



# WILLOUGHBY

City Of Willoughby Planning Commission  
One Public Square Willoughby, Ohio 44094  
P: (440) 953-4118 (440) 953-4119

## **Submittal Requirements For Major Subdivision Final Plat Approval**

The submittal shall include the original final plat drawing, original drawings of required improvements, two full size print copies of each drawing, two sets of specifications and other maps, data and certificates. Additionally, 10 copies of 11 x 17 drawings of all of above.

The application submittal shall include:

1. **Names:** Names of the owner and of adjoining property owners as shown upon current records of the County Recorder.
2. **Final Plat:** The plat shall be drawn by an engineer or land surveyor in ink on mylar sheets at a scale of not less than fifty feet to one inch and complying with County standards. Each sheet shall include a graphic scale, north arrow, date and title.
3. **Improvement Plans:** The drawings and specifications shall be in accordance with Chapter 1175 requirements.
4. **Fee:** For a final plat a fee of \$150.00 plus \$2.50 for each lot exceeding five (5) lots. Accepted forms of payment are checks (payable to City of Willoughby), cash or credit card.

Following the approval of the final plat, Council shall legislatively accept or reject the final plat.

**Planning Commission meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month (excluding holidays, check with Secretary for dates) at 7:00 p.m. in the Council Chambers of the Willoughby Municipal Hall, One Public Square, Willoughby, OH 44094. The deadline for inclusion on the Planning Commission agenda is thirty (30) days prior to a Planning Commission meeting.**

# **Application Procedures**

## **Major Subdivision Final Plat Approval**

1. **PARCEL ADDRESS:** Address of property for which rezoning is requested. If property is vacant, Planning Commission will assign a tentative address.
2. **PERMANENT PARCEL NO.:** The number assigned to the property in the Lake County Tax Records. The Planning Commission Secretary may assist you in obtaining this number.
3. **CURRENT ZONING DISTRICT:** As identified on the Official Zoning Map. The Planning Commission may assist you with the district. **PROPOSED ZONING:** as requested by applicant.
4. **APPLICANT NAME, ADDRESS, PHONE NO. & EMAIL ADDRESS:** Applicant may be any person authorized by the landowner to request change of zoning. Evidence of such authority, such as a purchase agreement or option instrument, is required.
5. **PROPERTY OWNER:** If applicant is not property owner identify property owner name, address, phone number (business and/or cell) and email address.
6. **LOTS TO BE CREATED:** How many lots are created?
7. **EXHIBIT DOCUMENTATION:** Attach additional information, drawings, or exhibits which will assist the Planning Commission to clearly understand your request and to make an informal and timely decision. The Commission may require the following data if applicable to your request:
  - A. Final Plat/Improvement Plan
  - B. Traffic analysis
  - C. Drainage analysis
  - D. Construction schedule
  - E. Landscape plan
  - F. Any other information deemed necessary to assess the impact of your proposalIt is recommended to consult with the Planning Commission Secretary about the contents of your application.
8. **SIGNATURE:** Be sure to sign and date the application

# Application For Final Plat Approval Major Subdivision

1. Parcel Address \_\_\_\_\_

2. Permanent Parcel No. \_\_\_\_\_

3. Current Zoning \_\_\_\_\_ Proposed Zoning \_\_\_\_\_

4. Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**COMPLETE THIS SECTION IF APPLICANT IS OTHER THAN LANDOWNER:**

5. Property Owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

6. Subdivision will create \_\_\_\_\_ lots.

**A SKETCH PLAT MAY BE SUBMITTED FOR DISCUSSION BY PLANNING COMMISSION PRIOR TO APPLICATION.**

7. Briefly describe exhibits which are part of this application (e.g. preliminary dev. plan):

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

8. THE UNDERSIGNED APPLICANT HEREBY REQUESTS APPROVAL OF A PRELIMINARY PLAT FOR A MAJOR SUBDIVISION OF LAND ON THE BASIS OF REPRESENTATIONS CONTAINED HEREIN.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

# Flow Chart 4. Major Subdivision Approval

