



Case No. _____
Date: _____

**SUBDIVISION – NEW PLAT/REPLAT APPLICATION**

1. Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Surveyor/Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Legal description of subject property: (City Lot #): \_\_\_\_\_  
 (Address): \_\_\_\_\_

3. Total acreage: \_\_\_\_\_ Current Zoning Designation: \_\_\_\_\_

4. Proposed Use: \_\_\_\_\_

Number of lots created: \_\_\_\_\_ Average lot size: \_\_\_\_\_

List all proposed improvements and utilities (i.e. streets, water, sanitary & storm sewer, open space, etc.) included with this proposal:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The owner(s) and/or the owner's agent certify that the information contained herein, and any information provided as exhibits herewith, is correct. The owner(s) also by virtue of this request grants to those public officials/staff responsible for the review of this application, permission to inspect the subject property.

NOTE: Fee schedule attached. The application fee is not refundable.

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**CITY OF MIAMISBURG  
SUBDIVISION/PLAT/REPLAT PROCEDURES**

- 1.) Submit maps or sketches (4 copies) of the replat concept along with a completed application to the Development Department. They will decide if the concept is acceptable, or if a lot split is more acceptable.
  - 2.) If the subdivision/replat is acceptable, you then:
    - a. Have a record plan drawn up for the replat and submit those to the Development Department for review prior to the Planning Commission meeting.
  - 3.) Attend the Planning Commission meeting to answer any questions.
  - 4.) The Planning Commission will send a recommendation on the replat to City Council for a review.
  - 5.) Council will then review the replat at a meeting, where they will vote to approve or deny the replat. If included in the replat, Council will also choose whether to accept any right-of-way dedications included in the record plan.
  - 6.) After Council's vote, the mylar of the record plan must be brought into the Development Department/Engineering Department for lot numbers to be assigned to the lots and for any needed signatures.
  - 7.) Once the lot numbers and signatures are provided, the record plan may be picked up by the applicant and recorded with the County Recorder. Following the recording, furnish the Development Department with a copy of the recorded documents.

*Note: in the case of record plans associated with Planned Development Districts (PC, PR, PO, PI, SDD, etc...) additional design standards documents may be required to be recorded with the County in order to meet the procedures of the Planning and Zoning Code.*
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**FEES**

Fees for replats/subdivisions are as follows, per Chapter 214 (Fee Schedule) of Miamisburg's Codified Ordinances:

- Preliminary: \$100.00 per plat for preliminary plats
- Final: \$100.00 plus \$25.00 per acre for final plats (computed to the 1/10 of an acre)