

**SUMMARY OF MAJOR SUBDIVISION  
REVIEW PROCEDURES  
CITY OF BRUNSWICK, OHIO**

1. **Consult** with Development Director on City plans, requirements, and procedures.
2. **Preliminary subdivision discussion plan review** by City Planning Commission. Submit **22 copies** of discussion plan **20 days** in advance of meeting. Application and fee required.\* Fee is indicated on application.
3. If discussion plan is approved, submit **12 copies of preliminary subdivision plan 20 days** in advance of meeting. See Section 1226.03 for required contents.
4. Approved preliminary subdivision plan transmitted to **City Council**. Council's Planning & Zoning Committee reviews plan and recommends Council action. Plan requires approval by formal Council resolution.
5. **Construction plans** submitted to and reviewed by the City Engineer. Construction agreement signed, and financial guarantee and insurances provided. **Wetland approval from Army Corps of Engineers** is required **prior** to construction plan approval.
6. **Final plat review** by Planning Commission. Submit **12 copies** of plat **20 days** in advance of meeting. Application and fee required. Fee is indicated on application. See Section 1226.04 for required contents. Step 5 must be completed prior to plat submission.
7. Approved final plat transmitted to **City Council** for approval and acceptance of dedications. Planning & Zoning Committee reviews plat and recommends action by Council ordinance.
8. **Record** final plat.
9. For **single family cluster subdivisions**, site plan reviews by the Planning Commission and City Council are required for **each cluster phase**. Site plan approval must **precede** construction plan approval for public streets serving the cluster homes.

NOTE: \* Subdivisions using single family cluster provisions also require a public hearing and conditional zoning review at this step. Conditional zoning application and \$100 fee are required.

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