



SUBDIVISION APPLICATION

☐ Minor Subdivision (5 or fewer lots splits) ☐ Major Subdivision (6 or more lot splits)

☐ Preliminary Plan (\$50 +\$1/lot) ☐ Final Record Plat-(\$65+\$1/lot) and
☐ Final Plat Construction Plan Fee: 0.5% of total cost of public improvements

Subdivision Name: _____ Section: _____

Location: _____

Owner/ Developer: _____

Address: _____

Phone: _____ Email: _____

Engineering Firm Name: _____

Address: _____

Phone: _____ Email: _____

Contractor (If known): _____

Primary Contact: _____

Address: _____

Phone: _____ Email: _____

Type of Development:

☐ Residential Single Family ☐ Residential Multi-Family ☐ Commercial ☐ Industrial ☐ Mixed Use

Current Zoning District(s): _____ Rezoning Needed: ☐ - Yes ☐ - No

Number of Lots/Units proposed: _____ Area of Parcel: _____ Area of Streets: _____

Largest Parcel Size: _____ Smallest Parcel Size: _____

Flood Zone: ☐ Yes* ☐ No

* If Yes, a Flood Hazard Area Development Application must be completed and accompany this application.

Park Area: _____ ☐ Land to be Dedicated ☐ Park Fees-in-Lieu of Dedication

Security: ☐ Performance Bond ☐ Escrow Agreement ☐ Cash ☐ Mortgage Land ☐ Letter of Credit





GENERAL REQUIREMENTS FOR SUBDIVISION SUBMISSIONS

- *Consultation.* It is recommended that the subdivider and/or the subdivider's engineer consult with the subdivision review staff while the subdivision plan is still in sketch form and before a Preliminary Plan or Final Record Plat is prepared, in order to become better acquainted with the requirements of these Subdivision Regulations and related ordinances, including but not limited to the City Comprehensive Plan, subdivision design criteria, approval procedures, the subdivider's contract, performance and maintenance guarantees, related projects, relevant zoning, erosion control and street cleaning requirements.
- *Drawing and legal description.* A drawing based upon a survey showing the location of the property and giving dimension and other such information as may be necessary, and a legal description in writing must be submitted with the request.
- *Approval.* Upon receipt of the drawing, legal description, and right-of-way conveyance, the City Engineer shall determine to its satisfaction that the proposed lot split is not contrary to any applicable platting. The developer is responsible for the recording of plat. No plat of any subdivision shall be recorded with the County or have any validity until approved in the manner prescribed within the City of Troy Subdivision Regulations.
- *Prohibitions.* No person seeking to create or having created a subdivision within the jurisdiction of these Subdivision Regulations shall commence any construction within the subdivision until such person has obtained approval of the final plat of the subdivision from the City and the required signatures of City officials have been endorsed thereon. No lot may be sold within the subdivision until the approved final plat has been duly recorded in the records of the County.
- *Noncomplying Subdivisions.* The City reserves the right to deny public services within its control to any subdivision, whether complete or incomplete, which is not in compliance with these regulations, including but not limited to the issuance of building permits, street maintenance, utility maintenance, sewer and water service, and refuse collection. The City may also deny connection to existing streets and utilities. No lot may be sold within the subdivision until the approved final record plat has been duly recorded in the records of the County.
- *Fees* are fixed by the City Council and shall be due and payable at the time of submission and before review by the subdivision review staff.
- *Submittals* by the applicant/subdivider/developer may submit a Preliminary Plan(s) for review and tentative approval prior to the formulation and submittal of final record plat as set forth in Section 1115.02 or 1119.02. Recognizing that there can be many surrounding facts and circumstances influencing the pace at which review and approval may be achieved, the Planning Commission shall process all such applications with diligence and reasonable speed. The Preliminary Plan is reviewed for the applicant/subdivider/developer's benefit and at his discretion, and its submission does not constitute a formal subdivision review pursuant to Section 711.09 of the Ohio Revised Code.





With the submission of the Preliminary Plan, the applicant waives any right for an approval due to the passage of time under Section 711.09 of the Ohio Revised Code and Section 1115.02 or 1119.02 of the Troy Codified Ordinances until such time as application is made for final subdivision plat review and is submitted to the Planning Commission for review and approval as detailed in these regulations. Preliminary plan review is the recommended procedure.

By signing this application, I acknowledge I am authorized by the owner to make this application. The information presented is accurate. I agree to allow City of Troy employees to enter the property in order to complete necessary inspections. I agree to conform to all applicable laws of the City. The City of Troy does not enforce covenants and restrictions.

Signature: _____ Date: _____

Name (print): _____

