



**Medina County**  
**Department of Planning Services**  
 124 W. Washington St. Suite B-4 • Medina Ohio 44256  
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## Preliminary Plan Checklist

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Application Number \_\_\_\_\_ Date \_\_\_\_\_

**Subdivision Name** \_\_\_\_\_

Township \_\_\_\_\_

Zoning \_\_\_\_\_

Owner \_\_\_\_\_

Developer \_\_\_\_\_

Reviewer \_\_\_\_\_

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*The following items must be completed to meet the requirements of the Medina County Subdivision Regulations.*

**Applicant** is to **checkmark** according to completed items; **Associate Planner** will **initial** accordingly.

**General Information**

	<b>Applicant</b>	<b>Planner</b>
40 copies of the Preliminary Plan and required fee		
A completed application (Appendix C)		
Drawn on 24-inch by 36-inch and to a scale of not less than 1"=100' or otherwise authorized by the Director		
Index (with more than one sheet)		
Variance Application completed, if applicable		
One electronic copy of the Final Plat (floppy disk, Zip disk, compact disk, or emailed if file size allows) in CAD format such as: DWG, DGN, or DXF. If possible, the files should be geo-referenced and projected to the State Plane coordinate system NAD 1927.		

**Base Map**

	<b>Applicant</b>	<b>Planner</b>
Contact information for subdivider and property owner.		
Contact information for engineer and/or surveyor		
Permanent parcel numbers of the property to be subdivided and names of the property owners contiguous to and directly across the street from the proposed subdivision. Recorded subdivisions must be identified.		
Adjoining property owners, deed references, and/or recorded subdivision names, recording references, structures on adjoining property within 200 feet		

Vicinity Map		
North Arrow		
Title block shall be in the lower right-hand corner. The title block shall include title “Preliminary Plan”, sheet title, proposed subdivision name, developer and preparer, scale of the plan, parcel numbers, sheet index, date, and revisions numbered and dated.		
Boundary of the proposed subdivision clearly indicated by a heavy line with bearings and distances.		
Existing topography at two-foot intervals. Contour lines shall be indicated 50 (fifty) feet beyond the subdivision boundary.		
Proposed drainage and stormwater management systems, as required by the Medina County Stormwater Management and Sediment Control Rules and Regulations including: the type of structures; drainage easements; proposed changes in topography; the 100-year floodplain (floodway and floodway fringe shall be indicated separately) and flooding levels for drainage areas greater than 50 acres. Any proposed deviations from standards shall be indicated. Justification shall be provided for any variations of preferred stormwater management measures in favor of less preferred measures unless predetermined by the County Highway Engineer’s Office, of which documentation shall accompany the Plan. The subdivider shall calculate the 100-year flood for areas greater than 50 acres in size and show on plans.		
All related watershed boundaries, indicating in which watershed the subdivision is located, and all known underground drainage tile systems. This may be presented as a map insert on the same page		
Locations and extent of tentative erosion and sedimentation control measures, as required by the Highway Engineers Office.		
Preliminary grading plans for the entire area covered by the Preliminary Plan.		
A copy of the Developers Notice of Intent to obtain an Ohio E.P.A. stormwater management permit, if applicable		

**Existing Condition Maps**

	<b>Applicant</b>	<b>Planner</b>
Existing generalized natural features: including the limits of the F.E.M.A. established 100-year floodplain (floodway and floodway fringe depicted separately, including elevations and boundaries); soils; wetlands; wooded areas; vegetative fencerows; streams, rivers, lakes, creeks, ponds; steep slopes and ravines. The developer/subdivider shall provide an estimate of the 100-year storm flooding levels for non-F.E.M.A mapped areas greater than 50 acres and show the estimated area of flooding on the map.		
Boundary line survey showing bearings, distances, and acreage as surveyed by a Registered Surveyor.		
Easements – Location, width and purpose.		
Existing generalized land use, structures, buildings, and drainage structures, bicycle paths, bicycle lanes, pedestrian walkways, rail-to-trails, and greenways.		
Existing zoning and proposed zoning, lot sizes and yard frontage and setback requirements.		
Ground elevations of the subdivision at two-foot contour intervals.		
Oil and/or gas wells, storage tanks and separator units; including the		

distances of these facilities from existing or proposed property line, existing or proposed habitable buildings. If oil/gas wells have been abandoned and plugged, documentation of such from ODNR must be submitted.		
Subsurface conditions of the subdivision – Any conditions that are not typical such as abandoned mines, or wells.		
Existing zoning.		
Existing utilities within 200 feet, including: water; sanitary sewer and stormwater facilities, (indicating approximate pipe sizes and directions of slope); underground transmission lines; oil and natural gas wells; water wellheads; electric and telephone poles; street lights; fire hydrants; landfills; public utility easements; abandoned railroad and roadway rights-of-way; and existing underground drainage tile systems or information related to whether the property was drained.		
Existing streets and roads, including: locations, widths, and names of all streets and roads; existing easements; and streets which have been preliminarily approved or recorded but which remain unimproved shall be indicated with dashed lines.		
Existing community facilities, including parks and recreation facilities (may be combined with land use).		
Zoning district, lot size and yard frontage and setback requirements.		
Planned public improvements – Highway or other major improvements planned by public authorities for future construction on or within 200 feet of the subdivision.		

**Proposed Subdivision Plan**

	<b>Applicant</b>	<b>Planner</b>
Proposed generalized land use, including proposed building envelopes.		
Layout of all proposed and existing lots with approximate dimensions and minimum area in square feet (acres if lot size is greater than one acre,) and lot frontages.		
Building setback lines as required by zoning.		
Proposed streets identified by name or by letter designation, right-of-way width, and pavement widths.		
Other right-of-ways or easements with location, width, and purpose.		
Sites for other uses such as multi-family dwellings, shopping facilities, churches, industry, or other uses, exclusive of single family dwellings.		
Approximate location of storm and sanitary sewers and water lines.		
Approximate location and size of drainage structures and culverts.		
Boundaries of proposed phases of the subdivision, if applicable.		
Fire pond location and associated easements for access and maintenance in townships which provide for their use in areas without access to central water facilities designed to provide fire protection.		
Lot numbers in numerical order throughout the entire subdivision.		
Other information – Any other information identified at the Concept Plan meeting necessary to adequately review the subdivision proposal.		
Field Review – The subdivider shall place a field stake at the right-of-way of the existing street, at its intersection with the center line of all proposed streets.		
The location, dimensions, use, and area of all property proposed to be reserved or temporarily reserved for public use, open space blocks or areas reserved for the use of all property owners in the subdivision and the location, dimensions, and purposes of any proposed easements.		

Total number of lots, area of lots and parcels, area of public roadways, areas of open space dedications together with the proposed recipient of fee interest and/or holder of conservation easement, and total area of the subdivision.		
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**Proposed Stormwater and Environmental Management**

	<b>Applicant</b>	<b>Planner</b>
Existing topography at two-foot intervals. Contour lines shall be indicated 50 (fifty) feet beyond the subdivision boundary.		
Proposed drainage and stormwater management systems, as required by the Medina County Stormwater Management and Sediment Control Rules and Regulations including: the type of structures; drainage easements; proposed changes in topography; the 100-year floodplain (floodway and floodway fringe shall be indicated separately) and flooding levels for drainage areas greater than 50 acres. Any proposed deviations from standards shall be indicated. Justification shall be provided for any variations of preferred stormwater management measures in favor of less preferred measures unless predetermined by the County Highway Engineer’s Office, of which documentation shall accompany the Plan. The subdivider shall calculate the 100-year flood for areas greater than 50 acres in size and show on plans.		
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All related watershed boundaries, indicating in which watershed the subdivision is located, and all known underground drainage tile systems (may be presented as a map insert on the same page).		
Locations and extent of tentative erosion and sedimentation control measures.		
Preliminary grading plans for the entire area covered by the Preliminary Plan.		
A copy of the Developers Notice of Intent to obtain an Ohio E.P.A. stormwater management permit if applicable.		
Soils.		