



Delaware County Regional Planning Commission

1610 State Route 521
P.O. Box 8006, Delaware, Ohio 43015
740-833-2260 www.dcrpc.org

Delaware County No Plat Lot Split Process

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

DOCUMENTS TO PREPARE

DEVELOPMENT PLAN *CONSULTANT/SURVEYOR*

SURVEY(S) *SURVEYOR*

LEGAL DESCRIPTION(S) *SURVEYOR*

UNEXECUTED DEED(S) *ATTORNEY*



TOWNSHIP ZONING OFFICER

*APPLICANT submits to the Township Zoning Office.
Lots must conform to zoning - lot size, frontage, and any flag lot limitations.*



DELAWARE PUBLIC HEALTH DISTRICT

*APPLICANT submits to the Delaware Public Health District (if applicable)
A conceptual **On-Site sanitary treatment system** must be approved through DPHD,
including locations for **Primary and Secondary treatment areas**.*



DELAWARE COUNTY ENGINEER'S OFFICE

APPLICANT electronically submits **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:



REGIONAL SEWER DISTRICT

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



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 to the Deputy Development Engineer at
cgreen@co.delaware.oh.us. 740-833-2400*

Other Contacts

Delaware Public Health District: 740-368-1700

Regional Sewer District: 740-833-2240

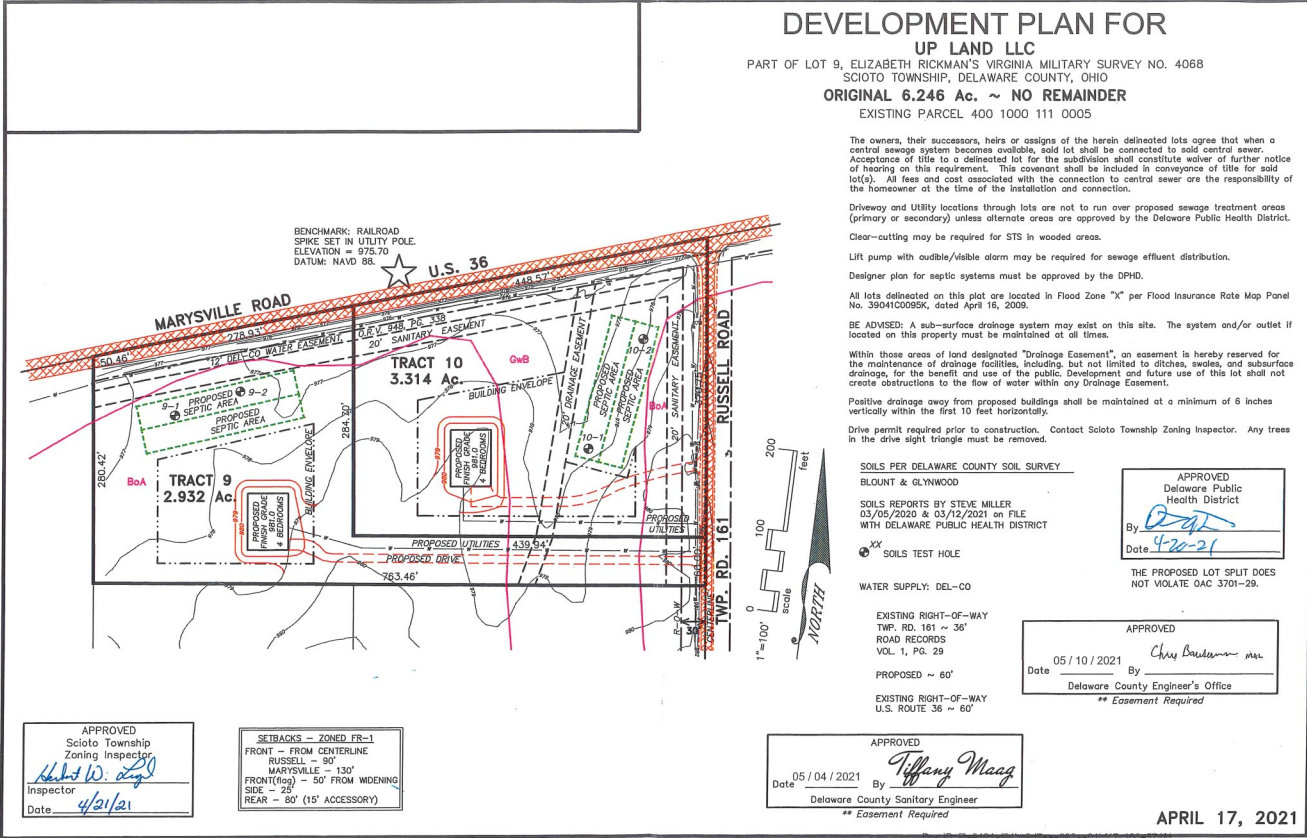
Soil and Water Conservation District: 740-368-1921

Engineer's Map Department: 740-833-2450

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 Map 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"

