

**APPLICATION FOR PRELIMINARY PLAT APPROVAL**  
Village of Obetz  
4175 Alum Creek Drive  
Obetz, Ohio 43207  
(614) 491-1080



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**APPLICANT'S INFORMATION:**

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Property Owner (if other than applicant): \_\_\_\_\_

Representative(s) and/or Engineer: \_\_\_\_\_

Telephone Number and E-mail Address of Above Individual(s): \_\_\_\_\_

**PROPERTY INFORMATION:**

Parcel Number(s): \_\_\_\_\_

Township(s): \_\_\_\_\_

School District(s): \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Size of Property: \_\_\_\_\_ acres Existing Use of Property: \_\_\_\_\_

Proposed Subdivision Name: \_\_\_\_\_

The undersigned hereby makes application for Preliminary Plat approval and certifies that all statements and diagrams submitted are true and accurate to the best of their knowledge.

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**FOR OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Date of Planning and Zoning Commission Hearing: \_\_\_\_\_

Action of Planning and Zoning Commission: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **INSTRUCTIONS FOR COMPLETING AND FILING THE PRELIMINARY PLAT APPLICATION**

**Submittal Requirements:** Please submit fifteen (15) paper copies and one (1) digital copy with both CAD files and .pdfs of the following information to the Zoning Department to initiate action on the application:

- The names and mailing addresses of all adjoining property owners. The names should be submitted digitally in Excel format.
- A vicinity map that clearly shows the subject property, adjacent properties, and their relationship to streets located within one-half mile of the property. Clearly mark the approximate location of all existing buildings within 500 feet of the proposed subdivision.
- A survey which shows the property described pursuant to the legal description contained in the warranty deed. Such survey shall show all improvements on the property and must be certified as reflecting conditions on the site as they existed within the last six months prior to filing of the application.
- Written indication from the Utilities Superintendent that capacity for both water and sanitary sewer service is available.
- Where it is proposed to develop the tract in sections or stages, a tentative delineation of the sections and their phasing, including an estimated time frame.
- Soil information, presented on a separate drawing, identical in scale to the preliminary plat. Street and lot layout shall be superimposed upon the soils sheet. Data shall be derived from the United States Department of Agriculture Soil Survey.
- Preliminary plat map prepared at a scale ratio no greater than 1" = 100' that includes:
  - Name of the subdivision, name and address of the developer, name and registration number of the registered surveyor, a north arrow, scale, and date.
  - Site boundaries per legal description.
  - The approximate location, dimensions, and numbering of all proposed lots.
  - The approximate location, dimensions, and area of all property proposed to be set aside for parks, open space, other public or private reservation, with designation of the purpose and proposed ownership thereof.
  - Approximate location of all utilities on the site.
  - The location of existing water bodies, streams, drainage ditches, stands of trees and trees with a caliper of six inches or more in diameter, and other pertinent features within 500 feet of the proposed subdivision.
  - Delineate the 100-year floodplain of any stream identified as having a flood hazard area.
  - A Conservation Buffer Zone equal to the 100-year floodplain plus 20' is required along the Big Walnut Creek. Designate the Conservation Buffer Zone in a separate color from the 100-year floodplain.
  - The location, width, names, and classification of all existing and proposed streets.
  - All existing easements (recorded or apparent), noting the purpose of the easement and references to recorded instruments. Existing easements which are to be removed, abandoned, or relocated are to be shown in dashed lines. All existing (internal) property or lot lines which are to be removed, abandoned or relocated are to be shown in dashed lines.
  - Identification of the proposed use of any lot other than residential.

- Preliminary engineering plans shall be drawn on a topographic base with a maximum contour interval of two feet with topographic features extended to ten feet (10') beyond the site prepared at a scale ratio no greater than 1" = 100'. Preliminary engineering plans shall include the following:
  - Title block showing project name, scale, date, page number, and name of preparer along with the seal of a registered engineer.
  - Approximate location of all existing water, sewer, and drainage facilities, along with streets, sidewalks, and above ground improvements that provide service to and on the site. Notes shall state the disposition of all existing facilities including service lines, meters, etc.
  - Preliminary proposals for drainage areas involved, with a plan for draining the total upstream watershed through the development. The major storm routing path shall be delineated.
  - Proposed location, sizing and design basis of water, sewer, fire suppression, and drainage facilities which are to serve the site including pertinent calculations and the method of providing service to the proposed structures.

**Submittal Deadline:** A complete application must be submitted at least 45 days prior to the meeting at which the Preliminary Plat is to be considered by the Planning and Zoning Commission.

**Application Fee:** An application fee of \$500 for the first 2 lots then \$40 per lot for a single family project or \$2,000 for all other projects is required at the time the preliminary plat is submitted. The developer will also be charged any costs incurred by the Village to have the plat reviewed by an outside engineering/planning firm.

**Completeness of Submission:** The Preliminary Plat shall not be placed on an agenda for consideration until the application fee is paid and all information, drawings, plans and attachments are deemed to be complete. Failure to provide any necessary revised material by the deadlines indicated above will likely result in the preliminary plat being tabled or denied.

**Approval:** The approval of the Preliminary Plat by the Planning and Zoning Commission does not constitute approval of the Final Plat and improvement plans, but rather shall be deemed an expression of approval of the layout as a guide to preparation of the Final Plat.

**Expiration of Preliminary Plat:** A Final Plat shall be submitted within eighteen (18) months after approval of the Preliminary Plat or such approval shall become null and void unless an extension of time has been granted by the Planning and Zoning Commission. One extension of time may be granted for a period not to exceed eighteen (18) months.