

APPENDIX VII: SAMPLE FORMS

FORM NO. 1  
PRELIMINARY PLAT CHECKLIST

Date \_\_\_\_\_ Application Number \_\_\_\_\_  
Subdivision \_\_\_\_\_

The following item(s) (does, does not) conform to the requirements of the Shelby Subdivision Regulations. Those items not conforming are explained on the final page.

	Does	Does Not	Item
1.	_____	_____	Name of subdivision (no duplication permitted)
2.	_____	_____	Description of location
3.	_____	_____	Name and address of owner, subdivider, surveyor and engineer
4.	_____	_____	Sheet size not larger than 24" x 36" (index sheet, if more than 1 sheet)
5.	_____	_____	Proper scale
6.	_____	_____	Date and north point
7.	_____	_____	Vicinity map
8.	_____	_____	Names of adjacent subdivisions and owners
9.	_____	_____	Zoning classification of all major parcels and proposed changes
10.	_____	_____	Topography at 2' intervals
11.	_____	_____	Location, width and names of existing streets, rights of ways and easements
12.	_____	_____	Location and dimensions of existing buildings and parks
13.	_____	_____	Corporation, township, range and section lines
14.	_____	_____	Location of existing utilities, including sewers, water lines and communication lines or poles
15.	_____	_____	Layout, names and widths of proposed streets or easements and proper dedications
16.	_____	_____	Layout and approximate dimensions of all lots
17.	_____	_____	Building setback lines
18.	_____	_____	Survey monuments of adjacent properties
19.	_____	_____	Parks and open spaces and proper dedications
20.	_____	_____	Proposed use of lots
21.	_____	_____	Copy of proposed deed restrictions, if any
22.	_____	_____	Sewage treatment and percolation test results
23.	_____	_____	Adequate preliminary improvement plans
24.	_____	_____	Construction estimates
25.	_____	_____	Required certifications

Date \_\_\_\_\_

Title or Position

\_\_\_\_\_  
Signature

FORM NO. 2  
FINAL PLAT CHECKLIST

Date \_\_\_\_\_ Application Number \_\_\_\_\_  
Subdivision \_\_\_\_\_

The following item(s) (does, does not) conform to the requirements of the Shelby Subdivision Regulations. Those items not conforming are explained on the final page.

	Does	Does Not	Item
1.	_____	_____	Submitted within 12 months of preliminary approval
2.	_____	_____	Conform to preliminary plat and incorporates suggested changes
3.	_____	_____	Name of subdivision
4.	_____	_____	Proper scale
5.	_____	_____	Date and north point
6.	_____	_____	Description of location
7.	_____	_____	Sheet size not larger than 24" x 36" (index sheet, if more than 1 sheet)
8.	_____	_____	Name and address of owner, surveyor and engineer
9.	_____	_____	Accurate survey data; seconds; linear dimensions to hundredths of feet; radii; internal angles; points of curvature; tangent bearing; lengths of arcs; lengths and bearings of chords
10.	_____	_____	Closure
11.	_____	_____	Bearings and distances to permanent monuments
12.	_____	_____	Name, location, width and centerline of streets
13.	_____	_____	Lot numbers and dimensions
14.	_____	_____	Location and description of monuments
15.	_____	_____	Building setback lines
16.	_____	_____	Parks and open spaces and proper dedications
17.	_____	_____	Final deed restriction
18.	_____	_____	Final improvement plans
19.	_____	_____	Installation or guarantee of installation of improvements
20.	_____	_____	Required final certifications

Date \_\_\_\_\_  
\_\_\_\_\_ Title or Position

\_\_\_\_\_  
Signature

**FORM NO. 3  
TECHNICAL DESIGN AND IMPROVEMENT CHECKLIST**

The following item(s) (does, does not) conform to or does not apply (NA) to the requirements of Chapters 1246 and 1248 of the Shelby Subdivision Regulations. Those items not conforming are explained on the final page.

	Does	Does Not	NA	Item
				<b>GENERAL</b>
1.	_____	_____	_____	Conformity with Major Street Plan
2.	_____	_____	_____	Conformity with zoning regulations, or if no zoning, § 1246.04(d) applies
3.	_____	_____	_____	Not located in flood plain
4.	_____	_____	_____	Acceptable natural drainage and erosion control
5.	_____	_____	_____	Steep slopes not limiting factor
6.	_____	_____	_____	Large trees and other significant natural features
7.	_____	_____	_____	Area of historical or cultural significance
				<b>STREETS</b>
8.	_____	_____	_____	Right-of-way widths
9.	_____	_____	_____	Pavement widths
10.	_____	_____	_____	Radius of curvature
11.	_____	_____	_____	Horizontal visibility
12.	_____	_____	_____	Vertical alignment and visibility
13.	_____	_____	_____	Grades
14.	_____	_____	_____	Cul-de-sacs
15.	_____	_____	_____	Turn-around radius - ROW - and pavement
16.	_____	_____	_____	Dead-end streets
17.	_____	_____	_____	Dedication and addition of half streets
18.	_____	_____	_____	Marginal access streets, points of access and planting strips
19.	_____	_____	_____	Alleys
20.	_____	_____	_____	Alignment of intersections
21.	_____	_____	_____	Spacing of intersection relative to different road classifications
22.	_____	_____	_____	Avoidance of multiple intersections
23.	_____	_____	_____	Avoidance of 4-way intersections
24.	_____	_____	_____	Pavement and ROW of intersections
25.	_____	_____	_____	Streets for commercial subdivisions
26.	_____	_____	_____	Provisions for repair of pavement
27.	_____	_____	_____	Streets for industrial subdivision
28.	_____	_____	_____	Length of blocks
29.	_____	_____	_____	Crosswalks
30.	_____	_____	_____	Street monuments
31.	_____	_____	_____	Subgrade
32.	_____	_____	_____	Base course
33.	_____	_____	_____	Surface course
34.	_____	_____	_____	Curbs and gutters
35.	_____	_____	_____	Bridges
36.	_____	_____	_____	Sidewalks
37.	_____	_____	_____	Street names and numbers, signs

Shelby - Planning and Zoning

	Does	Does Not	NA	Item
				LOTS
38.	_____	_____	_____	Size
39.	_____	_____	_____	Setback lines
40.	_____	_____	_____	Corner lot size
41.	_____	_____	_____	Avoidance of double frontage lots
42.	_____	_____	_____	Driveway culverts and grade
43.	_____	_____	_____	Monuments
44.	_____	_____	_____	Grading plan
45.	_____	_____	_____	Parks and open spaces
46.	_____	_____	_____	Type of water supply
47.	_____	_____	_____	Test wells
48.	_____	_____	_____	Type of sewage treatment
49.	_____	_____	_____	Percolation test results
50.	_____	_____	_____	Storm drainage system type
51.	_____	_____	_____	Manholes
52.	_____	_____	_____	Catch basins
53.	_____	_____	_____	Headwalls
54.	_____	_____	_____	Sufficient easements for utilities or open drainage
55.	_____	_____	_____	Other utilities
56.	_____	_____	_____	Underground utilities

Date \_\_\_\_\_

\_\_\_\_\_ Title or Position

\_\_\_\_\_ Signature

FORM NO. 4
APPLICATION FOR TENTATIVE APPROVAL OF PRELIMINARY PLAT
Shelby, Ohio

Date \_\_\_\_\_ Application Number \_\_\_\_\_

1. Name of applicant \_\_\_\_\_
Address \_\_\_\_\_
Phone \_\_\_\_\_

2. Name of surveyor or engineer \_\_\_\_\_
Address \_\_\_\_\_
Phone \_\_\_\_\_

3. Name of subdivision \_\_\_\_\_

4. Description of location: Section \_\_\_\_\_ Township \_\_\_\_\_
Range \_\_\_\_\_ Other \_\_\_\_\_

(In addition, please attach copy of legal description)

5. Proposed use \_\_\_\_\_

6. Present zoning district \_\_\_\_\_

7. Proposed zoning changes \_\_\_\_\_

8. Number of lots \_\_\_\_\_ Area of parcel \_\_\_\_\_

9. Do you propose deed restriction? Yes \_\_\_\_\_ No \_\_\_\_\_
(If yes, please attach a copy)

10. What type of sewage disposal do you propose? \_\_\_\_\_
If an "on lot" type of sewage disposal is proposed, include a letter from the City and/or County Board of Health approving a specific type of sewage disposal.

11. List all proposed improvements and utilities and state your intention to install or post a guarantee prior to actual installation.

Table with 3 columns: Improvement, Installation, Guarantee. Rows a-f.

12. List other materials submitted with this application

Item	No.
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____
f. _____	_____

Applicant \_\_\_\_\_ Surveyor or Engineer \_\_\_\_\_

-----

For Official Use

Date received \_\_\_\_\_

Date of meeting of City Planning Commission \_\_\_\_\_

Action of City Planning Commission \_\_\_\_\_

If plat rejected, reason(s) for rejection \_\_\_\_\_

Date \_\_\_\_\_

Chairperson

FORM NO. 5  
APPLICATION FOR FINAL PLAT APPROVAL  
Shelby, Ohio

Date \_\_\_\_\_ Application Number \_\_\_\_\_

1. Name of applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

2. Name of surveyor or engineer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

3. Name of subdivision \_\_\_\_\_

4. Date preliminary plat approved \_\_\_\_\_

5. Was a zoning change requested? Yes \_\_\_\_\_ No \_\_\_\_\_

6. If yes, the plat may not be approved until it conforms to local zoning. Include a certification of zoning compliance if a change is requested.

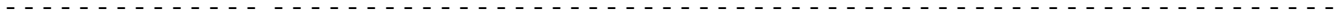
7. Have all required improvements been installed? Yes \_\_\_\_\_ No \_\_\_\_\_

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 city official.

8. Do you propose deed restrictions? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please attach a final copy.)

9. List other materials submitted with this application.

	Item	No.
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____
f.	_____	_____
g.	_____	_____



For Official Use

Date received \_\_\_\_\_

Date of meeting of City Planning Commission \_\_\_\_\_

Plat fee \$ \_\_\_\_\_ Inspection fee \$ \_\_\_\_\_

Action by City Planning Commission \_\_\_\_\_

If plat rejected, reason(s) for rejection \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Chairperson \_\_\_\_\_



**FORM NO. 6**  
**APPLICATION FOR MINOR SUBDIVISION APPROVAL**  
Shelby, Ohio

Date \_\_\_\_\_ Application Number \_\_\_\_\_

The undersigned applies for minor subdivision approval under Ohio R.C. 711.131 and certifies that all material submitted with this application is true and correct. Action must be taken within seven working days.

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Minor subdivision approval may be granted only under the following conditions:

1. The proposed subdivision is along an existing public road and involves no openings, widening or extension of any street.
2. No more than five lots are involved after the original parcel has been completely subdivided.
3. The subdivision is not contrary to applicable platting, subdividing or zoning regulations. A variance can only be requested before the entire Commission.
4. The property has been surveyed and a sketch and legal description are submitted.
5. Compliance with design standards, §§ 1246.02 and 1246.03, shall be made even though no plat is required.
6. Submitting an Affidavit of Compliance. (Form No. 8)

Note: City Charter, § 98, requires a plat for any subdivision. The subdivider is advised to review the requirements of the Charter.

FORM NO. 7  
APPLICATION FOR SUBDIVISION VARIANCE  
Shelby Planning Commission  
Shelby, Ohio

Date \_\_\_\_\_ Application Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

1. Description of location \_\_\_\_\_  
\_\_\_\_\_

2. Nature of variance requested. Describe generally the nature of the variance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Justification of variance. On a separate sheet, please attach a statement relative to why the variance from requirements of the Subdivision Regulations is requested. Address and include such items as:

- a. Exceptional topographical or other conditions peculiar to this particular parcel of land;
- b. Why a literal interpretation of the Regulations would deprive the applicant of rights enjoyed by other property owners;
- c. That the peculiar conditions do not result from previous actions of the applicant;
- d. That the requested variance is the minimum variance that will allow a reasonable division of the land;
- e. A sketch of the area showing the location and characteristics of the requested variance.

I certify that all information contained in this application and its supplements is true and correct.

\_\_\_\_\_  
Signature

**FORM NO. 8  
AFFIDAVIT OF COMPLIANCE FOR MINOR SUBDIVISION**

STATE OF OHIO:     )  
                                      ) SS:  
CITY OF SHELBY:    )

\_\_\_\_\_, being first duly sworn on oath (or affirm under penalty or perjury), deposes and says that:

- 1. Affiant is the owner of land proposed to be subdivided in accordance with the survey attached hereto, marked "Exhibit A".
- 2. The proposed subdivision is of land located along an existing public street and does not involve the opening, widening or extension of any street or road.
- 3. The parcel is being divided into no more than five parcels when the original tract is completely subdivided.
- 4. The proposed subdivision is not contrary to applicable platting, subdividing or zoning regulations and conforms in all respects to the City of Shelby Subdivision Regulations and the provisions thereof applicable to "Minor Subdivision".

\_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

Shelby - Planning and Zoning

FORM NO. 9
CERTIFICATION FOR MAJOR SUBDIVISION

Subdivision Plat Required Statement

The undersigned \_\_\_\_\_ hereby certify that the attached plat correctly represents their
" \_\_\_\_\_ ", a subdivision of lots \_\_\_\_\_ to dedicate to public
use as such all of the streets, roads, boulevards, cul-de-sacs, parks, planting strips and the like, shown herein and
not heretofore dedicated.

The dimensions of the lots and streets are shown on the plat in feet and decimal parts thereof. Easements are
reserved where indicated on the plat for public utility purposes above and beneath the surface of the ground.
In witness whereof \_\_\_\_\_ have set their hands this \_\_\_\_\_ day of \_\_\_\_\_,
20\_\_\_\_.

Witness: \_\_\_\_\_ Signed: \_\_\_\_\_
\_\_\_\_\_

We do hereby certify that we have surveyed the premises and prepared the attached plat and that said plat is
correct; that all required survey monuments are correctly shown thereon; that those which are necessary for
construction of improvements are in place on the site and that any remaining survey monuments will be properly
placed upon completion of construction.

By: \_\_\_\_\_
Licensed Land Surveyor

STATE OF OHIO )
) SS
CITY OF SHELBY )

Before me a Notary Public in and for said city personally came \_\_\_\_\_ who
acknowledged the signing of the foregoing instrument to be their voluntary act and deed for the uses and purposes
therein expressed.

In witness whereof I have hereunto set my hand and affixed my official seal this \_\_\_\_\_ day of
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**FORM NO. 10  
APPROVALS FOR MAJOR SUBDIVISION**

*Within the Three-Mile Limit of the City*

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Secretary, City Planning Commission,  
Shelby, Ohio

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
City Engineer

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Richland County Engineer

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Richland County Sanitary Engineer

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Richland County Department of Health

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Director, Richland County Regional  
Planning Commission

**Shelby - Planning and Zoning**

Approved and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and the roads, boulevards, and the like, herein dedicated to public use are hereby accepted as such for the County of Richland, State of Ohio.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Richland County Commissioners

Transferred this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Richland County Auditor

Filed for record this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_ M. Recorded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ in Plat Book \_\_\_\_\_,  
Page Number \_\_\_\_\_.

\_\_\_\_\_  
Richland County Recorder

*Within the City*

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Secretary, City Planning Commission

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
City Engineer

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
City Health Commissioner

NOTE: If public sewer and water are available, the plat need not be signed by the Richland County Health Department or the City Health Commissioner.

**FORM NO. 10A  
REQUIRED STATEMENTS AND SIGNATURES TO BE  
AFFIXED ON THE SUBDIVISION PLAN  
WITHIN THE CITY**

*CITY OF SHELBY ENGINEER APPROVAL*

I hereby approve the above plat and dedication. No acceptance of the dedicated streets upon the public road system is meant or implied.

Dated: \_\_\_\_\_  
Name  
Shelby City Engineer

*CITY OF SHELBY HEALTH COMMISSIONER APPROVAL*

I hereby approve the within plat and dedication.

Dated: \_\_\_\_\_  
Name  
City of Shelby Health Commissioner

*CITY OF SHELBY PLANNING COMMISSION*

I hereby certify that the within plat and dedication were duly approved by the Shelby Planning Commission at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Dated: \_\_\_\_\_  
Name  
Chairperson

*CITY OF SHELBY COUNCIL APPROVAL*

I hereby certify that the within plat on dedication were duly approved by the Council of the City of Shelby, Ohio, at its regular meeting on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Dated: \_\_\_\_\_  
Name  
Clerk

*Performance Guarantees-Amount*

I hereby certify that a performance guarantee in the amount of \_\_\_\_\_ for the construction of required improvements for the land contained in this plat have been provided and approved as to amount.

Dated: \_\_\_\_\_  
Name  
Shelby City Engineer

Shelby - Planning and Zoning

Performance Guarantees-Form

I hereby certify that a performance guarantee in the amount of \_\_\_\_\_ for the construction of required improvements for the land contained in this plat have been provided and approved as to form.

Dated: \_\_\_\_\_  
Name  
Shelby Law Director

Auditor's Transfer

I hereby certify that these platted lands were transferred on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated: \_\_\_\_\_  
Name  
Richland County Auditor

County Recorder

Filed for record this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_(time). Recorded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in Plat Volume \_\_\_\_\_, Page \_\_\_\_\_.

Dated: \_\_\_\_\_  
Name  
Richland County Recorder

Tax Certification

I hereby certify that there are no delinquent taxes or delinquent special assessments against the land contained in this plat.

Dated: \_\_\_\_\_  
Name  
Richland County Auditor

Tax Map Office Approval

I hereby certify that this plat has been approved.

Dated: \_\_\_\_\_  
Name  
Tax Map Office

(Ord. 1-2004, passed 2-2-2004)



**FORM NO. 10B  
REQUIRED STATEMENTS AND SIGNATURES TO BE  
AFFIXED ON THE SUBDIVISION PLAN  
WITHIN THE THREE-MILE LIMIT OF CITY**

*CITY OF SHELBY ENGINEER APPROVAL*

I hereby approve the above plat and dedication. No acceptance of the dedicated streets upon the public road system is meant or implied.

Dated: \_\_\_\_\_  
Name  
Shelby City Engineer

*RICHLAND COUNTY ENGINEER APPROVAL*

I hereby approve the above plat and dedication. No acceptance of the dedicated streets upon the public road system is meant or implied.

Dated: \_\_\_\_\_  
Name  
Richland County Engineer

*CITY OF SHELBY HEALTH COMMISSIONER APPROVAL*

I hereby approve the within plat and dedication.

Dated: \_\_\_\_\_  
Name  
City of Shelby Health Commissioner

*RICHLAND COUNTY HEALTH COMMISSIONER APPROVAL*

I hereby approve the within plat and dedication.

Dated: \_\_\_\_\_  
Name  
Richland County Health Commissioner

*CITY OF SHELBY PLANNING COMMISSION*

I hereby certify that the within plat and dedication were duly approved by the Shelby Planning Commission at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated: \_\_\_\_\_  
Name  
Chairperson

Shelby - Planning and Zoning

*RICHLAND COUNTY REGIONAL PLANNING COMMISSION*

I hereby certify that the within plat and dedication were duly approved by the Richland County Regional Planning Commission at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Dated: \_\_\_\_\_  
Name  
Director

*CITY OF SHELBY COUNCIL APPROVAL*

I hereby certify that the within plat and dedication were duly approved by the Council of the City of Shelby, Ohio, at its regular meeting on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Dated: \_\_\_\_\_  
Name  
Clerk

*COUNTY COMMISSIONERS APPROVAL*

I hereby certify that the within plat and dedication were duly approved by the Board of Commissioners of Richland County, Ohio, at its regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Dated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Richland County Commissioners

*Performance Guarantees-Amount*

I hereby certify that a performance guarantee in the amount of \_\_\_\_\_ for the construction of required improvements for the land contained in this plat have been provided and approved as to amount.

Dated: \_\_\_\_\_  
Shelby City Engineer

*Performance Guarantees-Form*

I hereby certify that a performance guarantee in the amount of \_\_\_\_\_ for the construction of required improvements for the land contained in this plat have been provided and approved as to form.

Dated: \_\_\_\_\_  
Shelby Law Director

*Auditor's Transfer*

I hereby certify that these platted lands were transferred on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated: \_\_\_\_\_  
Richland County Auditor

*County Recorder*

Filed for record this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_(time). Recorded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in Plat Volume \_\_\_\_\_, Page \_\_\_\_\_.

Dated: \_\_\_\_\_  
Richland County Recorder

*Tax Certification*

I hereby certify that there are no delinquent taxes or delinquent special assessments against the land contained in this plat.

Dated: \_\_\_\_\_  
Richland County Auditor

*Tax Map Office Approval*

I hereby certify that this plat has been approved.

Dated: \_\_\_\_\_  
Tax Map Office

(Ord. 1-2004, passed 2-2-2004)

**FORM NO. 11  
EXTENSION AGREEMENT FOR APPROVAL OR DISAPPROVAL  
OF SUBDIVISION PLAT BY CITY PLANNING COMMISSION**

Pursuant to § 1244.05(e) of the City of Shelby Subdivision Regulations and Ohio R.C. § 711.10, the time for approval or disapproval of the plat of \_\_\_\_\_ submitted by \_\_\_\_\_ is hereby extended to \_\_\_\_\_, 20\_\_\_\_.

No plat shall be recorded until it is approved by the City Planning Commission and such approval is endorsed in writing on the plat. The approval of the Planning Commission or the refusal to approve shall be endorsed on the plat within 30 days after the submission of the plat for approval, or within such further time as the applying party may agree to.

This agreement constitutes the agreement of the applying party to an extension of time beyond the 30-day period for approval or disapproval.

\_\_\_\_\_  
Applying Party

Dated: \_\_\_\_\_

Date plat submitted to City \_\_\_\_\_

Planning Commission: \_\_\_\_\_

Extended Date: \_\_\_\_\_

(Ord. 17-83, passed 6-6-1983)