



## Applicant Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

## Owner/Subdivider Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

## Lot Information

Subject tract is located at \_\_\_\_\_ between \_\_\_\_\_  
(address/street/parcel #) and \_\_\_\_\_  
(address/street/parcel #)

Existing Use of Property: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

## Minor Subdivision Plat Contents (City of Urbana Ordinance Chapter 1159.04)

The applicant shall submit the following:

- One (1) copy of the original plat with three (3) duplicates.
- Minor subdivision plat clearly and legibly drawn which also indicates the size of the parcel, existing and proposed right-of-way within 100 feet, existing and proposed ownership, all adjacent parcels with owner's name and size, and the professional surveyor's registration number, signature and seal.
- Location by section, range, township, or subdivision name and lot number.
- Date, title of plat, north arrow, scale, and acreage to thousandths of acre.
- Name of abutting streets including right-of-way width.
- Name and deed reference of owners of parcel and adjoining parcels.
- Survey boundaries and lot lines drawn on an 11"x17" sheet and at a scale between 1" = 10' and 1" = 100'. All dimensions shall be shown in feet and hundredths of feet. The survey shall conform to the minimum standards for boundary surveys in the State of Ohio (ORC 4733-37).
- Location of monuments and their descriptions.
- Existing buildings, septic facilities, and wells, if applicable.
- Areas within the 100-year floodplain within floodways, as determined by mapping provided by the Federal Emergency Management Agency (FEMA), shall be delineated, if applicable.

**STAKING SITE:** Immediately after a lot split application is filed, the corners of the lot(s) to be created shall be accurately staked.

## Applicant's Affidavit

To the best of my (our) knowledge, the above statements and attached site plan are, in all respects true and accurate descriptions of the existing status and proposed plans for the property identified in this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use Only

Department of Zoning and Compliance

Zoning and Compliance Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Engineering Department

Date Filed: \_\_\_\_\_ Lot Split #: \_\_\_\_\_

This application is  Approved  Denied

Application Fee Paid \$ \_\_\_\_\_

Cash  Debit/Credit Card  Check # \_\_\_\_\_

Seal

**Checklist of Required Documents**

- Plat original and duplicates
- Dimension and size of existing lots/easements
- Size/location existing and proposed development/infrastructure
- Existing and proposed use
- Other information required

Checked by \_\_\_\_\_

City Engineer: \_\_\_\_\_

Date: \_\_\_\_\_