

## 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 drainage and R/W easements need to be handled with separate exhibits, descriptions, and conveyance documents. All old R/W easements shall be updated with new R/W easements and current 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 DCEO shall note whether SWCD had any comments or not.
- Yes  No  N/A Proper fees, including fee submission coversheet have been submitted?  
See the Review Submittal Form at link below:

<https://engineer.co.delaware.oh.us/wp-content/uploads/sites/12/2024/02/DCEO-DESC-Combined-Review-Submission-Coversheet.pdf>

### 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](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 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 4733-37.
- 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 shall be labeled to be removed on the development plan.
- 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 Ask County Engineer if a variance from the required ditch setback for the property frontage along the existing County/Township Road (or variance to waive ditch setback requested) may be possible? See Ditch Setback Checklist for required items. In some cases, Google Earth or other street view software may be utilized to review the existing roadside ditch.
- 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 drainage easements – easements must state their purpose, such as “for highway purposes” or “for drainage 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 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 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 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.)

**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.**