

Ashland County Planning Commission Checklist

Please submit your reviews to the Ashland County Planning Office Director Tim Cooper, 110 Cottage St., Ashland, OH 44805, (419) 282-4262. All reviews MUST be into the Planning Office (10) ten days prior to the Planning Commission's / Subdivision Review Committee's regular meeting date in order to be reviewed at that meeting.

Please use the following checklist when submitting information:

A. Lot Splits and Zoning Changes

- Tax and Aerial Maps (from County Map Office)
- Legal description by deed (and/or) by an approved survey of said parcel
- Sketch - The sketch shall reflect the following:
 - Location by Section, Quarter Section, Township, Range, County & State
 - Tax Map Parcel information
 - Property ID number
 - Postal Address of Parcel(s)
 - Owners Name, Address and Telephone number(s)
 - Date
 - Proposed Parcel(s)
 - North Arrow
 - Plan to be to scale
 - Water flow direction
 - Dimensions
 - Public roads
 - Reflect any buildings and driveways on said parcel(s)
 - Names of adjacent owners of adjoining parcel(s) – see ORC 519.12
 - Flood Hazard area(s) – if any
 - Currently Zoned as information
 - Request to be rezoned as information
 - Intended use
- All and Any other information needed to reflect or present your case to the Planning Commission

B. Zoning Resolution Changes (Include both Resolution Text and Maps)

- Hard copy
- Electronic copy
- Documented changes (make readable for black and white copies)
 - Additions are to be double underlined (compared to previous) Example
 - Deletions are to have a line through it (compared to previous) ~~Example~~
 - If highlighted or in color, provide 15 color/highlighted copies
- All and Any other information needed to reflect or present your case to the Planning Commission