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## CITY OF BEAVERCREEK

### Checklist for Preliminary Subdivision Plan Review

#### PRELIMINARY PLAT FORM

- A. Scale at least one hundred (100) feet to the inch or larger.
- B. Clearly and legibly drawn.
- C. Size in multiples of 6" not to exceed 36" x 48"
- D. Eighteen (18) copies of preliminary plan prepared by registered engineer or surveyor including all of the following information.
- E. An electronic copy of preliminary subdivision plan.

#### PRELIMINARY PLAT CONTENTS

- A. Location by town, section, and range.
- B. Name, address, and phone number of the professional engineer or registered surveyor who prepared the plan, and appropriate registration number.
- C. Date of survey, which shall be the date of topographic, aerial or any other type of survey that is the basis for the preliminary plan.
- D. Scale of the plan and north point/arrow.
- E. Boundaries of the subdivision and its acreage (in thousandths), accurate in scale, showing the bearing and distances and the method by which they were derived.
- F. Names of adjacent subdivisions, owners of adjoining parcels of un-subdivided land, and the location of their boundary lines.
- G. Location, widths, and names of existing streets, bikeways, walkways, railroad rights-of-way, easements, parks, permanent buildings, and corporation lines; location of wooded areas and other significant topographic and natural features within and adjacent to the proposed subdivision for a minimum of five hundred (500) feet whose presence and accurate location need to be known in order for decisions regarding the subdivision to be made; location of all significant physical features of the site including water courses, lakes, rivers, areas within the regulatory flood plain, wetlands, excessively steep slopes greater than 33%,

stands of trees, trees six inches caliper or greater, rock outcroppings, and other natural features shall be identified. Any wet or flood prone areas shall be delineated. Lots shall not be divided by township, municipal or county boundary lines.

- H. Zoning classification(s) of the tract and adjoining properties.
- I. Existing contours at two (2) foot intervals for predominant ground slopes within the subdivision between level and ten (10) percent grade and five (5) foot intervals for predominant ground slopes within the subdivision over ten (10) percent grade. Contours shall be mean sea level datum and nearest benchmark shall be specified and described. The method of determining topographic contours or the source of topographic contours, if done by others, and the date of topographic survey, shall be noted.
- J. Location and dimensions of all existing sanitary sewers, storm sewers, water lines, culverts, other underground structures and power transmission poles and lines and utilities, within and adjacent to the tract shall be indicated. Furthermore, pipe sizes, types, grades, locations and the depth of underground utilities shall be indicated. Where existing installations will become undersized due to proposed development, revised size shall be noted.
- K. All thoroughfares as shown on the official Thoroughfare Plan wherever they traverse the proposed subdivision.
- L. A vicinity map at a scale of one-thousand (1,000) feet to the inch or larger shall be shown on, or accompany, the preliminary plan.
- M. Location of all existing buildings and demolition schedules of any buildings to be removed.
- N. Proposed name of the subdivision, which will not duplicate or closely approximate the name of any other subdivision in the City.
- O. The lots, consecutively numbered with scaled dimensions, and the estimated areas of all lots in square feet of all proposed lots. Furthermore, a summary indicating the total acreage and number of all lots, acreage of right-of-way (ROW), and the total acreage of all land designed as permanent open space.
- P. General layout of proposed utilities, sanitary sewer lines, water lines, storm sewer lines, and their connections into the existing system shall be shown.
- Q. Location, names, and widths of proposed streets and easements, and location and widths of proposed bikeways and walkways.
- R. All parcels of land intended to be dedicated or temporarily reserved for public use, or all parcels of land of which the ownership remains private which are reserved in the deeds for the common use of property owners in the subdivision, with the purpose, condition, or limitation of such reservation indicated on the preliminary plan. If such land is to be private, a statement of proposed covenants

or restrictions for future maintenance shall be furnished, whether on the plat or as a separate recorded instrument.

- \_\_\_\_ S. Description of covenants and restrictions.
- \_\_\_\_ T. The preliminary plans shall be revised and updated with each submission.
- \_\_\_\_ U. The proposed subdivision shall be superimposed on a topographical map, provided by the City, not to exceed 2 foot intervals and all drainage areas influencing or influenced by the subdivision shall be outlined. The drainage area over which the proposed subdivision is located shall be mapped according to the requirements contained within these regulations as well as those mandated by Chapter 154 of the Codified Ordinance.
- \_\_\_\_ V. The location and dimensions of any burial sites of organic debris which results from clearing and construction of the proposed subdivision. For the purposes of these regulations, organic debris includes tree stumps, branches and other organic matter which naturally decomposes. This provision shall not be interpreted to authorize burial or land filling of inorganic debris, including but not limited to: construction debris or other solid wastes, which shall only be disposed of according to the regulations of the Ohio Environmental Protection Agency, or other such authorized agency.
- \_\_\_\_ W. A stormwater detention plan including at a minimum: USDA soil types, all necessary curve numbers, drainage areas, critical storm determination and the preliminary storage requirements. A stormwater drainage sketch plan indicating the ability of the development to comply with Chapter 154, Runoff Control and Sediment Abatement.
- \_\_\_\_ X. A phasing plan for the subdivision identifying the phases of the development with the approximate timing of each phase to assure the proper sequencing of public and private improvements.

### **SUPPLEMENTARY INFORMATION**

- \_\_\_\_ A. Statement of proposed use of lots.
- \_\_\_\_ B. General requirements: Properly completed and signed application form, fee payment obligation statement, agent form, and payment of application fee.
- \_\_\_\_ C. ODOT response or 120 day elapsed from date of notification for property within 300-500 feet of state right-of-way.
- \_\_\_\_ D. If no park land is to be dedicated, an appraisal of the land to be developed. The appraisal shall be used to determine fee-in-lieu of park land per Chapter.155.087 of the City Subdivision regulations.

## **CITY OF BEAVERCREEK, OHIO**

**SUBDIVISION APPLICATION  
PRELIMINARY SUBDIVISION**

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 \_\_\_\_\_

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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 \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
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.