



## CITY OF OBERLIN

### APPLICATION FOR LOT SPLIT/SUBDIVISION APPROVAL

#### TYPE OF APPLICATION (Please check all that apply):

- Lot Combination/Replatting Approval (Combining/re-subdividing lots)
- Minor Subdivision Approval (Creation of 1-5 new lots)
- Major Subdivision Approval (Preliminary Plan)
- Major Subdivision Approval (Final Plan)
- Other \_\_\_\_\_

#### APPLICANT/AGENT INFORMATION:

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

\_\_\_\_\_

Property Owner Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Authorized Agent Name: \_\_\_\_\_

Authorized Agent Address: \_\_\_\_\_

\_\_\_\_\_

Authorized Agent Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Professional Engineer Name: \_\_\_\_\_

Engineer's Address: \_\_\_\_\_

\_\_\_\_\_

Engineer's Telephone and Fax No.: \_\_\_\_\_

Professional Surveyor Name: \_\_\_\_\_

Surveyor's Address: \_\_\_\_\_  
\_\_\_\_\_

Surveyor's Telephone and Fax No.: \_\_\_\_\_

**LOCATION AND DESCRIPTION OF PROPERTY:**

Municipal Street Address: \_\_\_\_\_

Legal Description of Property (Check property deed for description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Size of Property (in acres): \_\_\_\_\_

**ZONING (please check one):**

- |  |  |
|--|--|
| <input type="checkbox"/> R-1/Single-Family Dwelling District     | <input type="checkbox"/> R-1A/Single-Family Dwelling District    |
| <input type="checkbox"/> R-1B/Single-Family Dwelling District    | <input type="checkbox"/> R-2/Dwelling District                   |
| <input type="checkbox"/> PD/Planned Development District         | <input type="checkbox"/> P-1/Public Park and Recreation District |
| <input type="checkbox"/> C-1/Central Business District           | <input type="checkbox"/> C-2/General Business District           |
| <input type="checkbox"/> C-3/Planned Highway Commercial District | <input type="checkbox"/> M-1/Light Industrial District           |
| <input type="checkbox"/> CDD/Conservation Development District   | <input type="checkbox"/> O/Office District                       |

**FOR MAJOR SUBDIVISIONS ONLY:**

Land Area of Property to be Split/Subdivided (in sq. ft. or acres): \_\_\_\_\_

Is Property to be Subdivided in a 100 Year or 500 Year Floodplain Area?

- Yes                       No

*(If yes, show floodplain boundaries and lot elevations on required survey plan).*

Number of Lots to be Created: \_\_\_\_\_

**FOR MAJOR SUBDIVISIONS ONLY (continued):**

Proposed Lot Areas and Dimensions of Each Lot:

Lot # or Letter	Lot Area (sq. ft.)	Lot Dimensions (W x L; in ft.)

Proposed Use of Each Lot (i.e. Single-Family, Two-Family, or Multi-Family Residential; Commercial; Industrial; Institutional; Open Space; etc.):

Lot # or Letter	Proposed Use

**REQUIRED SUBMITTALS FOR MAJOR SUBDIVISIONS:**

See attached requirements (Chapter 1313)

- Submission of 18 copies of plan drawing
- Preliminary review fee: **\$150.00 plus \$25.00/lot over 10 lots (for residential) or \$150.00 plus \$15.00/lot over 10 lots (for commercial/industrial)**
- Final review of plat fee: **\$150.00 plus \$35.00 per lot.**

**FOR LOT SPLITS & MINOR SUBDIVISIONS ONLY:**

Land Area of Property to be Split/Subdivided (in sq. ft. or acres): \_\_\_\_\_

Is Property to be Subdivided in a 100 Year or 500 Year Floodplain Area?

- Yes                       No

*(If yes, show floodplain boundaries and lot elevations on required survey plan).*

Number of Lots to be Created: \_\_\_\_\_

Proposed Lot Areas and Dimensions of Each Lot:

Lot # or Letter	Lot Area (sq. ft.)	Lot Dimensions (W x L; in ft.)

Proposed Use of Each Lot (i.e. Single-Family, Two-Family, or Multi-Family Residential; Commercial; Industrial; Institutional; Open Space; etc.):

Lot # or Letter	Proposed Use

**REQUIRED SUBMITTALS FOR LOT SPLITS AND MINOR SUBDIVISIONS:**

- Survey completed by a registered surveyor which shows existing lot lines, any existing buildings, building setbacks required by the Code (building envelopes) and proposed lot configuration (See attached requirements - Chapter 1313).
- Deeds for each new parcel created which reflect the new legal descriptions of each new parcel or final plat, if required.
- Residential subdivision fee: **\$25.00 per lot.**
- Commercial or industrial subdivision fee: **\$25.00 per lot.**

**FOR LOT COMBINATIONS/REPLATTING ONLY:**

Number of Lots to be Combined/Replatted: \_\_\_\_\_

Lot Dimensions of Each Lot to be Combined/Replatted (W x L in feet) (i.e.: you wish to combine 2 lots, Lots 231 and 232 on South Street; Lot 231 has lot dimensions of 44 ft. by 143 ft. and Lot 232 has lot dimensions of 55 ft. X 143 ft.):

Lot # or Letter	Lot Location	Lot Dimensions (W x L, in ft.)

Proposed Lot Dimensions of Combined/Replatted Lot(s) (i.e.: by combining Lots 231 and 232 on South Street into one lot, you will have created a lot which is 99 ft. x 143 ft.):

Lot #'s or Letters Combined	New Lot Dimensions (W x L, in ft.)

Proposed Use(s) of Combined/Replatted Lot(s):

Lot # or Letter	Proposed Use

Reason/Rationale for Lot Combination/Replating: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUIRED SUBMITTALS FOR LOT COMBINATIONS/REPLATTING:**

- Subdivision plat prepared by a registered surveyor depicting the originally platted lots, the proposed new lots, the proposed modifications and adjustments therein superimposed thereon.
- Deed(s) for new lot(s) which reflect the new legal description(s) for said lot(s).
- Application fee: **\$150.00**

**APPLICATION AUTHORIZATION:**

If this application is signed by an agent, authorization in writing from the property owner of record is required. Where owner is a corporation, the signature of authorization should be by an officer of the corporation under corporate seal.

\_\_\_\_\_  
 Signature of Owner or Agent

\_\_\_\_\_  
 Date

**NOTE:** Applicants and/or their Authorized Agents are **strongly encouraged** to attend Planning Commission meetings.

**PERMISSION TO ACT AS AUTHORIZED AGENT:**

As owner of \_\_\_\_\_ (municipal street address of property), I hereby authorize \_\_\_\_\_ to act on my behalf during the Planning Commission approval process.

\_\_\_\_\_  
 Signature of Owner or Agent

\_\_\_\_\_  
 Date