



City of Sandusky

Application for Major Subdivision Approval

Type of Application (Please Check All That Apply):

Major Subdivision (Preliminary Plat)

Major Subdivision (Final Plat)

Planned Unit Development (PUD)

Other _____

Applicant/Agent Information:

Property Owner Name: _____

Property Owner Address: _____

Property Owner Telephone: _____

Authorized Agent Name: _____

Authorized Agent Address: _____

Application Authorization:

If this application is signed by an agent, authorization in writing from the legal owner is required. Where owner is a corporation, the signature of authorization should be by an officer of the corporation under corporate seal.

Signature of Owner or Agent

Date

Permission to Act as an Authorized Agent:

As owner of _____, I hereby authorize
(Municipal street address(es) or legal description of property)
_____ to act on my behalf during the application process.
(Authorized Agent Name)

Signature of Property Owner

Date

Date Application Accepted: _____

Permit No. _____

Date of Planning Commission Meeting: _____

PC File #: _____

Major Subdivision Preliminary Plan Approval Checklist:

A preliminary plat shall be prepared by a professional engineer or professional surveyor and shall include, as applicable and as determined by the Planning Commission, the following:

_____ A vicinity map drawn at a scale of not less than one inch equals four hundred feet (1"=400') describing the vicinity of the property proposed to be subdivided and including the boundary lines of adjoining properties within an area bounded by the nearest arterial or collector streets or other natural boundaries; the current use of adjoining land; the current zoning districts of adjoining land; the ownership of adjoining land, and the alignments of existing streets.

_____ Location of the proposed subdivision by city, county, original lot or by other legal description.

_____ Name and address of the subdivider. If the subdivider is not the owner of the property, the subdivider shall submit evidence of authority to act in behalf of the owner in a form satisfactory to the Department of Community Development.

_____ The name and seal of the professional engineer or professional surveyor who prepared the preliminary plat, and the name of the designer of the plat.

_____ Proposed name of the subdivision.

_____ The plat shall be drawn at a scale not smaller than one inch equals one hundred feet (1"=100'), unless otherwise allowed by the Planning Commission.

_____ North arrow and scale.

_____ Date of preparation.

_____ Total acreage within the proposed subdivision.

_____ Boundary line of the proposed subdivision.

_____ The current use and zoning district of the property to be subdivided.

_____ Preliminary delineation of the phases of the subdivision, that is, the parts of the subdivision proposed to be presented for one or more final plat approvals, their sequence and scheduling.

_____ Locations of or reference to locations of existing monuments or survey markers used in preparation of the survey and the grade elevation of each monument and marker.

____ Topographic data including existing and proposed contours, at vertical intervals of not more than two (2) feet (topographic data shall refer to City of Sandusky datum), watercourses, marshes, rock outcrops, and other significant features including wetlands as defined by the standards of the U.S. Army Corps of Engineers and the Ohio Environmental Protection Agency.

____ High water levels in vicinities of lakes, rivers and other natural bodies of water.

____ Layout, numbers and typical dimensions of lots to the nearest foot for each existing and proposed lot.

____ Building setback lines and dimensions thereof.

____ Sites of proposed open space, parks or other community facilities. Indication of the proposed use of any lot not subdivided for building purposes and the proposed use of any lot not intended exclusively for single-family dwellings.

____ Locations, widths and names of all existing or previously platted streets or other rights-of-way, showing types of improvement, if any, railroad and utility rights-of-way and easements, parks and other public open spaces, existing permanent buildings and structures, including cellular towers, and existing lot, section, tract and corporate lines within the proposed subdivision and to a distance of two hundred feet (200') beyond the proposed subdivision.

____ Locations of proposed streets, alleys, pedestrian ways, and utility easements, indicating proposed dimensions and names.

____ Locations and sizes of existing sanitary and storm sewers, water mains, gas lines, electric lines, cable lines, culverts, above ground drainage facilities, other underground and above ground facilities within the proposed subdivision and to a distance of two hundred feet (200') beyond the subdivision, also indicating such data as grades, invert elevations and locations of catch basins, manholes and hydrants.

____ Preliminary layout for proposed systems and connections to existing water and sanitary sewer systems and for the collection and discharge of surface water drainage, including the locations and sizes of proposed facilities.

____ Application Fee of \$50.00

Major Subdivisions Final Plat Approval Checklist:

A final plat shall be prepared subsequent to and substantially in conformance with a previously approved preliminary plat. With the approval of the Planning Commission, a final plat may be submitted for a phase or portion, which is proposed for recording and construction. A final plat shall include, as applicable and as determined by the Planning Commission, the following:

_____ Proposed name of the subdivision.

_____ Location of the subdivision by city, county and be original lot or other legal description.

_____ Name and address of the subdivider. If the subdivider is not the owner of the property, the subdivider shall submit evidence of authority to act in behalf of the owner in form satisfactory to the Department of Community Development.

_____ The name and seal of the professional engineer or professional surveyor who prepared the final plat, and the name of the designer of the plat.

_____ North arrow and scale.

_____ Date of preparation.

_____ Boundary line of the proposed subdivision.

_____ Total acreage within the area of the subdivision or phase of subdivision.

_____ Layout of streets showing right-of-way widths, pavement widths and street names.

_____ Locations and widths of alleys, pedestrian ways and utility easements.

_____ Accurate angular and lineal dimensions for all lines, angles, curvatures, and radii, with functions used to describe all boundaries, including perimeter survey of subdivision, streets, alleys, easements, areas to be reserved for public use and other important features. Error of closure of boundary line surveys shall not exceed one foot for each 10,000 feet of perimeter survey. Lot lines shall show dimensions in whole feet and hundredths of feet, and when an angle occurs in any lot line between lot corners, the measurements of the angle shall be shown.

_____ An identification system for all lots and blocks.

_____ True angles and distances to the nearest established street lines and official monuments (not less than three (3)), which shall be accurately described in the plat by location, size and elevation; municipal, township original lot lines, county or section lines accurately tied to the lines of the subdivision by distance and angles.

___ Accurate locations of all monuments.

___ Accurate outlines and legal descriptions of any areas, including streets, to be dedicated or reserved for public use, to be reserved for other purposes, or for the exclusive use of property owners within the subdivision with the purposes indicated thereon. (Statements signed by the owner setting forth the rights associated with the easements and reserve parcels shown on the plat.)

___ Required statements, acknowledgements, certifications, and approvals in form approved by the City including 1) owner's dedication to the City of all land for streets, parks, open space and utility easements; 2) Notary's certificate; 3) Surveyor's certificate; 4) Planning Commission approval; 5) Certificate as to improvements; and 6) Certificate as to street names.

___ A delineation of wetlands, prepared according to the standards established by the U.S. Army Corps of Engineers and the Ohio Environmental Protection Agency, evidence of compliance with the regulations thereof and evidence that any required permits have been obtained. If a Phase I assessment has been completed, it shall be submitted.

___ Locations in floodplains, floodways and identification or other potentially hazardous areas.

___ High water levels in vicinities of lakes, rivers and other natural bodies of water.

___ Minimum building setback lines on all lots and other sites displayed graphically with dimensions from street lines.

___ Protective Covenants. An outline of the protective covenants proposed to regulate and protect the development.

The following items shall also be submitted with the final plat, as required by the Planning Commission:

___ The Improvement Plans for the subdivision as required by the Subdivision Regulations, by the Engineering Design and Construction Standards, and by all other regulations of the City.

___ Construction cost estimate, prepared by a professional engineer, of the projected costs of the proposed improvements based on reasonable and current prices.

___ Construction Agreement, bonds, insurance, guarantees, and title search as may be required.

___ A title search report as required in Section 1179.06 of the Subdivision Regulations.

___ Application Fee of \$100.00.

Planned Unit Development (PUD) Approval Checklist:

The owner or owners of any tract of land comprising an area of not less than 20 acres shall submit an application in 5 copies for a planned unit development to the Planning Commission, accompanied by the following information, maps, and plans:

_____ A legal description of the property under consideration, which also shows that the property is at least 20 acres in area, being either a single parcel of land or 2 or more parcels separated only by a public or private street or road.

_____ A map indicating the gross land area of the development, the present zoning classification thereof, and the zoning classification and land use of the area surrounding the proposed development, including the location of structures and other improvements within 200 feet thereof.

_____ A fully dimensioned map of the land showing topographic information at a contour interval of 2 feet or less.

_____ A vicinity map showing the location of the area in relation to surrounding properties, streets, freeways, parks, school sites, and other significant features of the community where appropriate.

_____ A general development plan with at least the following details shown to scale and dimension:

_____ Location of each existing and each proposed structure in the development area, the use or uses to be contained therein, the number of stories, gross building areas, distances between buildings and between buildings and lot lines, setback lines, and the approximate location of entrances and loading points.

_____ The location and design of all lots to be subdivided, and the approximate dimensions of all lot lines.

_____ All streets, driveways, service aisles, and parking areas, including general layout and design of parking lot spaces.

_____ All pedestrian walks, malls, and open areas for parks, recreation, and light and air to be dedicated to the public, or to be retained by an acceptable property owner's association.

_____ Location and height of all fences and screen planting, including a general plan for the landscaping of the development, and the method by which landscaping is to be accomplished and be maintained, together with a brief narrative description of the landscaping concept.

_____ Architectural sketches, at an appropriate scale, showing building heights, elevations, and other features of the development.

___ Types of surfacing, such as paving, turfing, or gravel to be used at the various locations.

___ A general grading plan of the proposed development with brief narrative description.

___ Proposed private deed restrictions and articles of incorporation and bylaws of any proposed property owner's association to be imposed upon the property after it is developed or subdivided, to insure that the planned character and use of the project will be preserved and protected.

___ Other information as may be reasonably required by the Planning Commission to base an opinion of the proposed planned unit development.

___ Filing Fee of \$300 for Planned Unit Development (new)

___ Filing Fee of \$150 for Planned Unit Development (amendment)