



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

**APPLICATION FOR MAJOR SUBDIVISION APPROVAL
(FINAL PLAT)**

***** 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 the 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: _____

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

		REQUIRED FOR ALL SUBMITTALS: Two (2) copies of the Application and Final Plat, drawn at a suitable scale and 24 x 36 inches in size. The Final Plat and supplementary information shall be prepared by a registered engineer, registered in the State of Ohio, for all subdivision which are defined as subdivisions in Section 1101.02(a)(34)A. The boundary survey shall be prepared by a registered surveyor registered in the State of Ohio
		DIGITAL SUBMITTAL REQUIRED:
		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.
		FINAL PLAT REQUIREMENTS: (Shall include the following information)
		Final Plat drawing shall contain the following information, including all design elements and standards in Chapter 1107
		Name of the subdivision, location by Virginia Military Survey number; date of survey and engineer's stamp of approval, north arrow, scale and acreage
		Names and addresses of the applicant, and the engineer and surveyor who prepared the Final Plat along with the engineer and surveyor's stamp
		Plat boundaries, based on accurate traverse, with angular and lineal dimensions
		Bearings and distances to nearest established street lines or other recognized permanent monuments, including municipal and Township lines
		Radii, internal angles, points of curvature, tangent bearings, lengths of arcs, and lengths and bearings of chords
		Show building setback lines and their dimensions, along with exact location and width of all easements, and rights-of-way provided for public services or utilities, and any limitations of such easements
		All lot numbers and lines with accurate dimensions in feet and hundredths. Street addresses shall be shown for all lots within the City
		Accurate location and description of all monuments set per Sections 1109.03
		Accurate outlines measured in feet and hundredths of area to be dedicated or reserved for public use, or any area to be reserved for common uses of all property owners
		A list of any restrictions and covenants the subdivider intends to include in the deeds to the lots in the subdivision
		Certification by a registered surveyor, using the forms in section 1115.03
		Notarized certification by the owner or owners of the adoption of the plat and the dedication of streets and other public areas using the form in Section 1115.02
		Locations, widths and names of existing and proposed streets within and adjoining the plat, railroad rights-of-way, if any, easements, parks, permanent buildings; corporations, township and county lines; location of wooded areas; flood plains, streams, and creeks, high water line of ponds and lakes, swamp r marsh lands, and other significant natural items
		Space for signatures as required in Section 1115.05
		Space for acceptance of dedication pursuant to Section 1115.04
		The following information shall also be provided:

		A listing of any approved deviations or variances from the City Planning and Zoning Code
		For Final Plats beyond the first plat of the development, provide an updating of the phasing plan to show completed phases of the development, revisions that have been approved for the development of phases and revisions to the schedule of completion
		The survey must close and the subdivider shall submit a closure letter from the Union County Engineers Office
		When required by the City Engineer, all calculations and field notes shall be submitted for review

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

Signature of Applicant: _____

Date: _____

Signature of Owner: _____

Date: _____

FOR CITY USE ONLY

Paid (stamp):

Fees Due:

Final Plat: \$400 plus \$50 per lot = \$ _____

The application has been reviewed and is found to be complete.

City Staff

Date



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2021

Planning Commission (PC)

Meeting Schedule and Application Submission Deadline

(Applications due 21 days prior to the meeting date)

(* Please note – Meeting will be held on Tuesday due to City holiday observance or City Council meeting schedule)

APPLICATION DEADLINE	MEETING DATE
December 14, 2020	January 4, 2021
January 11, 2021	February 1, 2021
February 8, 2021	March 1, 2021
March 15, 2021	April 5, 2021
April 12, 2021	May 3, 2021
May 17, 2021	June 7, 2021
June 15, 2021	July 6, 2021*
July 12, 2021	August 2, 2021
August 17, 2021	September 7, 2021*
September 13, 2021	October 4, 2021
October 11, 2021	November 1, 2021
November 16, 2021	December 7, 2021*
December 13, 2021	January 3, 2022