

APPLICATION FOR A DIVISION OF LAND

City Planning Commission
Cincinnati, Ohio



Property Address: _____

Neighborhood: _____ **Parcel ID:** _____ **Date of Application:** _____

Request (Check all that apply): Subdivision of Land (up to 3 lots created) Final Plat
 Subdivision of Land (4 or more lots created) Other: _____
 Subdivision Improvement Plan

Additional Information:

Is the subject land located within a Hillside Overlay District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the subject land located within a Special Flood Hazard Area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the request include any rear lots (panhandle lots)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the request include any air lots?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the request involve a street and/or utility extension/opening?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the request require the removal/demolition of an existing structure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Applicant/Grantee: _____ **Firm, Company, etc.:** _____

Address: _____

Phone: _____ **Email:** _____

Property Owner/Grantor (if different than applicant): _____

Firm, Company, etc.: _____

Property Owner Address: _____

Phone: _____ **Email:** _____

SUBMITTAL CHECKLIST

Application will not be considered complete until all items are submitted:

- Submittal Requirements of the applicable request as established in Chapter 4 of the *Subdivision Regulations*
- Proposed Plat showing information outlined in Sec. 400-03 of the Subdivision Regulations
- Current Deed(s) for Existing Lots
- Deed(s) for Proposed Lots
- Legal Description(s)
- Signed *Requirements for Notice Sign for the Subdivision of Land* Agreement – attached
- Copy of Coordinated Site Review Application or Recommendation Letter (CPRE Letter) – Only Applies to Major Subdivisions

AUTHORIZATION:

The applicant or agent undersigned does hereby certify that the information and statements given on the application, surveys, drawings, legal instruments, and inspections are to the best of their knowledge, true and correct. The undersigned further certifies their authorization to grant consent to the inspection by the employees of the City of Cincinnati of the described premise(s) before the Department of City Planning or the Planning Commission takes action on this application. The undersigned acknowledges and affirms that the approval of this application shall not warrant or guarantee access to, or the availability of, utility service to the subject premise(s) of this application.

_____	_____	_____	_____
Applicant/Grantee Signature	Date	Property Owner/Grantor Signature	Date

STAFF USE ONLY

APPLICATION REVIEW:

- | | | |
|--|--------------------------------------|--|
| • Tracking/Composition Number: _____ | • Plat prepared by surveyor? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Zoning of Subject Land: _____ | • Consolidation Plat Required? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Zoning Compliance Affirmed by: _____ | • Requires variance approval by CPC? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Tentative Hearing Date: _____ | | |
| • Notes/Other Requirements: _____ | | |

APPROVAL:

Division of Land Approved By: _____ Date: _____

APPLICATION FOR A DIVISION OF LAND

City Planning Commission
Cincinnati, Ohio



REQUIREMENTS FOR NOTICE SIGN FOR THE SUBDIVISION OF LAND

Within 24 hours of the submission of a minor or major subdivision application, the applicant/ undersigned shall post a notice sign on the subject property in the form and manner prescribed below, pursuant to Sections 300-07 (b) and Section 300-09 (a)(2) of the Subdivision Regulations of the City of Cincinnati. The applicant/ undersigned shall cause the notice sign to remain posted until final disposition of the application.

- The sign shall be posted in a location on the subject property (outside of the public right-of-way) that remains visible from the property's primary street frontage (no more than 10 feet away from the public right-of-way).
- A photo verifying the sign is posted on the subject property shall be emailed to subdivisions@cincinnati-oh.gov within 24 hours of submittal of application. The photo shall demonstrate the location of the sign on the property in relation to the primary street frontage.
- The sign shall be returned to the City of Cincinnati Department of City Planning within 24 hours of the City's disposition on the requested application.
- Failure to return the sign, cause the sign to remain on site, or request a new sign if the sign disappears from the site, may be subject to Section 900-11 of the Subdivision Regulations below:

Section 900-11. – Penalties

Any person who fails to comply with, violates, or interferes with another person's effort to comply with any provision of these regulations shall be guilty of a minor misdemeanor, and on conviction thereof shall be fined \$100 for each violation. Each day that any violation continues after notification by the Director of City Planning, or his or her designee, that a violation exists shall be considered a separate offense for purposes of penalties and remedies specified in this section.

The undersigned does hereby acknowledge and affirm that he or she shall comply with the aforementioned obligations in good faith.

Applicant/Grantee Signature Date

Department of City Planning Date