SUBDIVISION/PUD PRELIMINARY PLAN SUBMITTAL CHECKLIST

ITEMS INCLUDED IN SUBMITTAL

All items must be submitted and approved prior to overall project approval by the City of Lebanon

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	Subdivision Application Form	
☐	☐	☐	Two copies of the letter of intent regarding the development of the property including: • Brief Description of the proposed development. • Existing and proposed uses of the property. • Detailed description of common ownership or unified control of entire property.	
☐	☐	☐	Estimated time schedule including proposed starting and completion dates.	
☐	☐	☐	Land use characteristics (narrative on the existing, and proposed land uses, structures and buildings, general description of size area and height).	
☐	☐	☐	Existing site plan.	
☐	☐	☐	Legal description of the subject property.	
☐	☐	☐	Proposed development plan including: • Utility layout shown (water, sanitary, storm) • Grading Plan • Roadway layout	
☐	☐	☐	Utility Needs Analysis.	
☐	☐	☐	Sanitary sewage generation calculations (Only if requested by the City of Lebanon Engineering Department).	
☐	☐	☐	Water demand calculations (Only if requested by the City of Lebanon Engineering Department).	
☐	☐	☐	Traffic generation calculations (Only if requested by the City of Lebanon Engineering Department).	
☐	☐	☐	All plans and calculations signed and stamped by a Professional Engineer registered in the State of Ohio.	

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SUBDIVISION/PUD PRELIMINARY PLAN SUBMITTAL CHECKLIST

PLANS

COVER SHEET

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	Name of the Development.	
☐	☐	☐	Phase number of the Development.	
☐	☐	☐	Zoning classification of the subject property.	
☐	☐	☐	Total area of the Development in square feet and in acres.	
☐	☐	☐	Contact information. (See contact information portion of this checklist).	
☐	☐	☐	Vicinity map with scale indicated and north arrow.	
☐	☐	☐	Signature line for the Owner.	
☐	☐	☐	Signature line for the City Engineer.	
☐	☐	☐	Signature line for the City Planner.	
☐	☐	☐	General Notes as necessary.	
☐	☐	☐	Construction Notes as necessary.	

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SUBDIVISION/PUD PRELIMINARY PLAN SUBMITTAL CHECKLIST

EXISTING CONDITIONS

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	North arrow.	
☐	☐	☐	Scale indication (minimum of 1” = 50’, unless otherwise approved).	
☐	☐	☐	Bearings and distances of all lot lines.	
☐	☐	☐	Reference point	
☐	☐	☐	All existing easements.	
☐	☐	☐	All building setback lines.	
☐	☐	☐	All existing grading. Contours at a maximum of 4’ intervals.	
☐	☐	☐	All existing above- and below-ground utilities.	
☐	☐	☐	All existing roads. R/W and pavement widths shall be indicated. If the R/W and/or pavement widths vary, the widths shall be indicated at all points of change and at the extents of the subject property.	
☐	☐	☐	All existing points of ingress and egress. Widths of existing drive aisles and driveways. Width of aprons shall be provided at R/W line and at back of curb.	
☐	☐	☐	Location of any existing structures and/or impervious areas.	
☐	☐	☐	Location of all existing structures on adjacent properties within 20’ of the property lines of the subject property.	
☐	☐	☐	Property information for subject property and all adjacent properties, including owner name, property address, subdivision, City of Lebanon Lot Number (if applicable), acreage, and zoning classification.	
☐	☐	☐	Any other existing conditions that apply to the Development.	

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SUBDIVISION/PUD PRELIMINARY PLAN SUBMITTAL CHECKLIST

PROPOSED DEVELOPMENT LAYOUT

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	North arrow.	
☐	☐	☐	Scale indication.	
☐	☐	☐	All existing and proposed easements.	
☐	☐	☐	All building setback lines.	
☐	☐	☐	All existing and proposed grading. Existing contours shall be at a maximum of 4' intervals. Proposed contours shall be at a maximum of 2' intervals.	
☐	☐	☐	Location of all existing structures on adjacent properties within 20' of the property lines of the subject property.	
☐	☐	☐	Property information for subject property and all adjacent properties, including owner name, property address, subdivision, City of Lebanon Lot Number (if applicable), acreage, and zoning classification.	
☐	☐	☐	All existing and proposed above- and below-ground utilities.	
☐	☐	☐	Location of all proposed stormwater detention/retention ponds	
☐	☐	☐	Location of all proposed stormwater quality provisions.	
☐	☐	☐	All existing and proposed existing roads. R/W and pavement widths shall be indicated. If the R/W and/or pavement widths vary, the widths shall be indicated at all points of change and at the extents of the subject property. Radii of pavement and R/W for all cul-de-sacs provided.	
☐	☐	☐	All existing and proposed points of ingress and egress.	

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SUBDIVISION/PUD PRELIMINARY PLAN SUBMITTAL CHECKLIST

TRAFFIC GENERATION CALCULATIONS

Traffic generation calculations will be used to determine if a Traffic Impact Study will be necessary.

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	Traffic generation calculations based upon credible source such as *ITE Traffic Generation Manual*.	
☐	☐	☐	Copies of all cited charts and formulae provided.	
☐	☐	☐	Selected charts and formulae representative of the proposed use.	

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CONTACT INFORMATION

Minimum contact information to be included on Cover Sheet

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	Owner(s) name, address, and phone number with contact name.	
☐	☐	☐	Design Engineer(s) name, address, and phone number with contact name.	
☐	☐	☐	Developer(s) name, address, and phone number with contact name.	

Notes: _____

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