



Delaware County Regional Planning Commission

109 North Sandusky Street
P.O. Box 8006, Delaware, Ohio 43015
740-833-2260 www.dcrpc.org
Scott B. Sanders, AICP Executive Director



Memo Regarding Plat Formatting

The Subdivision Regulations of Delaware County were amended in 2018 to require the following Final Plat formatting and detail requirements. **A draft plat must be submitted to the RPC for review prior to signature circulation to other entities (205.01).** *This information is provided as a convenience and does not replace or amend requirements as listed in Section 205.01 and 206.02 of the Subdivision Regulations.*

- **Original Plat, to scale, on 4 mil. double matte mylar;**
- **Printable area of 11" x 17" with a page size of 14" x 17";** *(NOTE: only the final mylar needs to be printed on 14 x 17. Review copies and pdfs should be provided on 11 x 17.)*
- **Produced with black ink using a line process (no halftones);**
- **Minimum letter size for major features: 0.1" and for minor features: 0.0625";** *(NOTE: Major features are road names, lot numbers, and titling. Notes and other features should use the smaller figure.)*
- **A 2½" x 1½" blank area near the Recorder endorsement for placement of the Recording sticker;**
- The RPC case number located in the top right corner of the first page;
- Location map, legend, north arrow, and scale;
- Table **on the first page** indicating total number of buildable lots; total number of other lots; and acreage allocated to streets, lots, open space, and reserve lots;
- Subdivision and street names with centerline alignment, radii, and right-of-way widths;
- Lot numbers and boundary lines with distance and bearing;
- Acreage, purpose and ownership of each reserve or no-build lot;
- Existing and proposed easements with dimensions and purpose, and wording addressing off-site easements;
- Zoning designation and setbacks;
- Floodplain location (shown graphically), base flood elevation (if determined), flood zone designation(s), Flood Insurance Rate Map (F.I.R.M.) panel number, panel suffix letter, community number, and map date;
- Adjacent plat name, volume and page; acres, owner, book and page of adjacent unplatted land;
- For plats which include a Common Access Driveway (CAD): reference to the recorded Maintenance Agreement;
- General Notes on a separate, second page, either numbered or lettered and separated with spaces;
- Disclosure statement itemizing any aspect of street alignment or lot configuration that is non-compliant with zoning, health, engineering, or subdivision standards;
- *Signatures of the Delaware General Health District (if applicable), the Delaware County Sanitary Engineer, the Delaware County Engineer, and Del-Co Water (if applicable), must be secured on the plat by 5:00 P.M. on the Monday ten (10) calendar days prior to the applicable RPC meeting; **Signature lines should be on first page.***