



**Application for Major Subdivision –  
Preliminary 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:

**Preliminary 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 preliminary plat review 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:

Are you seeking a zoning map amendment  Yes  No If yes, to what district:

Name of Proposed Subdivision:

Locational Description: Section:  Township:

Range:  Other:

Proposed Use of Subdivision Lots:

Total # of Lots to be Created:

Will there be deed restrictions or private covenants?  Yes  No

**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:

**Additional Project Information**

**1) Please provide a list of all of the proposed improvements and utilities that will be installed and identify your intention to install or post a guarantee prior to the actual installation. Use additional sheets of paper if necessary.**

**2) Will you be requesting any modifications of the subdivision standards? If so, please describe the modification you will be requesting and the justification for the request.**

**Signature**

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.

Print Name:

Signature:

Date:

Case/Permit Number:

**Preliminary Plat Decision - For Staff Use Only**

Action of Planning Board:  Approved  Denied

Date of Approval:

Expiration Date (if applicable):

Comments:

## Preliminary Plat Submittal Requirement Checklist

### General Information

<input type="checkbox"/>	Legal description of the original tract
<input type="checkbox"/>	Any additional information determined to be necessary by the Zoning Administrator

### **Preliminary Plat - Sheet Size should not exceed 24"x36"**

(Include an index sheet if more than one sheet is submitted)

<input type="checkbox"/>	Date, north arrow, scale, and a legend for all symbols
<input type="checkbox"/>	Corporation, township, range, and section lines
<input type="checkbox"/>	Vicinity map
<input type="checkbox"/>	Names and approximate lot lines of adjacent subdivisions and lots within 100 feet of the proposed subdivision. Include the names of property owners
<input type="checkbox"/>	Zoning classifications the project site and all surrounding properties. Identify any areas where map amendments are proposed
<input type="checkbox"/>	Topography at 2-foot intervals (5-foot intervals where the slope exceeds 15%)
<input type="checkbox"/>	Location, width, and names of existing streets, rights-of-ways, and easements on the property and immediately surrounding the proposed subdivision.
<input type="checkbox"/>	Locations, dimensions, and names of existing buildings and parks
<input type="checkbox"/>	Location and sizes of existing utilities including sewer lines, water lines, fire hydrants, communication lines, gas lines, and electric poles. Illustrate the connections with any existing systems
<input type="checkbox"/>	Layout, names, widths, approximate corner radii (at right-of-way), approximate radius of each curve at the street centerline, and approximate grades of proposed streets and rights-of-way
<input type="checkbox"/>	Layout and widths of proposed easements and other proper dedications
<input type="checkbox"/>	Layout, numbers, and approximate dimensions of all proposed lots
<input type="checkbox"/>	Building setback lines
<input type="checkbox"/>	Survey monuments of adjacent properties
<input type="checkbox"/>	Parks and open spaces and proper dedications
<input type="checkbox"/>	Identification of any property proposed for dedication or temporarily reserve for public use to be protected through deed restrictions.
<input type="checkbox"/>	Two copies of any proposed deed restrictions or covenants, if applicable
<input type="checkbox"/>	Sewage treatment and percolation test results
<input type="checkbox"/>	Adequate preliminary improvement plans
<input type="checkbox"/>	Construction estimates for improvements
<input type="checkbox"/>	Required certifications per Section 155.04(A)(6) of the Tipp City Subdivision Regulations

### Supplemental Information

<input type="checkbox"/>	Three copies of a description of soil conditions – surface and subsurface and whether suitable for the type of development proposed (prepared by a registered civil engineer)
<input type="checkbox"/>	Two copies of a letter from the subdivider or developer stating that the public water and sewer facilities will be provided prior to requesting a building permit
<input type="checkbox"/>	Two copies of a letter (form letter to be furnished by the city) from the appropriate bodies who will provide public water and sewer service