Draft Plat Checklist

Revised: 09/04/2026

PROJECT NAME:

YES	NO	N/A	GENERAL
☐	☐	☐	Review Submission Coversheet. **(Article X)**
☐	☐	☐	Review fees submitted before beginning the review. **(Article X)**
☐	☐	☐	Graphic and written scale. Note: 1”=50’ is the maximum, but 1”=30’ or 1”=40’ is preferred. **(Article X)**
☐	☐	☐	All improvements have been constructed prior to approval. Note: The Owner can furnish to the County Commissioners a construction performance guarantee (bond). **(Article X)**
☐	☐	☐	A signature line for DCEO. **(Article X)**
☐	☐	☐	A signature line for Delaware County Regional Sewer District.
☐	☐	☐	A signature line for Del-Co Water.
☐	☐	☐	A grading plan comparison has been completed to ensure that all lot sizes, easement widths, and locations match. Note: Compare sewers and road alignments on the FE Plan with the Plat. **(Article X)**
☐	☐	☐	Drainage easements are present where necessary, match engineering plans, and any major flood routings easements are labeled as “Drainage Easements”. Note: Compare sewers and road alignments on the FE Plan with the Plat and consider if anything is necessary for drainage design within an easement. **(Article X)**

☐	☐	☐	A check has been done to determine if any easements are being vacated. Note: Regional Planning must be involved if utilities are involved. **(Article X)**
☐	☐	☐	Clear property corners are present. Note: Any obscuring text or linework that impairs clarity of property corners must be addressed. **(Article X)**
☐	☐	☐	Easement lines that have an angle point or terminus falling within a parcel (not ending at a parcel line) have been dimensioned from a known point. **(Article X)**
☐	☐	☐	All drainage easements extend to the property line. Note: Drainage easements should not end in the middle of a property. **(Article X)**
☐	☐	☐	Access to rear lot drainage facilities is present. Note: Open space or easement for access from right-of-way to rear lot drainage exists. **(Article X)**
☐	☐	☐	Final lot numbers have been provided. Note: If something like T1, T2, etc. or 1, 2, 3, etc. or 3600, 3600, 3600 exists where all numbers are the same, numbers from the map department likely haven't been obtained. **(Article X)**
☐	☐	☐	Horizontal curve data has been provided. Note: Check the road geometry, often provided as a table. This would include Delta, Radius, Chord Bearing, and Chord Distance; All numbers must be provided and must be the same as the FE plan. **(Article X)**
☐	☐	☐	Additional road right-of-way been provided, per DCEO's thoroughfare plan, as necessary. Note: If property abuts an existing roadway, check the thoroughfare plan. **(Article X)**
☐	☐	☐	Boundary monuments have been shown at all newly created lot lines. Note: Ask for the ones at right-of-way corners and curvature. DCEO does not require ones at individual lots. **(Article X)**
☐	☐	☐	Monumentation exists at right-of-way areas. **(Article X)**

☐	☐	☐	The subdivision name shown. Note: The subdivision name is required to be reflective of any previous plat, if it's part of a previous plat. **(Article X)**
☐	☐	☐	All street names are displayed. **(Article X)**
☐	☐	☐	The RPC file number is displayed. **(Article X)**
☐	☐	☐	A location map, map legend, and a north arrow are all present. Note: A map and north arrow are sufficient. **(Article X)**
☐	☐	☐	An RPC acreage table has been included that shows the total lot acreage, total R/W acreage, total open space acreage, and total number of buildable lots created. **(Article X)**
☐	☐	☐	A centerline alignment with radii, bearings, and distances have been provided. **(Article X)**
☐	☐	☐	Right-of-way widths have been provided. **(Article X)**
☐	☐	☐	A control point or station is present. Note: DCEO is looking for confirmation that it's possible to work from an established point to determine the centerline, right-of-way, and easements. If there is an adjacent road right-of-way, a control point does exist. **(Article X)**
☐	☐	☐	A Legend is present that shows existing and proposed symbols. **(Article X)**
☐	☐	☐	All bearings are complete with degrees, minutes, and seconds. **(Article X)**
☐	☐	☐	All distances are shown in decimal feet. **(Article X)**
☐	☐	☐	Permanent documents have been cited, including sources of data, current deeds, prior documents of record, deed book and pages, adjacent plat name, volume, and page. Note: Any existing easement or plat is required to be cited with deed book/page or equivalent public record information. **(Article X)**
☐	☐	☐	A floodplain FIRM panel number and zone designation have been included. Note: FEMA FIRM reference

			number and whether flood plain exists should be displayed. **(Article X)**
☐	☐	☐	All no-build zones, conservation, and other "special" zones have been clearly defined in the notes. **(Article X)**
☐	☐	☐	All Ingress/Egress easements have been displayed. Note: Shared access easements shall extend a minimum of 5.0 feet beyond the back of curb or edge of pavement. This is only needed if public access is not provided by the right-of-way. **(Article X)**
☐	☐	☐	No public access restrictions exist. Note: Check for anything that could restrict access onto a public road. This needs to be provided near intersections to limit access, for lots that are adjacent to an existing public road, and to limit full access onto short public streets. **(Article X)**
YES	**NO**	**N/A**	**PLAT NOTES**
☐	☐	☐	The following note template has been included: Situated in the Township of _____, County of Delaware, State of Ohio, and being a part of [Farm Lot _____, Quarter Township _____, Township _____, Range _____, U.S. Military Survey Lands] or [(Name)'s Virginia Military Survey Number _____), and being the same tract as conveyed to _____ as described in Deed Book [Official Record Vol.] _____, Page _____, County Recorder's Office, Delaware, Ohio. **(Article X)**
☐	☐	☐	The following note template has been included: We/I, the undersigned, being all the owners and lien holders of the land platted herein, certify that the attached plat correctly represents our/my "_____", a subdivision of lots numbers _____ to _____ inclusive, and do hereby accept this plat and do voluntarily dedicate

			_____ acres for public road right-of-way as shown hereon and not heretofore dedicated. **(Article X)**
☐	☐	☐	The following note template has been included: In witness thereto, _____ have hereunto set their hands this _____ day of _____, (year) _____. **(Article X)**
☐	☐	☐	The following note template has been included: Surveyor statement: "I hereby certify that I have surveyed the property described in the foregoing title caption and that said survey and plat are accurate and correct to the best of my knowledge and belief." **(Article X)**
☐	☐	☐	The following note template has been included: Signature line for County Commissioners along existing roads: This _____ day of _____ (year) _____, rights-of-way for public streets and roads herein dedicated to public use are hereby accepted for the County of Delaware, State of Ohio. **(Article X)**
☐	☐	☐	The following note template has been included: Signature line for County Commissioners with new public R/W: This _____ day of _____ (year) _____, rights-of-way for public streets and roads herein dedicated to public use are hereby approved for the County of Delaware, State of Ohio. Street improvements within said dedicated right-of-way shall not be accepted for public use and/or maintenance unless and until construction is completed and streets are formally accepted by Delaware County. **(Article X)**
☐	☐	☐	The following note template has been included:

			Transferred this _____ day of _____ (year) _____, Delaware County Auditor; Recorded this _____ day of _____ (year)_____ at _____AM/PM in Official Record Volume _____, Page _____ Fee $_____ Delaware County Recorder. **(Article X)**
☐	☐	☐	The following note template has been included: Drainage Maintenance Petition Recorded in the Delaware County Commissioner's Journal, Resolution No. _____, Journal Date _____ (The above note should be on the first sheet of the plat, but may be accepted on the 2nd sheet. In no instance is it permitted on any other sheets than 1 or 2). Note that we may be providing a sample plat sheet 1 drawing in the future). **(Article X)**
☐	☐	☐	The following note template has been included: 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. **(Article X)**
☐	☐	☐	The following note template has been included: For any easement shown on this plat that contains a storm sewer, culvert, over land open ditch flood route, detention basin, retention basin and/or other storm water structure (herein referred to as storm sewer), the storm sewer rights are senior to the rights of any other public or private utility or interest utilizing the easement, except for overlap areas with a sanitary easement. Any costs

			associated with the damage, repair, replacement or relocation of any buried or above ground facility or structure that is necessary to allow the maintenance, repair or replacement of the storm sewer shall be the responsibility of the owner of said utility, facility or structure. When maintenance, repair or replacement of a storm sewer causes the removal of any trees, plantings, landscaping, fence, driveway or any other feature located within the easement, the replacement and cost of said items shall be the responsibility of the owner of the underlying property or homeowner's association if applicable.
☐	☐	☐	The following note template has been included: Drainage Maintenance (CAD): Per sections of the Ohio Revised Code (ORC), including Sections 6131 and 6137, for any culverts and/or water courses (herein referred to as culvert) placed on the Delaware County Drainage Maintenance Program, the extent of the drainage maintenance focuses only on maintaining the culvert placed under maintenance. The maintenance and inspection of the culvert shall only include maintenance and inspection of the culvert and culvert bedding. The maintenance does not include maintaining any embankments and/or driveway embankments constructed on private property or in the Public Right-of-Way, including embankment over any culverts placed on the Delaware County Drainage Maintenance Program. **(Article X)**
☐	☐	☐	The following note template has been included: Water course/culverts: Within those areas of land designated "Drainage Easement", an easement is hereby reserved for maintaining storm water drainage swales and/or other storm water drainage facilities along with granting Delaware County, its successors or assigns the right of ingress and egress from the Public Right-of-Way

			to the Drainage Easement as defined above. Pursuant to ORC Section 6137, Delaware County, its successors or assigns, shall take corrective measures or repairs to restore the culvert and/or water course, if necessary, including those actions caused by an emergency situation. The costs associated with these corrective measures shall be assessed to the owner(s). **(Article X)**
☐	☐	☐	The following note template has been included: Drainage Maintenance: Within those areas of land designated "Drainage Easement" on this plat, an additional easement is hereby reserved for the purpose of constructing, operating and maintaining major storm water drainage swales and/or other storm water drainage facilities. No above grade structures, dams or other obstructions to the flow of storm water runoff are permitted within Drainage Easement areas as delineated on this plat. Easement areas shown hereon outside of the platted area are within lands owned by the undersigned and easements are hereby reserved therein for the uses and purposes expressed herein. **(Article X)**
☐	☐	☐	The following note template has been included: No buildings, sheds, decks, pools, or other such structures, or the footers or foundations of any structures or features shall be constructed above or below ground within the limits of any drainage easements unless said structure is approved in writing by the Delaware County Engineer's Office. **(Article X)**
☐	☐	☐	The following note template has been included: Any landscape features, such as trees, fences, retaining walls, etc. in drainage easements shall be reviewed by the Delaware Soil and Water Conservation District (DSWCD) and the Delaware County Engineer's Office (DCEO) prior

			to installation. The DSWCD and DCEO will review the proposed improvements to assure that the improvements will not interfere with the storm water control facilities. **(Article X)**
☐	☐	☐	The following note template has been included: Drives shall not encroach into any side yard drainage easement. **(Article X)**
☐	☐	☐	The following note template has been included: 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. **(Article X)**
☐	☐	☐	The following note template has been included: For flood routing/rear drainage/open spaces: All reserve/open spaces delineated on this plat shall be accessible to Delaware County, its successors and assigns, for drainage maintenance purposes. **(Article X)**
☐	☐	☐	The following note template has been included: For drainage easements with access: For any Drainage Access Easement or Drainage and Access Easement shown on this plat, use of such easement by any public and quasi-public utilities shall be limited to underground facilities. No above ground facilities shall be constructed within said easement. **(Article X)**
☐	☐	☐	The following note template has been included: Notice is hereby given to any buyer of the lots delineated upon this plat, that on file with the Building Department of Delaware County, are site improvement plans for the

			development of said lots showing proposed lot drainage, proposed ground elevation of house and/or lot grading plans. These plans, as approved by the governmental agencies, are considered part of the approval of this subdivision and are to be incorporated into the final plot plan required with the building permit. **(Article X)**
☐	☐	☐	The following note template has been included: On file with the County Engineer, Code Compliance, General Health District, and platting authorities are plans indicating the nature and location of various subdivision improvements. **(Article X)**
☐	☐	☐	The following note template has been included: For CADs: Approval of this plat by the Delaware County Regional Planning Commission, the Delaware County Commissioners and/or any other governmental authority shall in no way constitute a dedication or acceptance of the Common Access Drive shown thereon, and all such Common Access Drive(s) shall be and remain a private access way, and the Delaware County Regional Planning Commission, the Delaware County Commissioners and every other public authority signing this plat shall have no responsibility or liability for or arising out of the construction, improvement, maintenance and/or use of any such Common Access Drive. The owners of these lots and their successors and assigns agree to and shall be bound by the foregoing provision, which provision shall be deemed to be and is a covenant running with the land. **(Article X)**
☐	☐	☐	The following note template has been included: For CADs: Access to the Public Road Right of Way from the lots within the CAD shall be restricted to the Common

			Access Drive located within the Common Access Drive Easement. **(Article X)**
☐	☐	☐	The following note template has been included: For Private Streets: Approval of this plat by the Delaware County Regional Planning Commission, the Delaware County Commissioners and/or any other governmental authority shall in no way constitute a dedication or acceptance of the private street(s) shown thereon, and all such private street(s) shall be and remain a private access way, and the Delaware County Regional Planning Commission, the Delaware County Commissioners and every other public authority signing this plat shall have no responsibility or liability for or arising out of the construction, improvement, maintenance and/or use of any such private street(s). The owners of these lots and their successors and assigns agree to and shall be bound by the foregoing provision, which provision shall be deemed to be and is a covenant running with the land. **(Article X)**
☐	☐	☐	The following note template has been included: For Restricted Access Conditions: No vehicular access to be in effect until such time as the public street right-of-way is extended and dedicated by plat, right-of-way deed, or right-of-way easement. **(Article X)**
☐	☐	☐	The following note template has been included: For Commercial Sites: Signature by the Delaware County Engineer's Office on this plat does not convey approval of the stormwater management, erosion and sedimentation control, site access points, or any work within the right-of-way for any lot shown on this plat. **(Article X)**
☐	☐	☐	The following note template has been included:

			Del-Co Water: Easements are granted within dedicated road right-of-way, 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. **(Article X)**
☐	☐	☐	The following note template has been included: Alternative Del-Co Water: 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. **(Article X)**
YES	**NO**	**N/A**	**FOR INTERNAL USE ONLY**
☐	☐	☐	County Engineer Plan Markups stamp has been applied.
☐	☐	☐	Notice to Proceed has been completed.