

APPLICATION FOR ADMINISTRATIVE APPROVAL

NOTE: Two copies of this application complete with the information required below must be filed with the Port Clinton Planning Commission. A separate Application shall be made for each lot subdivided. One copy of the application, together with the action taken by the Port Clinton Planning Commission will be returned to the applicant or his agent. Applications will not be accepted by the Port Clinton Planning Commission unless all information is complete and provided in duplicate. A fee, as determined by the City Council, shall accompany the application.

Name of Grantor _____ Telephone _____

Address _____ City _____

Name of Grantor _____ Telephone _____

Address _____ City _____

Block/Subdivision/Lot _____
Size of Parcel _____

- 1. Description: Attach separate sheet with legal description per copy.
- 2. Sketch: A sketch shall be attached to each copy showing:
 - (a) Proposed division of land
 - (b) Owners of parcel and adjoining parcels
 - (c) Dimension and location of proposed lot lines
 - (d) Existing structures, easements, public facilities, setbacks, and direction of drainage
 - (e) Front yard setback at the established building setback line.

IMPORTANT: Administrative approval is provided for convenience. It does not, in any way relieve the applicant of meeting all Port Clinton Subdivision Regulation Requirements.

3. Existing Structure Yes _____ No _____

4. Address Assigned to Structure:

5. Public Water: Yes _____ No _____ Public Sewer: Yes _____ No _____

ACTION BY PLANNING COMMISSION

Date Received _____ Date Reviewed _____

Action: Approved: _____ Disapproved: _____

Zoning: _____ Minimum Lot Width: _____ Minimum Lot Area: _____

Subject to Flood: _____ Other Comments: _____

