

## Delaware County Plat Review Process

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



County Engineer

**DELAWARE  
COUNTY** *Ohio*

1610 State Route 521  
P.O. Box 8006 Delaware, Ohio 43015  
740-833-2400  
engineer.co.delaware.oh.us

### PRELIMINARY PLAN MUST BE APPROVED THROUGH RPC

#### PREPARE DRAFT FINAL PLAT

*Except in certain  
situations,  
**FINAL ENGINEERING**  
must be approved prior  
to circulation of Mylars.*

Coordinate independently with **Township Zoning, Del-Co, and Health District** (if applicable) on each agency's requirements on the plat.

Submit electronic copy of the Draft Plat to the **County Engineer**. This will automatically generate a review by **DCEO, Sanitary Engineer, and DCRPC**. DCEO cover sheet and **\$750 DCEO** review fee due.

Each department will submit comments/checklists to the applicant. Applicant must address all RPC comments and respond until agencies have no more outstanding issues.

#### PREPARE ONE (1) MYLAR OF THE FINAL PLAT

Circulate for signature of **applicant/owner, Del-Co, Township, and Public Health (if applicable)**.

### RPC MONTHLY DEADLINE: SUBMIT MYLARS, APPLICATION, AND RPC FEES

*All supplemental information, including but not limited to, **signed owner's agreements, bonds, fees, permits, drainage maintenance requirements, etc.** shall be submitted to DCEO no later than **4 pm on the RPC deadline of each month**. This will allow adequate time for DCEO to obtain final signatures (County Commissioners and County Engineer) prior to the RPC meeting. Items submitted after 4 pm will not provide DCEO adequate time to coordinate plat signatures. This **will** result in the plat being delayed until the following month.*

RPC circulates plat for signature by **Sanitary and DCEO by the Monday one week prior to the RPC meeting**.

Plat may be recorded after the RPC Meeting. Staff will provide signed plat and necessary copies for recording.