



CAD Checklist

Revised: 09/04/2026

PROJECT NAME:

YES	NO	N/A	GENERAL
☐	☐	☐	Review Submission Coversheet. (Article IV)
☐	☐	☐	Review fees submitted before beginning the review. (Article IV)
☐	☐	☐	Existing topographic survey has been incorporated into the Development Plan sheets. (Article IV)
☐	☐	☐	OEPA Stormwater NOI has been submitted. (Article IV)
☐	☐	☐	Copies of approved environmental documents, Army Corps of Engineers permits, ODNR permits, and other permits have been submitted. (Article IV)
☐	☐	☐	Construction surety has been addressed for publicly inspected items in accordance with Article IV, Section 404 or DCEO's standards. (Article IV)
☐	☐	☐	Drainage and/or highway conveyance instruments, including legal description and survey plat been provided, using DCEO's easement template. Note: Easements must state their purpose, such as "For Drainage Purposes" or "For Highway Purposes". (Article IV)
☐	☐	☐	A Stormwater Management Report has been provided that includes predevelopment and post-development tributary maps. Note: See Article IV, Section 403 E, Article IX and the Supplemental Specifications. (Article IV)
☐	☐	☐	A final engineer's estimate has been submitted for publicly inspected/maintained items. Note: See Article IX and the Supplemental Specifications for guidance related to format and estimate. (Article IV)

YES	NO	N/A	TITLE SHEET
☐	☐	☐	Subdivision's name has been included.
☐	☐	☐	Location by Range, Township, Quarter-Township, Farm Lot (U.S.M. Lands) and/or Virginia Military Survey Name and Number has been included. (Article IV)
☐	☐	☐	North arrow. (Article IV)
☐	☐	☐	Graphic and written scale. (Article IV)
☐	☐	☐	A clearly legible location map showing the location of the project with respect to the nearest road intersection. (Article IV)
☐	☐	☐	Ohio Utilities Protection Service (OUPS) – Ohio 811 stamp. (Article IV)
☐	☐	☐	An Index Map that shows the lot layout. (Article IV)
☐	☐	☐	The name, address, and telephone number of the design engineer who prepared the CAD. (Article IV)
☐	☐	☐	The owner/developer's name, address, telephone number, and email address. (Article IV)
☐	☐	☐	A signature line for the County Engineer's Office. (Article IV)
☐	☐	☐	If applicable, a signature line for the County Sanitary Engineer. (Article IV)
☐	☐	☐	If applicable, a signature line for Del-Co Water. (Article IV)
☐	☐	☐	No signature line for the County Commissioners. (Article IV)
☐	☐	☐	A Sheet Index that exactly matches the sheet titles. (Article IV)
☐	☐	☐	A Benchmark list referenced to USGS datum, elevations, designations, and locations. (Article IV)
☐	☐	☐	The name, address, and telephone number for each utility company. (Article IV)
☐	☐	☐	A Change Order Table. (Article IV)
☐	☐	☐	A Variance Table with approval dates. (Article IV)

☐	☐	☐	DCEO Standard Drawing DCED-R2130. (Article IV)
☐	☐	☐	Drainage easements for road widening and/or ditch setback. (Article IV)
☐	☐	☐	Applicable Delaware County Standard Drawings have been referenced by Drawing Number. Note: City of Columbus and/or ODOT standard drawings may be referenced on a project-by-project basis. (Article IV)
☐	☐	☐	The following County Engineer Disclaimer Paragraph has been included: "The Delaware County Engineer's signature on this plan signifies only concurrence with the general purpose and location of the proposed improvements with respect to improvements within the right-of-way, stormwater management, erosion and sediment control. All technical details remain the responsibility of the Professional Engineer who prepared and certified these plans." (Article IV)
☐	☐	☐	The following Consultant's Certification Paragraph has been included: "This is to certify that good engineering practices have been utilized in the design of this project and that all of the minimum standards as delineated in the Delaware County Design, Construction and Surveying Standards Manual have been met, including those standards greater than minimum where, in my opinion, they are needed to protect the safety of the public. Any variances to the above standards are consistent with sound engineering practices and are not detrimental to the public safety and convenience. These variances have been listed herein and have been approved by the Delaware County Engineer." (Article IV)
☐	☐	☐	Site data has been provided, including total area and total impervious area. (Article IV)
YES	NO	N/A	SITE IMPROVEMENT PLAN
☐	☐	☐	Intersection Sight Distance has been provided, and the exhibit shows adequate intersection sight distance for the proposed entrance per the current ODOT Location and

			Design (L&D) Manual. Note: A Stopping Sight Distance exhibit is not required. (Article IV)
☐	☐	☐	All trees and obstructions within the right-of-way and sight distance triangle have been shown and designated to be removed on the Intersection Sight Distance Diagram. (Article IV)
☐	☐	☐	A maximum of 3 lots are being accessed by the CAD with a maximum of 2 more contiguous lots at the public road. (Article IV)
☐	☐	☐	Nearby existing and adjacent/opposing driveways have been shown. (Article IV)
☐	☐	☐	Existing utilities have been shown within the CAD driveway area. (Article IV)
☐	☐	☐	If applicable, utilities have been called out to be relocated. (Article IV)
☐	☐	☐	The CAD easement is 60 feet, which is the minimum allowed to permit driveway construction, roadside drainage, and utility service infrastructure. (Article IV)
☐	☐	☐	The minimum cross-section of the CAD includes compacted subsoil, and a minimum of 10 inches compacted aggregate base. (Article IV)
☐	☐	☐	A typical pavement section within the right-of-way has been provided. Note: Table 801 can be referenced for the required pavement buildup. (Article IV)
☐	☐	☐	All existing and proposed right-of-way has been shown and labeled, including easement type and no-build zones. (Article IV)
☐	☐	☐	All centerlines, edge of pavement lines, and right-of-way lines of adjacent streets have been shown and labeled. (Article IV)
☐	☐	☐	Provisions for the drainage of the subgrade along the length of the CAD have been provided. (Article IV)

☐	☐	☐	Adequate drainage has been provided along the sides of the CAD driveway by either enclosed storm sewers or by ditches with a maximum side slope of 3:1. (Article IV)
☐	☐	☐	The maximum ditch gradient is 0.5%. (Article IV)
☐	☐	☐	The CAD driveway is at least 12 feet wide with passing lanes of 6 feet wide and 35 feet in length provided every 350 feet or less. (Article IV)
☐	☐	☐	Along the CAD, the distance from the public road to the first passing area has less than 350 feet. (Article IV)
☐	☐	☐	“T”, “hammerhead” or cul-de-sac turnaround have been provided at the CAD driveway terminus or other locations as required. (Article IV)
☐	☐	☐	An approval letter from the Township Fire Department has been provided which states the CAD has safe and adequate access, maneuvering, and use for fire and safety vehicles. (Article IV)
☐	☐	☐	The lot address with an approved reflective sign at each driveway has been shown. (Article IV)
☐	☐	☐	A pole sign has been called out to be located at the CAD intersection with the road, located outside the public right-of-way. Note: The sign can be integrated into a common mailbox structure, and the sign must meet the size requirements of Delaware County Regional Planning Commission. (Article IV)
☐	☐	☐	The General Notes from the Supplemental Specifications have been included. Note: A copy of the General Notes can be obtained from DCEO. (Article IV)
☐	☐	☐	If high voltage power lines exist on the site, an approval letter has been provided from the power company. (Article IV)
☐	☐	☐	As-Built has been provided in accordance with Section 404 and Article X. (Article IV)
YES	NO	N/A	MASTER GRADING PLAN

☐	☐	☐	1-foot contour lines have been used for the development area. Note: Use of the County Auditor's website (DALIS) is acceptable for the existing topography. (Article IV)
☐	☐	☐	Graphic and written scale. (Article IV)
☐	☐	☐	North arrow. (Article IV)
☐	☐	☐	Existing and proposed contours have been shown. Note: Proposed spot elevations are acceptable. (Article IV)
☐	☐	☐	Storm sewer top of casting and invert elevations have been included. (Article IV)
☐	☐	☐	Major flood routing has been shown by unique arrows, of which are included on the Legend. Note: Arrows must be a different symbol than the flow routing arrows. (Article IV)
☐	☐	☐	The 100-year flood routing has been shown, including water surface elevations. (Article IV)
☐	☐	☐	Proposed Pad Elevations and Finished Floor Elevations have been provided, and drainage streams away from the house. (Article IV)
☐	☐	☐	All FEMA designated floodway areas are shown and labeled. (Article IV)
☐	☐	☐	A Floodway Note has been shown. (Article IV)
☐	☐	☐	All leach fields, mound systems, or other approved on-site systems have been shown on the plans for the lots and existing adjacent lots. (Article IV)
☐	☐	☐	Stormwater is not routed anywhere near existing or proposed leach fields or mound systems. (Article IV)
☐	☐	☐	Proposed landscape mounding contours have been shown. (Article IV)
☐	☐	☐	A minimum of 2 spot elevations for the area of the proposed driveway radius has been shown. (Article IV)
☐	☐	☐	Names, lot numbers, and road names for adjacent properties have been included. (Article IV)

☐	☐	☐	Existing and proposed utilities for both surface and subsurface utilities have been shown. (Article IV)
☐	☐	☐	Size, slope, and type of existing and proposed culverts have been shown. Note: This may be shown with profiles. (Article IV)
☐	☐	☐	Drive pipes sizes have been labeled, and the proper design year storm (10-year) has been used. (Article IV)
☐	☐	☐	The ditch direction of flow and slope have been shown. (Article IV)
☐	☐	☐	A Symbol Legend has been included. (Article IV)
☐	☐	☐	An Abbreviations Legend has been included. (Article IV)
☐	☐	☐	The Benchmark shown is referenced to NAV Datum 1929 or 1988. (Article IV)
YES	NO	N/A	EROSION AND SEDIMENT CONTROL PLAN
☐	☐	☐	Erosion and control standard details have been included. (Article IV)
☐	☐	☐	Silt fence locations are shown. (Article IV)
☐	☐	☐	Erosion and control General Notes have been included. Note: See the Supplemental Specifications for the General Notes. (Article IV)
☐	☐	☐	Sequence of Construction Notes have been included. Note: See the Supplemental Specifications for the General Notes. (Article IV)
☐	☐	☐	A construction entrance detail has been included. (Article IV)
☐	☐	☐	Construction entrance locations have been shown and labeled. (Article IV)
☐	☐	☐	Major flood routing has been shown by unique arrows, of which are included on the Legend. Note: Arrows used must be a different symbol than the flow routing arrows. (Article IV)
YES	NO	N/A	STORMWATER MANEGEMENT REPORT

☐	☐	☐	A signature and stamp of a Professional Engineer in the State of Ohio have been included. (Article IV)
☐	☐	☐	The onsite and offsite tributary areas have been defined with tributary acreages. (Article IV)
☐	☐	☐	Pre-development and post-development maps have been provided. (Article IV)
☐	☐	☐	Stormwater calculations agree with the plan. (Article IV)
☐	☐	☐	A written explanation/summary has been provided. (Article IV)
☐	☐	☐	Water quality has been addressed and complies with Article IX and the Supplemental Specifications. (Article IV)
☐	☐	☐	The calculations of the pre-development peak flows from the delineated drainage areas for the 1, 2, 5, 10, 25, 50, and 100-year frequencies, 24-hour storms have been provided, and the peak flows have been listed on the map. (Article IV)
☐	☐	☐	Have the calculations of the post-development peak flows from the delineated drainage areas for the 1, 2, 5, 10, 25, 50, and 100-year frequencies, 24-hour storms have been provided, and the peak flows have been listed on the map. (Article IV)
☐	☐	☐	A summary table has been included. (Article IV)
☐	☐	☐	The Delaware County Soil and Water Conservation District has been contacted regarding any drainage maintenance requirements for the site. (Article IV)
☐	☐	☐	An Exhibit C has been provided that shows all stormwater management items that will be publicly maintained. (Article IV)
☐	☐	☐	If Drainage Maintenance is required, a cost estimate and a signed Drainage Maintenance petition is required and have been provided. (Article IV)
☐	☐	☐	Adequate outlet has been provided. (Article IV)

☐	☐	☐	Identification of the existing drainage outlet(s) for the site, including size, material type, and condition of any storm sewer, culverts, have been shown. (Article IV)
YES	NO	N/A	CONVEYANCE DOCUMENT FOR EASEMENT
☐	☐	☐	DCEO's Sample Drainage Conveyance Document and/or Sample Highway Conveyance Document template used, with easements stating their purpose, such as "Easement(s) for Drainage Purposes" and/or "Easement(s) for Highway Purposes". (Article IV)
☐	☐	☐	On the signature section of the conveyance document, the signee's name is typed underneath the signature line. (Article IV)
☐	☐	☐	Correctly referenced EXHIBIT A or A-1, A-2, A-3, etc. and EXHIBIT B or B-1, B-2, B-3, etc.. (Article IV)
☐	☐	☐	Adjacent parcel owners referenced with complete and correct spelling. (Article IV)
☐	☐	☐	Notary stamp completely visible with no text being obscured. (Article IV)
YES	NO	N/A	LEGAL DESCRIPTION FOR EASEMENT
☐	☐	☐	Labeled EXHIBIT A or A-1, A-2, A-3, etc. if multiple legal descriptions exist. (Article IV)
☐	☐	☐	Adjacent parcel owners referenced with correct spelling. (Article IV)
☐	☐	☐	Site Data including acreage. (Article IV)
YES	NO	N/A	SURVEY PLAT FOR EASEMENT
☐	☐	☐	Labeled EXHIBIT B or B-1, B-2, B-3, etc. if multiple survey plats exist. (Article IV)
☐	☐	☐	Shown without text conflicts. (Article IV)
☐	☐	☐	Includes a Survey Legend with all icons/symbols correctly labeled. (Article IV)
☐	☐	☐	Site Data including acreage. (Article IV)

☐	☐	☐	Adjacent parcel owners labeled with correct spelling. (Article IV)
☐	☐	☐	Point of beginning labeled. (Article IV)
☐	☐	☐	Easement area hatched and/or outlined in bold, so it is clearly defined. (Article IV)
☐	☐	☐	North arrow. (Article IV)
☐	☐	☐	Graphic and written scale. (Article IV)
☐	☐	☐	Easement boundary lines with distances and bearings. (Article IV)
☐	☐	☐	All bearings complete and expressed in degrees, minutes, and seconds with distances expressed in feet and decimal parts. (Article IV)
YES	NO	N/A	FOR INTERNAL USE ONLY
☐	☐	☐	Review of comments in TRAKiT from Delaware County Soil & Water Conservation District. (Article IV)
☐	☐	☐	County Engineer Plan Markups stamp has been applied.
☐	☐	☐	Notice to Proceed has been completed.