



Development Checklist

Name of Development: _____

- Pre-application meeting with the Planning & Zoning Commission and Service Director
- [Preliminary Plat Application](#)
 - \$1500 + \$100 per lot
 - See application form for a checklist of items required for submission
- Preliminary Plat Approval by the Planning & Zoning Commission
- Submit Engineering Drawings for Review
 - \$400 + \$100 per lot
- Engineering Drawing Approval
 - [Stormwater Guidance Document & Plan Review Checklist.pdf](#)
- Submit an Engineer's Cost Estimate for the Public Improvements
- Execute & record a Developer's Agreement
 - [Sample Developer's Agreement.pdf](#)
- Install or Assure Public Improvements
 - Install within 1 year of approval of engineering drawings
 - Performance Assurance - 110% of the estimated cost of Public Improvements
 - Performance or Construction Bond
 - Certified Check
- Execute & record HOA documents, including a Storm Water Management Agreement
 - [StormWater Maintenance Agreement.pdf](#)
- Petition to join the NCA
 - [City of Circleville - NCA - Summary.pdf](#)
- [Final Plat Application](#)
 - \$1500 + \$100 per lot
 - See application form for a checklist of items required for submission
 - Fee in lieu of sufficient open space dedication (reqs. in [Subdivision Regulations](#))
 - \$200 per dwelling unit
- Final Plat Approval by the Planning & Zoning Commission
- City Council acceptance of public ROWs and easements
- Record final plat with Pickaway County Recorder and provide the City with a copy