



Preliminary Plan Application Submittal Requirements

No application will be accepted for review by the City of Medina without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Community Development Director

1. A completed application form.
2. The required application fee of **\$350 + \$35/lot** (Preliminary Plan).
3. One (1) hard copy and one (1) electronic copy in a common format (PDF, Word, etc.) of all applicable items below.
4. A written narrative of the proposed project.

The plan shall be prepared in accordance with Chapter 1171 by a registered surveyor, city planner, landscape architect or professional engineer. The plan shall be accurately and clearly drawn. The drawing shall include the proposed plan or alternate plans of the subdivision, and shall show the following:

5. Identification
 - Proposed name of subdivision, which must not duplicate others in the County, township, tract or original lot or section number.
 - Names, addresses and telephone numbers of owners, subdivider and registered surveyor, city planner, landscape architect or professional engineer.
 - Maximum sheet size 24"x 36" with drawing scaled to fit, north arrow and date. The location, type, species, and quantities of all landscaping and screening;
6. Existing Data
 - Boundary line survey showing bearings and distances as surveyed by a registered surveyor.
 - Easements, showing location, width and purpose.
 - Streets on and adjacent to the subdivision: names, location, right of way and roadway width. Planned public improvements: highways or other major improvements planned by public authorities for future construction on or near the subdivision, including journalized routes for highways.
 - Utilities on and adjacent to the subdivision: location, size and invert elevations of sanitary and storm sewers; location and size of water mains; fire hydrants. If water mains, sewers and/or culverts are not on or adjacent to the tract, indicate the direction and distance to and size of nearest ones, showing invert elevation of sewers and culverts.
 - Ground elevations on the subdivision showing contours with an interval of not more than five feet if ground slope is in excess of four percent and two feet if ground slope is less than four percent.

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6. Existing Data (Continued)

- Subsurface conditions on the subdivision: any conditions that are not typical, such as abandoned mines.
- Other conditions on the subdivision:
 - Watercourses and wetlands subject to flooding
 - Rock outcroppings
 - Wooded areas
 - Isolated preservable trees one foot or more in diameter
 - Any structures or other significant features
- Other conditions on adjacent land within 200 feet;
 - Approximate direction and gradient of ground slope including any embankments or retaining walls
 - Location and type of buildings, fences, tree lines, etc.
 - Railroad lines
 - Power lines and towers
 - Other nearby nonresidential uses of land
 - Owners of adjacent unplatted land (for adjacent platted land, refer to subdivision plat by name, plat book and pages)
- Zoning requirements:
 - District
 - Lot size and yard requirements
 - Proof of any variances or special exceptions which may have been granted.
- Planned public improvements showing highways or other major improvements planned by public authorities for future construction on or near the subdivision.

7. Proposals

- Streets showing proposed streets, indicating each street by a letter except where the street is a continuation of an existing street, right-of-way widths, approximate grades and proposed improvements.
- Other rights of way or easements showing location, width and purpose.
- Lots showing numbers, dimensions and area of irregular lots in square feet. Final lot numbers will be assigned by the City Engineer just prior to recording
- All minimum building setback lines based on current zoning.
- Land parcels within the subdivision not to be divided into lots.
- Public sites reserved or dedicated for parks, playgrounds or other public uses.
- Sites for other uses: multi-family dwellings, shopping facilities, churches, industry or other nonpublic uses exclusive of single-family dwellings.

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7. Proposals (Continued)
 - Total site data including acreage, number of residential lots, typical lot size and acres in parks and other public uses.
 - When extensive changes of topography are contemplated, a plan showing the proposed topography.
8. Other information - The Planning Commission and/or City Engineer may require such additional information as deemed necessary.
9. Vicinity Map - The map shall show the relationship of the proposed subdivision to existing community facilities which serve or influence it. The vicinity map may be on the same sheet as the preliminary plan drawing. The vicinity map shall show:
 - Subdivision name, township, tract and north arrow.
 - Existing and proposed main traffic arteries.
10. Any other information needed for the review of the application as deemed necessary by the Community Development Director.