



Delaware County Regional Planning Commission

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www.dcrpc.org

Scott B. Sanders, AICP, Executive Director

Preliminary Plan Checklist

Subdivision Regulations, Section 204.02

Applicant: _____

RPC Number: _____

Hearing Date: _____

Legend:

X = OK

N/A = Not Applicable

I = Incomplete

SUBDIVISION NAME: _____

I. The Preliminary Plan Application shall include:

- _____ a) Completed and signed application form and fee;
- _____ b) Copies of composite utilities plan and grading plans (13) each folded;
- _____ c) One reduced copy of the preliminary plan no larger than 11" x 17" ;
- _____ d) One set of Preliminary Subdivision Improvement Plans to the RPC;
- _____ e) Documentation of receipt of Preliminary Improvements plan by County Engineer and/or County Sanitary Engineer (as applicable);
- _____ f) Preliminary Plan (13) each folded to fit into a legal size folder;
- _____ g) Electronic copy (.DXF file, .DWG file, GIS data file or shape file);
- _____ h) Copy of approved development plan with zoning official signature for all PUDs;
- _____ i) RPC sketch plan number (if applicable).

II. The Preliminary Plan Document shall include:

A. General:

- _____ a) Name of the Subdivision with boundaries showing bearings, distances and acreage;
- _____ b) North point, bar scale, legend and vicinity map;
- _____ c) Lots, with distances to the nearest foot;
- _____ d) Boundaries between subdivision plats, if multi-phase platting is requested;
- _____ e) Zoning district with all setbacks shown within each proposed lot.

B. Natural and Man-Made Features:

- _____ a) Street names;
- _____ b) Existing topographic contours at 1' interval for areas proposed to be developed utilizing an on-site sewage treatment system, or 2' intervals for subdivisions utilizing central sewer system (5' interval over 12% slope);
- _____ c) Extent of grading/clearing limits;
- _____ d) Woods, watercourses, drainage patterns, ponding areas including off-site watersheds affected by improvements within the development;
- _____ e) The 100-year floodplain of any 1999 FEMA indicated NFIP watercourse and base flood elevations if determined;
- _____ f) Soils information, derived from USDA Soil Survey for Delaware County;
- _____ g) Existing building, well and sewage system locations;
- _____ h) Utility, access, street, railroad, or other easements and rights-of-way;

Preliminary Plan Check List, continued

Per Section 204.02

- _____ i) Storm sewers, drainage structures, culverts, field tiles, utilities;
- _____ j) Known cemeteries, historical or archeological sites;
- _____ k) Finished grade elevations for the building envelope;
- _____ l) Adjoining parcel lines on or within 50' of the tract boundaries and roads on or within 200' of the tract boundaries;
- _____ m) Preliminary report of Waters of the United States.

C. Proposed Features:

- _____ a) Street and/or CAD locations and centerline alignment;
- _____ b) Lots and reserves with use and purpose;
- _____ c) Park land, open space, school land or community service lands;
- _____ d) Location of storm water improvement and routing paths;
- _____ e) Location of sanitary sewers or household sewage systems;
- _____ f) Waterline or well locations;
- _____ g) Potential street or connections for adjacent land to accommodate existing and future development;
- _____ h) Proposed building envelopes.

D. Additional Items (May not apply to all projects):

- _____ a) Screening, buffering and/or noise abatement measures;
- _____ b) Location and results of soil borings or test pits with DGHD staff-level system recommendation, where applicable;
- _____ c) Plat restrictions or private covenants;
- _____ d) Land reserved for public or common use with consideration for access;
- _____ e) Traffic control or other public safety or access management measures; traffic-calming devices on streets anticipated to carry more than 1500 vehicle trips per day;
- _____ f) Conservation, watercourse, no-build, forest or other easement or reserve;
- _____ g) Sidewalks or bike/pedestrian paths for subdivisions with lots less than 100' wide at the right-of-way; a sidewalk or bikepath shall be required on at least one side of any street anticipated to carry 1500 vehicle trips per day;
- _____ h) Other information, studies, items or provisions deemed necessary or prudent to create buildable sites or promote the public health, safety and welfare.

Additional Comments:

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Make noted revisions and return ten (10) full-size copies and one (1) 11"x17" copy to the Delaware County Regional Planning Commission office by 12:00 noon on Monday, XXXXX, 2007. Please submit an additional copy of the plan to each of the Technical Review Committee. The RPC meeting will be held at the Rutherford B. Hayes Delaware County Services Building in Conference Room G-35 on Thursday, XXXXX, 2007 at 7:00pm.

Signed