Application for Final Plat Approval
City Planning Commission
City of Findlay, Ohio
(Amended February 1, 2017)

Fee _____ (See fee schedule)            Application Number: _____________________

Legal Description of Property: _________________________________________________________

Lot Number & Subdivision Name: _______________________________________________________
Furnish copy of plat if lot is irregular in shape.

Owner Name: _______________________________ Address: __________________________________
City, State, Zip: ______________________________ Day Phone: ____________________________

Applicant if not Owner Name: _________________________ Address: _________________________
City, State, Zip: ______________________________ Day Phone: ____________________________

Contractor: _________________________________ Address: _______________________________
City, State, Zip: ______________________________ Day Phone: ____________________________

Date of Preliminary Plat Approval: ______________________________________________________

The following items must be included on the plat for consideration by the City Planning Commission:

☐ Complete set of construction plans submitted to Engineering Department
☐ 15 copies of plat being a maximum size of 20” x 28” per the County Auditor requirements
☐ 3 copies of restrictive covenants
☐ Engineer/Surveyor seal
☐ Engineers estimate
☐ Performance and maintenance bond
☐ Water and sewer committee approval
☐ Form letter for street dedication completed
(when applies)
☐ Subdivision name
☐ Legal description
☐ Date, northpoint and scale
☐ Name and address of Engineer/Surveyor who prepared the plat
☐ Plat boundaries with angular and lineal dimensions
☐ Bearings and distances to established monuments

Locations and names of proposed:
☐ street right-of-way  ☐ Setback
☐ Easements  ☐ Lot #  ☐ Lot dimensions
☐ Curve data  ☐ Public land

Locations and names of existing:
☐ Street right-of-way
☐ Adjoining Subdivision  ☐ Easements

☐ Monument description  ☐ Base flood elevation data  ☐ Phasing of site development

Certifications for property inside corporation:
☐ Chairman of City Planning  ☐ City Engineer
☐ Clerk of City Council  ☐ Surveyors
☐ Notarized owners signatures of plat dedication
☐ Dedication of street and public areas

Certifications for property outside corporation:
☐ County Board of Health
☐ Hancock Regional Planning
☐ County Engineer
This application, 3 copies of the plat showing all items listed above, and one complete set of construction plans shall be submitted a minimum of 28 days prior to the next scheduled City Planning Commission meeting to be considered for placement on the agenda. I understand that upon review, if any of the above data has been omitted, the City shall remove this submittal from consideration for the City Planning Commission Agenda.

The Owner/Applicant is hereby notified to write City Council and request permission for city utilities to be extended, if they are to be used, and preparation of legislation when the property is within the city limits.

Certification: the undersigned certifies that the information accompanying this application is true and correct to the best of my knowledge.

_______________________________________ ____________________________
Applicant Date

All items are to be submitted to the City Planning Commission, 318 Dorney Plaza, Room 304, Findlay, OH 45840. If you have any questions regarding procedure, please contact the Engineering Department at 419-424-7094.

NOTE: All applications must be complete in order to take full advantage of the above time schedule. An application will be considered complete and ready for processing only if it is submitted in the required number and form, includes all required information and is accompanied by the required filing fee.

A determination of application completeness will be made within 7 working days after the application deadline.