



## PRELIMINARY PLAT APPLICATION

I (we) do hereby make application to the Planning Commission of the City of Painesville, Ohio, with regard to the Preliminary Plat Application as provided for in the City Zoning Ordinances.

Name: \_\_\_\_\_ Surveyor or Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_ Proposed Name of Subdivision: \_\_\_\_\_  
Phone: \_\_\_\_\_ Work#: \_\_\_\_\_

### 1109.03 PRELIMINARY PLAT REQUIRED.

After the pre-application stage, the subdivider shall submit a preliminary plat of the proposed subdivision, which shall conform with the requirements set forth in Sections 1109.07 to 1109.12, inclusive. See Section 1107.11 for applicable schedule of fees. A qualified registered surveyor shall prepare the preliminary plat.

### 1109.06 PRELIMINARY PLAT FORM.

The preliminary plat shall be drawn at a scale not less than 100 feet to the inch and shall be on one or more sheets eighteen by thirty inches in size.

### 1109.07 PRELIMINARY PLAT CONTENTS.

The preliminary plat shall contain the following information:

- (a) Proposed name of the subdivision, which shall not duplicate or closely approximate the name of any other subdivision in the City;
- (b) Location by section, range and township or other surveys;
- (c) Names, addresses and phone numbers of the owner, subdivider, and registered surveyor who prepared the plat and appropriate registration numbers and seals;
- (d) Date of survey;
- (e) Scale of the plat, north point;
- (f) Boundaries of the subdivision and its acreage;
- (g) Names of adjacent subdivisions, owners of adjoining parcels of un-subdivided land and the location of their boundary lines;
- (h) Locations, widths and names of existing streets, railroad rights of way, easements, parks, permanent buildings and corporation and township lines; location of wooded areas and other significant topographic and natural features within and adjacent to the plat for a minimum distance of 200 feet;
- (i) Zoning classification of the tract and adjoining properties and a description of proposed zoning changes, if any;
- (j) Existing contours at an interval of not greater than two feet if the slope of the ground is fifteen percent (15%) or less; and not greater than five feet where the slope is more than fifteen percent (15%);
- (k) Existing sewers, water lines, culverts and other underground structures and power transmission poles and lines, within and adjacent to the tract;
- (l) Location, names and widths of proposed streets and easements;
- (m) Building setback lines with dimensions;
- (n) Location and dimensions of all proposed utility and sewer lines, showing their connections with the existing system;
- (o) Layout, numbers and approximate dimensions of each lot. When a lot is located on a curved street or when side lot lines are not at ninety-degree angles, the width at the property line shall be shown;
- (p) Parcels of land in acres to be reserved for public use or to be reserved by covenant for residents of the subdivision; and
- (q) A vicinity map at a scale of not less than 2,000 feet to the inch shall be shown on, or accompany, the preliminary plat. This map shall show all existing subdivisions, roads and tract lines and the nearest existing thoroughfares. It shall also show the most advantageous connections between the roads in the proposed subdivision and those of the neighboring areas.

### 1109.08 SUPPLEMENTARY INFORMATION.

The following information shall be supplied in addition to the requirements in Section 1109.07:

- (a) Statement of proposed use of lots, giving type and number of dwelling units and type of business or industry;
- (b) Location and approximate dimensions of all existing buildings;
- (c) For commercial and industrial development, the location, dimensions and approximate grade of proposed parking and loading areas, alleys, pedestrian walks, streets and the points of vehicular ingress and egress to the development; and
- (d) Description of proposed covenants and restrictions.

### 1109.09 FILING.

The preliminary plat shall be considered filed on the day it is received by the Planning Commission and shall be so dated. A filing fee shall be charged, as indicated in Section 1107.11 (see other side).

### 1109.10 PUBLIC HEARING.

The Planning Commission on its own initiative or upon petition by a resident or neighboring property owner may, before acting on a preliminary plat of a subdivision, hold a public hearing thereon at such time and upon such notice as the Commission may designate.

**1109.11 APPROVAL OF PRELIMINARY PLATS.**

The City Planning Commission shall forward copies of the preliminary plat to such officials and agencies as may be necessary for the purpose of study and recommendation. These shall include at least the City Engineer and the Health Department. After receipt or reports from such officials and agencies, the Planning Commission shall determine whether the preliminary plat shall be approved, approved with modifications, or disapproved. If the plat is disapproved, the reasons for such disapproval shall be stated in writing. The Planning Commission shall act on the preliminary plat within sixty days after filing unless such time is extended by agreement with the subdivider. When a preliminary plat has been approved by the Planning Commission, it shall then go to Council for approval. If it is approved, one copy shall be signed and returned to the subdivider for compliance with final approval requirements. Approval of the preliminary plat shall be conditional upon compliance with all other applicable statutes and ordinances of the City.

**1109.12 APPROVAL PERIOD.**

The approval of the preliminary plat shall be effective for a maximum period of twelve months and shall guarantee that the terms under which the approval was granted will not be affected by changes to these Subdivision Regulations.

Brief Description of Improvements Indicated on Plan:		□ YES	□ NO
<p><b>1. Street Improvements:</b>                      Pavement: _____                      Curbing: _____                      Sidewalks: _____                      Easements: _____</p>	<p><b>2. Affected by 100 year Flood Plain?</b>                      if yes, acreage: _____</p>		
<p><b>3. Drainage:</b>                      Street: _____                      Outside Right-of-Way: _____                      Retention Basin: _____                      if yes, type: _____</p>	<p><b>4. Sanitary Sewer:</b>                      _____ Public Sanitary Sewer (size)</p> <p><b>5. Water Supply:</b>                      _____ Public Waterline (size)</p> <p><b>6. Electric Service:</b>                      _____ Overhead                      _____ Underground</p>		

**1107.11 Schedule of Fees, Charges, and Expenses;** states: (a) **Preliminary Plat.** A *fee of \$10 per lot or living unit* shall be paid to cover the cost of review of the plat and other administrative cost for review of the plat and other administrative expenses incurred therewith. (b) **Plan Review.** Unless the proposed improvements are to be constructed by the City pursuant to a petition, a deposit equivalent to 4% of the estimated construction cost of the proposed improvements shall be paid to cover the cost of plan review and supervision and inspection of the construction. The minimum deposit will be \$100 and the maximum deposit will be \$5000. The actual fee for such plan review, supervision, and inspection will be based on the following: City Engineer and City Inspector’s actual payroll cost plus 40% and Contract Inspection(s) actual invoice plus 5%. (c) **Small Trees.** Unless otherwise provided in an approved petition, a fee of \$1 per foot of street centerline length shall be paid by the developer for street trees.

The City reserves the right to charge the developer with additional amounts for time used by other City officials in any legal or administrative matters in respect to the subdivision.

Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt#: \_\_\_\_\_

Signature: \_\_\_\_\_

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**ACTION BY THE PLANNING COMMISSION**

Meeting Date: \_\_\_\_\_ Public Hearing Date: (if applicable) \_\_\_\_\_

\_\_\_\_\_  
Secretary