



# Delaware County Regional Planning Commission

109 North Sandusky Street  
P.O. Box 8006, Delaware, Ohio 43015  
740-833-2260 www.dcrpc.org  
Scott B. Sanders, AICP Executive Director



## Draft Final Plat Checklist

Subdivision Regulations, Sections 205 & 206

*Reviewed MMMM DD, YYYY. Make noted revisions to the mylar before circulation for signatures. Plat will not be approved by the Regional Planning Commission unless any noted items are resolved.*

Applicant:

RPC Number:

Date of Preliminary Approval:

Engineer/Surveyor:

Legend:

X = OK

N/A = Not Applicable

I = Incomplete

### **SUBDIVISION NAME:**

#### **I. The following are required for Final Plat submittal to RPC agenda (Section 205.01)**

- a) Completed and signed application form and fee;
- b) Original plat document (11" x 17" printed area, 14" x 17" mylar page size) signed by the subdivider and lien holder with notary seal and surveyor with seal, and by appropriate zoning authorities, Delaware General Health District (if applicable), and Del-Co Water (if applicable);
- c) Disclosure statement itemizing any aspect of street alignment or lot configuration that is non-compliant with zoning, health, engineering, or subdivision standards;
- d) Thirteen (13) additional copies of the final plat;
- e) An itemized, written response to any applicable comments from the Preliminary Plan meeting;
- f) Written confirmation that the Final Engineering has been approved and signed by the County Engineer and Sanitary Engineer.

#### **II. The following are required along with submitted Plats that include a CAD (Section 306)**

- a) CAD plans (1);
- b) Location note of CAD maintenance Agreement;
- c) Copy of recorded or unrecorded CAD Warranty/Maintenance Agreement;
- d) CAD language – see Section 206.04(g).

#### **III. Final Plat Contents and Format (Section 206.02)**

- \_\_\_ a) Subdivision and street names;
- \_\_\_ b) RPC File number located in the top right corner of the first page;
- \_\_\_ c) Location map, legend, north arrow and scale (must add "at original XX" x XX" size underneath if adjusted);
- \_\_\_ d) Acreage, purpose, and ownership of each reserve or no-build lot;
- \_\_\_ e) Table indicating total number of buildable lots, total number of other lots, and acreage allocated to streets, lots, open space, and reserve lots;
- \_\_\_ f) Centerline alignment of streets with radii and right-of-way widths;
- \_\_\_ g) Lot numbers and boundary lines with distance and bearing;
- \_\_\_ h) Existing and proposed easements with dimensions and purpose, and wording addressing off-site easements (as necessary);

**Draft Final Plat Checklist, continued**

- \_\_\_\_\_ i) Zoning designation and setbacks;
- \_\_\_\_\_ j) Adjacent plat name, volume & page; acres, owner, book & page of adjacent unplatted land;
- \_\_\_\_\_ k) Floodplain (shown graphically), base flood elevation (if determined), flood zone designation(s), 2009 FIRM community & panel numbers, suffix letter, and map date;
- \_\_\_\_\_ l) Other notes, items, restrictions or provisions required by these regulations;
- \_\_\_\_\_ m) Document produced in black ink, with no halftones, and all text must be easily legible.

**IV. Final Plat Statements and Signatures (Section 206.03)**

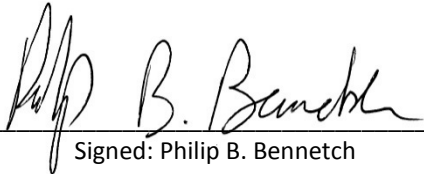
- \_\_\_\_\_ Location: "Situated in the Township of...";
- \_\_\_\_\_ Notarized owners statement: "In witness whereof...";
- \_\_\_\_\_ Surveyed and Platted by...

***Signature blocks with adequate spacing for:***

- \_\_\_\_\_ Owners;
  - \_\_\_\_\_ Township/County Zoning Official;
  - \_\_\_\_\_ Delaware General Health District (if applicable);
  - \_\_\_\_\_ Delaware County Sanitary Engineer;
  - \_\_\_\_\_ Delaware County Engineer;
  - \_\_\_\_\_ Del-Co Water (if required);
  - \_\_\_\_\_ Delaware County Regional Planning Commission;
  - \_\_\_\_\_ Board of County Commissioners;
  - \_\_\_\_\_ County Auditor;
  - \_\_\_\_\_ County Recorder (ensuring a nearby blank area 2½" wide by 1½" tall for sticker);
- \_\_\_\_\_ General Plat Notations (Section 206.04) placed on a separate, second page of the plat.  
Notes shall be either numbered or lettered, and separated with a space between them.

**V. Additional Comments:**

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Signed: Philip B. Bennetch