



The City of

Alliance

"The Carnation City"

Ohio 44601-2415

504 E. Main Street

Dept. of Engineering, Building & Zoning

Phone: (330) 823-5122

Email: Eng.bld.zon@allianceoh.gov

MINOR SUBDIVISION CHECKLIST

Project: _____ Date: _____

The following information MUST be included with all requests for Minor Subdivision submitted for review and processing in order to constitute a complete Minor Subdivision package. Incomplete applications will not be processed.

Complete Minor Subdivision Package Includes:

- ___ This completed form
- ___ Planning Commission Application
- ___ 3 Copies of the Plan
- ___ 3 Reduced Copy of Plans 11"x17"
- ___ Electronic (PDF) Set of Plans

Please check the following items to ensure the plan has complied with the City of Alliance's Minor Subdivision Requirements. These are the minimum requirements. The applicant is responsible to provide any and all other information that is pertinent to the proposed Minor Subdivision change. All items must be checked unless an item is not applicable to this particular project; whereas, "N/A" should be written beside the box. Failure to include all applicable items will constitute an incomplete submittal.

Plat Requirements:

- All sheets must be either 24"x36" or 18"x24". A larger sheet size must be approved prior to submittal.
- The drawing must be appropriate for the detail of the plan. The scale must be either 1"=10',20',30',40',50',60' or 100'. A different drawing scale must be approved prior to submittal.
- The Minor Subdivision must include a signature block for the City Engineer. The block shall be similar to the following:

Approved by the City of Alliance Engineer this ___ Day of _____, 20___. _____ City of Alliance Engineer
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- All plan sheets must be stamped and signed by a Professional Engineer licensed to practice in the State of Ohio. Note: The seal of a surveyor may be accepted if the minor subdivision involves no engineering.
- The drawing must include a title block, date, revision block, north arrow and scale. The title block shall include the name of the project, lot or outlot number, and the names of the design firm and developer.
- Show subsurface conditions within the subdivision that are not typical.
- Location map drawn to scale with Northpoint.
- Legal and common description of property.
- The dimensions of all lots and property lines showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.
- Written description of proposed land use.

- Label the zoning of the site and adjacent properties.
- Proximity to section corner and major throughfares.
- Notation of any variances which have or must be secured.
- Net acreage (minus right-of-way) and total acreage, to the nearest 1/10 acre.

Site Data Requirements:

- Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.
- Show and label all setback lines.
- Topography on the site and within 100 feet of the site at 2' contour intervals, referenced to the City mapping system.
- Proposed minor subdivision features, including building locations, and parking areas, if any.
- Dimensions and centerlines of existing and proposed roads and road right-of-way.
- Proposed location of driveway entrances and on-site driveways.
- Location of existing drainage courses, floodplains, lakes and streams, with elevations.
- Location of existing and proposed interior sidewalks and sidewalks in the right-of-way.
- Exterior lighting locations and method of shielding lights from shining off the site.
- Trash receptacle locations and method of screening, if applicable.
- Transformer pad location and method of screening, if applicable.
- Layout of off-street parking areas, indication of total number of spaces and typical dimensions of spaces, if applicable.
- Method of surfacing driveways, parking areas, and other vehicle maneuvering areas.
- Information needed to calculate required parking in accordance with Zoning Ordinance standards, if applicable.
- Location of lawns and landscaped areas, including required landscaped greenbelts.
- Cross-section of proposed berms.
- Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.
- Designation of fire lanes.
- Loading/unloading areas.
- Location of any outdoor storage of materials and the manner by which it will be screened.

Utility Plan Requirements:

- Schematic layout of existing and proposed sanitary sewers and septic systems; water mains, well sites, and water service leads; hydrants that would be used by public safety personnel to serve the site; storm sewers and drainage facilities, including the location of retention/detention facilities; and, the location of gas, electric, and telephone lines.
- Indication of site grading and drainage systems.
- Types of soils and location of floodplains and wetlands, if applicable.
- Soil erosion and sedimentation control measures.
- Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.
- Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable.

The Engineering & Building Department will review the Minor Subdivision Request when it has been processed. If there are any comments, the applicant will receive the comments by fax and mail. Three copies of the revised plan must be submitted with a response letter addressing each comment. If a response letter is not received, the plan will not be reviewed. Ample time should be given to allow for review of the resubmittals. (*The week of Planning Commission is typically insufficient time to review the resubmittals prior to Planning Commission*).

Cost of publication to be paid by: _____

Name and address: _____

I do hereby attest that all above applicable items have been incorporated into the plan. I understand that failure to include all applicable items will constitute an incomplete submittal, which in turn will not be processed.

Signature of the Applicant

Date

CITY OF ALLIANCE
Application for Planning Commission Review

Submission Date: _____ **Date of Meeting:** _____

Type of Submittal (Check all that apply): ___ Site Plan; ___ Replat; ___ Alley/Vacation; ___ Variance(s);
___ Preliminary Plat; ___ Final Plat; ___ Zoning Change; ___ Conditional Use; ___ Minor Subdivision; ___ Other

Project Name: _____

Location: _____

_____ Lot/ Parcel No.: _____

Owner's Name: _____

Address: _____

City, State & Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Professional contact Name (*Engineer, Surveyor, Architect, etc.*): _____

Professional Contact's Firm: _____

Address: _____

City, State & Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Primary Contact Name: _____

(The person the City should contact regarding the project.)

Address (if different than above): _____

City, State & Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Planning Commission meets every 3rd Wednesday of each month. Submission deadline is the 20th of the month prior to the regularly scheduled meeting. Late applications will be scheduled for the next available meeting. All information listed on the application and applicable checklist must be submitted for the application to be complete. Incomplete applications will not be processed. An authorized representative must attend the Planning Commission for the project to be considered.

I do hereby attest that all statements, signatures, descriptions, and exhibits submitted with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of the property owner.

Signature of the Applicant

Signature of the Property Owner, if not the applicant