



City of Circleville
Department of Public Service
City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.circlevilleoh.gov

Application #: _____
Fee Amount \$ _____
Collected By: _____
Date: _____

Application for Final Subdivision Plat

(Preliminary subdivision plan application must be approved)

Applicant Name: _____ Phone #: _____

Applicant Address _____ E-mail: _____

Property Owner/Developer: _____ Phone #: _____

Owner/Developer Address: _____

Property Address: _____

(if no actual address, description of location)

Name of Preliminary Platted Subdivision: _____

Section Number(s) of Proposed Final Plat: _____

Zoning District: _____ Present Use: _____ Proposed Use: _____

Date of Preliminary Plat Approval: _____ Construction & Grading Plans Attached: _____

The following utilities have been reviewed proposed final for approval of site plan:

Water & Sewer Telephone Gas Cable Electric

The developer will install, construct, have inspected and approved by the Director of Public Service all required site improvement **OR**

The developer has agreed to furnish satisfactory performance guarantees, pursuant to Article VI of the Subdivision Regulations in the amount of \$ _____

Property Owner Signature: _____ Date: _____

Developer Signature: _____ Date: _____

(if different from Owner)

----- Service Director Portion -----

As Director of Public Service, I hereby certify that such application _____ meets _____ does not meet the requirements of Section 5.12 of the City of Circleville Zoning Code:

Director of Public Service

Date

Comments: _____

----- Planning & Zoning Commission Portion -----

Upon certification, this application and 6 copies provided by the developer will be submitted to the City of Circleville Planning & Zoning Commission for their review. Action must be taken within 30 days of submission to the Commission.

Received by: _____ Date: _____

Approved Denied by _____ Date: _____

Planning & Zoning Commission Chairperson

Comments: _____

----- City Council Portion -----

An ordinance will be presented to city council for acceptance of public rights of way and easements dedicated or granted thereon.

Approved Ordinance # _____, Dated _____

----- Planning & Zoning Commission Portion -----

Within 60 days of passage of the above ordinance, the developer is responsible to record plat in the County Recorder's Office
Developer is to provide one original and two prints of the fully executed final plat along with as built plans and drawings for improvements

Application Received By: _____ Date: _____

Final Subdivision Plat Application Checklist

6 complete sets of drawings and materials are required with submission of Final Subdivision Plat Application.

- Name of the subdivision and the section number, if it is a portion of the total subdivision.
- A legal description giving the number of acres, City, township, section, range, parcel identification number and property owner's name
- All required certifications and approvals
- Requested covenants and/or deed restrictions
- Sheet and total number for each sheet, including covenant sheet and construction plan
- Scale and north indicator
- The bearing and distances of the boundary lines of the subdivision
- The bearing and distances of all lot lines or areas dedicated to public uses within the subdivision. In case of curves sides of lots, the tangent deflection angle, the length of the tangent, the length of the radius, the length of the arc and the length and bearing of the chord shall be given
- Lot numbers
- The bearing and distances of all straight sections of street center lines. Curved sections of street center lines shall show the same information as curved lot lines
- Street names
- Street, alley and easement widths. Any easements not parallel to property lines shall show the bearings and distances of the lines
- The location of all permanent markers or monuments
- Building setback lines with their distance from the right-of-way lines
- The proposed location of all utilities and easements, including dimensions
- Certification of engineering stat on the plat by a Professional Engineer or Surveyor
- All of the above, including any additional requirements as may be cited by the Pickaway County Auditor or Recorder