



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 #) (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:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | One (1) copy of the original plat with three (3) duplicates. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Location by section, range, township, or subdivision name and lot number. |
| <input type="checkbox"/> | Date, title of plat, north arrow, scale, and acreage to thousandths of acre. |
| <input type="checkbox"/> | Name of abutting streets including right-of-way width. |
| <input type="checkbox"/> | Name and deed reference of owners of parcel and adjoining parcels. |
| <input type="checkbox"/> | 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). |
| <input type="checkbox"/> | Location of monuments and their descriptions. |
| <input type="checkbox"/> | Existing buildings, septic facilities, and wells, if applicable. |
| <input type="checkbox"/> | 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: _____