



109 Harrison Street, PO Box 386 Galena, Ohio 43021

740-965-2484 740-965-5424 (fax)

zoning@galenaohio.gov

www.galenaohio.gov

Major Subdivision Process Checklist

NOTE: This checklist is intended to aid you in the process, this is not an exhaustive list of requirements. For questions or clarification, please consult the Minor & Major Subdivision Process found on the Village of Galena website, or contact the Village Staff for assistance. *All applications shall require submittal of one full-sized hard copy of all documents.*

☐ **Major Subdivision Qualifications**

- ☐ More than five (5) lots, inclusive, after the tract of record has been completely subdivided, or;
- ☐ Involves the opening, widening, or extension of an existing street(s) or road(s), or;
- ☐ The division or allocation of land as open space for common use by owners, occupants, or leaseholders, or;
- ☐ The division of land as easements for the extension and/or maintenance of public sewer, water, storm drainage, or other public facilities.

☐ **Overview – Three Phase Process**

- ☐ Phase 1 - Pre-Application Review (recommended but optional) – See Section 211.05
- ☐ Phase 2 - Preliminary Plan Process – See Section 213.00
- ☐ Phase 3 - Final Plan Process – See Section 214.00

☐ **Phase 1 – Pre-Application Review (recommended but optional) – See Section 211.05**

- ☐ Informal (information) meeting with Village Staff
- ☐ Creation of sketch plan (see Section 211.06 for requirements)
**** NOTE: Okay to submit sketch plan to Zoning Inspector prior to meeting. ****
- ☐ Zoning Commission confirms project / sketch plan meeting subdivision standards

☐ **Phase 2 - Preliminary Plan Process – See Section 213.00**

- ☐ Application & Preliminary Plan Submission
 - ☐ Ten (10) copies of Preliminary Plan - see Section 213.08-213.10 for requirements
 - ☐ Three (3) copies of Soils Information Sheet
 - ☐ Payment of required fees (see Fee Schedule)
- ☐ Circulation of Application to Technical Review Group (done by the Village Staff)
- ☐ Subdivision Technical Review – see Section 213.03
- ☐ Land Preparation for Review (staking) – see Section 213.04
- ☐ Notification of Comments & Recommendations – within 30 days of Technical Review
- ☐ Filing – not later than 12 months after initial submission to the Zoning Commission
- ☐ Approval, Approval w/Modifications, or Denial – see Section 213.12



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- ☐ **Phase 3 – Final Plan Process – see Section 214.00**
 - ☐ Improvement Assurance – see Section 214.01
 - ☐ Application, Final Plan Submission, and Payment of Fees – see Section 214.02-214.06 for Final Plan requirements.
 - ☐ Filing – Final Plan & Construction Plans shall be filed with the Zoning Commission not later than twelve (12) months after the initial submission – extensions are available.
 - ☐ Approval, Approval w/Modifications, or Denial – see Section 214.08
 - ☐ As-Built Drawings – see Section 214.09 for requirements
- ☐ **Final Plat Process – see Section 215.00**
 - ☐ Plat & Application Submittal & Fee Payment – see Section 215.02-215.05 & 215.07-08
 - ☐ Survey of Dedications – see Section 215.06
- ☐ **Filing – see Section 216.00**
 - ☐ Final Plat must be filed no later than one (1) year after approval of the preliminary plan – extensions are available
 - ☐ Approval or disapproval are due within sixty (60) days after filing – see Section 216.01 for additional details
 - ☐ Signature & Recording of Plat – see Section 216.02
 - ☐ Transmittal of Copies – see Section 216.03
- ☐ **Subdivider's Agreement – see Section 217.00**
 - ☐ Payment of fees
 - ☐ Submittal of three (3) copies of Subdivider's Agreement to Zoning Commission