



Subdivision Application City of Dayton, Ohio

Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink and return this form with required attachments to: City of Dayton, Department of Planning and Community Development, 101 West Third Street, P.O. Box 22, Dayton, OH. 45401., 937-333-3670

Date Filed _____

Preliminary Plan _____

Final Plan _____

Name of Subdivision: _____

Location Description: Section _____ Township _____

Range _____ Other _____

SPONSORS

OWNER _____ APPLICANT _____

ADDRESS _____ ADDRESS _____

PHONE _____ PHONE _____

SURVEYOR/ENGINEER _____

ADDRESS _____

PHONE _____

SUBDIVISION DATA

Proposed Use _____ Total Area _____

Present Zoning District _____ Proposed Zoning District _____

Number of Lots _____ Average Size _____ Number of Units _____

Do you propose deed restrictions? (If yes, please attach a copy) YES NO

What type of sewage disposal do you propose? _____

If an "on lot" type of sewage disposal is proposed include a letter from the Montgomery County Combined Health District approving a specific type of sewage disposal.

SUBDIVISION DATA continued

List all proposed improvements and utilities and state your intention to install or post a guarantee prior to actual installation.

| IMPROVEMENT | INSTALLATION | GUARANTEE |
|------------------------------|--------------|-----------|
| A. Thoroughfare (L.F.) _____ | _____ | _____ |
| B. Interior St. (L.F.) _____ | _____ | _____ |
| C. Private St. (L.F.) _____ | _____ | _____ |
| D. Sewer (L.F.) _____ | _____ | _____ |
| E. Storm (L.F.) _____ | _____ | _____ |
| F. Other _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Applicant's Signature

Subdivision Development Procedures
Department of Planning and Community Development,
Department of Water, Department of Public Works-Division of Engineering

1.Subdivision Defined:

- 1.1 a) The division of any parcel of land into two (2) or more parcels, sites or lots, any one which is less than five (5) acres, for the purpose of transfer of ownership, provided that the division of land into parcels greater than five (5) acres (not involving any new streets or easements of access), and the sale or exchange of parcels between adjoining lot owners, where such sale or exchange does not create additional building sites shall be exempted; or

- b) The improvement of one or more parcels of land for residential, commercial, or industrial structures involving the division or allocation of land for the opening, widening, or the extension of any street, except private streets serving industrial structures; the division or allocation of land as open spaces for common use by owners, occupants, or lease holders, or as easements for the extension and maintenance of public sewer, water, storm, drainage, or other public facilities.

- 1.2 Approval without a plat of a minor subdivision may be granted by the City Plan Board (CPB) if the proposed divisions of a parcel of land meets all of the following conditions:
- a) The proposed subdivision is located along an existing public road and involves no opening, widening, or extension of any street or road;
 - b) No more than five (5) lots are involved after the original parcel has been completely subdivided;
 - c) The proposed subdivision is not contrary to applicable subdivision or zoning regulations;
 - d) The property has been surveyed and a sketch and legal description of the property is submitted with the application.
2. If there is any doubt as to the preliminary plan requirements, a "pre" preliminary meeting should be scheduled with the Department of Planning and Community Development (DOP&CD) to investigate project details and determine whether or not to proceed with the more detailed plans. If specific improvement requirements are to be discussed, the Division of Engineering should be included in this meeting.
 3. The developer submits thirteen (13) printed copies, folded to 8 1/2 by 11 format, as well as an electronic .pdf file of the preliminary plan. The filing fee of \$300.00 plus \$25.00 per acre, or part thereof, shall be included with this submission to the Department of Planning and Community Development.
 4. The office of the City Plan Board will send copies of the preliminary plan and inquiries to all city departments and any other parties having an interest in the subdivision. The various departments will answer the inquiry as to whether they would favor the subdivision development and what conditions should be placed on the development.
 5. The Department of Planning and Community Development will consolidate comments, prepare a report, notify the applicant of any conditions, and present the report to the City Plan Board.
 6. The secretary of the City Plan Board shall send the developer a letter stating that the preliminary plan is approved, approved with modifications, or disapproved. The City Plan Board shall act on the preliminary plan within thirty (30) days after filing unless such time is extended by agreement with the subdividers.
 7. After approval of the preliminary plan, the developer shall submit thirteen (13) printed copies, folded to 8 1/2 by 11 format, as well as an electronic .pdf file of the final plat. The filing fee of \$300.00 plus \$25.00 per acre, or part thereof, shall be included with this submission to the Department of Planning and Community Development.
 8. The City Plan Board recommendation is held and considered valid until the final plat has been filed, provided the final plat is filed within twelve (12) months from the date of the City Plan Board action.

9. Two (2) copies each of the construction drawings and specifications of the required improvements should be submitted directly to the Department of Water and Division of Engineering for review and comment.
10. The Department of Water and Division of Engineering will do the following:
 - a) Review and comment on preliminary plan for conformance with the Revised Code of General Ordinances and any anticipated construction problems.
 - b) Review and comment on final record plan for conformance with the Revised Code of General Ordinances.
 - c) Review and comment on construction drawings and specifications submitted by the developer's design engineer for conformance with the City of Dayton's Construction and Material Specifications as well as how the project should be integrated with the existing infrastructure.
 - d) Review the estimate of cost, the bond, or other form of surety, and the subdivider's contract for accuracy.
11. If the bond or other surety is accepted, the Division of Engineering shall request the City Plan Board to approve the final record plan. In lieu of a bond or other surety, the developer must have completed all improvements to the satisfaction of the City Engineer prior to the City Plan Board approval of the final record plan.
12. After the City Plan Board approves the final record plan and signatures are obtained from the Department of Planning and Community Development and Department of Urban Development directors and the City Engineer, the developer should record the plat with the Montgomery County Recorder's office within sixty (60) days of the date of the final approval.
13. If any mainline sanitary sewer or water line extension are included with the subdivision, it shall be the developer's responsibility to submit the sewer or water line data and the application for a permit to install said mainline extension to the Ohio EPA. The City of Dayton shall be named as applicant on the OEPA permit to install, but all permit fees shall be borne by the developer.
14. The Division of Engineering and the Department of Water shall inspect all public improvements related to the subdivision. All improvements must be constructed in accordance with the approved plans and specifications and shall require final acceptance from the Division of Engineering.
15. Upon satisfactory completion of the public improvements, the City Engineer shall send the developer written notice that the performance bond has been released and that the city accepts maintenance responsibility for these improvements.

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| <i>City of Dayton, Department of Planning and Community Development</i> | <i>(937) 333-3670</i> |
| <i>City of Dayton, Department of Water</i> | <i>(937) 333-3725</i> |
| <i>City of Dayton, Division of Engineering</i> | <i>(937) 333-3840</i> |
| <i>Ohio Environmental Protection Agency</i> | <i>(937) 285-6357</i> |