The City of
Alliance, OHIO, 44601-2415
"The Carnation City"
504 EAST MAIN STREET

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CITY ENGINEER
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Preliminary Plat Checklist

The following information **MUST** be included with all Preliminary Plats submitted for review and processing in order to constitute a complete Preliminary Plat Package. **Incomplete applications will not be processed. All applicable requirements will be strictly enforced.**

Complete Preliminary Plat Package Includes:
- ❑ This completed form
- ❑ Application
- ❑ 20 Copies of the Plat

Please check the following items to ensure the plans have complied with the City of Alliance's General Preliminary Plat Requirements. These are the minimum requirements. The designer is responsible to provide any and all other information that is pertinent to the design of an individual site. All items must be checked unless an item is not applicable to this particular project; whereas, "N/A" should be written beside the box. Failure to include all applicable items will constitute an incomplete submittal. **Incomplete submittals will not be processed. All applicable requirements will be strictly enforced.**

Plat Requirements

- ❑ All sheets must be either 24"x36" or 18"x24". A larger sheet size must be approved prior to submittal.
- ❑ The drawing scale must be appropriate for the detail of the plan. The scale must be either 1"=10', 20', 30', 40', 50, or 100'. A different drawing scale must be approved prior to submittal.
- ❑ The Preliminary Plat must include a signature block for the City Engineer. The block shall be similar to the following:

Approved by the City of Alliance Engineer this _____
Day of _____, 20___.

_____
Curtis D. Bungard, P.E.

- ❑ All plan sheets must be stamped and signed by a Professional Engineer licensed to practice in the State of Ohio.
- ❑ The drawing must include a title block, date, revision block, north arrow, and scale. The title block shall include the name of the project, lot or outlot number, and the names of the design firm and developer.
- ❑ Show subsurface conditions within the subdivision that are not typical.
- ❑ Show location of wooded areas and other significant topographic and natural features within and adjacent to the subdivision.
- ❑ Show and label existing contours at minimum of 2' intervals.
- ❑ Show location and name of proposed streets and right of ways.
- ❑ Show & label all setback lines.

- ❑ Show approximate lot layout with temporary lot numbers and lot area.
- ❑ Label the basis of bearing.
- ❑ Label the zoning of the site and adjacent properties.
- ❑ Label open space and lot area information (i.e. number of lots, area of lots, area of right-of-way, etc.)
- ❑ Show all existing structures such as, but not limited to, hydrants, utility poles, manholes, inlets, etc.
- ❑ Location of any existing buildings.
- ❑ Existing drives adjacent to the site or across the street.
- ❑ Show and label all existing easements.
- ❑ Show existing vegetation.
- ❑ Show existing sidewalks.
- ❑ Label the site's parcel number, City Lot or Outlot number, zoning category, owner's name, and acreage of the site.
- ❑ Label adjacent properties' parcel numbers, City Lot or Outlot numbers, zoning category, owner's names.
- ❑ Show and label existing wetlands, streams, ponds, etc.
- ❑ Show and label intersecting roadways with right of way widths along with the bearings and distances of the centerlines.
- ❑ Location of any existing buildings to remain.
- ❑ Show proposed sidewalks.
- ❑ Show the location of the parcel with respect to the intersection of two roadways (this may be done with a dimensional tie).
- ❑ Show location of detention/retention area.
- ❑ State whether the parcel is in a flood zone. If so, show the extent of the floodplain.
- ❑ Show and label the existing and proposed utilities.

The Engineering & Building Department will review the plat when it has been processed. If there are any comments, the applicant will receive the comments by fax and mail. Three copies of the revised plans must be submitted with a response letter addressing each comment. If a response letter is not received, the plans will not be reviewed. Ample time should be given to allow for review of the resubmittals. (*The week of Planning Commission is typically insufficient time to review the resubmittals prior to Planning Commission.*)

I do hereby attest that all above applicable items have been incorporated into the preliminary plat. I understand that failure to include all applicable items will constitute an incomplete submittal, which in turn will not be processed.

_____ _____

Signature of the Applicant Date

CITY OF ALLIANCE
Application for Planning Commission Review

Submission Date:_____ **Date of Meeting**:_____

Type of Submittal (Check all that apply): _____ Site Plan; _____Replat; _____Alley/Vacation; _____Variance(s); _____Preliminary Plat; _____Final Plat; _____Zoning Change; _____Conditional Use; _____Other (explain)

Project Name:_____

Location:_____

_____Lot/ Parcel No.:_____

Owner's Name:_____

Address:_____

City, State & Zip:_____

Phone:_____Fax:_____E-mail:_____

Professional contact Name (*Engineer,Surveyor,Architect,etc.):*_____

Professional Contact's Firm:_____

Address:_____

City, State & Zip:_____

Phone:_____Fax:_____E-mail:_____

Primary Contact Name:_____
(*The person the City should contact regarding the project.)*

Address (if different than above):_____

City, State & Zip:_____

Phone:_____Fax:_____E-mail:_____

Planning Commission meets every 3rd Wednesday of each month. Submission deadline is the 20th of the month prior to the regularly scheduled meeting. Late applications will be scheduled for the next available meeting. All information listed on the application and applicable checklist must be submitted for the application to be complete. Incomplete applications will not be processed. All applicable requirements will be strictly enforced. An authorized representative must attend the Planning Commission for the project to be considered.

I do hereby attest that all statements, signatures, descriptions, and exhibits submitted with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of the property owner.

_____ _____

Signature of the Applicant Signature of the Property Owner, if not the applicant