



209 S. Main Street • Marysville, Ohio 43040  
Phone: (937) 645-7350 • Fax: (937) 645-7351 • www.marysvilleohio.org

**APPLICATION FOR MAJOR SUBDIVISION APPROVAL  
(SKETCH PLAN)**

**\*\*\* IMPORTANT INFORMATION ~ Please read before completing the application\*\*\***

- **Required** – Submission of a complete application, including all of the items listed in the application checklist.
- Applications and applicable fees shall be submitted by no later than 5:00 p.m. on the application deadline date.
- Submitted applications and all required applicable submittal items found in Chapter 1105 of the Planning & Zoning Code shall be reviewed by Division of Engineering for completeness. Submittals found to be incomplete will be rejected and the application will not be placed on the Commission agenda. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- **No late submittals or additional information will be accepted after the application deadline.**
- Any construction and/or occupancy of the site for which the subdivision approval is being requested for shall not commence until all appropriate approved permits are obtained by the City and the County Building Department.

**Project Site Information** (Please print clearly)

Address of land or Subdivision name: \_\_\_\_\_

Present Zoning District: \_\_\_\_\_ Present Use of the Land: \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_ Proposed Use of the Land: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Owner's Address (Street): \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Owner's Telephone Number: \_\_\_\_\_

**Applicant Information** (Please print clearly)

Applicant: \_\_\_\_\_  Owner  Agent  Representative  Other

Company: \_\_\_\_\_

Address (street): \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**I hereby attest to the truth and exactness of all of the information supplied on this application.**



***In addition to completing the information on page one (1) of this application; you are required to submit the following information.***

*For staff Use*  
**Yes      No**

***Application Requirements***

		<b>REQUIRED FOR ALL SUBMITTALS:</b> Two (2) copies of the Application and Sketch Plan, drawn at a suitable scale and 24 x 36 inches in size.
		<b>DIGITAL SUBMITTAL REQUIRED:</b>
		All applications require a digital (.pdf) submittal (applications, plans, renderings, text etc.) to be included with the completed application. Any application that does not include a digital submittal will be considered incomplete.
		<b>SKETCH PLAN REQUIREMENTS: <i>(Shall include the following information)</i></b>
		Sketch Plan drawing shall contain the following:
		Proposed name of the subdivision, which shall not duplicate or closely approximate the name of any other subdivision in the City or County
		Property owner's name and address
		Location by Virginia Military Survey (VMS)
		North arrow
		Vicinity map
		Boundaries of the subdivision and its acreage
		Existing and proposed streets
		Lot layout, including size
		Existing natural and manmade features such as soil types, vegetation, general topography including the location of the any flood plains
		Existing easements, railroads rights of way, and service facilities
		Zoning classification of the tract of land and the adjoining properties
		Statement of intention of Public Sites, Open Space and Natural Features per Section 1107.16
		Letters to be sent to the Board of Education per Section 1105.041 and the Ohio Department of Transportation
		Such other information as will be necessary to give the Planning Commission the proposed concept. The applicant shall submit a development plan for the entire project area, even through the land to be platted immediately represents only a portion of the total area



Engineering, Planning and Zoning  
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**2019**  
**Planning Commission**  
**Meeting Schedule and Application Submission Deadline**  
(Applications due 21 days prior to meeting date)

<b>APPLICATION DEADLINE</b>	<b>MEETING DATE</b>
December 17, 2018	January 7, 2019
January 14, 2019	February 4, 2019
February 11, 2019	March 4, 2019
March 11, 2019	April 1, 2019
April 15, 2019	May 6, 2019
May 13, 2019	June 3, 2019
June 10, 2019	July 1, 2019
July 15, 2019	August 5, 2019
August 13, 2019	September 3, 2019
September 16, 2019	October 7, 2019
October 14, 2019	November 4, 2019
November 11, 2019	December 2, 2019
December 16, 2019	January 6, 2020