



**No Plat Subdivision Application (NPA)**  
**Delaware County, Ohio**  
 (for unincorporated areas only)

RPC Number \_\_\_\_\_  
*(RPC Staff will assign)*

<b>APPLICANT/ CONTACT</b>	Name	Phone
	Address	E-mail
	City, State, Zip	

<b>PROPERTY OWNER</b>	Name	Phone
	Address	E-mail
	City, State, Zip	
	Parcel Number from Auditor's GIS website:	

<b>SURVEYOR/ ENGINEER</b>	Name	Phone
	Address	E-mail
	City, State, Zip	

<b>LOCATION</b>	Township	Farm Lot	USML/VMS
	<i>(circle one)</i> N S E W side of		Road/Street
	approx. _____ feet N S E W of		Road/Street

<b>DETAILS</b>	Acreage of Current Parcel			Acreage to be Subdivided		
	Number of Lots Being Created	1	2	3	4	5 <i>(circle one)</i>
	Number of houses on any lot(s), if any			Proposed Land Use		
	Soil Types			Del-Co Water <i>yes no</i>		
	Private wells <i>yes no</i>			Sanitary Sewer <i>yes no</i>		

<b>SUBMISSION REQUIREMENTS</b> (Sec. 207.02) See reverse side for additional information <i>*if applicable</i> <i>**a "first-generation"</i> <i>print, not a photocopy</i> <i>***Soil and Water is now</i> <i>included in DCEO review</i>	<b>Original</b> survey with <b>original</b> legal description and easements** (max 8.5" x 14")
	<b>Health District</b> Approval on Dev. Plan (max 11" x 17")*      Date Approved
	<b>Zoning</b> Approval on Dev. Plan      Date Approved
	<b>County Engineer</b> Approval on Dev. Plan***      Date Approved
	<b>Sanitary Engineer</b> on Dev. Plan      Date Approved
	<b>Deed</b> of transfer including Grantor and Grantee
	<b>Completed and Signed Application</b>
	<b>Fee:</b> \$205 per lot (Refer to Fee Schedule)      \$ _____

\_\_\_\_\_ Owner (or agent for owner) and Date

**FOR OFFICE USE ONLY**

Date Received	Date Approved	Date Denied
Comments		

# No Plat Subdivision Application, continued

## Subdivision Regulations, Section 207: No Plat Approval (NPA) Subdivision Procedure

**207.01 General.** The No Plat Approval subdivision procedure (NPA Subdivision) may be used, in accordance with ORC 711.131, to request a proposed division of a parcel of land along an existing public street, not involving the opening, widening or extension of any street or road, and involving no more than five (5) lots, after the original tract (as defined herein) has been completely subdivided. No-plat subdivisions (lot splits) as described in ORC 711.131 are not permitted within a previously platted subdivision. The quantity of lots must include the residue, if any, of the original tract (ORC 711.131).

An NPA subdivision request shall be filed by the landowner or designated representative. An application shall be submitted which would include the deed for the new lots identifying Grantor and Grantee with survey drawing and legal description approved by the Delaware County Map Department, signed application form, and required fee. Once submitted, a NPA Subdivision application may not be tabled. The Commission acting through the Executive Director or the Executive Director's designee is required to approve or disapprove an NPA Subdivision application within seven (7) business days.

**207.02 NPA Subdivision Application Requirements.** To enable the Commission to appropriately evaluate an NPA Subdivision Application the landowner or designated representative is encouraged to provide adequate information/materials at the time of application submission, and to meet with Commission staff to review and discuss the proposal. The application shall include the following:

- a.) Boundary survey by a professional surveyor;
- b.) Legal Description prepared by a professional surveyor;
- c.) Topographic contours (specify source datum). Contours shall be provided at the specified interval as follows: For subdivision lots utilizing household sewage treatment systems, contours shall be provided at 1-foot intervals for the envelope of disturbed areas and 2-foot intervals for all other areas (5-foot interval over 12% slope). For subdivision lots utilizing centralized sewer systems, contours shall be provided at 2-foot intervals (5-foot interval over 12% slope);
- d.) Soil type delineation;
- e.) Existing and proposed building and well (if applicable), location and type of household sewage treatment system;
- f.) Appropriate floodplain status information showing areas within the 100-year floodplain/floodway;
- g.) New or additional roadway easements along existing roads and/or utility easements. Easements must be conveyed and recorded by a separate instrument prior to the recording of the NPA Subdivision;
- h.) Access points in accord with adopted access management standards of the Ohio Department of Transportation driveway approval if access is to a state highway;
- i.) Drainage improvements and other applicable requirements of the Delaware County Engineer's Design, Construction, & Surveying Standards;
- j.) Written endorsement of the NPA subdivision from health and zoning authorities;
- k.) Recording data for NPA subdivision deeds previously approved from the original tract parcel;
- l.) A plan illustrating all NPA subdivisions and/or lot splits of adjacent parcels within the past year, and recording date of each;

**207.03 Review and Approval.** If the DCRPC staff finds that a proposed division of a qualifying original tract as defined herein is not contrary to applicable platting, subdividing, zoning, health, sanitary or access management regulations, regulations adopted under ORC §307.37(B)(3) regarding existing surface or subsurface drainage, or household sewage treatment rules adopted under ORC §3718.02 including, but not limited to, rules governing household sewage disposal systems, it shall approve the proposed division within seven (7) business days after its submission and, on presentation of a conveyance of the parcel, shall stamp the conveyance "Approved by Delaware County Regional Planning Commission; No Plat Required," and have it signed and dated by the Director or his designated representative. The burden is upon the subdivider to demonstrate compliance with these Regulations. Incomplete or deficient proposals shall be disapproved and the subdivider notified of issues and reasons for disapproval. NPA deeds must be recorded within 180 days of approval or the approval expires.