permit Number:

**Final Plat Review Information**

1. All major subdivisions are reviewed in two separate steps with the first step being review of the preliminary plat followed by review of the final plat. The entire process for a major subdivision review is established in Section 155.03(D) of the Tipp City Subdivision Regulations.
2. The application fee for a final plat is due at the time the application is submitted.
3. Answers to any of the project information questions on this application may be answered in the application form and/or on any plans or maps submitted in connection with this application.

**Basic Information**

Project Address:

Miami County Tax Parcel ID of Parent Tract:

Zoning District:

Name of Proposed Subdivision:

Have all the required improvements been installed? ☐ Yes ☐ No

If no, include engineering estimate of cost. All estimates must be approved by the City Engineer

Will there be deed restrictions or private covenants? ☐ Yes ☐ No

If yes, please provide a copy of the final version of the restrictions or covenants.

**Applicant Information**

Applicant Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact E-Mail:

**Project Engineer or Survey**

Name of Engineer or Surveyor:

Contact Person:

Contact Address:

Contact Phone Number:

Contact E-Mail:

Case/Permit Number:
<b>Signature</b>
<b>I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. Furthermore, I certify that I am the property owner or a duly authorized agent of the property owner for this application. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and any subsequent review applications.</b>
Print Name:
Signature:
Date:

<b>Final Plat Decision - For Staff Use Only</b>
Action of Planning Board: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date of Approval:
Expiration Date (if applicable):
Comments:

<b>Final Plat Submittal Requirement Checklist</b>	
<b>General Information</b>	
<input type="checkbox"/>	Any additional information determined to be necessary by the Zoning Administrator
<b>Final Plat - Sheet Size should not exceed 24"x36"</b> (Include an index sheet if more than one sheet is submitted)	
<input type="checkbox"/>	Names, addresses, and phone numbers of the owner, subdivider, surveyor, or professional engineer who prepared the plat and the appropriate registration numbers and seals
<input type="checkbox"/>	Date, north arrow, scale, and a legend for all symbols
<input type="checkbox"/>	Name of the subdivision and location by corporation, township, range, and section lines
<input type="checkbox"/>	Acreage of lots to the hundredths of acre, building setback lines, and deed book and page references
<input type="checkbox"/>	Plat boundaries, based on accurate traverse, with angular and linear dimensions. All dimensions, both linear and angular, shall be determined by an accurate control survey in the field which must balance and close within the limit of 1 foot in 10,000 feet. The boundary shall be surveyed with distance accurate to hundredths of a foot and bearing accurate to 20 seconds.
<input type="checkbox"/>	Total site data, including acreage, number of lots, lot sizes (showing area of smallest lot in square feet), and number of square feet or acres in parks and other public uses.
<input type="checkbox"/>	Bearings and distances to nearest established street lines or other recognized permanent monuments.
<input type="checkbox"/>	Exact location, rights-of-way, and names of all streets within and adjoining the plat, and building setback lines
<input type="checkbox"/>	Radii, internal angles, points of curvature, tangent bearings, and lengths of arcs of all applicable streets within the plat area.
<input type="checkbox"/>	Location or statement of adequate outlet for storm sewers, as approved by the City Engineer

### Final Plat Submittal Requirement Checklist

<input type="checkbox"/>	All easements for public services or utilities shall be shown by a fine dashed line and clearly labeled and identified on the plat. If the easement is being dedicated by the plat, it shall be properly set out in the owner's certification of dedication. If an easement shown on the plat is already of record, its recorded reference must be given. In regard to easements, the plat shall bear 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 ingress and egress to the property for said purposes, and are to be maintained as such forever."
<input type="checkbox"/>	Flood hazard information including elevations and flood profiles shall be shown on the final plat if applicable
<input type="checkbox"/>	<p>All permanent monuments set or to be set shall be shown as follows on the final plat:</p> <ul style="list-style-type: none"> <li>• The location of all monuments placed in making the survey, and if any points were reset, that fact shall be stated and attached to the final plat for recording.</li> <li>• Iron pin monuments shall be set at all PC and PT points as well as at all lot corners. The exact location of all such monuments shall be shown on the final plat before approval is requested.</li> <li>• Any monument, as required by these regulations, that is disturbed or destroyed before acceptance of all improvements shall be replaced by the subdivider or developer.</li> </ul>
<input type="checkbox"/>	All required certifications per Section 155.04(A)(6) of the Tipp City Subdivision Regulations shall be included on the final plat
<b>Supplemental Information</b>	
<input type="checkbox"/>	Two copies of traverse calculations resulting from an accurate and complete boundary survey and a closed traverse along the centerline of each street within the subdivision. Traverse calculations, when computed from field measurements on the ground, shall close with an error of closure not to exceed 1 foot in 10,000 feet. The boundary shall be surveyed with distance accurate to hundredths of a foot and bearing accurate to 20 seconds.
<input type="checkbox"/>	<p>Improvement drawings that show cross-sections, profiles, construction details, and specifications for all required improvements as prepared by a registered engineer including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Five copies of the sanitary sewerage system plans</li> <li>• Five copies of the water systems plan</li> <li>• Three copies of the street plans and profiles, plus three sets of pavement design computations</li> </ul>
<input type="checkbox"/>	Two sets of drainage reports, including computations
<input type="checkbox"/>	Three sets of plans for the control of erosion and sedimentation
<input type="checkbox"/>	Two copies of all deed restrictions and/or covenants either placed directly on the final plat or attached thereto in an appropriate form for recording. If recorded separately, a reference to the restriction shall be made on the final plat