



Application No. \_\_\_\_\_

### City of Centerville Subdivision Application

100 West Spring Valley Road, Centerville, Ohio 45458  
Phone: (937) 433-7151  
E-mail: [planning@centervilleohio.gov](mailto:planning@centervilleohio.gov)  
[www.centervilleohio.gov](http://www.centervilleohio.gov)

#### 1. Type of Application (Check all that apply)

- Subdivision, Minor (Lot Split)       Preliminary Plat       Record Plat

#### 2. General Information

Applicants Name: \_\_\_\_\_  
 Company/Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Lot Area: (Acres or Sq. Ft.) \_\_\_\_\_  
 Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
 Auditors Parcel ID No.: \_\_\_\_\_ County: \_\_\_\_\_  
 Proposal Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please call (937) 433-7151 ext. 4760 to schedule an appointment or if you have any questions regarding this application.

#### Departmental Use Only

DATE STAMP HERE	FEES	REVIEW	SUBDIVISION
	Application Fee: _____	<input type="checkbox"/> Administrative	<input type="checkbox"/> Approved
	Parkland Fee: _____	<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Denied
	Other Fee: _____	<input type="checkbox"/> Bd. of Arch. Review	Date: _____
	TOTAL FEE: _____	<input type="checkbox"/> City Council	_____ Signature

### 3. Property Owner Information

Property Owner Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### 4. Applicant Signature

I understand that approval of this application does not constitute approval for any administrative review, conditional use permit, variance, or exception from any other City regulations which are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions or covenants appurtenant to the property.

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of this zoning certificate as determined by the City Planner. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission.

I certify that statements made to me about the time it takes to review and process this application are general. I am aware that the City has attempted to request everything necessary for an accurate and complete review of my proposal; however, that after my application has been submitted and reviewed by City staff, it may be necessary for the City to request additional information and clarification.

I hereby certify, under penalty of perjury, that all the information provided on this application is true and correct.

\_\_\_\_\_  
 Printed Name of Owner or Authorized Agent

\_\_\_\_\_  
 Date

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

#### Departmental Use Only

Application Status		
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; font-weight: bold; margin: 0;">RECOMMENDED</p> <p>By: _____</p> <p><input type="checkbox"/> As Submitted</p> <p><input type="checkbox"/> With Conditions</p> <p style="text-align: center;">_____</p> <p style="text-align: center; font-size: small;">Date</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>By: _____</p> <p><input type="checkbox"/> As Submitted</p> <p><input type="checkbox"/> With Conditions</p> <p style="text-align: center;">_____</p> <p style="text-align: center; font-size: small;">Date</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; font-weight: bold; margin: 0;">APPROVED</p> <p>By: _____</p> <p><input type="checkbox"/> As Submitted</p> <p><input type="checkbox"/> With Conditions (See Attachment)</p> <p style="text-align: center;">_____</p> <p style="text-align: center; font-size: small;">Date</p> </div>

## 5. Submittal Requirements

The following items are required for ALL applications unless otherwise noted. Each and every item is required at the time of application submittal. APPLICATIONS WITH MISSING ITEMS WILL NOT BE ACCEPTED. The City reserves the right to require additional plans and information as needed for any development proposal.

### 1. Basic Application for Zoning Certificate Review

This application form must be signed and completed. Original signatures or clear & legible copies are required.

### 2. Auditor's Parcel Map

Available at the Greene County Auditor's Office, 69 Greene St., Xenia – [www.co.greene.oh.us](http://www.co.greene.oh.us)  
Montgomery County Auditor's, Office 451 W. Third St., Dayton – [www.mcraestate.org](http://www.mcraestate.org)

### 3. Plans

- Twelve (12)** stapled and folded sets of full-sized plans for all other applications.
  - Fold plans to 9" x 12" maximum size. Plans should be on sheets no greater than 24" x 36".
  - Include north arrow, date prepared and scale.
  - Acceptable drawing scales are: 1" = 20', 40', or 60' for all site and engineering plans. Other scales may be appropriate, but should be discussed with Planning Department staff before filing.
  - Include the name, phone number and e-mail address of the person preparing the plan(s). As appropriate or required, include the signature/stamp of any licensed architect, landscape architect, surveyor and/or civil engineer that prepared the final plans.
- One(1)** additional set in a reduced format with a paper size not to exceed 11" x 17".
- One (1)** additional set provided in .PDF digital format on CD or DVD for any commercial, mixed-use, multi-family, or major subdivision project.
  
- A. Survey**
  - Must be no more than 3 years old from the time of submittal date of survey must be included
  - Include the signature/stamp of the Land Surveyor or Civil Engineer who prepared the survey.
  - Full boundary & topographic survey with field-verifiable monuments set or found by the surveyor.
  - Location, dimensions, and dimensions to property lines of all existing buildings, existing driveways,
  - Site topography for all areas of proposed work.
  
- B. Record Plan**
  - State the Plat Name, Section Number if applicable, and Acreage.
  - Location and dimensions of all existing property boundaries, public road right-of-way and easements.
  - Location and dimensions of all proposed property lines, lots, private streets, open space, and reserve areas, and public road right-of-way, easements, and parkland.
  - Appropriate numbering and labeling of all lots, private streets, open space, and reserve areas, and public road right-of-way, easements, and parkland.
  - Dimensions of all existing and proposed building setbacks from property lines.
  - Location of building footprints or building pads.
  - Signature blocks for the Mayor and Planning Commission Chair.
  
- C. Construction and Grading Plans**
  - Three (3)** stapled and folded sets of full-sized plans including:
    - The proposed grading plan and/or map showing existing and proposed topographic contours.
    - Stormwater management, erosion and sedimentation control plans.
    - Location, dimensions, and paving materials of all adjacent sidewalks, curbs, curb-cuts (including curb-cuts on adjacent properties), and streets.
    - Location, height (including top and bottom elevation measurements), and building materials of all existing and proposed retaining walls.
    - Location of all existing trees and indication of any trees to be removed.
    - Location of drainage ways, wetlands, and floodplains.
    - Location, dimension, slope, and site area of all existing and proposed Public and Private Open Space including a summary table of site area.
    - Cross Sections are required for slopes 20% or greater to include all critical cross sections.
    - Label the location of the cross-sections on the grading plan.

### 4. Fees (all fees are due at the time of application submittal)

- Additional fees may be required if the project changes or based on staff's environmental determination.