

Delaware County Engineer's Office (DCEO) Lot Split Review Checklist

Project Name: _____

Note to Owner: If you have not retained a professional surveyor, we suggest discussing these checklist items with the professional surveyor prior to obtaining a survey quote.

General

Lot Splits are also known as No-Plat Subdivisions. The first agency to contact is Delaware County Regional Planning Commission (RPC). Once the lot split has been approved and signed by all the following entities and approved by DCEO, the lot split goes back to RPC before being filed with the Delaware County Map Department. DCEO also reviews any easement conveyance instruments before they are filed with the Lot Split. Approval of lot splits by DCEO is only required for lots that are smaller than 5 acres.

RPC requires a survey, legal description and a draft deed for NPA approval. A Development Plan is also required that includes spaces for the below agencies to sign. The Development Plan should be on an 11x17, with all the other materials in 8 ½ x 11 or 8 ½ x 14. There should not be multiple sheets for the Development Plan or the survey that is being approved. As the Development Plans do not get recorded, any sanitary or R/W easements need to be handled with separate exhibits, descriptions, and conveyance documents.

Have signature blocks been provided for the following people?

- Yes No N/A Surveyor's printed name, signature and stamp
- Yes No N/A Township Zoning Inspector
- Yes No N/A Delaware County Health Department (if any onsite treatment)
- Yes No N/A Delaware County Sanitary Engineer (DCSE)
- Yes No N/A Delaware County Engineer
- Yes No N/A Delaware Soil and Water Conservation District (SWCD)
- Yes No N/A All signatures shall be provided on the lot split before DCEO will release it.
- Yes No N/A Proper fees, including fee submission checklist been submitted? See http://www.co.delaware.oh.us/engineer/Review/Plan_Review_fee_schedule_cover_page.pdf for copy of fee submission checklist.

Lot Split Content

- Yes No N/A See the No-Plat Subdivision Application on the Delaware County Regional Planning Commission's website for additional required plan content at: http://www.dcrpc.org/DOWNLOADS/app_forms.htm
All content listed on the Application included on the Lot Split?
- Yes No N/A Has a Development Plan or similar showing items such as topography, on-site sewage system locations (if not served by central sanitary sewers), soil types, proposed driveway location(s), etc. been provided with the Lot Split?
- Yes No N/A Existing and proposed building(s) and well (if applicable), location and type of household treatment (on-site) sewage system shown?

- Yes No N/A Have all County Maintained Subsurface Drainage Systems (Tiles) been identified on the parcel and located accurately? Contact Delaware SWCD for locations of County Maintained Tiles.
- Yes No N/A Have proposed property corners been monumented in the field?
- Yes No N/A Lot and boundary lines provided with distance and bearings?
- 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. (Required by Ohio Administrative Code, OAC)
- Yes No N/A All newly created lots, blocks, rights-of-way, angle points, points of curvature and points of tangency shall be monumented according to local regulations (per County Map Department) and OAC Section 4377-37.
- Yes No N/A Was a stopping sight distance plan/exhibit provided per current edition of the ODOT Location and Design Manual (must be provided on all County and Township roads for proposed drives)? Is proper line of sight provided? Adequate stopping sight distance must be provided for all proposed drives prior to DCEO approval of the Lot Split. A sight distance exhibit must be provided for all proposed drive entrances.
- Yes No N/A Are any obstructions (e.g. trees, etc.) in the Right-of-Way or within the sight triangle? All obstructions that prohibit the required sight distance must be removed prior to DCEO approval of the lot split.
- Yes No N/A For lots where access needs to be restricted due to sight distance issues, the following note shall appear on the Lot Split Plat to be recorded: "All lots shall take access from the Shared Access drive location(s) as shown on the Approved Development Plan. Vehicle access other than at the approved access location(s) is prohibited."
- Yes No N/A For lots where access needs to be restricted due to sight distance issues, please notify Delaware County Regional Planning Commission (DCRPC) that a potential sight distance issue may exist and confirm whether a Maintenance Agreement needs to be recorded for maintaining the Shared Access Drives.
- Yes No N/A If DCRPC does require a Maintenance Agreement, then the following note needs to appear on the Lot Split to be recorded: "The lot owners shall be responsible for maintaining the shared access drive in accordance with the recorded Shared Access Drive Maintenance Agreement."
- Yes No N/A No more than two lots can share one access point, if required for sight distance issues.

- Yes No N/A All drive pipes for shared access points shall be installed prior to DCEO approval of the Lot Split. A permit for the drive is required per Article VIII of the Delaware County Engineer's Design, Construction and Surveying Standards Manual, current edition.
- Yes No N/A Are access point(s) in accordance with ODOT adopted access management standards if access is to a state highway? A copy of the approved ODOT R/W permit is required prior to DCEO approval of the Lot Split.
- Yes No N/A Has the ditch setback for the property frontage along the existing County/Township Road been addressed (or variance to waive ditch setback requested)? See Ditch Setback Checklist for required items.
- Yes No N/A Is the proper amount of additional road right-of-way (County and Township roads) shown? The proposed right-of-way width must comply with the Supplemental Specifications of the Delaware County Engineer's Design, Construction and Surveying Standards Manual, current edition.
- Yes No N/A Have metes/bounds descriptions been submitted for the proposed right-of-way deed and easements – easements must state their purpose, such as “for highway purposes”. These documents must be approved by DCEO before the Lot Split can be approved.
- Yes No N/A Has the conveyance document template from the County Engineer's website (<http://www.co.delaware.oh.us/engineer/drp.htm>) been used for the required easements? Has a copy of this document been submitted for DCEO for review and approval?
- Yes No N/A If the proposed R/W is being provided in fee (W.D. warranty deed), when is the closing scheduled? Note that the property cannot transfer until the deed has been recorded by our office.
- Yes No N/A Has a sanitary sewer easement (typically 20' wide, minimum) along the Public Right-of-Way been provided for all sites not currently served by sanitary sewer? Are the easements properly described including bearings and distances, point of beginning, etc.?
- Yes No N/A Have other easements, including utility easements, been shown?
- Yes No N/A Has proposed grading been addressed? Drainage ditches and grading by houses defined by contours or spot elevations?
- Yes No N/A Are on-site sanitary systems shown on the plans for the lots and existing adjacent lots? Is storm water routed anywhere near existing or proposed leach fields or mound systems, potentially creating problems for owners or adjacent owners?
- Yes No N/A Is site in 100 year flood plain per the current Delaware County FIRM Community Floodplain Panel? Is the 100 year flood routing shown and is it adequate? Elevation of finished floors above the 100 year flood plain (minimum of 1' above preferred)?
[Note that when the building permit is applied for, the Delaware County Code Compliance (Building Department) will at that time require a

DESC (Stormwater) Permit be obtained. Please contact DCEO regarding the DESC Permit process.]

- Yes No N/A Easements for major flood routing designated as “drainage easement” on the lot split. (See General Notes section).

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. Additional notes may be required by other agencies (such as Health Department, SWCD, etc.). The owner is encouraged to contact each agency for their specific requirements.

The following notes shall be included:

- Yes No N/A 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. (Unless waived by Sanitary Engineer)
- Yes No N/A Has the following drainage easement note been provided?
Drainage Easement: Within those areas of land designated “Drainage Easement”, an easement is hereby reserved for the maintenance of drainage facilities, including, but not limited to ditches, swales, and subsurface drainage, for the benefit and use of the public. Development and future use of this lot shall not create obstructions to the flow of water within any Drainage Easement.

In addition, the Development Plan (Lotsplit) shall show the location of the proposed Drainage Easement including its width. Bearings and Descriptions of the Drainage Easement may be required to be shown on the Development Plan at the Delaware Soil and Water Conservation District’s discretion.

- 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.

Miscellaneous Notes – Please verify with DCEO if these notes are applicable

- 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, valves, 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. (If required by Del-Co Water Company, Inc.)

Yes No N/A Has a note 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."

For County Engineer Use Only

Yes No N/A [Have Bill Stillions review the easement exhibits and easement descriptions.](#) Once lot split is approved, 1. Log lot split into the records spreadsheet. 2. PDF a copy of the signed lot split & conveyance documents. 3. Notify the Map Department & RPC of lot split approval; send PDF copy of approved conveyance documents to Map Department & RPC. 4. File copy of signed lot split 5. [Once R/W recorded easements](#) and shared access easements comes back from Map Department, email Regional Planning that easement has been recorded.

Yes No N/A Date owner had the approved Lot Split officially recorded

Yes No N/A **END OF YEAR UPDATING OF DALIS FOR LOTSPLIT EASEMENTS.** At the request of the GIS Department be sure to include the Original Parcel PID number that was split and number of acres of new lot on the spreadsheet for when the spreadsheet is sent to the GIS Department at the end of the year. [Also in December provide the date that all of the easements for the Year were recorded so the GIS Department will be able pull up the data to update DALIS. \(They do not need our office to scan and send the recorded easements to them\)](#)

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: _____

Write letter to: _____