



Delaware County Regional Planning Commission

109 N. Sandusky Street, Delaware, Ohio, 43015

Phone 740-833-2260 Fax 740-833-2259

www.dcrpc.org

Scott B. Sanders, AICP, Executive Director

Final Plat Checklist

Subdivision Regulations, Sections 205 & 206

Applicant: _____

RPC Number: _____

Hearing Date: _____

Date of Preliminary Approval: _____

Legend:

X = OK

N/A = Not Applicable

I = Incomplete

SUBDIVISION NAME: _____

I. Final Plat Shall Include (Section 205.01)

- _____ a) Completed and signed application form and fee;
- _____ b) Original plat document signed by the subdivider and lien holder with notary seal, and surveyor with seal;
- _____ c) Original plat signed by appropriate zoning authorities, the Delaware General Health District (if applicable), the Delaware County Sanitary Engineer, Delaware County Engineer, and Del-Co Water (if applicable);
- _____ d) Disclosure statement itemizing any aspect of street alignment or lot configuration that is non-compliant with zoning, health, engineering, or subdivision standards;
- _____ e) Copies (15) of the Final Plat, folded to fit into legal size folder;
- _____ f) An additional copy of the final plat no larger than 11" by 17";
- _____ g) One set of subdivision improvement plans;
- _____ h) An itemized, written response to each comment from the Preliminary Plan meeting.

II. CADs (Section 306)

For plats which include a Common Access Drive (CAD), the following signed documents must be submitted also:

- _____ a) CAD plans (2);
- _____ b) Copy of unrecorded CAD Warranty/Maintenance Agreement;
- _____ c) CAD language – see Section 206.04(g).

III. Final Plat Contents (Section 206.02)

- _____ a) Subdivision and Street names and Regional Planning Commission File number;
- _____ b) Location map, legend, north arrow and scale;
- _____ c) Acreage, purpose and ownership of each reserve or no-build lot;
- _____ d) Total acreage allocated to streets, to lots and to reserve lots;
- _____ e) Centerline alignment of streets with radii, right-of-way widths and names;
- _____ f) Lot numbers and boundary lines with distance and bearing;
- _____ g) Existing and proposed easements with dimensions and purpose, and wording addressing off-site easements (as necessary);
- _____ h) Zoning setbacks;
- _____ i) Adjacent plat name, volume & page; acres, owner, book & page of adjacent unplatted land;
- _____ j) Floodplain 1999 FIRM community & panel number, suffix letter, map date and zone designation;
- _____ k) Other notes, items, restrictions or provisions required by these regulations.

Final Plat Checklist, continued

IV. Final Plat Statements and Signatures (Section 206.03)

- _____ RPC Number in upper right hand corner;
- _____ Location: "Situated in the Township of...";
- _____ Surveyed and Platted by (Surveyor signature, and seal).

Signature blocks for:

- _____ Owners (Signed);
 - _____ Township/County Zoning Official (with signature);
 - _____ Delaware General Health District (with signature, if applicable);
 - _____ Delaware County Sanitary Engineer (with signature);
 - _____ Delaware County Engineer (with signature);
 - _____ Del-Co Water (if required);
 - _____ Delaware County Regional Planning Commission;
 - _____ Board of County Commissioners;
 - _____ County Auditor's Office;
 - _____ County Recorder's Office;
- _____ General Plat Notations (Section 206.04).

V. Additional Comments:

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Make noted revisions to the mylar at the Delaware County Regional Planning Commission office by 5:00pm XXXXXXXX, 2007. The RPC meeting will be held at the Rutherford B. Hayes Delaware County Services Building in Conference Room G-35 on XXXXXXXX, 2007 at 7:00pm.

Signed