



**CITY OF WESTERVILLE PLANNING COMMISSION
PRELIMINARY PLAT APPLICATION**

1. APPLICANT: NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NO(S). _____ E-MAIL ADDRESS _____
2. SURVEYER/
ENGINEER: NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NO(S). _____ E-MAIL ADDRESS _____
3. NAME OF SUBDIVISION _____
4. LOCATION DESCRIPTION: SECTION _____ QUARTER TOWNSHIP _____
LOT _____ RANGE _____
TOWNSHIP _____ OTHER _____
5. COUNTY AUDITOR'S PARCEL NUMBER _____
6. CURRENT ZONING DISTRICT OF PROPERTY _____
7. PROPOSED USE(S) OF PROPERTY _____
8. PROPOSED ZONING CHANGE(S) (IF ANY) _____
9. NUMBER OF LOTS _____ ACREAGE OF PARCEL _____
10. ARE DEED RESTRICTIONS PROPOSED? YES _____ NO _____
(**IF YES**, attach a copy of proposed restrictions.)
11. IS CONDOMINIUM OWNERSHIP OF PROPERTY PROPOSED? YES _____ NO _____
(**IF YES**, attach a copy of declaration papers.)
12. LIST ANY OTHER MATERIALS BEING SUBMITTED WITH THIS APPLICATION: _____

PLEASE READ INSTRUCTIONS AND ADDITIONAL SUBMISSION REQUIREMENTS ON REVERSE SIDE BEFORE SIGNING. ALL LISTED ITEMS MUST BE PROVIDED FOR THE APPLICATION TO BE COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

SIGNATURE OF APPLICANT / DATE

SIGNATURE OF PROPERTY OWNER / DATE

(ALL MATERIALS [EXCEPT THE APPLICATION FEE] SHOULD BE SUBMITTED IN A DIGITAL FORMAT. HARD COPIES MAY BE REQUESTED ON A CASE-BY-CASE BASIS.)

Additional information required for processing this application includes:

1. A one paragraph summary which highlights the purpose and details of the proposal.
2. A Legal Description of the property.
3. Preliminary Plat drawing(s) prepared in a manner and format consistent with the requirements of Part 12 of the Codified Ordinances. Digital copies of images, plans, or maps can be submitted in addition as well.
4. Application Fee of \$750.00 as per Part 12 of the Codified Ordinances and the Fee Schedule adopted by City Council. The subdivider shall pay such costs as are incurred by the City or County, as the case may be, to inspect the improvements which are installed, and to provide for plat or plan review, including, but not limited to, engineering and architectural costs and expenses.

Regular Planning Commission meetings are held on the fourth (4th) Wednesday of each month at 6:30 P.M. in Council Chambers at 21 South State Street unless otherwise noted. Applications must be filed no later than 5:00 P.M. at least two days before the previous month's meeting date (approximately 30 days in advance).

Revised: April 30, 2021