



# Delaware County Regional Planning Commission

1610 State Route 521  
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Scott B. Sanders, AICP Executive Director



## DRAFT FINAL PLAT Submission Requirements Summary

See Sections 205 and 206 of the [Subdivision Regulations](#) for the complete Final Plat procedure.

### **Final Plat Contents and Format**

- Document produced with black ink using a line process (no halftones), and all text must be easily legible;
- Subdivision and street names;
- RPC File number located in the top right corner of the first page;
- Location map, legend, north arrow and scale;
- General notes placed on a separate, second page of the plat;
- Acreage, purpose, and ownership of each reserve or no-build lot;
- Table indicating total number of buildable lots, total number of other lots, and acreage allocated to streets, lots, open space, and reserve lots;
- Centerline alignment of streets with radii and right-of-way widths;
- Lot numbers and boundary lines with distance and bearing;
- Existing and proposed easements with dimensions and purpose, and wording addressing off-site easements (as necessary);
- Zoning designation and setbacks;
- Adjacent plat name, volume & page; acres, owner, book & page of adjacent unplatted land;
- Floodplain (shown graphically), base flood elevation (if determined), flood zone designation(s), FIRM community & panel numbers, suffix letter, and map date;
- A 2½" x 1½" blank area near the Recorder endorsement for placement of the recording information by the Recorder's office;
- Other notes, items, restrictions or provisions required by these regulations;

### **Final Plat Statements and Signatures** (See Section 206.03 for a full description of plat wording.)

- Location: "Situated in the Township of...";
- Notarized owners statement: "In witness whereof...";
- "Surveyed and Platted by"...
- Signature blocks with adequate spacing for:
  - Owners;
  - Township/County Zoning Official;
  - Delaware General Health District (if applicable);
  - Delaware County Sanitary Engineer;
  - Delaware County Engineer;
  - Del-Co Water (if required);
  - Delaware County Regional Planning Commission;
  - Board of County Commissioners;
  - County Auditor;
  - County Recorder (ensuring a nearby blank area 2½" wide by 1½" tall for sticker);

**General Plat Notations** *(See Section 206.04 for a complete list of all required notes.)*

- Notes must be placed on a separate, second page of the plat. Notes shall be either numbered or lettered, and separated with a space between them.

**Plats that include a CAD** *(See Section 306 for a complete list of CAD requirements.)*

- Location note of CAD maintenance Agreement;
- Utility service infrastructure;
- Copy of recorded or unrecorded CAD Warranty/Maintenance Agreement;
- CAD language – See Section 206.04(g).