



**No Plat Subdivision Application (NPA)**  
**Delaware County, Ohio**  
 (for unincorporated areas only)

RPC Number \_\_\_\_\_  
*(RPC Staff will assign)*

<b>APPLICANT/ CONTACT</b>	Name	Phone
	Address	E-mail
	City, State, Zip	

<b>PROPERTY OWNER</b>	Name	Phone
	Address	E-mail
	City, State, Zip	

<b>SURVEYOR/ ENGINEER</b>	Name	Phone
	Address	E-mail
	City, State, Zip	

<b>LOCATION</b>	Township	Farm Lot	USML/VMS
	<i>(circle one)</i> N S E W side of		Road/Street
	approx. _____ feet N S E W of		Road/Street

<b>DETAILS</b>	Acreage of Current Parcel	Acreage to be Subdivided
	Number of Lots Being Created	1 2 3 4 5 <i>(circle one)</i>
	Number of houses on any lot(s), if any	Proposed Land Use
	Soil Types	Del-Co Water <i>yes no</i>
	Private wells <i>yes no</i>	Sanitary Sewer <i>yes no</i>

<b>SUBMISSION REQUIREMENTS</b> (Sub. Regs. Section 207.02) See reverse side for additional information  <i>* a "first-generation" print, not a photocopy</i>  <i>**if applicable</i>	<b>Original*</b> survey drawing with <b>original*</b> legal description and easements** (max 8.5" x 14")	
	Health Department Approval on Dev. Plan (max 11" x 17")	Date Approved
	Zoning Approval on Dev. Plan	Date Approved
	County Engineer Approval on Dev. Plan	Date Approved
	Delaware County Soil and Water Cons. Dist. on Dev. Plan	Date Approved
	Delaware County Sanitary Engineer on Dev. Plan	Date Approved
	Deed of transfer including Grantor and Grantee	
	Proposed lot corners clearly marked with stakes and colored flags	
	Completed and Signed Application	
	Fee: \$205 per lot (Refer to Fee Schedule)	\$ _____

\_\_\_\_\_  
 Owner (or agent for owner) and Date

**FOR OFFICE USE ONLY**

Date Received	Date Approved	Date Denied
Comments		

# No Plat Subdivision Application, continued

## Subdivision Regulations, Section 207: No Plat Approval (NPA) Subdivision Procedure

**207.01 General.** The No Plat Approval subdivision procedure (NPA Subdivision) may be used, in accordance with ORC 711.131, to request a proposed division of a parcel of land along an existing public street, not involving the opening, widening or extension of any street or road, and involving no more than five (5) lots, after the original tract (as defined herein) has been completely subdivided. No-plat subdivisions (lot splits) as described in ORC 711.131 are not permitted within a previously platted subdivision. The quantity of lots must include the residue, if any, of the original tract (ORC 711.131).

An NPA subdivision request shall be filed by the landowner or designated representative. An application shall be submitted which would include the deed for the new lots identifying Grantor and Grantee with survey drawing and legal description approved by the Delaware County Map Department, signed application form, and required fee. Once submitted, a NPA Subdivision application may not be tabled. The Commission acting through the Executive Director or the Executive Director's designee is required to approve or disapprove an NPA Subdivision application within seven (7) business days.

**207.02 NPA Subdivision Application Requirements.** To enable the Commission to appropriately evaluate an NPA Subdivision Application the landowner or designated representative is encouraged to provide adequate information/materials at the time of application submission, and to meet with Commission staff to review and discuss the proposal. The application shall include the following:

- 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.

**207.03 Review and Approval.** If the DCRPC staff finds that a proposed division of a qualifying original tract as defined herein is not contrary to applicable platting, subdividing, zoning, health, sanitary or access management regulations, regulations adopted under ORC §307.37(B)(3) regarding existing surface or subsurface drainage, or household sewage treatment rules adopted under ORC §3718.02 including, but not limited to, rules governing household sewage disposal systems, it shall approve the proposed division within seven (7) business days after its submission and, on presentation of a conveyance of the parcel, shall stamp the conveyance "Approved by Delaware County Regional Planning Commission; No Plat Required," and have it signed and dated by the Director or his designated representative. The burden is upon the subdivider to demonstrate compliance with these Regulations. Incomplete or deficient proposals shall be disapproved and the subdivider notified of issues and reasons for disapproval. NPA deeds must be recorded within 180 days of approval or the approval expires.