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## CITY OF BEAVERCREEK

### Checklist for Final Subdivision Plan, Replat or Lot Split Review

#### FINAL PLAT FORM

- A. Legibly drawn on paper.
- B. Drawn at scale of one hundred (100) feet to the inch or larger.
- C. One or more sheets 14" x 20" in size. If more than one sheet is needed, each sheet shall be numbered and the relation to another clearly shown.
- D. Eighteen (18) copies of the final plat prepared by registered engineer or surveyor including all of the following information.

#### FINAL PLAT CONTENTS

- A. Name of the subdivision.
- B. Location by town, section, and range.
- C. Date of survey for final plat.
- D. North point/arrow.
- E. Scale of the plat drawing.
- F. Plat acreage to thousandths of an acre and deed book and page reference. All replat applications within existing subdivisions shall retain the same name as the original subdivision.
- G. Name, address, and phone number of professional engineer or registered surveyor who prepared the plat, and appropriate registration number and seal.
- H. Plat boundaries, based on accurate traverse, with angular and lineal dimensions in measurements to hundredths of a foot and bearings to the second. The basis of the bearings shall be stated. All dimensions, both lineal and angular, shall correspond with a field survey employing such techniques that the most remote point encompassed by the survey shall register in both distance and azimuth to an error ratio or one (1) part in 10,000. Submission shall include the superimposed plat as identified in Section 155.055 (D). All such measurements and calculations shall be performed by, or under the direct supervision of, a registered professional surveyor.
- I. Every plat shall be superimposed on a survey of the lands of the dedicators from which such plat is drawn, and shall contain an accurate background drawing of metes and bounds descriptions of the lands of the dedicators from which such plat is drawn.
- J. True bearing and distances to nearest established street lines, established survey lines or other recognized permanent monuments.
- K. Exact location, right-of-way, and names of all public and private streets within and adjoining the plat; radii, internal angles, point of curvature, tangent bearings, and lengths of arcs of all streets within the plat; and location and width of all bikeways and walkways within and adjoining the plat.

- \_\_\_\_\_ L. All easements provided for public or private services or utilities shall be described as to purpose. Acknowledgment of the owner or owners to the plat and restrictions, including dedications to public use of all streets, alleys, parks, sanitary sewers and waterlines, storm sewers, drainage easements, gas lines, or other open spaces shown thereon and the granting of the required easements, as shall be indicated by the following statement: "Easements shown on this plat are for the construction, operation, maintenance, repair, replacement, or removal of water lines, gas lines, storm sewer drainage, sanitary sewer, electric, telephone or other utilities or services, and for the express privilege of removing any and all trees or other obstructions to the free use of said utilities and for providing of ingress and egress to the property for said purpose, and are to be maintained as such forever."
- \_\_\_\_\_ M. All lot numbers, in numerical order, and lines with accurate dimensions in feet and hundredths. Lot lines shall be shown with dimensions in feet and hundredths and with bearings and angles to seconds if other than right angles to street and alley lines. All non-radial lines shall be labeled as such.
- \_\_\_\_\_ N. Accurate location and description of all permanent reference monuments and pins.
- \_\_\_\_\_ O. Accurate outlines of areas to be dedicated or reserved for public use, or any area to be reserved for the common use of all property owners. The use and accurate boundary locations shall be shown for each parcel of land to be dedicated.
- \_\_\_\_\_ P. Any private restrictions and covenants shall be shown on the record plat; including boundaries of each type of use restriction and other private restrictions for each definitely restricted section of the subdivision.
- \_\_\_\_\_ Q. Certification by a registered surveyor to the effect that the plat represents a survey made by him/her and that the monuments shown thereon exist as located and that all dimensional details are correct; that he has fully complied with the requirements of these Regulations and the subdivision laws of the State of Ohio governing surveying, dividing, and mapping of the land; and that the plat is a correct representation of all exterior boundaries of the land surveyed and the subdivision of it.
- \_\_\_\_\_ R. The name of record of all abutting tracts with their deed book and page reference and the plat book reference of all abutting plats.
- \_\_\_\_\_ S. Any section lines, corporation limits, township and county lines shall be accurately documented and located on the plat and their names lettered thereon.
- \_\_\_\_\_ T. In case a subdivision is traversed by a stream or creek, the location of such channel, stream or creek shall be identified on the plat and the appropriate easement width shall be shown as indicated in Section 155.083.

## **SUPPLEMENTARY INFORMATION**

- \_\_\_\_\_ A. Final subdivision approval filed not later than 24 months after approval of the preliminary plan.
- \_\_\_\_\_ B. Final drainage calculations.
- \_\_\_\_\_ C. Seven (7) copies of construction drawings, grading plans and utility plans, profiles and/or cross-sections of streets, sanitary sewers, storm sewers, water lines, curbs and gutters and all other construction drawings and the estimated construction costs related to the improvements to be constructed in the subdivision. Said construction drawings shall be prepared by a registered professional engineer licensed to practice in the State of Ohio and certified by same.
- \_\_\_\_\_ D. General requirements: Properly completed and signed application form, fee payment obligation statement, agent form, and payment of application fee.
- \_\_\_\_\_ E. Filed by 4:30 P.M. on cut-off date.
- \_\_\_\_\_ F. Digital format file of the proposed subdivision on Auto CAD or .dxf format.
- \_\_\_\_\_ G. Declaration of covenants and restrictions in accordance with section 155.052 (E).

**CITY OF BEAVERCREEK, OHIO  
SUBDIVISION APPLICATION  
FINAL SUBDIVISION APPLICATION**

DATE \_\_\_\_\_

NAME OF SUBDIVISION \_\_\_\_\_

LOCATION (STREET OR ROAD) \_\_\_\_\_

BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ PARCEL(S) \_\_\_\_\_

CURRENT OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

NAME OF DEVELOPER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

NAME OF ENGINEERING FIRM \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

EXISTING ZONING \_\_\_\_\_ ACREAGE IN SUBDIVISION \_\_\_\_\_ NO. OF LOTS \_\_\_\_\_

ACREAGE IN PARKS OR OTHER PUBLIC USE \_\_\_\_\_

NAME OF ADJACENT SUBDIVISION(S) \_\_\_\_\_

EXISTING PUBLIC UTILITIES: WATER \_\_\_\_\_ SANITARY SEWER \_\_\_\_\_ STORM SEWER \_\_\_\_\_

IS THE LAND IN FLOODPLAIN? \_\_\_\_\_

GENERAL DESCRIPTION OF PROPOSAL: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE \_\_\_\_\_

FOR PLANNING DEPARTMENT USE ONLY

CASE NUMBER \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

PLANNING COMMISSION MEETING DATE \_\_\_\_\_ Fee Paid \_\_\_\_\_

## AGENT FORM

The undersigned, owner(s) of the certain real property described in the attached Exhibit "A" (the "Property"), do hereby appoint and expressly grant full authority to \_\_\_\_\_ to act as the sole agent of and on behalf of the undersigned in all matters related to and in connection with the attached PUD Application for rezoning and concept plan of the property, specific site plan approval for the property or modification to the PUD. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of Beavercreek in connection with this same case, and by all decisions made by the city in connection with this same case.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Sworn to before me and subscribed in my presence by the said \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.

\_\_\_\_\_  
Notary Public

**STATEMENT OF APPLICANT OBLIGATION FOR PAYMENT  
OR CERTAIN PROFESSIONAL COSTS AND EXPENSES**

The Applicant is obligated by Ordinance 85-32 to pay the City of Beavercreek ("City") for all costs and expenses incurred by the City if this application or request causes the City to incur expenses and costs for an independent consultant to either review, evaluate or comment on data or information submitted by the Applicant, or to prepare information or data in connection with the City's review and evaluation of the application or request. If an application or request filed with the City causes the City to devote to that same application or request time and professional skills of a City employee who is an engineer or surveyor (or other member of a so-called "learned professional", the members of which are licensed by or registered with the State of Ohio), the costs and expenses to the City of the time devoted to that application or request shall be the obligation of the Applicant. The total amount of such costs and expenses shall be derived by the method of calculation pursuant to the then current legislative policy for such calculation.

The payment of expenses and costs referred to in this statement shall be made to the City of Beavercreek in accordance with the then current administrative policy for such payment. An application or request may require funds to be deposited in advance with the City for such costs and expenses. The payment of such costs and expenses shall be in addition to any other application fee required by the City.

The person whose signature appears below as Applicant states that she/he has full and complete authority to agree to, bind and obligate the Applicant to pay the costs and expenses referred to in this statement and to fully comply with the above statement.

By the signature below, the Applicant herein states she/he has fully and completely read the above statement, understands the above statement, and agrees to fully comply with the above statement.

\_\_\_\_\_

Witness

By: \_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_

Witness

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

Project: \_\_\_\_\_

**CITY PROCEDURE FOR COLLECTION OF REVIEW COSTS**

Upon receipt of application by the Planning Department, the City will review the application and prepare an estimate of review costs.

If the estimate is for more than \$1,000.00, the applicant will be required to submit a deposit of the estimated cost to the City of Beavercreek. Such deposit must be received by the City before the application will be presented to the appropriate Board or Commission.

Upon completion of the application process, deposits in excess of actual costs will be refunded to the applicant. Cost in excess of the deposit will be billed to the applicant.