



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.

Date \_\_\_\_\_

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 names / address 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 \_\_\_\_\_

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ACTION BY PLANNING COMMISSION

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Action: Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Zoning: \_\_\_\_\_ Minimum Lot Width: \_\_\_\_\_ Minimum Lot Area: \_\_\_\_\_

Subject to Flood: \_\_\_\_\_ Other Comments: \_\_\_\_\_

Planning Commission signatures:

\_\_\_\_\_  
Jeff Morgan, Chairman Date

\_\_\_\_\_  
Michael Snider Date

\_\_\_\_\_  
Tracy Colston Date

\_\_\_\_\_  
Phillip Bolte Date

\_\_\_\_\_  
Lois Evans Date

**CHAPTER 1163****Administrative Approval**

- 1163.01 Purpose.**
- 1163.02 Format.**
- 1163.03 Front yard setback.**
- 1163.04 Approval.**
- 1163.05 Signatures.**
- 1163.06 Aggrieved party appeal.**
- 1163.07 Administrative approval application.**

**CROSS REFERENCES**

- Plat and content - see Ohio R.C. 711.01 et seq.
- Engineer to approve plats - see Ohio R.C. 711.08 et seq.
- Plat approval by Planning Commission - see Ohio R.C. 711.09

**1163.01 PURPOSE.**

A proposed subdivision of land is subject to these regulations, where such division is along an existing street, does not involve the opening, widening or extension of any street or road, and which involves no more than five lots (four lots and the original parcel remaining) after the original tract has been completely subdivided. Such a subdivision may be submitted to the Commission for approval without the requirement of a record plat. If the Commission is satisfied that such proposed subdivision of land is not contrary to applicable platting, subdivision or zoning regulations, it shall, within thirty working days after submission, approve such proposed subdivision.

**1163.02 FORMAT.**

The owner of such land to be subdivided without a record plat shall submit an official request in duplicate upon such forms as prescribed by the Commission. Such application shall be accompanied by sufficiently accurate drawings of the entire parcel and a legal description of the proposed parcel to be transferred including any previously subdivided lots approved for recording or recorded by the owner. Existing buildings shall be shown on the drawings. A fee, as determined by the Commission, shall accompany the application.

**1163.03 FRONT YARD SETBACK.**

A minimum front yard setback established at the building setback line measured from the edge of the road right-of-way shall be required and shown on the drawings submitted for review and approval.

**1163.04 APPROVAL.**

The Commission upon receipt of an acceptable application shall consider such application filed. Within thirty days of said filing, the Commission shall approve or disapprove the subdivision (administrative approval). Approval shall be made only if applicable drainage, zoning, subdivision, and health requirements are met. Disapproval and the reasons therefor shall be made on the records of the Commission.

**1163.05 SIGNATURES.**

Upon any approval of subdivision under these provisions, the Commission, as to clearly indicate its approval, shall affix their signatures on said application.

**1163.06 AGGRIEVED PARTY APPEAL.**

An aggrieved party may appeal the approval of said conveyance to the Court of Common Pleas of Ottawa County within thirty days.

**1163.07 ADMINISTRATIVE APPROVAL APPLICATION.****APPLICATION FOR ADMINISTRATIVE APPROVAL**

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Name of Grantor \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Name of Grantee \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Block/Subdivision/Lot \_\_\_\_\_ Size of Parcel \_\_\_\_\_

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