



Belmont County Subdivision Regulations

Application for Preliminary Plan

Name of Applicant: _____

Address: _____

Telephone: _____ Email: _____

Name of Engineer: _____

Address: _____

Telephone: _____ Email: _____

Development Information

Name of Subdivision _____

Township _____ Parcel # _____

Acreage: _____ # of Lots _____

Proposed Use: _____

Current Zoning: _____

Sewage System: _____

Water System: _____

Street Network: _____

Applicant Signature & Date: _____

Fee: _____

Preliminary Plan Checklist

Preliminary Plan Form

The preliminary plan application shall contain:

- a. Complete application form available from the Planning Department and appropriate fee.
- b. The Planning Director, or designee, shall determine the number of copies of the preliminary plan containing all required information for proper review by the appropriate County departments and agencies.
- c. One set of conceptual subdivision improvement plans maybe required per the County Engineer and/or County Water and Sewer District Director.
- d. Drawn at a scale between one hundred (100) feet to the inch and ten (10) feet to the inch.
- e. On one or more sheets at a minimum 24”x 36” in size, clearly and legibly drawn.

Preliminary Plan Content

The preliminary plan shall contain the following information:

- a. Proposed name of the subdivision, location by section, range, township, or other survey.
- b. Boundaries and acreage.
- c. Name, address email, and telephone number of the owner, subdivider, professional surveyor and professional engineer with appropriate numbers and seals.
- d. Date of survey, scale of the plat, north point, legend, and a vicinity map of a scale not less than 2000 feet to an inch.
- e. Name of adjacent subdivisions, owners of adjoining parcels, and location of common boundary lines, extended to 200 feet beyond the boundary of the subdivision.
- f. Topographic contours with intervals no greater than 2 feet at 5% slope, no greater than 5 feet for slopes over 5% and less than or equal to 15%, and no greater than 10 feet for slopes greater than 15%.
- g. Location, width, and names of existing streets, railroad rights-of-way, easements, parks, buildings, corporation, and township lines; wooded areas, water courses, drainage patterns, and water bodies. Pavement widths and right of way widths shall be shown.
- h. Topographic features within and adjacent to the plat for a minimum distance of 200 feet unless access to adjacent property has been denied the professional surveyor.
- i. Location of floodways, floodplains, and a good faith effort to identify other potentially hazardous areas.
- j. A good faith effort to identify the location of environmentally sensitive areas.
- k. A good faith effort to identify the soil types, derived from the USDA Soil Survey.
- l. The subdivision layout, number, dimensions of each lot, and setback lines (a note listing setback dimensions may be added in lieu of showing setback lines if the plan will be made more legible).
- m. Parcels of land reserved for public use or reserved by covenant for residents of the subdivision.
- n. Point of ingress/egress or driveway locations and the distance to any existing driveway(s).
- o. Type of water supply and wastewater disposal proposed, approximate locations and dimensions of all proposed utilities and sewer lines, easements, drainage

tiles, water mains, culverts, or other underground utilities within the tract or adjacent thereto.

- p. Known cemeteries, historical or archeological sites.
- q. Copy of proposed covenants and restrictions, subdivision homeowners or commercial association and a schedule outlining the order of development of each section or phase of the subdivision.

Additional Information for the Preliminary Plan

The following information does not apply to all projects and may be requested during the site review or required during review and approval of applications.

- a. Statements of proposed use of lots, giving type and number of dwelling units and/or type of business or industry.
- b. Conceptual plan for commercial and industrial development, showing proposed parking, loading areas, alleys, pedestrian walkways, streets, points of vehicular ingress/egress to the development and landscape features.
- c. A drawing of all present and proposed grades and facilities for storm water drainage in cases where natural drainage is altered.
- d. A feasibility study on sewer and water facilities for land developments of two or more dwelling units.
- e. Screening, buffering and/or noise abatement measures.
- f. Typical cross-sections and centerline profiles for each proposed street, and preliminary engineering designs of any new bridges or culverts proposed in the project.
- g. Other information, studies, items, or provisions deemed necessary or prudent to create buildable sites and to promote the public health, safety, and welfare.
- h. Improvements in the right of way.