

**APPLICATION FOR A MINOR SUBDIVISIONS**

City of Obetz  
4175 Alum Creek Drive  
Obetz, Ohio 43207  
(614) 491-1080



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Application fee: \$100

The Minor Subdivision process is an application to change real property boundaries to create five (5) or fewer new parcels. An application must meet, at a minimum, the criteria below:

- (1) Creates no more than a total of five (5) parcels.
- (2) Resulting parcels comply with the platting laws of the Village and all applicable zoning, building, fire, and health codes, rules and regulations.
- (3) Resulting parcels are accessed, at a minimum, by a public right-of-way or recorded easement which meet, or with improvements can meet, Municipal Road Design Standards.
- (4) Resulting parcels have access to municipal water and sanitary sewer.

**Owner**

Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information**

Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

**Required Preliminary Attachments**

- (1) Deeds or other proof of ownership for the subject properties.
- (2) Location Map that indicates the location of the subject properties in relation to roads, streams, utilities, adjacent parcels and other features.
- (3) Preliminary Drawing that depicts the following:
  - a. The proposed boundaries of the subject properties, depicted in a heavy solid line and any boundaries proposed to be deleted depicted with a dashed line.
  - b. Boundaries of adjacent properties or portions of those boundaries that are in immediate proximity of the subject properties shall be depicted in a lighter line weight.
  - c. Other elements that may be required including but not limited to existing and proposed roads; existing structures; utilities; earthwork; site modifications; and easements.

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### **Discretionary Preliminary Attachments**

Please consult with the Zoning Inspector prior to submitting an application to determine which of the following attachments may also be required:

- (1) *Grading and Drainage Plan* prepared by a Ohio licensed Professional Engineer or registered landscape architect, that indicates the following: finished contours at five (5) foot intervals, delineating extent of cut and fill slopes; location and construction details for all existing and proposed watercourses, retention and detention areas; ditch widening and treatment; drainage patterns and storm water runoff from on-site and off-site flow; location and construction details for all existing and proposed culverts, retaining walls, curbs/gutters, etc.; storm water management plan; lot lines, roads, and building envelopes; all applicable grading and drainage details, including notes; and anticipated slope stabilization measures for all cut and fill slopes.
- (2) *Roadway Design and Construction Drawings* prepared by an Ohio licensed Professional Engineer showing plan and profile drawings. The Drawings shall depict the following: proposed lot lines and building envelopes; proposed traffic flow within the division and from off-site roads; utility easements; adequate access and maneuverability for emergency and public utility vehicles; ingress, egress, and internal vehicular circulation; all existing and proposed roads; location of school bus turnarounds, if applicable; all existing and proposed access to the subdivision from Municipal, County, State, and Federal road systems/exit interchanges; demonstration that all roads and associated cut and fill slopes do not encroach on or disturb adjacent properties, unless there is written approval from appropriate parties; and proposed road names which shall not duplicate existing road names; however, when adjoining existing roads, road names shall be continued.
- (3) *Utilities Design and Construction Drawings* prepared by an Ohio licensed Professional Engineer showing plans for extending public utilities to the lots within the subdivision.
- (4) *Site Plan* depicting the following:
  - a. The Plan shall include: the preparation date; a north arrow designated at true north; a written and graphic scale; the name, address of the applicant, developer, engineer or surveyor who prepared the exhibit; vicinity map; the number of the sheet; and the total number of sheets.
  - b. The boundaries of the proposed parcels shall be depicted in a heavy solid line.
  - c. Boundaries of adjacent properties or portions of those boundaries that are in immediate proximity of the parcels proposed for subdivision shall be depicted in a lighter line weight.
  - d. Surveyed existing contour lines depicted at five (5) foot intervals for proposed areas of disturbance (e.g., roads, driveways, home site). For the remainder of the Plan, surveyed existing contour lines depicted at ten (10) foot intervals.
  - e. Depict all existing and proposed roads, structures, utilities, earthwork, site modifications including location of easements.
  - f. Depict all lots and building envelopes proposed, providing accurate dimensions for each.

### **General Requirements**

The developer shall provide for the construction, at no cost to the Municipality, school district, or public, all roads adjacent to publicly dedicated sites, traffic signalization to serve the site, extension of all utilities to the site, and other public infrastructure as required by the Village.

### **Land Survey Plat**

The Zoning Inspector and Engineer will review the Application, Required Attachments, and Discretionary Attachments. If the Minor Subdivision complies with Village regulations, the Zoning Inspector will notify the applicant to proceed with the land survey. The Applicant shall submit a certified Land Survey Plat with legal descriptions for final review and approval. Legal descriptions must be preapproved by the County Engineer prior to submitting them to Obetz. Four copies of the land survey plat and legal descriptions are required.

The Minor Subdivision is not completed until the Land Survey Plat has been stamped "Approved" by the Village of Obetz and recorded with the County.

APPLICATION FOR MINOR SUBDIVISIONS

APPLICANT HEREBY CERTIFIES THAT ALL OF THE ABOVE STATEMENTS AND REPRESENTATIONS ARE TRUE AND ACCURATE TO THE BEST OF HIS/HER KNOWLEDGE.

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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FOR OFFICIAL USE ONLY

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

If application is rejected, reason for rejection: \_\_\_\_\_

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\_\_\_\_\_  
Zoning Inspector

\_\_\_\_\_  
Village Engineer