Lot Split Checklist

Revised: 09/04/2026

PROJECT NAME:

YES	NO	N/A	DEVELOPMENT PLAN
☐	☐	☐	Review Submission Coversheet.
☐	☐	☐	Review fees submitted before beginning the review.
☐	☐	☐	A ditch setback is warranted, and a setback plan has been submitted. Note: Please see the ditch setlist checklist and example plan.
☐	☐	☐	If a ditch setback variance has been requested and approved, a ditch setback plan is not required.
☐	☐	☐	Boundary legal description and survey plat for the Lot Split, which displays an approval stamp from the Map Department.
☐	☐	☐	Signature block for the Township Zoning Inspector.
☐	☐	☐	Signature block for the Delaware Public Health District.
☐	☐	☐	Signature block for the Delaware County Regional Sewer District.
☐	☐	☐	Signature block for the Delaware County Engineer.
☐	☐	☐	All signature blocks are consistent with DCEO's Signature Block Example.
☐	☐	☐	Ohio Utilities Protection Service (OUPS) – Ohio 811 stamp.
☐	☐	☐	No proposed driveway has more than two driveways. Note: Three driveways off a shared access point is not permitted for a Lot Split, as having three driveways

			would cause the Development Plan to be classified as a Common Access Drive (CAD).
☐	☐	☐	Existing and proposed buildings and/or well.
☐	☐	☐	Centerlines of boundary roads and/or rivers/streams labeled.
☐	☐	☐	Lot boundary lines with distances.
☐	☐	☐	All distances expressed in feet and decimal parts.
☐	☐	☐	Existing parcel's address and parcel number.
☐	☐	☐	Surveyor's first and last name with company name.
☐	☐	☐	Development Plan designer's first and last name with company name.
☐	☐	☐	Graphic and written scale.
☐	☐	☐	North arrow.
☐	☐	☐	Development Plan shown without text conflicts.
☐	☐	☐	Site Data including acreage for the existing parcel and the new lot(s).
☐	☐	☐	Contour lines are shown.
☐	☐	☐	Other easements, existing or proposed, including utility easements, such as Del-Co Water, and sanitary easements.
☐	☐	☐	100-year flood plain designation label, per the current Delaware County FIRM Community Floodplain Panel.
☐	☐	☐	Proposed driveway locations.
☐	☐	☐	Onsite sewage system locations, if not served by central sanitary sewers.
☐	☐	☐	Soil types and boundaries are shown.
☐	☐	☐	Drainage ditches and grading by houses defined by contours and/or spot elections.

☐	☐	☐	Correct amount of additional road right-of-way, in compliance with DCEO's thoroughfare plan, for the highway easement.
☐	☐	☐	Maintenance Agreement required for a Shared Access Drive. Note: Requires written notification to Delaware County Regional Planning Commission.
☐	☐	☐	The following note has been included: "All obstructions that prohibit the required sight distance will be removed."
☐	☐	☐	If a proposed driveway(s) exists, the following note has been included: "When the new driveway(s) are ready to be constructed, a driveway permit will be obtained from the Delaware County Engineer's Office." Note: Substitute the "Delaware County Engineer's Office" with the township name, if the road is a township road and the township manages its own driveway permits. Note: If the permit is obtained from ODOT due to the road being a state highway, provide a copy of the driveway permit to DCEO.
☐	☐	☐	If access needs to be restricted due to sight distance issues, the following note has been included: "All lots shall take access from the Shared Access Drive location(s) as shown. Vehicle access other than at the approved access location(s) is prohibited."
☐	☐	☐	If Delaware County Regional Planning Commission requires a Maintenance Agreement, the following note has been included: "The lot owners shall be responsible for maintaining the Shared Access Drive Maintenance Agreement."
☐	☐	☐	Unless directed by Delaware County Soil & Water Conservation District, the following note 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."
☐	☐	☐	If a Shared Access Drive exists, the following note shall be included: "The first owner to develop the lot will install the driveway culvert."
YES	**NO**	**N/A**	**STOPPING SIGHT DISTANCE EXHIBIT**
☐	☐	☐	A stopping sight distance exhibit for each proposed drive on a county or township road. Note: A stopping sight distance exhibit is not required for an existing driveway. **(ODOT L&D Volume 1 201)**
☐	☐	☐	Adequate stopping sight distance displayed based on design speed with dimensions included. **(ODOT L&D Volume 1 201)**
☐	☐	☐	Height of Object labeled and shown to be 2.00 feet to represent the bumper of a vehicle exiting the driveway. **(ODOT L&D Volume 1 201)**
☐	☐	☐	Height of Eye labeled and shown to be 3.50 feet to represent the driver who is reacting to the vehicle exiting the driveway. **(ODOT L&D Volume 1 201)**
☐	☐	☐	A horizontal and a vertical scale shown in both a graphic and written scale formats.
YES	**NO**	**N/A**	**CONVEYANCE DOCUMENT FOR EASEMENT**
☐	☐	☐	DCEO's Sample NPA Drainage Conveyance Document and/or Sample NPA Highway Conveyance Document template used, with easements stating their purpose, such as "Easement(s) for Drainage Purposes" and/or "Easement(s) for Highway Purposes".
☐	☐	☐	On the signature section of the conveyance document, the signee's name is typed underneath the signature line.
☐	☐	☐	Correctly referenced EXHIBIT A or A-1, A-2, A-3, etc. and EXHIBIT B or B-1, B-2, B-3, etc.

☐	☐	☐	Adjacent parcel owners referenced with complete and correct spelling.
☐	☐	☐	Notary stamp completely visible with no text being obscured.
YES	**NO**	**N/A**	**LEGAL DESCRIPTION FOR EASEMENT**
☐	☐	☐	Labeled EXHIBIT A or A-1, A-2, A-3, etc. if multiple legal descriptions exist.
☐	☐	☐	Adjacent parcel owners referenced with correct spelling. **(Article X)**
☐	☐	☐	Site Data including acreage. **(Article X)**
YES	**NO**	**N/A**	**SURVEY PLAT FOR EASEMENT**
☐	☐	☐	Labeled EXHIBIT B or B-1, B-2, B-3, etc. if multiple survey plats exist.
☐	☐	☐	Shown without text conflicts. **(Article X)**
☐	☐	☐	Includes a Survey Legend with all icons/symbols correctly labeled. **(Article X)**
☐	☐	☐	Site Data including acreage. **(Article X)**
☐	☐	☐	Adjacent parcel owners labeled with correct spelling. **(Article X)**
☐	☐	☐	Point of beginning labeled. **(Article X)**
☐	☐	☐	Easement area hatched and/or outlined in bold, so it is clearly defined. **(Article X)**
☐	☐	☐	North arrow. **(Article X)**
☐	☐	☐	Graphic and written scale. **(Article X)**
☐	☐	☐	Easement boundary lines with distances and bearings. **(Article X)**
☐	☐	☐	All bearings complete and expressed in degrees, minutes, and seconds with distances expressed in feet and decimal parts. **(Article X)**
YES	**NO**	**N/A**	**FOR INTERNAL USE ONLY**

☐	☐	☐	Review of comments in TRAKiT from Delaware County Soil & Water Conservation District.
☐	☐	☐	County Engineer Plan Markups stamp has been applied.
☐	☐	☐	Notice to Proceed has been completed.
☐	☐	☐	Plan review markups and review letters have been uploaded to TRAKiT.