

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
449 SOUTH MERIDIAN STREET, 6TH FLOOR
RAVENNA, OHIO 44266
(330) 297-3613**

PLAT/REPLAT APPLICATION

NOTE: The application and all additional supplemental information submitted at the time of application will constitute the application for review and action by the Planning Commission. It is the responsibility of the applicant to submit all required items as per the Portage County Subdivision Regulations.

Date: _____ Application No. _____

1. Name of Applicant: _____

Address: _____

Phone: _____ E-mail: _____

2. Name of Surveyor or Engineer: _____

Address: _____

Phone: _____ E-mail: _____

3. Name of Subdivision: _____

4. Date Preliminary Plan Approved: _____

5. Was a Zoning Change Requested? Yes _____ No _____

6. If yes, the Plat may not be approved until it conforms with the local zoning. Include a certification of zoning compliance if a change was requested.

7. Have all required improvements been installed? Yes _____ No _____
If no, include detailed estimates of cost and a statement relative to the method of improvement guarantee. All estimates must be approved by the responsible County Official (i.e. County Engineer or Department of Water Resources).

8. Purpose of Plat: _____

9. List Other Materials Submitted with this Application:

Item

No.

1. _____

2. _____

3. _____

4. _____

5. _____

Date Received: _____

Date of Meeting of Planning Commission: _____

Plat Fee: _____

_____ Proof of approval of zoning change, amendment from either Township Clerk (Amendment) or Board of Zoning Appeals Secretary (Variance) is necessary if zoning change was involved (Copy of Minutes of the meeting).

_____ Certification shall be required showing that all required improvements have been either installed or approved by the proper officials or agencies, or that a bond or other surety has been furnished assuring installation and initial maintenance of the required improvements.

_____ Topographic map drawn at the same scale as Plat (not necessary for Replats or Exceptional Replats).

_____ A vicinity map with north arrow showing existing subdivisions, roads, and tract lines to nearest throughfare.

_____ One (1) copy of any approved improvement plans (Storm Water Pollution Prevention Plans, roads, storm sewers, storm water retention ponds/detention basins, sanitary and/or type of business or industry proposed.

_____ A copy of wetland delineation study (permit number if necessary) from U.S. Army Corp of Engineers for areas resulting in any wetland disturbance.

_____ A written statement of proposed use of lots giving type and number of dwelling units and/or type of business or industry proposed.

_____ A letter from the Portage County Combined General Health District or EPA stating what type of sewage disposal will be approved for the soil conditions on the site if other than a treatment plant or sanitary sewer will be used.

_____ A Final Grading Plan.

_____ 13 Copies for Final Plat. 8 Copies for Replat.

Action by Planning Commission _____

If Plat Rejected, Reason for Rejection (Section of Portage County Subdivision Regulations):

Date Received Revised Plat _____

Date of Meeting of Planning Commission _____

Action by Planning Commission _____

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