



# Delaware County Regional Planning Commission

109 North Sandusky Street  
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www.dcrpc.org

Scott B. Sanders, AICP  
Executive Director

## Preliminary Plan Checklist (FOR STAFF USE)

Subdivision Regulations, Section 204.02

*Make noted revisions and return **ten (10) 11" x 17"** copies and **one (1) full-size** copy to the Delaware County Regional Planning Commission office by 12:00 noon on Monday, MMMM DD, YYYY. Please submit an additional copy of the plan to each of the Technical Review Committee. The RPC meeting will be held at the **Frank B. Willis Building** (Board of Elections) at 2079 US 23 North on Thursday, MMMM DD, YYYY at 6:30 p.m.*

Applicant:  
RPC Number:  
Hearing Date:  
Consultant:

Legend:  
X = OK  
N/A = Not Applicable  
I = Incomplete

### SUBDIVISION NAME:

#### I. The Preliminary Plan Application shall include:

- a) Completed and signed application form and fee;
- b) Thirteen (13) copies of the Preliminary Plan;
- c) One (1) reduced copy of the Preliminary Plan no larger than 11" x 17";
- d) Thirteen (13) copies of composite utilities plan and grading plans, each folded, and any other preliminary engineering components or items;
- e) Documentation of receipt of Preliminary Improvement plans by County Engineer and/or County Sanitary Engineer, as applicable;
- f) One (1) Preliminary Plan in digital format (.DXF, .DWG, .MXD, or .SHP);
- g) Copy of approved development plan with zoning official signature for all PUDs;
- h) RPC sketch plan number, if applicable.
- i) Common Access Driveway (CAD) plans, if applicable (Section 306).

#### II. The Preliminary Plan Document shall include:

##### A. General:

- a) Name of the Subdivision with boundaries showing bearings, distances, and acreage;
- b) Location map, showing nearest road intersection;
- c) North point, bar scale, and legend;
- d) Lots, with distances to the nearest foot;
- e) Boundaries between plats, if multi-phase platting is requested;
- f) Zoning district with all setbacks shown within each proposed lot;
- g) Names, addresses, and phone numbers of subdivider and consultant;
- h) Development density and gross density.

##### B. Natural and Man-Made Features:

- a) Street names;
- b) Topographic contours at 1' interval for areas proposed to be developed utilizing an on-site sewage treatment system;
- c) Extent of grading/clearing limits;
- d) Woods, watercourses, drainage patterns, ponding areas including off-site watersheds affected by improvements within the development;

Continued

## Preliminary Plan Check List, continued

Per Section 204.02

- \_\_\_\_ e) The 100-year floodplain of any 2009 FEMA NFIP watercourse and base flood elevations;
- \_\_\_\_ f) Soils information, derived from Delaware County USDA Soil Survey;
- \_\_\_\_ g) Existing building, well, and household sewage treatment system locations;
- \_\_\_\_ h) Utility, access, street, railroad, or other easements and rights-of-way;
- \_\_\_\_ i) Storm sewers, drainage structures, culverts, field tiles, utilities;
- \_\_\_\_ j) Known cemeteries, historical, or archeological sites;
- \_\_\_\_ k) Finished grade elevations for the building envelope;
- \_\_\_\_ l) Adjoining parcel lines within 50' of the tract and roads within 200' of the tract boundaries;
- \_\_\_\_ m) Preliminary report of Waters of the United States.

### **C. Proposed Features:**

- \_\_\_\_ a) Street and/or CAD locations and centerline alignment;
- \_\_\_\_ b) Lots and reserves with use and purpose;
- \_\_\_\_ c) Park land, open space, school land, or community service lands;
- \_\_\_\_ d) Location of storm water improvements and routing paths;
- \_\_\_\_ e) Location of sanitary sewers or household sewage treatment systems;
- \_\_\_\_ f) Waterline or well locations;
- \_\_\_\_ g) Potential street connections for adjacent land to accommodate existing and future development;
- \_\_\_\_ h) Proposed building envelopes.

### **D. Additional Items (May not apply to all projects):**

- \_\_\_\_ a) Screening, buffering and/or noise abatement measures;
- \_\_\_\_ b) Location and results of soil borings or test pits with DGHD staff-level recommendation for household sewage treatment systems, where applicable;
- \_\_\_\_ c) Plat restrictions or private covenants;
- \_\_\_\_ d) Land reserved for public or common use with consideration for access;
- \_\_\_\_ e) Traffic control or other public safety or access management measures; traffic-calming devices on streets anticipated to carry more than 1500 vehicle trips per day;
- \_\_\_\_ f) Conservation, watercourse, no-build, forest, or other easement or reserve;
- \_\_\_\_ g) Sidewalks or bike/pedestrian paths shall be required on one side of any street, except in the case of a CAD;
- \_\_\_\_ i) Other information, studies, items, or provisions deemed necessary or prudent to create buildable sites or promote the public health, safety, and welfare.
- \_\_\_\_ h) For CAD Subdivision, a rendering of the identification signage;

### **Additional Comments:**

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Signed: