



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

**APPLICATION FOR MAJOR SUBDIVISION APPROVAL  
(PRELIMINARY 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***

		<b>REQUIRED FOR ALL SUBMITTALS:</b> Two (2) copies of the Application and Preliminary Plat, 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>PRELIMINARY PLAT REQUIREMENTS: <i>(Shall include the following information)</i></b>
		Preliminary Plat 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
		Location by Virginia Military Survey (VMS)
		Names and addresses of the owner(s), subdivider(s) and professional engineer preparing the preliminary plat and supplemental information. The engineer's stamp shall be on the preliminary plat
		Date of boundary survey and name of professional surveyor who performed the survey along with the surveyor's stamp
		Scale of the plat and north arrow
		Boundaries of the subdivision and its acreage
		Locations, widths and names of existing streets, railroad rights-of-way if any, easements, parks, permanents buildings; corporation, Township and county lines; location of wooded areas; floodplains, streams and creeks, high water line of ponds and lakes, swamp or marsh lands, and other significant natural items
		Zoning classification of the tract and adjoining properties
		Existing contours at an interval of not greater than two feet using USGS data
		Layout, names and widths of proposed streets and easements including, but not limited to, sanitary and storm sewer, water and street light easements
		Layout and dimensions of all proposed utility and sewer lines, showing their connections with the existing systems
		Lot layout, lot numbers and approximate dimensions of each lot along with the building setback line and its dimensions. When lots are located on a curve or when side lot lines are not at ninety degree angles, the lot width at the minimum building setback shall be shown
		A vicinity map at a scale not more than 600 to an inch shall be shown on, or accompany, the preliminary plat. This map shall show all existing subdivisions, roads and tract lines, and the names of the owners of land immediately adjoining the proposed subdivision and between it and the nearest existing thoroughfares. Its shall also show the most advantageous connections between roads in the proposed subdivision and those of the neighboring areas
		The approximate areas of the smallest and largest lots, the proposed total number of lots, the lot yield based on total acres and the acres without street rights-of-way
		Parcels of land intended to be for common areas, reserves, entry features, etc., that will be owned and maintained by the Property Owners

		Association. Also show layout of site improvements, including parking lots, driveways, landscape areas, trash containers, lighting, fencing, signage, etc, for those parcels
		Parcels of land which are to be dedicated, reserved or temporarily reserved for public use, or to be reserved by deed covenant with the conditions proposed for such covenant and for the dedications
		Typical sections and tentative profiles of streets and other related improvements as required in Chapter 1109 shall be at a scale suitable for review as determined by the City Engineer
		A preliminary drainage plan shall be submitted which shall contain adequate measures for control of erosion, siltation and surface water management, using guidelines and policies as established by the Union County Soil and Water Conservation District and Storm Water Design Manual
		For projects where phasing is planned, the following information must be provided;
		A detailed phasing plan
		Roadway construction plan including the location of a secondary access point and all other access points; including construction entrances and emergency access points
		The following information shall be supplied in addition to the requirements above:
		A statement of the character and nature of the development including the cost range or rent levels for housing in residential developments and the general types of business for industrial and commercial developments
		Statement of proposed use of lots, giving the type and number of dwelling units; and type of business or industry; and their effect on schools, traffic flow, and patterns, public facilities and services, fire and health hazards, and congestion of population
		Description of the proposed covenant and restrictions
		For entry features and other common reserve areas, provide a detailed landscaping plan and information on how these areas will be maintained. A detailed street tree plan to be reviewed and approved by the Planning Commission per Section 1140.07(d) is also required
		If dedication of parkland is required, input from the City of Marysville Parks and Recreation Commission is preferred
		Tentative model home lines showing elevations and material or for custom built homes, a list of allowed materials and colors (samples)
		Landscape Plan for street trees per Chapter 1140
		A request of any proposed deviations and variances from the Planning and Zoning Code must be submitted with the preliminary plat Section 1113.06

**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: \_\_\_\_\_

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**FOR CITY USE ONLY**

**Paid (stamp):**

**Fees Due:**

Preliminary Plat:        \$200 plus \$50 per **acre** =        \$ \_\_\_\_\_

**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)

<b>APPLICATION DEADLINE</b>	<b>MEETING DATE</b>
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