



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

Submittal Requirements For Major Subdivision Preliminary Plat Approval

An application and preliminary plat, accompanying maps, and data complying with the requirements set forth in C.O. 1109.07(b)(2)(A) thru (H), indicating existing conditions of the site, all of which shall be submitted to the Secretary of the Commission for each proposed subdivision accompanied by payment of the required fee established by Council. The application submittal shall include:

1. **Application Form:** A completed application form shall be submitted.
2. **Preliminary Plat:** The preliminary plat shall be prepared by a licensed professional and accurately drawn at a scale of not less than one hundred feet to one inch, and shall include a graphic scale, north arrow, date and title. **Preliminary plat drawing shall contain items 1 through 7 as set forth in 1109.07(b)(2)(B).**
3. **Fee:** For a preliminary plat a fee of \$150.00 plus \$2.50 for each lot exceeding five (5) lots.
4. **Environmental Assessment Statement (EAS):** In conjunction with all requests for Preliminary Plat (Major Subdivision) approval per C.O. 1109.12(a)(1), an EAS must be filed with the Chief Building and Zoning Inspector. EAS forms are available from the Building Department and online.

Following the approval of the preliminary plat, the owner, developer or agent shall submit for record purposes, and for dedication of public streets and other public places, a final plat of the proposed subdivision.

AN APPLICATION, ELEVEN SETS OF PLANS (1 large scale for review and 10 sets of 11" x 17"), SHALL BE SUBMITTED FOR INCLUSION ON THE PLANNING COMMISSION AGENDA.

The Ingress/Egress and Parking Board (IEP) performs the initial review of site access including parking, aisle and driveway widths, location of fire hydrants, and other police and fire safety issues, and forwards a recommendation to the Planning Commission. The IEP meets the 1st & 3rd Thursday at 9:00 a.m. every month (excluding holidays, see Secretary for dates). You will be required to attend this meeting unless the Building and Zoning Inspector deems otherwise. **Three (3) additional 11 x 17 copies of plans will be needed for the IEP meeting. You will need a total of 13 sets of 11" x 17" plans.**

Planning Commission meetings are held on the 2nd and 4th 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.

Accepted forms of payment: checks (made payable to City of Willoughby), cash or credit card.

Major Subdivision Preliminary Plat Approval Application Procedures

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. Preliminary site 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

Major Subdivision Preliminary Plat Approval Application

1. Parcel Address _____

2. Permanent Parcel No. _____

3. Current Zoning _____ Proposed Zoning _____

4. Applicant Name _____

Address _____

City _____ State _____ Zip _____

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

