



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 Preliminary Subdivision Plan

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: _____

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

Water & Sewer Telephone Gas Cable Electric

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 5.04 of the City of Circleville Zoning Code:

Director of Public Service

Date

Comments: _____

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

Upon certification, this application and 9 copies provided by the developer will be submitted to the City of Circleville Planning & Zoning Commission for their review and scheduling of Public Hearing.

Application Received By: _____ Date: _____

Approved Denied by _____ Date: _____

Planning & Zoning Commission Chairperson

Comments: _____

Preliminary Subdivision Plan Application Checklist

9 complete sets of drawing and other material are required with submission of Preliminary Subdivision Plan Application.

- Proposed name of the subdivision and its location
- Names, addresses and phone numbers of owners and/or developers
- Name, address and registration number of the Professional Engineer or Professional Surveyor preparing the plan
- Date, north arrow, and plan scale
- Boundary lines of the proposed development and the total tract owned or controlled by the Owner/Developer, along with the acreage of both
- Existing physical features, including any existing structures, with contour lines at not more than two foot (2') intervals if slope of the site is more than fifteen percent (15%) or less, and five feet (5') if slope of the site is more than fifteen percent (15%). Contours shall be based on USGS topographical information, recent aerial photography and/or ground surveys.
- Portions of the site identified by the Federal Emergency management Agency (FEMA) as within the Official Flood Hazard Area for the 100-Year-Flood, as specified on Official Flood Hazard studies, or Flood Hazard Boundary Map(s) for Circleville, as may be amended.
- Portions of the site subject to federal wetlands requirements.
- Existing sewers, water mains, transmission lines, culverts, and other underground structures within the tract, adjacent to the tract or that will be used in developing the tract, indicating pipe sizes, grades and locations.
- Proposed lot or parcel dimensions, street right-of-way widths, water, sanitary sewer and storm sewer layout, along with grades and elevation of proposed streets, storm sewers and sanitary sewers
- Other utility system layouts and requirements.
- Proposed methods for addressing storm runoff/Stormwater Management Plan (SWMP).
- Parcels of land intended to be dedicated or temporarily reserved for public use or reserved by deed covenant with the conditions proposed for such covenant, and for the dedications.
- For commercial and/or industrial development, the location, dimensions, and grades for proposed parking and loading areas, alleys, streets and points of vehicular ingress and egress to the site.