



Delaware County Regional Planning Commission

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Executive Director

Memo Regarding the Use of the Combined Preliminary/Final Subdivision Process

The Subdivision Regulations of Delaware County allow for an optional “Combined” subdivision process where a Preliminary Plan and a Final Plat are submitted concurrently. Utilizing the Combined procedure requires several steps that must be taken prior to submission at a monthly RPC deadline. The following is a brief description of the process needed to file a Combined Preliminary/Final – it is NOT an adopted portion of the Subdivision Regulations, nor does it supersede any requirement therein:

Prior to official submission of any plans to the Regional Planning Commission, the applicant should complete the following steps:

1. Submit an **informal draft version of the Final Plat** to RPC so that staff can ensure that the Combined Process is an option, confirm the proper name is proposed and possibly provide an RPC case number.
2. Submit **Preliminary Engineering plans** to the County Engineer’s office and receive comments/approval.
3. Make contact with **other signing agencies** regarding their requirements of Final Plat signature (Del-Co Water Company, Township Zoning authority, Sanitary Engineer, Health District).
4. Submit **Final Engineering plans** to the County Engineer’s office and receive comments/approval.
5. **Circulate Final Plat and secure signatures** of Del-Co, Township Zoning, Health District (if applicable), Sanitary Engineer, and County Engineer.

After the previous steps are completed, submission may be made to the Regional Planning Commission by the appropriate monthly deadline. Submit the following:

1. **Preliminary Plan application** as defined in 204.02 (some requirements will not be applicable, but it is the applicant’s responsibility to provide the necessary information or justification for a lack of information) in the number of copies as defined in the adopted Print Schedule.
2. **Final Plat (mylar)** application as defined in 205.01 (mylar must be SIGNED by the appropriate agencies) with paper copies as defined in the adopted Print Schedule.

The Preliminary Plan will be part of the Technical Review Committee meeting unless all parties are notified by the Director that such a meeting is unnecessary.

RPC Fees are applied for both Preliminary and Final processes whether the applicant uses the Combined Process or the Multi-Step process. (If the project is a Subdivision of an existing platted lot, the DCSWCD may not require a Preliminary fee – this must be confirmed by the applicant prior to submission.)

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