PRELIMINARY, FINAL, OR REVISED SUBVISION PLAT

REQUIRED INFORMATION FOR APPLICATION SUBMITTAL

All applications shall require submittal of one full-sized hard copy and one digital copy of all documents

1) Completed Pre-Development Meeting (required unless waived by Director). Send an email to planning@delawareohio.net to schedule a pre-development meeting.

2) Completed and signed Master Application Form which includes:
   a) Applicant(s) name, address, phone number
   b) Name, address, phone numbers of all owners of the property
   c) Signature by applicant
   d) If applicant is not the property owner, submit current notarized written statement signed by property owner(s) appointing applicant as owner's agent (form attached)
   e) Name, address, phone number, e-mail address of contact person for information and questions

3) Preliminary Plat (if required as outlined in 1106.02 (b) of the Subdivision Regulations) contents:
   a) Name of subdivision
   b) Location map and legal description
   c) North point and graphic scale
   d) Signature block to indicate approval of the Planning Commission and City Council
   e) Existing conditions:
      i) Boundary lines and total acreage
      ii) Locations, widths, and names of all existing or prior platted streets or alleys, easements, railroad and utility rights-of-way, parks and public open spaces, permanent buildings and structures, and section and corporate lines
      iii) Existing sewers, water mains, culverts, or other underground facilities on or within 500 feet of the tract unless the Director determines such information is not needed, indicating pipe sizes, grades, and exact locations
      iv) Boundary lines of adjacent tracts and ownership of unsubdivided and subdivided land
   f) Elevations based on and indicated sea level datum. Drainage channels, major trees, wooded areas,
   i) watercourses, and other significant physical features
   g) Proposed conditions:
      i) Layout and widths of street pavements and rights-of-way
      ii) Layout of lots and blocks
      iii) Parcels of land intended to be dedicated or temporarily reserved for public use or reserved by deed covenant and the conditions proposed for such covenants and for dedication
      iv) Indication of any lot on which a use other than residential is proposed by the owner
      v) Notes detailing all special agreements with parks, park development, bike paths, sidewalks in reserves, traffic controls, and similar items that will be installed or developed
      vi) Expanded building setbacks in side yard adjacent to sidewalks and paths
      vii) Notes indicating all anticipated agreements, improvements, and final plat details
      viii) Lot width and lot frontage lines plus the distance between them, shown graphically with dimensions

4) Final Plat and Replat contents:
   a) Name of subdivision or subdivision section
   b) Name of surveyor who prepared the plat
   c) Layout, numbers, and dimension of lots and blocks
   d) Lot width and lot frontage lines plus the distance between them shown graphically with dimensions
   e) Boundary of plat based on accurate traverse-with angular and lineal dimensions, and the datum used
   f) True angles and distances to the nearest established street lines or official monuments, not less than three,

accurately described in the plat

g) Municipal, township, county, or section lines accurately tied to the lines of the subdivision by distances and angles
h) Radii, internal angles, points of curvature, tangent bearings, and lengths of all chord dimensions
i) All lot numbers and lines with accurate dimensions in feet and hundredths
j) Boundary monuments in accordance with Ohio Administrative Code 4733-37-03
k) Exact location, width, and name of all streets and other public ways. Lines of adjoining public and private streets and alleys, with their widths and names including radii, arcs, point of tangency and central angles for all curvilinear streets and alleys plus radii for all rounded corners
l) Location, dimensions, acreage, and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed covenant for the common use of all property owners.
m) Surveyor's statement certifying that the plat represents a survey made by them and that all dimensional and geodetic details are correct
n) Notarized certification by the owner of the adoption of the plat and the dedication by them to public use of the streets and other public areas shown on the plat
o) The proper form for the approval of the Planning Commission and Clerk of Council, with space for signatures, plus providing the ordinance number and date, plus Planning Commission case number and date
   i) Replats that do not create additional lots, only require Planning Director Signature.
p) Space for acceptance by signature of the City Manager of the public improvements required
q) Coordinates of property corners, and major intersections within subdivisions shall be shown in the State Plane coordinate system
r) Notes concerning the establishment of a homeowner's association or other controlling party
s) Proposed easements including electric, street light easements, conservation easements, stream buffers, and tree preservation zones as well as their purpose and width

5) Fees will be invoiced upon official acceptance of the application and required materials. Fees can be found in the fee schedule at delawareohio.net/planning.

6) A final plat shall not be recorded until acceptance of public improvements (API) in accordance with section 1106.15 of the subdivision regulations of the zoning code. Prior to submitting the Mylar plat for signatures, the applicant shall send a digital copy to planning@delawareohio.net for final review.

Agent Form

The undersigned, owner(s) of the certain real property described in the attached application, do hereby appoint and expressly grant full authority to *(Name of Agent)* _____ to act as the sole agent(s) of and on behalf of the undersigned in all matters related to and in connection with the attached application. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of Delaware in connection with this same case, and by all decisions made by the City in connection with this same case.

_____ _____

Owner's Signature Owner's Signature

_____ _____

Printed Name Printed Name

State of _____

County of _____

Sworn to or affirmed and subscribed before me by _____

Owner(s) Name(s)

this date of _____.

SEAL

_____

Signature of Notary Public

_____

Notary Printed Name

_____

Commission Expiration Date