



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*



Memo Regarding Subdividing Single Lots in Platted Subdivisions and the Use of the Combined Preliminary/Final Subdivision Process

From time to time, applicants seek a division of a lot within a platted subdivision or a commercial development where a single lot must be created. This cannot be accomplished with a No Plat Lot Split (Revised Code 711.131) and must be completed with a plat.

Note that a **Plat cannot be submitted without the filing and approval of a Preliminary Plan**. This applies whether or not the proposal includes new roads or rights-of-way.

For these reasons, **RPC staff discourages the use of the "Combined" subdivision process** where a Preliminary Plan and a Final Plat are submitted concurrently. Staff prefers the Preliminary be filed for review, even if it is lacking some of the required elements.

The following is a typical sequence for the creation of a subdivision plat and is NOT an adopted portion of the Subdivision Regulations, nor does it supersede any requirement therein:

1. **The Regulations require** that the applicant submit a **Preliminary Plan** to RPC and a concurrent **Preliminary Engineering Plan** to the County Engineer (DCEO).
2. Those plans are discussed at a **Technical Review Committee** and any deficiencies are pointed out for correctly.
3. The **Preliminary Plan** will receive Approval from the RPC, assuming the Preliminary Engineering plans are of a sufficient detail to suggest that Final Engineering will be approvable.
4. Any deficiencies related to **Preliminary Engineering** are forwarded by DCEO to the consultant within approximately two weeks of RPC approval.
5. **Final Engineering** is prepared and submitted to DCEO for review and approval.
6. **Draft Final Plat** should be circulated to the RPC staff and DCEO. This should occur when Final Engineering is 90% complete.
7. When **Final Engineering** is approved by DCEO, the Final Plat can begin circulating for signatures by Township, Del-co, Sanitary, and DCEO. Engineering signatures can be placed on the plat two weeks prior to the RPC meeting, but **ONLY** if the plans are approved and the plat is approvable. (This is tricky when trying to submit a Combined Preliminary/Final.)
8. After or concurrent with above, the **Final Plat** application and fees must be submitted to RPC for placement on an RPC meeting agenda.

RPC Fees are applied for both Preliminary and Final processes regardless of process. (If the project is a Subdivision of an existing platted lot, the Soil and Water Conservation District may not require a Preliminary fee – this must be confirmed by the applicant prior to submission.)

If an applicant feels that a project is of a unique nature and does not require submission of the listed materials, the consultant must discuss the project with all agencies and request any necessary variances from such requirements.

Revised May 31, 2019