



# Logan-Union-Champaign regional planning commission

Director: Bradley J. Bodenmiller

**Note:** If mailing plats, they **must** be sent to LUC's PO Box 219. If using a service, it's your responsibility to follow-up and ensure that LUC has received your submittal. Delivery services such as UPS and Fed Ex do not generally deliver directly to LUC's office.

10820 St. Rt. 347, PO Box 219  
East Liberty, Ohio 43319  
• Phone: 937-666-3431 •

• Email: [luc-rpc@lucplanning.com](mailto:luc-rpc@lucplanning.com) • Web: [www.lucplanning.com](http://www.lucplanning.com)



**Application for Preliminary Plat Approval**

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

**Name of Subdivision:** \_\_\_\_\_

Location: \_\_\_\_\_  
Township: \_\_\_\_\_ Military Survey: \_\_\_\_\_  
Complete Parcel(s) Identification Number (PIN): \_\_\_\_\_

Have **ALL** Sketch Plan review letters been obtained? \_\_\_\_\_ (Engineer, SWCD, Board of Health)

**Name of Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of Owner of property to be subdivided:** \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of Applicant's Surveyor or Engineer:** \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Acreage to be Subdivided: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Proposed Zoning Changes: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

**Development Characteristics**

Number of proposed lots: \_\_\_\_\_ Typical lot width (feet): \_\_\_\_\_  
Number of proposed units: \_\_\_\_\_ Typical lot area (sq. ft.): \_\_\_\_\_  
Single Family Units: \_\_\_\_\_ Multi-Family Units: \_\_\_\_\_

Acreage to be devoted to recreation, parks or open space: \_\_\_\_\_



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Recreation facilities to be provided: \_\_\_\_\_

Do you propose deed restrictions? (If yes, attach a copy): Yes \_\_\_\_ No \_\_\_\_

1. Proposed method of Supplying Water Service: \_\_\_\_\_

2. Proposed method of Sanitary Waste Disposal: \_\_\_\_\_  
*(If on-site disposal systems are proposed, please attach letter certifying the County Board of Health approval)*

3. Requests for Variances from Subdivision Regs: \_\_\_\_\_  
*(If yes, please explain variances and reason for variances)*

List all proposed improvements and utilities and state your intention to install or provide a guarantee prior to final plat approval:

	Improvement	Installation	Guarantee
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____

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**For Official Use**

Date filed: \_\_\_\_\_ Filing Fee: \_\_\_\_\_

Date of Meeting of Planning Commission: \_\_\_\_\_

Action by Planning Commission: \_\_\_\_\_

If rejected, reason(s) for: \_\_\_\_\_



## Preliminary Plat Review Checklist

#	Required Item Description	Have	Need
1	Drawn at a scale not less than 1:100 and shall be on one or more sheets 24" X 36"		
2	Proposed name of the subdivision, which shall not duplicate or closely approximate the name of any other subdivision in the county.		
3	Location by section, range, and township or Virginia Military Survey (VMS).		
4	Names, addresses and telephone numbers of the owner, subdivider, and professional surveyor or professional engineer who prepared the plat; and the name, address and telephone number of the professional surveyor who performed the boundary survey.		
5	Date of survey.		
6	Scale of the plat, north point, and date.		
7	Boundaries of the subdivision and its acreage.		
8	Names of adjacent subdivisions, owners of record of adjoining parcels of unsubdivided land, and the location of their boundary lines.		
9	Locations, widths, and names of existing streets, railroad rights-of-way, easements, parks, permanent buildings, and corporation and township lines; location of wooded areas and other significant natural features; soil types and soil type limits; limits of Flood Hazard zones.		
10	Zoning classification of the tract and adjoining properties.		
11	Existing contours (USGS datum) at an interval of not greater than two feet if the slope of the ground is fifteen percent or less; and not greater than five feet where the slope is more than fifteen percent.		
12	Existing sewers, water and gas mains, culverts and other underground structures, and electric and telephone poles and lines and other above ground structures within and adjacent to the tract.		
13	Layout, names and widths of proposed streets and easements.		
14	Building setback lines with dimensions.		
15	Layout and dimensions of all proposed water and sewer lines, showing their connections with the existing systems, and all proposed easements for utility, water and sewer lines.		
16	Layout, numbers and approximate dimensions of each lot. When lots are located on a curve or when side lot lines are not at ninety degree angles, the width at the building line shall be shown, if it is less than the frontage width. Location of access from lots to the proposed streets shall be shown.		
17	Parcels of land to be reserved for public use or to be reserved by covenant for residents of the subdivision.		



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18	The limits of all Flood Hazard Areas (zone A, AE, B, and X) as determined by the Federal Emergency Management Agency (show the FEMA map number and date). The Base Flood Elevation shall be determined and shown. Minimum first floor elevations shall be shown for all lots located within Flood Hazard Areas.		
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<b>Supplementary Information</b>			
19	Statement of proposed use of lots, giving the type and number of dwelling units; and type of business or industry if use is not residential.		
20	Description of proposed covenants and restrictions.		
21	Description of proposed zoning changes.		
22	Typical sections and tentative profiles of streets and other related improvements as required in Article 5. Calculations as required to justify horizontal and vertical curves, pipe sizes, etc. The County Engineer shall have approved the layout and design of the lots, streets and other improvements prior to the Preliminary Plat approval.		
23	A preliminary drainage plan which shall identify adequate drainage outlets and shall contain adequate measures for control of erosion and siltation and for surface water management in accordance with Article 5 and the Technical Design Standards. The County Soil and Water Conservation District shall have approved the preliminary drainage plan prior to Preliminary Plat approval.		
24	If the subdivider proposes individual household sewage systems, the County Board of Health or the OEPA shall have approved the use of individual household sewage systems prior to the Preliminary Plat approval.		
25	If the subdivider proposes individual household wells, the subdivider shall supply evidence acceptable to the County Board of Health of the availability of satisfactory water. The County Board of Health or the OEPA shall have approved the use of individual household wells prior to the Preliminary Plat approval.		
26	Letters from utility companies, as required, indicates approval of easement locations and widths prior to the Preliminary Plat approval.		
27	A vicinity map at scale of generally not more than six thousand feet to an inch shall be shown on, or shall accompany, the Preliminary Plat. This map shall show all existing subdivisions, roads, and tract lines, together with the names of the owners of land immediately adjoining the proposed subdivision and between it and the nearest existing thoroughfares. It shall also show the most advantageous connections between the roads in the proposed subdivision and those of the neighboring areas.		
28	Preliminary Plat Fees: Payment/Check made out to LUC Regional Planning Commission, based on the current fee schedule.		

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