



# Delaware County Regional Planning Commission

109 North Sandusky Street  
P.O. Box 8006, Delaware, Ohio 43015  
740-833-2260 fax 740-833-2259  
www.dcrpc.org

Scott B. Sanders, AICP  
Executive Director

## Draft Final Plat Checklist (FOR STAFF USE)

Subdivision Regulations, Sections 205 & 206

Reviewed **October 31, 2016**. Make noted revisions to the mylar before circulation for signatures.

Applicant:  
RPC Number:  
Date of Preliminary Approval:  
Engineer/Surveyor:

Legend:  
X = OK  
N/A = Not Applicable  
I = Incomplete

### SUBDIVISION NAME:

#### I. Final Plat Shall Include (Section 205.01) (Items do not apply for draft Final Plat reviews)

- 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, and 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);
- c) Original plat signed;
- d) Disclosure statement itemizing any aspect of street alignment or lot configuration that is non-compliant with zoning, health, engineering, or subdivision standards;
- e) One copy (1) of the final plat, (either sizes 17" x 11" or 34" x 22"), keeping the number of pages at a minimum;
- f) Thirteen (13) additional copies of the final plat no larger than 11" by 17";
- g) An itemized, written response to any applicable comments 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 (1);
- b) Copy of recorded or 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;
- b) Regional Planning Commission File number;
- c) Location map, legend, north arrow and scale (must add "at original XX" x XX" size underneath if adjusted);
- d) Acreage, purpose, and ownership of each reserve or no-build lot;
- e) Total acreage allocated to streets, lots, and reserve lots;
- f) Centerline alignment of streets with radii, right-of-way widths and names;
- g) Lot numbers and boundary lines with distance and bearing;
- h) Existing and proposed easements with dimensions and purpose, and wording addressing off-site easements (as necessary);

**Draft Final Plat Checklist, continued**

- \_\_\_\_\_ i) Zoning designation and setbacks;
- \_\_\_\_\_ j) Adjacent plat name, volume & page; acres, owner, book & page of adjacent unplatted land;
- \_\_\_\_\_ k) Floodplain, if shown graphically, and the 2009 FIRM community & panel number, suffix letter, map date and zone designation;
- \_\_\_\_\_ l) Other notes, items, restrictions or provisions required by these regulations;
- \_\_\_\_\_ m) All text must be easily legible on the 11" x 17" copy of the Final Plat.

**IV. Final Plat Statements and Signatures (Section 206.03)**

- \_\_\_\_\_ Location: "Situating in the Township of...";
- \_\_\_\_\_ Notarized owners statement: "In witness whereof...";
- \_\_\_\_\_ Surveyed and Platted by...

***Signature blocks with adequate spacing for:***

- \_\_\_\_\_ Owners;
  - \_\_\_\_\_ Township/County Zoning Official;
  - \_\_\_\_\_ Delaware General Health District (if applicable);
  - \_\_\_\_\_ Delaware County Sanitary Engineer;
  - \_\_\_\_\_ Delaware County Engineer;
  - \_\_\_\_\_ Del-Co Water (if required);
  - \_\_\_\_\_ Delaware County Regional Planning Commission;
  - \_\_\_\_\_ Board of County Commissioners;
  - \_\_\_\_\_ County Auditor;
  - \_\_\_\_\_ County Recorder (ensuring a nearby blank area 5" wide by 3" tall for sticker);
- \_\_\_\_\_ General Plat Notations (Section 206.04).

**V. Additional Comments:**

- 

---

Signed