



# DELAWARE COUNTY ENGINEER'S OFFICE (DCEO) ELECTRONIC REVIEW SUBMISSION COVERSHEET

(MUST BE INCLUDED WITH ALL SUBMISSIONS)

**Project Name:** \_\_\_\_\_  
(if the project name has changed, please include the name used for the prior submission)

**Project Type:** \_\_\_\_\_ **Project Subtype:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Number of Plan Sheets:** \_\_\_\_\_ **Number of Lots:** \_\_\_\_\_ **Project Location (Township):** \_\_\_\_\_

**Total Site Acreage:** \_\_\_\_\_ **Total Disturbed Acreage:** \_\_\_\_\_ **Receiving Watershed:** \_\_\_\_\_

## ITEMS FOR SUBMISSION (INCOMPLETE SUBMISSIONS WILL BE RETURNED)

See attached Fee Schedule (page 2) for required review fees. Use the "Calculate Fees" button to calculate the required fees after filling out the submission item checklist, submission type, and TRAKiT information below. TRAKiT number will be assigned by DCEO at the first submission.

Development Review:	Submission Type:	TRAKiT #:	Review Fee:
Engineering Plan			
Stormwater Management Report/Memo			(No Charge)
Engineer's Estimate (with Engineering Plan Backcheck Submission)			(No Charge)
Draft Plat(s) (One Plat per Section/Phase/Part)      Number of Plats:			
Lot/House Number Plan (with Draft Plat Backcheck Submission)			(No Charge)
No Plat Lot Split (NPA) Development Plan			
NPA Easement Descriptions & Conveyance Documents			(No Charge)
Traffic Study      Number of Add'l Intersections:			
Sanitary Plan (Fee only; Plan to DCRSD)      Number of Plan Sheets:			
Supplemental Documents:			(No Charge)

### DESC (Drainage, Erosion and Sediment Control) Review:

General DESC Review			
Delineation Report			(No Charge)
Ohio EPA NPDES Permit			(No Charge)

### Drainage Maintenance Review:

Exhibit D - Drainage Maintenance Cost Estimate			(No Charge)
Drainage Maintenance Petition			(No Charge)

All plan review documents shall be submitted electronically via a file-sharing service. An email with a link to this service shall be submitted to [mlove@co.delaware.oh.us](mailto:mlove@co.delaware.oh.us) and must include a copy of this review submittal coversheet.

### Review Fee Payment:

Check      Electronic      N/A (no charge items)      **Total Fee Due:** \_\_\_\_\_

(Checks submitted by mail should be payable to "Delaware County Engineer." Online payments can be made at: <https://client.pointandpay.net/web/DelawareCountyEngineerOH>)

Delaware County Engineer's Office, 50 Channing Street, Delaware, Ohio 43015  
(740) 833-2400 • <https://engineer.co.delaware.oh.us>



**REVIEW SUBMITTAL COVERSHEET FEE SCHEDULE**

**No-Plat Subdivision (A.K.A. Lot Split) Review Fee**

# Resulting Lots x \$150/Lot (\$300 minimum) + SWCD fee (\$250)

**Common Access Drive (CAD) Final Engineering Plan Review Fee**

\$1,750 total

**Traffic Study Review Fee**

Traffic Impact Study (TIS): \$500 for first access plus \$250/add'l intersection

Site Access Study (TAS): \$400

Traffic Memo (TMEMO): \$200

**Existing Road Widening/Extension/Ditch Setback for Private Development Projects Review Fee**

Review fee equal to \$75/plan sheet

**Draft Plat Review Fee**

\$750 total

**Sanitary Sewer Plan Review Fee**

Review fee based on \$75/plan sheet

**Engineering Plan/Draft Plat Review Backcheck (Plan/Plat submitted showing resolution of comments)**

No Fee

**Change Order Review Fee**

Review fee for major design changes to be determined by DCEO, if applicable

**As-Built Plan**

No Fee

**Engineer's Estimate**

No Fee

**General DESC Permit Review**

Residential Subdivision: \$500 + (\$20 x Total Site Acreage [rounded up to next whole acre])

Private Site: \$500 + \$200 (Bond Administration) + (\$20 x Total Site Acreage [rounded up to next whole acre])

Road Widening: \$500

Common Access Drive: \$500

**Residential Subdivision Engineering Plan Review Fees**

<u>Number of Lots</u>	<u>Preliminary Engineering Plan</u>	<u>Final Engineering Plan</u>
≤15	\$500	\$2,500
16-30	\$750	\$3,000
31-50	\$875	\$3,500
51-75	\$1,000	\$5,000
≥76	\$1,000 + \$20/add'l lot after 75 lots	\$5,000 + \$60/add'l lot after 75 lots

**Private Site (Commercial, Industrial, Private Condominium or Multi-Family) Plan Review Fees**

Preliminary submittal is not required unless Platting is involved.

<b>Comm/Ind:</b>	<u>Site Area (acres)</u>	<u>Preliminary Engineering Plan</u>	<u>Final Engineering Plan</u>
	≤ 1	\$800	\$1,600
	1 < Site < 2	\$1,000	\$2,000
	2 ≤ Site < 5	\$1,250	\$2,500
	5 ≤ Site < 10	\$1,500	\$3,000
	10 ≤ Site	\$1,750	\$3,500
<b>Condo/MF:</b>	<u>Site Area (acres)</u>	<u>Preliminary Engineering Plan</u>	<u>Final Engineering Plan</u>
	< 5	\$1,250	\$2,500
	5 ≤ Site < 10	\$1,500	\$3,000
	10 ≤ Site	\$1,750	\$3,500