

Delaware County Engineer's Office (DCEO) Final Plat Review Checklist

Project Name: _____

General

Please also see Final Plat Checklist and Subdivision Regulations on Delaware County Regional Planning Commission's (RPC) website which can be found at:

http://www.dcrpc.org/online_forms/FinalChecklist07.pdf

<http://www.dcrpc.org/files/2007SubRegswithCADs.pdf>

(note to Engineer's Office:

Include a heading in the plat review letter

Yes No N/A Include a section heading in the plat review letter labeled "RPC Comments" and below it add "See Attached".

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Yes No N/A Has proper number of plat copies been provided (3) to DCEO to distribute to the SWCD, etc.?

Yes No N/A A CD or DVD containing PDFs of the submittal shall also be included

Yes No N/A Verify that the final plat as submitted and the preliminary plat approved by RPC show the same Section lines, Phase line, etc. If not, notify the Consultant and return the final plat. A discrepancy between the approved preliminary plat and the final plat may occur if section lines, phase lines and/or part lines have been added or revised after the preliminary plat was approved by RPC.

PLAT SIZE AND TEXT SIZE

Yes No N/A All Plats submitted shall follow the 2018 Memo from the Delaware County Regional Planning Commission, including plat size, text size, etc. Plats submitted that do not following the 11"x17 printable area with page size of 14"x17" will not be accepted.

Yes No N/A All text on the plats must be legible. Minimum letter size for major features: 0.1" and minor features: 0.0625"

Have signature blocks been provided for the following people?

- Yes No N/A Subdivider
 Yes No N/A Surveyor's printed name, signature and stamp
 Yes No N/A Lien Holder (if applicable)
 Yes No N/A Township Zoning Inspector
 Yes No N/A Proper Municipality Officials (if applicable)
 Yes No N/A County Health Department (if any onsite treatment. Note: CADs are classified as Subdivisions regardless of lot acreage.)
 Yes No N/A Delaware County Sanitary Engineer

- Yes No N/A Delaware County Engineer
- Yes No N/A Del-Co Water Co. (if required)
- Yes No N/A Delaware County Regional Planning Commission (DCRPC)
- Yes No N/A Has the engineer sent copies of the final plat to the above entities for review?
- Yes No N/A Please add a note to the comment letter that reads “Please forward a PDF version to the plat to Scott Sanders at DCRPC as soon as possible for review.”
- Yes No N/A Has the County Engineer provided a set of plans to the Building Department to review the FEMA FIRM PANEL information?
- Yes No N/A All entities except RPC and the County Commissioners must sign the final plat before our office can approve it. All bonding issues and agreements shall be in place prior to us releasing the plat for final approval by the County Commissioners.
- Yes No N/A Do all the street names match the Preliminary Plan street names? If not, email Scott Sanders of RPC of the discrepancy.
- Yes No N/A On occasions where road widening improvements for the development are required but are not being done due to timing issues with other planned public road improvements, a fair share contribution is typically be required in lei of the improvements. The fair share contribution needs to be provided to the County (or the Township as the case may be) prior our Office’s releasing of the plat.
- Yes No N/A Has the final (approved) grading plan been compared with the final plat to compare the two documents for consistency (e.g. lot sizes, easement widths, locations, etc. must match exactly)? If not, the consultant must be notified to revise the plat.
- Yes No N/A Do the drainage easements on the final grading plan and the final plat match exactly? If not, the consultant must be notified to revise the plat.
- Yes No N/A Are any conservation easements shown or identified on the plat. y/n? For any Conservation Easement needed to meet water quality requirements, has Kurt Simmons of our office approved the Conservation Easement (CE) Agreement? y/n? Have any fees been paid for maintenance of the CE ? y/n? Please provide written evidence from Kurt that he has everything he needs.
- Yes No N/A Easements for major flood routing must be designed as “drainage easement”.
- Yes No N/A Do the remaining other easements on the final grading plan and the final plat (e.g. utility easements, sanitary sewer easements, etc.) match exactly? If not, the consultant must be notified to revise the plat.
- Yes No N/A Does text obscure any property corners, making it less clear where each property corner is?
- Yes No N/A Easement lines, building setback lines and other similar lines that have an angle point or terminus falling somewhere within a parcel (and not ending at a parcel line) must be dimensioned from the parcel line to the angle point or terminus. Do all drainage or other easements have their end location tied down (not floating some unknown distance from a property line)?
- Yes No N/A Do all drainage easements extend downstream to the property line? Drainage easements should not end in the middle of a property, creating a gap.

- Yes No N/A Is open space available on the plat for accessing all rear lot drainage facilities. If not, then a Drainage Access Easement (or a Drainage and Access Easement) shall be provided to allow access between 2 houses for access of rear lot drainage facilities.
- Yes No N/A Horizontal curve information on final plats must include the minimum data of delta, radius, chord bearing and chord distance. Curve data on the plat and final (approved) engineering plans must be the same. If not, the consultant must be notified to revise the plat.
- Yes No N/A Is the proper amount of additional road right-of-way (County and Township roads) shown on the final plat? The new right-of-way must comply with Supplemental Specifications.
- Yes No N/A Does the plat provide proper line of sight easements at all intersections (where required) and designated as a "line of sight easement", especially at curved road intersections? The final engineering plans would show the locations of all line of sight restrictions.
- Yes No N/A Has the final plat been reviewed by Delaware County Soil and Water Conservation District with drainage maintenance petitions and exhibits filed? If not, DCEO will hold the plat until this is accomplished.
- Yes No N/A Note: The Consultant is responsible for obtaining the Final Lot Numbers from the Map Department. The County Engineer's Office is not involved in the Final Lot Number assigning process.
- Yes No N/A Has the cost estimate been signed, owner's agreement been executed and surety provided (if applicable)? If not, the consultant must be notified and the plat cannot be signed.

Minimum Boundary Standard Items per Ohio Admin. Code (OAC) 4377-37

- Yes No N/A For subdivisions, the outside perimeter on new subdivision shall meet requirements of Admin Code 4377-37-0 (boundary monuments at outside perimeter of newly created subdivisions consisting of 30-inch long, 1/2 inch diameter, rod w/ cap with surveyor's number and name, or provide reference monuments cases where boundary monument can not be placed.)
- Yes No N/A Monumentation of Street and/or Rights of Way Requirements. Street rights of way may be monumented on the centerline instead of right of way monuments in accordance with Rule 4733-37-03. Centerline or rights of way monuments shall be set at all intersections, angle points, points of curvature and points of tangency). Please check with the Map Department for any additional requirements. (It is recognized that in most cases, lots are pinned at the R/W when the individual lots are developed).
- Yes No N/A For subdivisions, the surveyor shall submit a letter to the County Engineer certifying that the subdivision and R/W has been monumented in accordance with Ohio Administrative Code. The setting of such markers shall not be required until after road construction and up to the end of the 1 year maintenance period.
For subdivision lots, the lot surveyor shall submit a letter to the County Engineer certifying that the lot corners has been monumented in accordance with Ohio Administrative Code.

Final Plat Contents

To comply with Regional Planning Commission (RPC) requirements, the following items must be on the final plat. See the Regional Planning Commission's website for additional information. All items mentioned below should be verified with the final (approved) engineering plans for compliance. If a conflict between the approved plans and plat exist, the consultant must be notified.

- Yes No N/A Subdivision name, all street names and RPC file number
- Yes No N/A Location map, legend, north arrow (with basis) and scale
- Yes No N/A RPC requires acreage on the first page that the acreage be broken down as Total Lot Acreage = ____, Total R/W Acreage = ____, and Total Open Space Acreage = _____. Has this acreage been listed? Also list the Total Number of Buildable Lots Created = _____.
- Yes No N/A Centerline alignment of streets with radii, right-of-way widths and names (Check with final/approved engineering plans)
- Yes No N/A Lot numbers and boundary lines with distance and bearing
- Yes No N/A Control station or line and the relation of the property to this control referenced to an established monumented point of beginning such as, but not limited to: Centerline intersection of streets or highway record, section or quarter section corners, Virginia military survey corners or lines, or platted lot corners. The type of monument set or found at the control stations shall be noted (OAC).
- Yes No N/A Legend of existing and proposed symbols provided to identify monumentation? Monuments found or set at every corner (OAC)?
- Yes No N/A Bearings expressed in degrees, minutes, and seconds? Distances expressed in feet and decimal parts? All curved lines indicate the radius, central angle, curve length, chord bearing, and chord distance? Each course shall show other common lines such as centerline of roads, rivers, streams, section lines, quarter section lines, half section lines and other pertinent common lines of record (OAC).
- Yes No N/A Citation of permanent documents and sources of data utilized for the work including current deeds as of the date of the survey, prior deeds or other documents of record, and available deeds of record for adjoining parcels along each boundary line of the survey. Provide deed book and page numbers utilized (OAC).
- Yes No N/A Survey date
- Yes No N/A Easements with dimensions and purpose, and wording addressing off-site easements (as necessary)
- Yes No N/A Zoning setbacks
- Yes No N/A Adjacent plat name, volume and page, acres, owner, book and page of adjacent unplatted land
- Yes No N/A Floodplain FIRM community and panel number, suffix letter, map data and zone designation including zone description
- Yes No N/A For Common Access Drives (CAD), additional requirements are necessary. Please refer to the DCEO CAD review checklist for final plat

requirements under the heading "Plat". A copy of the CAD review checklist is available from the County Engineer's Website.

Final Plat Statements and Signatures

Flexibility in plat wording may be allowed, provided the meaning and intent are not compromised and deviations are acceptable to plat signing authorities.

The following wording shall be included on the final plat:

Yes No N/A Situated in the Township of _____, County of Delaware, State of Ohio, and being a part of [Farm Lot _____, Quarter Township _____, Township _____, Range _____, U.S. Military Survey Lands] or [(Name)'s Virginia Military Survey Number _____], and being the same tract as conveyed to _____ as described in Deed Book [Official Record Vol.] _____, Page _____, County Recorder's Office, Delaware, Ohio.

Yes No N/A We/I, the undersigned, being all the owners and lien holders of the land platted herein, certify that the attached plat correctly represents our/my "_____", a subdivision of lots numbers _____ to _____ inclusive, and do hereby accept this plat and do voluntarily dedicate _____ acres for public road right-of-way as shown hereon and not heretofore dedicated.

Yes No N/A In witness thereto, _____ have hereunto set their hands this _____ day of _____, (year) _____.

Yes No N/A Are notarized and witnessed signatures of all subdividers and lien holders provided?

Yes No N/A Surveyed and platted by (name of surveyor) with the following statement:

"I hereby certify that I have surveyed the property described in the foregoing title caption and that said survey and plat are accurate and correct to the best of my knowledge and belief."

Yes No N/A Has the surveyor signed and sealed the final plat?

For plats along existing public roads, the following statement shall be included:

Yes No N/A This _____ day of _____ (year) _____, rights-of-way for public streets and roads herein dedicated to public use are hereby accepted for the County of Delaware, State of Ohio.

For plats with new public roads, the following statement shall be included:

Yes No N/A This _____ day of _____ (year) _____, rights-of-way for public streets and roads herein dedicated to public use are hereby approved for the County of Delaware, State of Ohio. Street improvements within said dedicated right-of-way shall not be accepted for public use and/or maintenance unless and until construction is completed and streets are formally accepted by Delaware County.

Delaware County Commissioners

Yes No N/A Transferred this ____ day of ____ (year) ____, Delaware County Auditor; Recorded this ____ day of ____ (year) ____ at ____ AM/PM in Official Record Volume ____, Page ____ Fee \$ ____ Delaware County Recorder

Yes No N/A Drainage Maintenance Petition Recorded in the Delaware County Commissioner's Journal, Resolution No. _____, Journal Date _____ (The above note should be on the first sheet of the plat, but may be accepted on the 2nd sheet. In no instance is it permitted on any other sheets than 1 or 2). Note that we may be providing a sample plat sheet 1 drawing in the future.

Final Plat General Notes

Flexibility in plat wording may be allowed, provided the meaning and intent is not compromised and deviations are acceptable to plat signing authorities.

The following notes shall be included on the final plat:

Yes No N/A Non-exclusive utility easements are platted for the construction, operation and maintenance of public and private utilities, storm water management and service connections thereto; above and beneath the surface of the ground.

Yes No N/A Easements are granted within dedicated road right-of-ways, non-exclusive utility easements, and designated waterline easements to Del-Co Water Co., Inc. and other water utilities for installation and maintenance of waterlines, valve, meter crocks and appurtenances.

An alternate wording of this note is: A non-exclusive easement is hereby granted unto Del-Co Water Company, Inc., its successors and assigns, for the location of water lines, valves and appurtenances within the rights-of-way dedicated hereon, and within areas alongside said rights-of-way designated hereon as "Easement" or as "Drainage Easement". Also granted is the right of Del-Co Water Co., Inc., to install, service and maintain water meter, crocks and appurtenances in said easement areas alongside said rights-of-way.

Yes No N/A For any easement shown on this plat that contains a storm sewer, culvert, over land open ditch flood route, detention basin, retention basin and/or other storm water structure (herein referred to as storm sewer), the storm sewer rights are senior to the rights of any other public or private utility or interest utilizing the easement. Any costs associated with the damage, repair, replacement or relocation of any buried or above ground facility or structure that is necessary to allow the maintenance, repair or replacement of the storm sewer shall be the responsibility of the owner of said utility, facility or structure. When maintenance, repair or replacement of a storm sewer causes the removal of any trees, plantings, landscaping, fence, driveway or any other feature located within the

easement, the replacement and cost of said items shall be the responsibility of the owner of the underlying property or homeowner's association if applicable.

Yes No N/A

The following note shall be added to the plat at the discretion of the County Engineer. Please contact our office to determine if this note is required:

Per sections of the Ohio Revised Code (ORC), including Sections 6131 and 6137, for any culverts and/or water courses (herein referred to as culvert) placed on the Delaware County Drainage Maintenance Program, the extent of the drainage maintenance focuses only on maintaining the culvert placed under maintenance. The maintenance and inspection of the culvert shall only include maintenance and inspection of the culvert and culvert bedding. The maintenance does not include maintaining any embankments and/or driveway embankments constructed on private property or in the Public Right-of-Way, including embankment over any culverts placed on the Delaware County Drainage Maintenance Program.

Yes No N/A

The following note shall be added to the plat at the discretion of the County Engineer. Please contact our office to determine if this note is required:

Within those areas of land designated "Drainage Easement", an easement is hereby reserved for maintaining storm water drainage swales and/or other storm water drainage facilities along with granting Delaware County, its successors or assigns the right of ingress and egress from the Public Right-of-Way to the Drainage Easement as defined above. Pursuant to ORC Section 6137, Delaware County, its successors or assigns, shall take corrective measures or repairs to restore the culvert and/or water course, if necessary, including those actions caused by an emergency situation. The costs associated with these corrective measures shall be assessed to the owner(s).

Yes No N/A

Has the following drainage easement note been provided?

Within those areas of land designated "Drainage Easement" on this plat, an additional easement is hereby reserved for the purpose of constructing, operating and maintaining major storm water drainage swales and/or other storm water drainage facilities. No above grade structures, dams or other obstructions to the flow of storm water runoff are permitted within Drainage Easement areas as delineated on this plat. Easement areas shown hereon outside of the platted area are within lands owned by the undersigned and easements are hereby reserved therein for the uses and purposes expressed herein.

Yes No N/A

Has the following note been provided? No buildings, sheds, decks, pools, or other such structures, or the footers or foundations of any structures or features shall be constructed above or below ground within the limits of any drainage easements unless said structure is approved in writing by the Delaware County Engineer's Office.

- Yes No N/A Has the following landscaping note been provided?
Any landscape features, such as trees, fences, retaining walls, etc. in drainage easements shall be reviewed by the Delaware Soil and Water Conservation District (DSWCD) and the Delaware County Engineer's Office (DCEO) prior to installation. The DSWCD and DCEO will review the proposed improvements to assure that the improvements will not interfere with the storm water control facilities.
- Yes No N/A Has the following note been provided?
Drives shall not encroach into any side yard drainage easement.
- Yes No N/A Has the following drainage easement note been provided?
BE ADVISED: A sub-surface drainage system may exist on this site. The system and/or outlet if located on this property must be maintained at all times.
- Yes No N/A For areas where flood routing, storm sewers, etc. are contained within open space/reserve areas, the following note shall be placed on the plat: All reserve/open spaces delineated on this plat shall be accessible to Delaware County, its successors and assigns, for drainage maintenance purposes.
- Yes No N/A On file with the County Engineer, Code Compliance, General Health District, and platting authorities are plans indicating the nature and location of various subdivision improvements.
- Yes No N/A If plat includes single- or two-family lots served by household sewerage systems, the following note shall be added:
Deviation in house locations and location and design of household sewage systems shown on development plans on file with the Delaware City/County General Health District may be allowed only if alternate locations and designs are submitted to, coordinated with, and approved by Code Compliance, Township Zoning and Health District authorities.
- Yes No N/A The following note shall be provided unless waived by Sanitary Engineer: Owners, their successors, heirs or assigns of these lots agree when a central sanitary sewer system becomes available, the lot shall be connected to it. Acceptance of title to a lot in this subdivision shall constitute waiver of future notice or hearing on this requirement. This covenant shall be included in conveyance of title for said lots.
- Yes No N/A Has the following easement note been provided?
Easements are hereby reserved in, over and under areas of land designated on this plat as "Easement" or "Drainage Easement", for the construction, operation and maintenance of all public and quasi public utilities above and beneath the surface of the ground and, where necessary, for the construction, operation and maintenance of service connections to all adjacent lots and lands and for storm water drainage, excepting that, within said areas designated "Easement" and "Drainage Easement" hereon, no gas line,

underground telephone, electric or television cable line or conduit or any other utility line shall be installed or placed on a course or alignment that both 1) is parallel with or approximately parallel with any existing (existing at the time of said installment or placement) sanitary sewer line in a said easement area and 2) has any point therein closer than ten feet to said sanitary sewer line unless said course or alignment is approved, in writing, by the Delaware County Sanitary Engineer. No right angle or near right angle crossing of said lines or conduits and said sewer is hereby restricted.

- Yes No N/A In cases where any Drainage Access Easement is provided for access of drainage facilities, include the following note: For any Drainage Access Easement or Drainage and Access Easement shown on this plat, use of such easement by any public and quasi public utilities shall be limited to underground facilities. No above ground facilities shall be constructed within said easement.
- Yes No N/A Contact the Sanitary Engineer's Office regarding notes they require on the plat.
- Yes No N/A The following note shall be provided if plat includes a Common Access Drive: Approval of this plat by the Delaware County Regional Planning Commission, the Delaware County Commissioners and/or any other governmental authority shall in no way constitute a dedication or acceptance of the Common Access Drive shown thereon, and all such Common Access Drive(s) shall be and remain a private access way, and the Delaware County Regional Planning Commission, the Delaware County Commissioners and every other public authority signing this plat shall have no responsibility or liability for or arising out of the construction, improvement, maintenance and/or use of any such Common Access Drive. The owners of these lots and their successors and assigns agree to and shall be bound by the foregoing provision, which provision shall be deemed to be and is a covenant running with the land.
- Yes No N/A The following note shall be provided if plat includes a Common Access Drive: Access to the Public Road Right of Way from the lots within the CAD shall be restricted to the Common Access Drive located within the Common Access Drive Easement.
- Yes No N/A The following note shall be provided if the plat includes a private street: Approval of this plat by the Delaware County Regional Planning Commission, the Delaware County Commissioners and/or any other governmental authority shall in no way constitute a dedication or acceptance of the private street(s) shown thereon, and all such private street(s) shall be and remain a private access way, and the Delaware County Regional Planning Commission, the Delaware County Commissioners and every other public authority signing this plat shall have no responsibility or liability for or arising out of the construction, improvement, maintenance and/or use of any such private street(s). The owners of these lots and their successors and assigns agree to and shall

be bound by the foregoing provision, which provision shall be deemed to be and is a covenant running with the land.

- Yes No N/A Is the “No Vehicular Access” note included as needed to restrict vehicular access for all stub streets? A note similar to the following shall be provided:
No vehicular access to be in effect until such time as the public street right-of-way is extended and dedicated by plat, or right-of-way deed, or right-of-way easement.
- Yes No N/A Show and Label all Proposed and/or Existing Ingress/Egress, or Cross Access Easements. Shared access easements shall extend a minimum of 5’ beyond the back of curb or edge of pavement for maintenance purposes.
- Yes No N/A The following note shall be included for all planned commercial sites shown on the plat:
Signature by the Delaware County Engineer’s Office on this plat does not convey approval of the stormwater management, erosion and sedimentation control, site access points, or any work within the right-of-way for any lot shown on this plat.
- Yes No N/A Have proper access restrictions been placed on the plat for all sites (especially commercial sites) to restrict access onto public road? Access restrictions shall be provided near intersections to limit access, for lots that are adjacent to an existing public road (no access to existing public road), and to limit full access onto short (generally less than 500’ in length) public streets. Access restrictions on the plat must match exactly the approved final engineering plan.
- Yes No N/A Have proper notes been added that restricts driveway access near the intersection of two public right-of-ways? Most Townships typically require this note. If the note is not provided, check with the Township Zoning inspection to make sure the note is required. A note similar to the following is generally provided:
As required by the Zoning Code, no driveway shall be located so it enters a public road within 40 feet of the intersection of the rights-of-ways of any two public roads.
- Yes No N/A Have proper notes been added to restrict the construction of accessory buildings or structures within “No-build Zones”? Most Townships typically require this note. If the note is not provided, check with the Township Zoning inspection to make sure the note is required. A note similar to the following is generally provided:
As required by the Zoning Code, within those areas designated hereon as “No Build Zone”, no accessory building or structure (except utility structures) shall be constructed or placed. No other limitation of the use of those areas is intended or implied by the “No Build Zone” designation.

Yes No N/A Have proper notes been added requiring the lot buyer to coordinate with the Delaware County Code Compliance Department regarding the approved final plot plan and the need to comply with this plot plan? A note similar to the following shall be provided:
 Notice is hereby given to any buyer of the lots delineated upon this plat, that on file with the Building Department of Delaware County, are site improvement plans for the development of said lots showing proposed lot drainage, proposed ground elevation of house and/or lot grading plans. These plans, as approved by the governmental agencies, are considered part of the approval of this subdivision and are to be incorporated into the final plot plan required with the building permit.

For County Engineer Use Only

Yes No N/A Signed plat has been copied prior to providing the plat to RPC.
 Yes No N/A Email a copy of the comments to Regional Planning and the Twp Zoning Inspector.

Comments:

Comment Disclaimer:
The County Engineer Reserves The Right To Make Any Additional Comments At Any Time Up To The Actual Approval Of This Project. See the Delaware County Standards for other items not addressed on this list.

Approved Disapproved

Reviewed by: _____ **Date:** _____