



PLAN BOARD

RECORD PLAN APPLICATION

Applicant: \_\_\_\_\_

Description:

Name of Record Plan: \_\_\_\_\_

Type of Record Plan: [ ] Subdivision [ ] Consolidation [ ] Reconfiguration

Section/Township/Range: \_\_\_\_\_

Current # of Lots: \_\_\_\_\_ Proposed # of Lots: \_\_\_\_\_

Total Area (in acres): \_\_\_\_\_

Dedication of right-of-way? (Upon review, additional dedication may be required by the City.) [ ] Yes [ ] No

Are there any existing buildings within 10 feet of the proposed property lines? (If yes, show building footprint and setback dimensions on record plan.) [ ] Yes [ ] No

Check all that apply: [ ] Existing structures to remain [ ] Demolition of structures [ ] New construction

Explain the proposed use and activities that will take place on the property\*:

List proposed improvements and utilities, and state your intention to install or guarantee:

Table with 4 columns: IMPROVEMENT, INSTALLATION, GUARANTEE, NOT APPLICABLE. Rows include Thoroughfare (L.F.), Interior Street (L.F.), Private Street (L.F.), Sewer (L.F.), Storm (L.F.), and Other.

## Surveyor/Engineer Information (if different than Applicant)

Full Name/  
Company: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_

*City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Submission Checklist:

All materials submitted as part of this application and presented at the public hearing must be retained as part of the public record and cannot be returned. Applicants are encouraged to keep a copy of all items for their records.

- Completed Record Plan Application
- Signed Plan Board Application Cover Page
- Preliminary Plan
- Additional Materials as Needed (e.g. letters of support, photos, plan of operation, etc.)
- Record Plan Application Fee: \$300 + \$25 per acre or part thereof – **NO PRORATION FOR A PARTIAL ACRE** (check or money order payable to City of Dayton)
- Concurrently with this application, you may be required to submit a copy of the record plan to:
  1. City of Dayton Plans Examiner  
Dayton One Stop  
Second Floor  
371 W. Second St.  
Dayton, OH 45402
  2. Montgomery County Engineer  
County Administration Building  
451 W. Third St.  
Dayton, OH 45422

\*Should you require extra pages to provide an adequate description, please attach them to this document.