



# APPLICATION FOR FINAL PLAT APPROVAL

Date Received Stamp

OFFICE USE ONLY

File No. \_\_\_\_\_ Form Updated 02/04/22  
 Total Fee & Calculation \_\_\_\_\_

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 \_\_\_\_\_

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 completed application form.

Three (3) folded hard copies of the final plat containing all information required in Section 314 of the Subdivision Regulations (see back side of form for list of requirements). Copies must be 24 x 36" in size.

An electronic copy of the final plat emailed as a PDF file to [Sharon.Coffman@co.warren.oh.us](mailto:Sharon.Coffman@co.warren.oh.us)

A filing fee of: \$609 plus \$61 per residential/open space lot or \$119 per non-residential acre, rounded up to the nearest acre, or \$306 flat fee for an easement plat or right-of-way dedication plat.

**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 review this plat application within thirty (30) calendar days upon submittal, and hereby agree to an extension of time beyond the thirty (30) calendar 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 plat 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 plat 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 315(C) 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 314 of the Warren County Subdivision Regulations.

APPLICANT:

PROPERTY OWNER'S CONSENT:

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

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

\_\_\_\_\_  
Signature of Applicant(s) *Electronic Signature Acceptable*

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

# FINAL PLAT CONTENTS

Name of the subdivision and its location by Section, Town and Range (or Military Survey Number), township, county and state. The name must not duplicate or approximate any other subdivision in the County and cannot begin with words such as "Replat", "Alternative Plat", "Final Plat", or "Record Plat".

Date (month and year) when the subdivision is submitted for final approval.

Scale of the drawing, both graphic and numerical. The scale must be measurable with a standard engineering scale, and shall be drawn at a scale between one hundred (100) feet to the inch and ten (10) feet to the inch in increments of 10' (1"=10', 20', 30', 40', 50', 60', or 100').

North arrow with a clear statement as to the basis of the reference direction. The basis of bearings may not be assumed or random.

Name and address of the subdivider and the registered surveyor who prepared the plat, and the registration number and seal of the surveyor.

The size of the subdivision in acres and ten-thousandths of an acre (0.0000) with a breakdown of the area contained in lots and the area contained in streets rights-of-way. The lot and ROW acreage must equal the total acreage.

Plat boundaries shall shown with a continuous heavy/dark line that are bolder than any other lines on the drawing, and based on accurate traverse with both angular and lineal dimensions. All dimensions, both angular and lineal, shall be determined by an accurate control survey in the field. Closure may not exceed 0.02 feet in latitudes and departure (O.R.C. 4733-37-04).

Bearings and distances to the nearest established Centerline intersection of streets or highways, section or quarter section corners, Virginia Military Survey corners, or platted subdivision corners. Additionally ties into two county survey control monuments regardless of the distance from the perimeter of the subdivision. As an alternative, State Plane Coordinates (NAD 83 - Ohio South Zone) can be used as long as there is a minimum of two subdivision corners defined with a coordinate pair.

Names, exact locations, dimensions and right-of-way widths of all streets and railroads within and adjoining the plat.

Radii, internal angles, points of curvature, tangent bearings, length of arcs, and lengths and bearings of chords of all streets within the plat. This information shall be shown for either the street centerline or the right-of-way lines.

The exact locations and dimensions of all easements or rights-of-way dedicated for public uses or utilities within the plat. The uses permitted in each easement shall be indicated.

The location of all streams, rivers, canals or lakes.

All existing property lines, section lines, Military Survey lines, county lines, township lines, municipal corporation lines, and school district lines. If a lot is divided by one of the above, the lot area on either side of the line shall be shown.

Front yard building setback lines.

Lot sizes, lot numbers and lines with accurate dimensions in feet and hundredths of a foot. When lots are located on a curve or when side lot lines are not perpendicular or radial to street lines, the lot width at the front yard building setback line shall be shown. Information shall be provided for all lot lines that are not radial or perpendicular to right-of-way lines indicating their angle of deflection.

Outlines of areas to be dedicated or reserved for the common use of property owners within the plat. The size, use and accurate boundary locations shall be shown for each parcel of land to be dedicated.

Restrictions and covenants that the subdivider intends to place upon the lots in the plat.

Accurate location and a description of all monuments as to type, size and whether the monument was found or set. If a monument has been or offset its true location in relation to the property owner or lot corner shall be noted.

The owners of record, acreages, surveys, and deed references for all abutting tracts; and, the names of all abutting subdivisions, with lot lines, lot numbers and plat book and page references.

A general notation describing the evidence of occupation that may be found along every boundary line and/or occupation lines.

A citation of pertinent documents and sources of data used as a basis for the plat.

A superimposition of the plat in an illustration of tract or tracts from which the plat is drawn, which shall contain an accurate metes-and-bounds description, deed book and page references, names of owners and acreages of the tract or tracts.

Statements and signature blocks as required in Article VIII. All signatures, certifications and notarizations shall be in waterproof ink, legible and reproducible.

The minimum elevation for basement, first floor or foundation opening shall be included when requested by the Warren County Engineer, the Warren County Sanitary Engineer (or the Sanitary Engineer for the agency providing sanitary sewer service to the development), or as determined necessary by the subdivision design engineer. Prior to submitting the subdivision plat for review and approval, the professional engineer responsible for preparing the subdivision construction drawings shall certify written documentation to both the County Engineer and Chief Building Official for Warren County detailing any extraordinary conditions when constructing a future residence on a building lot along with a recommendation for a minimum basement/first floor/foundation opening elevation as necessary.

A table listing the centerline length for each public roadway included in the platted area. The length of the roadway will be measured from the centerline of the intersecting street to centerline of intersecting street or center of cul-de-sac.

Layout, acreage, linear feet, sizes and dimensions (approximates) of each open space parcel and recreational amenities including the walking trails, club houses, pools, recreation fields, etc.

County Commissioners' signature block shall be located in the uppermost right corner of the plat.