

**ATTACHMENT A
PRELIMINARY PLAT APPLICATION
SENECA REGIONAL PLANNING COMMISSION
SENECA COUNTY, OHIO**

Subdivision Name: _____

Township: _____ Section: _____ Existing Road: _____

Name and Address of Property Owner:

Owner Phone Number: _____ Owner Email: _____

Surveyor: _____ Surveyor Contact Name: _____

Surveyor Phone Number: _____ Surveyor Email: _____

Is this a NEW Subdivision _____ YES _____ NO

Is this an UPDATE to and existing Subdivision _____ YES _____ NO

FEE STRUCTURE:

*PLAN APPROVALS	\$200.00
*ADMINISTRATION FEE	\$250.00
*APPLICATION FEE (UP TO 2 HOURS OF REVIEW)	\$300.00
APPLICATION FEE (BEYOND 2 HOURS OF REVIEW)	\$150.00 PER HOUR

**APPLICANTS WILL BE RESPONSIBLE FOR ALL ADVERTISING FEES AND WILL BE INVOICED ACCORDINGLY

*THE PLAN APPROVAL, ADMINISTRATION AND INTITIAL APPLICATION FEE SHALL BE PAID AT TIME OF SUBMISSION

All checks are to be made payable to Seneca Regional Planning Commission and submitted with the initial application.

The following items shall be included on or with the Plat for consideration by the Regional Planning Commission:

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Existing Conditions:

- ___ Subdivision
- ___ Legal Description
- ___ Name & Address of Engineer/Surveyor/Planner
- ___ North Arrow
- ___ Plat Scale (1"=200' Minimum)
- ___ Vicinity Map (1"=1000' Minimum)
- ___ Boundary with Dimensions
- ___ Existing Easements on proposed Plat and adjoining property
- ___ Names of adjoining Subdivisions and Parcel Owners
- ___ Names of adjoining Streets and Right-of-way widths, Railroads, and other utilities or easements
- ___ Location of existing water mains, sanitary and storm sewers
- ___ Existing topography (2 foot intervals- U.S.G.S. Datum)
- ___ Flood Hazard Boundary (when applicable)
- ___ Location of existing buildings, wood, tree lines, creeks & ditches, etc.
- ___ Ditch maintenance – special assessments

Proposed Conditions:

- ___ Location, right-of-way(s) and name(s) of all proposed streets
- ___ Easement location
- ___ Public walkways
- ___ Lot layout, with approximate Lot dimensions and Lot numbers
- ___ Setback Lines
- ___ Lot or parcel use, Number of dwelling units
- ___ Land set aside for Public use
- ___ Sanitary Sewer size & location
- ___ Water Main size & location
- ___ Storm Sewer size & location
- ___ Detention or Retention areas
- ___ Phasing of development
- ___ Typical Pavement section
- ___ Protective Covenants

Two (2) copies of the Preliminary Plan and the application showing all the required Existing Conditions and Proposed Conditions must be submitted at a minimum of 30 days prior to the regularly scheduled Seneca Regional Planning Commission Board Meeting to be considered for the agenda. It is understood that if all the above requirements are not met the Executive Director may remove this submittal from consideration for the next Board Meeting.

Approval is granted for a maximum of 12 months.

Signature of Owner or Authorized Agent

Date

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FOR PLANNING COMMISSION USE ONLY

Date Filed: _____

Date of Public Hearing: _____

Fee: _____

Recommendation of Planning Commission: Approval _____ Denial _____

Reason for Recommendation: _____

Date of Approval: _____

Chairman, Planning Commission: _____

Secretary, Planning Commission: _____