



RPC Number _____
RPC staff will assign #

No Plat Subdivision Application (NPA)

Delaware County, Ohio

(for unincorporated areas only)

Note: All required items below shall be answered completely in order for your request to be processed. **This is for the division of lots 5.00 acres or less.**

NAME & ADDRESS OF CURRENT PROPERTY OWNER

Name(s): _____ Phone: _____
 Address: _____ Fax: _____
 City: _____ State: _____ Zip: _____

NAME & ADDRESS OF CONTACT PERSON (if different from above)

Name(s): _____ Phone: _____
 Address: _____ Fax: _____
 City: _____ State: _____ Zip: _____
 Email: _____

NAME & PHONE # OF SURVEYOR/ENGINEER

Name(s): _____ Phone: _____
 Address: _____ Fax: _____
 City: _____ State: _____ Zip: _____

LOCATION

Township: _____ Farm Lot ___ Section ___ Township ___ Range ___ VMS ___ or USML ___
 And described as:
 N S E W side of _____ Road/Street,
 about _____ feet N S E W of _____ Road/Street.

PROPOSAL

Size of Current Lot: _____ acres, Number of Acres to be Subdivided: _____.
 Number of Lots to be created: (1) (2) (3) (4) (5) (circle one)
 Is there a house on any lot? _____ Which lot? _____
 Del-Co water lines? _____ Private Wells? _____ Public Sanitary Sewer? _____
 Proposed land use: _____ Soil Types: _____

ACKNOWLEDGMENTS

(per Sub. Regs. Section 207.02) See reverse side for additional information.

1. _____ Survey drawing with legal description and easements (if applicable)
2. _____ Health Department Approval on Development Plan Date Approved _____
3. _____ Zoning Approval on Development Plan Date Approved _____
4. _____ County Engineer Approval on Development Plan Date Approved _____
5. _____ Delaware County Soil and Water Conservation District Date Approved _____
6. _____ Deed of transfer including Grantor and Grantee
7. _____ Proposed lot corners clearly marked with stakes and colored flags
8. _____ Completed and Signed Application
9. _____ Required Fee (Refer to Fee Schedule) \$ _____

Owner (or agent for owner) and Date

FOR OFFICE USE ONLY

Date Received: _____ Date Approved: _____ Date Denied: _____

Comments: _____

Delaware County Regional Planning Commission, 109 N. Sandusky Street, Delaware, OH 43015

Phone (740) 833-2260 or Fax (740) 833-2259

No-Plat Subdivision Application continued

Please note the following:

***NPA Subdivision Requirements: (Per Sub. Regs. Section 207.02). Commission approval shall be based upon, but not limited to, the following criteria:**

- a.) Topographic contours (specify source datum). Contours shall be provided at the specified interval as follows:
 - 1) 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);
 - 2) For subdivision lots utilizing centralized sewer systems, contours shall be provided at 2-foot intervals (5-foot interval over 12% slope);
- b.) Show extent of grading / clearing limits;
- c.) A drainage plan with review and written endorsement by the Delaware County Soil & Water Conservation District;
- d.) Existing and proposed building and well (if applicable), location and type of household sewage treatment system;
- e.) Soil type delineation;
- f.) New or additional roadway easements and/or utility easements. Easements must be conveyed and recorded by a separate instrument prior to the recording of the NPA Subdivision;
- g.) Appropriate floodplain status information showing areas within the 100-year floodplain/floodway;
- 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.) Recording data for NPA subdivision deeds previously approved from the original tract parcel;
- j.) Drainage improvements and other applicable requirements of the Delaware County Engineering and Surveying Standards for Subdivision Development;
- k.) Written endorsement of the NPA subdivision from health and zoning authorities;
- l.) A plan illustrating all NPA subdivisions and/or lot splits of adjacent parcels within the past year, and recording date of each;
- m.) The subdivider shall mark proposed lot corners with stakes and colored flagging; and
- n.) Boundary survey by a professional surveyor.
- o.) Approved form of conveyance meeting the requirements for property transfer by the Delaware County Auditor; and
- p.) Applicable fees.

DCRPC staff has seven (7) business days to review for approval/denial. Please call our office or fax us if you have any questions.