



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 Minor Subdivision

Applicant Name: _____ Phone #: _____

Applicant E-mail: _____

Property Owner/Developer: _____ Phone #: _____

Owner/Developer Address: _____

Property Address: _____

(if no actual address, description of location)

Name of Proposed Subdivision: _____

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

Date of Pre-Application Meeting with the Planning & Zoning Commission/Service Director: _____

Property Owner Signature: _____ Date: _____

Developer Signature: _____ Date: _____

(if different from Owner)

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

As Director of Public Service, I hereby determine that such application ____ meets ____ does not meet the criteria of Section 5.02 of the City of Circleville Zoning Code:

Director of Public Service

Date

Approved Denied *Circleville Planning and Zoning Commission / No Plat Required*

Referred to Planning and Zoning Commission

Director of Public Service

Date

Comments: _____

----- Planning & Zoning Commission Portion (if applicable) -----

Application Received By: _____

Planning & Zoning Commissioner/Clerk

Date

Approved Denied by _____

Planning & Zoning Commission Chairperson

Date

Comments: _____

Minor Subdivision Application Checklist

	Proposed name of the subdivision and its location
	Names, addresses and phone numbers of owners and/or developers
	Survey of the property, with metes and bounds description, by a Registered Surveyor
	Adjoins an existing public street and does not involve opening, widening, extension or improvement of any roadway or the installation of any public utilities
	Creates no more than five (5) lots including the remainder
	Complies with ORC and City of Circleville Zoning Code
	Any additional drawings/information deemed necessary by the Service Director to determine compliance with pertinent subdivision, zoning and other regulations