

Delaware County No Plat Lot Split Process

Review all steps before starting the process. Informal discussions are recommended.

109 North Sandusky Street P.O. Box 8006, Delaware, Ohio 43015 740-833-2260 www.dcrpc.org

DOCUMENTS TO PREPARE

DEVELOPMENT PLAN

SURVEY(S)

LEGAL DESCRIPTION(S)

UNEXECUTED DEED(S)

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TOWNSHIP
ZONING OFFICER

Lots must conform to zoning - **lot size**, **frontage**, and any **flag lot limitations**.

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DELAWARE PUBLIC HEALTH DISTRICT

If site will be served with **On-Site sanitary treatment**, the system will need to be approved through DPHD, including locations for **Primary and Secondary treatment areas**.

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DELAWARE COUNTY ENGINEER'S OFFICE

Electronically submit **Coversheet**, **Stopping Sight Distance** Exhibit and **Ditch Setback Plans** (if applicable). If driveway is proposed on a State Route, an **ODOT permit** is required.

DCEO will coordinate review and approval of the following agencies.

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REGIONAL SEWER DISTRICT

DCRSD will issue review comments directly to the applicant. Revised plans will be resubmitted to DCEO.

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SOIL AND WATER
CONSERVATION DISTRICT

SWCD will complete a Drainage Maintenance Review.

Provide original, signed drainage, and/or highway conveyance easements, sanitary easements, and any other requested or required documentation to DCEO and DCRSD, respectively.

SUBMIT DEVELOPMENT PLAN, SURVEY, LEGAL, AND DEED TO THE DCRPC DCRPC has 7 business days to review, per statute. Staff recommends providing Surveys and Legals with the Mapt Department's "Green Stamp" for RPC approval.

Approved Survey and Legal may be taken to the Map Department for final processing.

SAMPLE Development Plan Maximum size 11" x 17"

SAMPLE Surveys, Legals, Deeds Maximum size 8.5" x 14"





