



**Preliminary Plat Application**  
**City Planning Commission**  
**City of Findlay, Ohio**  
 (Amended February 1, 2017)

Application Number \_\_\_\_\_  
 Fee \_\_\_\_\_  
 (See Fee Schedule)

Legal Description of Property: \_\_\_\_\_

Lot Number & Subdivision Name: \_\_\_\_\_

Furnish copy of plat if lot is irregular in shape.

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Day Phone: \_\_\_\_\_

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 Applicant if not Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Day Phone: \_\_\_\_\_

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 Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Day Phone: \_\_\_\_\_

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 Legal description of area to be subdivided \_\_\_\_\_

*The following items shall be included on, or with, the plat for consideration by the City Planning Commission:*

**Existing Conditions:**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Initial plat investigation                        | <input type="checkbox"/> Subdivision name  | <input type="checkbox"/> Legal description   | <input type="checkbox"/> Name and address of Engineer/Surveyor/Planner              |
| <input type="checkbox"/> Northpoint and date                               | <input type="checkbox"/> Plat scale (1:100 minimum<br><input type="checkbox"/> Vicinity map (1:1000 minimum) | <input type="checkbox"/> Boundary with dimensions  | <input type="checkbox"/> Existing easements on proposed plat and adjoining property |
| <input type="checkbox"/> Names of adjoining subdivisions and parcel owners | <input type="checkbox"/> Names of adjoining streets and right-of-way widths                                  | <input type="checkbox"/> Location of existing: water mains, sanitary and storm sewers          | <input type="checkbox"/> Existing topography (2 foot intervals USGS Datum)          |
| <input type="checkbox"/> Flood Hazard Boundary (when apply)                | <input type="checkbox"/> Location of existing buildings  | <input type="checkbox"/> Location of other physical features on the land (woods, creeks, etc.) | <input type="checkbox"/> High-pressure gas, crude or product lines (25' easement)   |

**Proposed Conditions:**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> 15 copies of plat                           | <input type="checkbox"/> Street names and layout                     | <input type="checkbox"/> Street right-of-way location   | <input type="checkbox"/> Street location to existing street              |
| <input type="checkbox"/> Easement location and width                 | <input type="checkbox"/> Public walkways                             | <input type="checkbox"/> Approximate lot dimensions   | <input type="checkbox"/> Lot numbers                                     |
| <input type="checkbox"/> Setback lines                               | <input type="checkbox"/> Lot or parcel use, number of dwelling units | <input type="checkbox"/> Type of business or industrial use   | <input type="checkbox"/> Land set aside for public use                   |
| <input type="checkbox"/> "Excepted" property use                     | <input type="checkbox"/> Sanitary sewer size and location            | <input type="checkbox"/> Storm sewer size and location  | <input type="checkbox"/> Detention areas shown                           |
| <input type="checkbox"/> Waterline size and location                 | <input type="checkbox"/> Control of soil erosion and sedimentation   | <input type="checkbox"/> Commercial development dimension and grade of proposed parking, loading areas, alleys, streets, ingress and egress points with approximate grade | <input type="checkbox"/> Gas well verification                           |
| <input type="checkbox"/> Abandonment of well report (O.R.C. 1509.14) | <input type="checkbox"/> Phasing of development                      | <input type="checkbox"/> Typical pavement section   | <input type="checkbox"/> Indication of grading work in flood hazard area |

**This application, three (3) copies of the plat containing the items listed above and fee shall be submitted a minimum of 28 days prior to the next scheduled Planning Commission meeting to be considered for placement on the agenda. I understand that upon review, if any of the above data has been omitted, the City shall remove this submittal from consideration for the City Planning Commission Agenda.**

**The Owner/Applicant is hereby notified to write City Council and request permission for city utilities to be extended, if they are to be used, and preparation of legislation when the property is within the city limits.**

**Certification: The undersigned certifies that the information accompanying this application is true and correct to the best of my knowledge.**

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Signature of owner/authorized agent

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Date

All items are to be submitted to the City Planning Commission, 318 Dorney Plaza, Room 304, Findlay, OH 45840. If you have any questions regarding procedure, please contact the Engineering Department at 419-424-7094.

**NOTE:** All applications must be complete in order to take full advantage of the above time schedule. An application will be considered complete and ready for processing only if it is submitted in the required number and form, includes all required information and is accompanied by the required filing fee.

A determination of application completeness will be made within 7 working days after the application deadline.