



Commercial 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)
☐	☐	☐	Traffic Impact Study (TIS) prepared, which only applies to applicable commercial developments. Note: Reference the Supplemental Specifications for TIS requirements. The final approved TIS must be provided before the plan can be approved. (Article IV)
☐	☐	☐	Existing Topographic Survey - Incorporated into the Plan Sheet(s). (Article IV)
☐	☐	☐	Drainage easements and/or highway easement conveyance documents, legal descriptions, and associated survey plats, with conveyance documents stating their purpose, such as "For Drainage Purposes". (Article IV)
☐	☐	☐	Stormwater Management Report with various calculations and predevelopment and post-development tributary maps. (Article IV)
☐	☐	☐	Cost estimate and additional sheets, required for proposed improvements to existing County/Township roads including roadway, shoulder, and ditch improvements. (Article IV)
☐	☐	☐	Written approval from local Fire Department. (Article IV)
☐	☐	☐	Written approval from Township Zoning Inspector. (Article IV)

☐	☐	☐	Engineer's Estimate based on Delaware County Engineer's Unit Bid Prices. (Article IV)
☐	☐	☐	Copies of approved environmental documents, Army Corps of Engineers permits, ODNR permits, and other permits. (Article IV)
☐	☐	☐	OEPA Stormwater NOI. (Article IV)
☐	☐	☐	Intersection Sight Distance (ISD) Diagram showing adequate intersection sight distance for the proposed entrance driveway(s) per the current ODOT Location and Design (L&D) Manual. Note: A stopping sight distance exhibit is not necessary. (Article IV)
☐	☐	☐	All trees and obstructions within the right-of-way and sight distance triangle been labeled and designated to be removed on the ISD diagram. (Article IV)
☐	☐	☐	Reference provided to DCEO Standard Drawing DCED-R2130 for all road widening and shoulder/ditch improvements. (Article IV)
☐	☐	☐	Clear Zone Setback line is displayed for projects located on County and Township roads according to the ODOT L&D Manual, current editions. (Article IV)
☐	☐	☐	A utility easement has been provided. (Article IV)
☐	☐	☐	Drainage easements for road widening and/or a ditch setback have been addressed. (Article IV)
☐	☐	☐	Existing utilities are shown in area of road widening and/or a ditch setback. (Article IV)
☐	☐	☐	Utilities have been called out to be relocated. (Article IV)
☐	☐	☐	Easements have been provided for utility relocation or future needs. (Article IV)
☐	☐	☐	All required warranty deeds for right-of-way, easements for drainage and/or sight distance have been recorded prior to final engineering plan approval, unless a final plat is required for the site. (Article IV)

☐	☐	☐	Preliminary Plan has been submitted and approved. (Article IV)
☐	☐	☐	General Summary/Table of Estimated Quantities has been provided. (Article IV)
☐	☐	☐	General Notes have been included. Note: An ACAD copy of these notes can be obtained from DCEO. (Article IV)
☐	☐	☐	For Commercial Developments requiring pond construction, an Owners Agreement has been provided. (Article IV)
☐	☐	☐	Health Department approval has been provided, if any on-site treatment is planned. (Article IV)
☐	☐	☐	General DESC permit has been approved. (Article IV)
☐	☐	☐	As-built plan has been provided. (Article IV)
YES	NO	N/A	TITLE SHEET
☐	☐	☐	Project name included. (Article IV)
☐	☐	☐	Location by Range, Township, Quarter-Township, Farm Lot (USM Lands) and/or Virginia Military Survey Name and Number. (Article IV)
			North arrow. (Article IV)
☐	☐	☐	A clearly legible location map showing the location of the project with respect to the nearest road intersection. (Article IV)
☐	☐	☐	Name, address, telephone number, and company name of the Design Engineer who prepared the plan. (Article IV)
☐	☐	☐	Signature line for the County Engineer. (Article IV)
☐	☐	☐	Signature line for the Sanitary Engineer. Note: Approval from the County Sanitary Engineer is required before the final engineering plans can be approved. (Article IV)
☐	☐	☐	Signature line for Del-Co Water. (Article IV)
☐	☐	☐	Applicable Delaware County standard drawings referenced by Drawing Number. Note: City of Columbus

			and/or ODOT standard drawings may be referenced on a project-by-project basis. (Article IV)
☐	☐	☐	Sheet Index. (Article IV)
☐	☐	☐	Index Map which shows the lot layout. (Article IV)
☐	☐	☐	Benchmark list referenced to USGS datum, elevations, designations, and locations. (Article IV)
☐	☐	☐	Applicable Delaware County Supplemental Specifications referenced by number. Note: City of Columbus and/or ODOT supplemental specifications may be referenced on a project-by-project basis. (Article IV)
☐	☐	☐	Owner's Name, Address, Telephone and Fax Numbers, and Email Address. (Article IV)
☐	☐	☐	Utility Owner(s) Name, Addresses, and Telephone and Fax Numbers. (Article IV)
☐	☐	☐	Applicable specifications statement per Article IV, Section 402 H provided. Note: Typically, the City of Columbus CMS would be used. Contact DCEO for further guidance, if necessary. (Article IV)
☐	☐	☐	County Engineer Disclaimer Paragraph 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)
☐	☐	☐	Consultant's Certification Paragraph 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)
☐	☐	☐	Stamp and Signature of a Design Engineer licensed in the State of Ohio. (Article IV)
☐	☐	☐	Site Data including Total Area and Total Impervious Area. (Article IV)
☐	☐	☐	Change Order Table. (Article IV)
☐	☐	☐	Variance Table with Approval Dates. (Article IV)
YES	NO	N/A	SITE IMPROVEMENT PLAN
☐	☐	☐	Any FEMA designated Floodway and 100-year Flood Plain has been displayed and labeled. (Article IV)
☐	☐	☐	Floodway Note has been provided. (Article IV)
☐	☐	☐	All driveway access points for the site comply with the access management plan. (Article IV)
☐	☐	☐	Plans and plat for all adjoining projects/sites have been reviewed to ensure the proposed project is compatible, especially driveway locations and safety of turning movements entering/exiting the site and adjacent sites. (Article IV)
☐	☐	☐	Nearby existing adjacent and opposing driveways have been shown and are safe. (Article IV)
☐	☐	☐	Adjacent Property Names, Lot Numbers and Road Names have been shown. (Article IV)
☐	☐	☐	The Sight Distance Triangle for each proposed driveway has been shown. (Article IV)

☐	☐	☐	All Existing and Proposed right-of-way, Easements (including type), and No-Build Zones have been shown and labeled. (Article IV)
☐	☐	☐	Centerline, Edge of Pavement (or Back of Curb), and right-of-way of all adjacent streets have been shown and labeled. (Article IV)
☐	☐	☐	Size, Location, and Type of all Proposed Sidewalks and/or Multi-use paths including all handicap ramps to be built on site or within the public right-of-way have been labeled. (Article IV)
☐	☐	☐	All Proposed and/or Existing Ingress/Egress, or Cross Access Easements have been shown and labeled. Note: Shared access easements shall extend a minimum of 5' beyond the back of curb or edge of pavement for maintenance purposes. (Article IV)
☐	☐	☐	Entrance driveways and driveway widths have been shown and labeled and the driveway widths that were provided comply with Township Fire Department requirements, which is generally 20-foot minimum width. (Article IV)
☐	☐	☐	A minimum driveway radius of 35-feet has been provided. Note: A larger radius may be required by DCEO per current Delaware County standards. (Article IV)
☐	☐	☐	The details for the driveway that enter onto a curb and gutter street are compatible with the street gutter pan and curb. Note: Curb on the drive shall align with the curb on the street and no snag points are permitted. (Article IV)
☐	☐	☐	A driveway profile has been provided, per Article VIII, Section 802 A. (Article IV)
☐	☐	☐	Township requests have been addressed, such as building setbacks, parking, and pedestrian paths. (Article IV)
☐	☐	☐	North arrow. (Article IV)
☐	☐	☐	Graphic and written scale. (Article IV)

☐	☐	☐	Typical Pavement Section has been provided within the right-of-way. (Article IV)
☐	☐	☐	Station and offset or GPS coordinates of all publicly maintained structures has been provided. (Article IV)
☐	☐	☐	All cross slopes at all areas of the intersections and/or cul-de-sacs are at 2% or greater slope and no bird baths exist. (Article IV)
YES	NO	N/A	MASTER GRADING PLAN
☐	☐	☐	A Master Grading Plan has been provided that complies with Article IV, Section 403 C? (Article IV)
☐	☐	☐	A proper scale has been used for the Master Grading Plan. (Article IV)
☐	☐	☐	1-ft contour lines are shown on the development area. Note: Use of the Delaware County Auditor's website (DALIS) is acceptable for existing topography. (Article IV)
☐	☐	☐	Existing elevations are shown using a dashed line type. (Article IV)
☐	☐	☐	Proposed elevations are shown using a solid line type and spot grades are included. (Article IV)
☐	☐	☐	Storm Sewer Top of Casting & Invert Elevations have been labeled. (Article IV)
☐	☐	☐	North arrow. (Article IV)
☐	☐	☐	Graphic and written scale. (Article IV)
☐	☐	☐	Major Flood Routing has been labeled using Unique Arrows that are defined on the Legend. Note: The arrows used must be a different symbol than flow routing arrows. (Article IV)
☐	☐	☐	The major flood routing for the proposed site does not affect any property downstream such as existing subdivisions, commercial sites, or homes. (Article IV)
☐	☐	☐	The 100-year flood routing, including water surface elevations, has been shown and is adequate. (Article IV)

☐	☐	☐	The elevation of the finished floors is above the 100-year flood by a minimum of 1-ft. (Article IV)
☐	☐	☐	Proposed Pad and Finished Floor Elevations have been provided. (Article IV)
☐	☐	☐	Finished floor elevation is at least 1-ft above pavement, unless ADA requirements dictate otherwise. (Article IV)
☐	☐	☐	Utility pedestals are located outside the 100-year flood elevation along major flood routes. (Article IV)
☐	☐	☐	Proposed grading or spot elevations have been called out by each building location, and drainage occurs away from each building. (Article IV)
☐	☐	☐	Proposed Landscape Mounding Contours have been included. (Article IV)
☐	☐	☐	Existing and proposed utilities have been shown. (Article IV)
☐	☐	☐	Size, Slope, Length, and Type of Proposed and Existing Culverts are shown. (Article IV)
☐	☐	☐	Size, Type, Length, and Slope of Existing and Proposed Storm Sewers have been shown. (Article IV)
☐	☐	☐	Storm Sewer and/or Culvert Profiles are shown, including material type, size and slope and meet County Standards if publicly maintained. (Article IV)
☐	☐	☐	Ditch protection has been called out on the plan, such as Rock Channel Protection at storm sewer outlets into and out of ponds. (Article IV)
☐	☐	☐	All materials used for storm sewers that will be publicly maintained meet current Delaware County Standards, including the Supplemental Specifications. (Article IV)
☐	☐	☐	Drainage and Backfilling Details have been included and comply with Delaware County Standards and the Supplemental Specifications for all publicly maintained portions. Note: Granular backfill must be provided under public and future public roads. (Article IV)

☐	☐	☐	Adequate cover has been provided for the all pipes. (Article IV)
☐	☐	☐	Station and offset or GPS coordinates of all publicly maintained structures has been provided. (Article IV)
☐	☐	☐	All storm sewers are aligned perpendicular to the streets and are not underneath or parallel to curb and gutter. (Article IV)
☐	☐	☐	Proper design year storm has been used for Drive Pipes (10-year) and is displayed on the plan. (Article IV)
☐	☐	☐	Proper drive pipe length has been provided per Article VIII, Section 802 H. (Article IV)
☐	☐	☐	Ditch Direction of Flow and Slope has been shown. (Article IV)
☐	☐	☐	No trees or landscape features exist within the right-of-way. (Article IV)
☐	☐	☐	No trees or landscape features exist nearby stormwater management facilities. (Article IV)
☐	☐	☐	Overflow elevations have been provided. (Article IV)
☐	☐	☐	Correct Design Year Storm has been used for basin sizing (release 100-year post at 2-year pre). (Article IV)
☐	☐	☐	Ponding Limits and Elevation have been provided. (Article IV)
☐	☐	☐	Ponding Tabulations have been provided. (Article IV)
☐	☐	☐	Orifice Plate Details have been provided. Note: Not permitted on half-height headwalls. (Article IV)
☐	☐	☐	Pond, sidewalk, or other embankment locations do not create any safety issues for vehicles or pedestrians. (Article IV)
☐	☐	☐	Driveway Slope(s) comply with Delaware County Standards and Supplemental Specifications. (Article IV)
☐	☐	☐	Headwall Specifications or DCEO Standard Drawings have been referenced. (Article IV)

☐	☐	☐	Ditch Direction of Flow and Slope has been shown. (Article IV)
☐	☐	☐	Cross-sections of Ditches in right-of-way or within publicly maintained area, at 50-foot spacings, have been included. (Article IV)
☐	☐	☐	Spot elevations at a minimum of 2-ft are present for area of the proposed driveway radius/curb/edge of pavement. (Article IV)
☐	☐	☐	Existing utilities, storm sewers, and culverts are shown using a dashed line type. (Article IV)
☐	☐	☐	Proposed utilities, storm sewers, and culverts are shown using a solid line type. (Article IV)
☐	☐	☐	A Legend exists which identifies all items. (Article IV)
☐	☐	☐	Leach fields, mound systems or other approved on-site sanitary have been shown on the plan for the lots and existing adjacent lots. (Article IV)
☐	☐	☐	Stormwater is not routed anywhere near existing or proposed leach fields or mound systems and would not create any problems for owners or adjacent owners. (Article IV)
☐	☐	☐	Separate Sanitary Sewer Plans have been provided for review. (Article IV)
YES	NO	N/A	EROSION & SEDIMENT CONTROL PLAN
☐	☐	☐	Inlet protection locations have been shown. (Article IV)
☐	☐	☐	Silt fence locations have been shown. (Article IV)
☐	☐	☐	Check dam locations have been shown. (Article IV)
☐	☐	☐	Erosion control standard details have been included. (Article IV)
☐	☐	☐	General Notes have been included. Note: Reference Supplemental Specifications for General Notes. (Article IV)

☐	☐	☐	Sequence of Construction notes have been included. Note: Reference the Supplemental Specifications for Notes. (Article IV)
☐	☐	☐	Construction entrance locations have been shown. (Article IV)
☐	☐	☐	Construction entrance detail has been included. (Article IV)
☐	☐	☐	Major Flood Routing has been labeled using Unique Arrows that are defined on the Legend. Note: The arrows used must be a different symbol than flow routing arrows. (Article IV)
☐	☐	☐	Ditch depth calculations have been included in the stormwater report. (Article IV)
YES	NO	N/A	EXISTING TOPOGRAPHIC SURVEY
☐	☐	☐	Shows all Existing Features including Structures, Trees, Metes & Bounds, Topography, and Utilities. (Article IV)
☐	☐	☐	Existing Structures that are to be Removed have been noted. (Article IV)
☐	☐	☐	Benchmark used, referenced to NAV Datum 1929 or 1988. (Article IV)
☐	☐	☐	Legend/Abbreviations. (Article IV)
☐	☐	☐	Additional Surveying Notes. (Article IV)
YES	NO	N/A	STORMWATER MANAGEMENT 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)
☐	☐	☐	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. Note: Include the following statement: “As-built plans are required to be provided for all ponds, flood routes, and storm sewers on this Exhibit C as being placed on maintenance to verify that these facilities have been constructed per and meet the intent of the approved engineering plan.” (Article IV)
☐	☐	☐	If Drainage Maintenance is required, a cost estimate and a signed Drainage Maintenance petition is required and have 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)
☐	☐	☐	Stormwater Management Facility Plan is separate from the Master Grading Plan. (Article IV)
☐	☐	☐	Water quantity has been addressed and complies with Article IX, Article XII, and the Supplemental Specifications. (Article IV)

☐	☐	☐	Routing calculations have been included. (Article IV)
☐	☐	☐	Inflow hydrographs have been included. (Article IV)
☐	☐	☐	Outflow hydrographs have been included. (Article IV)
☐	☐	☐	Storm Sewer Design Calculations including 10-year HGL line have been included. (Article IV)
☐	☐	☐	Calculations and frequencies have been provided in accordance with Article IX, the Supplemental Specifications, and Article IV, Section 403 D and E. Peak runoff from post-development 100-year 24-hour storm is less than pre-development 2-year 24-hour storm. (Article IV)
☐	☐	☐	Ditch flowline elevations have been included with fore-slope and backslope rates shown. (Article IV)
☐	☐	☐	If future lots or parcels will need to provide separate detention, a stormwater master plan has been provided that covers future lot/parcel requirements and the report assumptions that were used. (Article IV)
☐	☐	☐	An analysis of the capacity of the drainage outlet(s) for the site and a determination of the adequacy of the outlet(s) under the predevelopment conditions has been completed. (Article IV)
YES	NO	N/A	FOR INTERNAL USE ONLY
☐	☐	☐	On public school sites, notify the design department and operations that a proposed school will be constructed. (Article IV)
☐	☐	☐	Development Plan has been reviewed by the Delaware County Regional Sewer District to ensure sampling pits are located appropriately and will be inspected. (Article IV)
☐	☐	☐	County Engineer Plan Markups stamp has been applied.
☐	☐	☐	Notice to Proceed has been completed.