



# APPLICATION FOR PRELIMINARY PLAN APPROVAL

PROJECT INFORMATION --- All lines must be completed.

Project Name \_\_\_\_\_

Township \_\_\_\_\_ Residential Commercial Mixed Use

Property Address \_\_\_\_\_

Parcel ID(s) \_\_\_\_\_

Buildable Lots \_\_\_\_\_ Open Space Lots \_\_\_\_\_ Total Lots \_\_\_\_\_

Total Acreage \_\_\_\_\_ Open Space Acreage \_\_\_\_\_ Zoning \_\_\_\_\_

Sanitary Sewer Yes No If yes, state provider \_\_\_\_\_

Private Wells Yes No If no, state provider \_\_\_\_\_

Electric Provider \_\_\_\_\_ Gas Provider \_\_\_\_\_

OFFICE USE ONLY

Date Received Stamp

File No. \_\_\_\_\_ Form Updated 5/20/24

Total Fee & Calculation \_\_\_\_\_

Applicant/Developer \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Surveyor/Engineer \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**SUBMITTAL REQUIREMENTS** --- A complete application must include **ALL** of the following components and be submitted (Hard copy or electronically) together **SIMULTANEOUSLY**. Failure to include all of these components may result in a rejected application or denial of the application:

- a. A completed application form.
- b. One (1) folded hard copy of the preliminary plan containing all information required in Section 306 of the Subdivision Regulations (see back side of form for list of requirements). Copies must be 24 x 36" in size.
- c. An electronic copy of the preliminary plan emailed as a PDF file to kimberly.mehl@co.warren.oh.us
- d. One (1) copy of the drainage area map containing all information as required in Section 306(X) of the Subdivision Regulations.
- e. Names, mailing addresses and parcel identification numbers of contiguous property owners of record at the time of application, along with prepared mailing labels for the same.
- f. Acknowledgment by the applicable zoning authority (in the form of a stamp on the plan/drawing or separate letter or memorandum) that the preliminary plan complies with the zoning resolution currently in effect.
- g. A filing fee of \$667 plus \$67 per residential/open space lot or \$130 per non-residential acre, rounded up to the nearest acre.

**CERTIFICATIONS** --- The applicant must initial next to each of the statements below.

\_\_\_\_\_ I understand that, in accordance with Section 711.10 of the Ohio Revised Code, the Regional Planning Commission is required to process and issue a decision on this preliminary plan application within thirty-five (35) business days upon submittal, and hereby agree to an extension of time beyond the thirty-five (35) business day deadline by providing a specific date in the line below. Leaving the line below blank indicates that I do not agree to extend the deadline which is provided for in Section 711.10 of the Ohio Revised Code.

I hereby agree to extend to the following date: (Month, Day, Year) \_\_\_\_\_

\_\_\_\_\_ I understand that the timing of a decision on this preliminary plan may also be extended in cases where state highway projects are involved pursuant to Section 5511.01 of the Ohio Revised Code.

I hereby agree to extend to the following date: (Month, Day, Year) \_\_\_\_\_

\_\_\_\_\_ I understand that this preliminary plan application will not be considered 'officially filed' until the Executive Director or his/her designee has found the application to be in full compliance with the application requirements of the Warren County Subdivision Regulations, pursuant to Section 307(B) of such regulations.

\_\_\_\_\_ I hereby certify that the information provided in this application and its attachments are true and correct, and this application is complete as to the contents required by Section 306 of the Warren County Subdivision Regulations.

APPLICANT:

PROPERTY OWNER'S CONSENT (Required):

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant(s) *Electronic Signature Acceptable*

Signature of Property Owner(s) *Electronic Signature Acceptable*

## PRELIMINARY PLAN CONTENTS

Proposed name of the subdivision, which shall not duplicate or closely approximate the name of any other subdivision in the County.

Location by Section, Town, Range (or Military Survey Number), Township, County and State.

Names, addresses, and telephone numbers of the owner, plan, and the registration number and seal of the surveyor.

Date of survey, which shall be the date of topographic, aerial or any other type of survey that is the basis for preliminary plan.

Scale of the plan, north point and date.

Boundaries of the subdivision, indicated by a heavy line, and its acreage.

Names of adjacent subdivisions, property owners and parcel identification numbers of contiguous parcels of previously platted and unsubdivided land, and the location of their boundary lines.

Locations, widths, and names of existing streets, railroad rights-of-way, easements, parks, permanent buildings, corporation and township lines; the location of wooded areas and other significant topographic and natural features within the subdivision whose presence and accurate location need to be known in order for decisions regarding the subdivision to be made. The general limits of any wet or flood prone areas shall be shown.

Zoning classification of the tract and adjoining properties and a description of proposed zoning changes, if any.

Existing topography with contours shown at an interval of not greater than two (2) feet if the slope of the ground is fifteen (15) percent or less, and not greater than five (5) feet where the slope is more than fifteen (15) percent. Elevations are to be based on sea level datum and the nearest benchmark shall be specified and described. The existing topography shall be shown for an area extending a minimum of two hundred (200) feet beyond the boundaries of the subdivision.

Existing sewers, water lines, culverts, and aboveground structures, such as power transmission poles and lines, within and adjacent to the tract.

Location and dimensions of all proposed utility lines and stormwater drainage facilities, showing their connections with existing systems.

Location, names, and widths of proposed rights-of-way, streets and easements.

Front building setback lines.

All thoroughfares as shown on the Official Thoroughfare Plan wherever they traverse or adjoin the plan.

Layout, numbers, approximate sizes and approximate dimensions of each lot. When a lot is located on a curved street or when side lot lines are not radial or perpendicular to street lines, the width at the front building setback line shall be shown.

Parcels of land to be reserved for public use or to be reserved by covenant for residents of the subdivision. The approximate size of these parcels shall be noted.

A vicinity map at a scale of not less than two thousand (2,000) feet to the inch. This map shall show all existing roads and an outline of the subdivision.

Statement of proposed use of lots, giving type and number of dwelling units and type of business or industry, if known.

Location of all existing buildings and an indication as to whether or not they will be retained.

For commercial and industrial developments, the points of vehicular ingress and egress to the development.

Description of proposed covenants and restrictions.

The type of water supply and wastewater disposal that are proposed for the subdivision. Water supply and wastewater disposal requirements are outlined in Sections 418 and 419 respectively. The subdivider is advised to discuss the method of water supply and wastewater disposal with the Executive Director of the Regional Planning Commission before submitting the preliminary plan.

A copy of the United States Geological Survey (USGS) map at a scale of two thousand (2,000) feet to the inch on which the watershed within which the subdivision is located is delineated. Accompanying the map shall be data indicating the amount of land, by zoning classification, which drains onto the property within the subdivision.

A schedule outlining the order of development of each section of the subdivision.

Layout, acreage, linear feet, approximate sizes and approximate dimensions of open space parcels and recreational amenities including the walking trails, club houses, pools, recreation fields, etc. if available.