

PRELIMINARY PLAT CHECKLIST

SUBDIVISION _____

DATE _____

This list is not all inclusive, but is to be used as a guideline for submittals and reviews.

| √ | DESCRIPTION | REMARKS |
|----|---|---------|
| 1 | Fees paid. | |
| 2 | 20 copies of plat. The proposed subdivision shall be drawn at a scale of any one-tenth (1/10) portion of one hundred (100) feet to the inch and shall be on one or more sheets 18 x 24 or 24 x 36 inches in size | |
| 3 | Name of Subdivision. | |
| 4 | Vicinity sketch showing the location of the proposed subdivision in relation to the existing street pattern, drainageways, and developed land in the surrounding area within a one mile radius. | |
| 5 | Location by township, section, and range. | |
| 6 | A north point and a bar scale of plan. | |
| 7 | The boundaries of the entire proposed subdivision | |
| 8 | Zoning classification of the tract and adjoining properties and a description of proposed zoning changes, if any. | |
| 9 | Names of adjacent subdivision and owners of adjoining parcels of unsubdivided land. | |
| 10 | Plan view layout for entire proposed subdivision. | |
| 11 | Location Map | |
| 12 | Locations, widths, and names of existing streets, railroad rights-of-way, easements, parks, permanent buildings, and corporation and township lines; location of wooded areas, wetlands, contours and other significant topographic and natural features within and for 200 feet adjacent to the tract being subdivided. | |
| 13 | Wetlands, delineated in accordance with the federal and/or state agency with jurisdictional authority. | |
| 14 | Existing sewers, water lines, gas lines, culverts, and other underground structures, and power transmission poles and lines, within and for 200 feet adjacent to the tract being subdivided. | |
| 15 | Existing contours at an interval of not greater than two (2) feet if the slope of the ground is five (5) percent or less and not greater than five (5) feet where the slope is more than five (5) percent. Elevations are to be based on U.S.G.S. datum. The engineer or surveyor shall certify or obtain a certification from others that the topographic data has been obtained from acceptable field or aerial methods. The date of the field work or of the aerial photography will be included in the certification. | |

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| | 16 | The location of the bench mark used to determine the contour lines. | |
| | 17 | Sanitary Sewer Easements shall be provided for future centralized sanitary sewers in new subdivisions initially proposing individual on-site wastewater treatment systems. A preliminary gravity sanitary sewer layout, based on existing topography, shall be submitted as part of a preliminary plan for a subdivision | |
| | 18 | Approximate location, widths, and names of proposed streets and drainage easements | |
| | 19 | Building setback lines with dimensions | |
| | 20 | Approximate location and dimensions of all proposed utility and sewer lines, showing their connections with the existing system | |
| | 21 | Layout, temporary numbers, and approximate dimensions of each lot. When a lot is located on a curved street or when side lot lines are not at ninety (90) degree angles, the width at the setback line shall be shown | |
| | 22 | Parcels of land or areas to be reserved or donated for public use or to be reserved by covenant for residents of the subdivision | |
| | 23 | Names, addresses, and phone numbers of the owner, subdivider, and registered professional engineer and/or registered professional surveyor who prepared the plan. | |
| | 24 | Soils types with soil descriptions of each map unit must be incorporated into the preliminary plan and to the scale of said plan. Soil types shall be designated as listed in the latest Soil Survey of Fairfield County, if central sewers are provided. If on-lot wastewater treatment systems are proposed, soil types shall be designated as listed on the supplemental soil map | |

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| | <p>25 When on-lot water and/or wastewater treatment systems are proposed, the preliminary plan shall also include the following information:</p> <ol style="list-style-type: none"> 1. Proposed preliminary locations for dwelling and driveway locations on each lot. 2. Proposed primary well locations with isolation distances, as well as any required alternative well locations and isolation distances. 3. Primary and secondary leaching locations to scale, along with septic tank location for each lot. 4. Any required gradient drains including connection into the collector tile system. 5. A preliminary collector drain layout (plan view) and associated drainage easements (if gradient drains are required). 6. Any other information required by the Fairfield Department of Health. | |
| | <p>26 An application shall be filed with the Regional Planning Commission</p> | |
| | <p>27 A proposed set of private covenants shall be filed if the subdivider intends to incorporate them in his recorded plat.</p> | |
| | <p>28 A vicinity sketch shall be incorporated showing the location of the proposed subdivision in relation to the existing street pattern, drainageways, and developed land in the surrounding area within a one mile radius.</p> | |
| | <p>29 A preliminary storm drainage plan shall be filed with the staff. This item shall consist of the approximate arrangement of the drainage system and streets, origin and proposed destination of storm water, the proposed drainage facilities, and the approximate flood plain limits of major drainageways. The developer or his engineer is encouraged to contact the Soil Conservation Service and/or the Ohio Department of Natural Resources for assistance in determining the flood plain limits and watershed areas.</p> | |
| | <p>30 If the use of on-site wastewater treatment systems is proposed, a soil report and supplemental soil map as required by the Fairfield Health Department shall be submitted with the preliminary plan.</p> | |
| | <p>31 Where an adequate public sanitary sewer system is reasonably accessible as determined by the County Sanitary Engineer, public sanitary sewer shall be installed to adequately serve all lots. All sanitary sewer improvements shall meet the requirements of the Ohio Environmental Protection Agency and the County Utilities Department.</p> | |

FINAL PLAT CHECKLIST

SUBDIVISION _____

DATE _____

This list is not all inclusive, but is to be used as a guideline for submittals and reviews.

| √ | | DESCRIPTION | REMARKS |
|---|---|---|---------|
| | 1 | Fees paid. 100% final cost or 70% of final plat fee is required for construction drawings. 30% due with final plat submittal. | |
| | 2 | Final construction drawings and specifications for improvements shall be prepared by a registered professional engineer. The plans shall include master grading plan, cross sections, plans, profile views, construction details, a storm drainage plan, and erosion and sedimentation plans. Separate drawings shall be made for streets and storm drainage (Engineer's Office) and water and sanitary sewers (Sanitary Engineer's Office) | |
| | 3 | A legal description and the acreage of the final plat shall be incorporated on the plat. (Metes and bounds) Every plat shall be superimposed on a survey of the lands of the dedicators from which such plat is drawn and shall contain an accurate background drawing (dashed lines) of any metes and bounds description of the land of the dedicators from which such plat is drawn. | |
| | 4 | The final plat shall be legibly drawn in water-proof ink on tracing cloth or other material of equal permanence. It shall be drawn at a scale of one hundred (100) feet to the inch, and shall be on one or more sheets 18 x 24 inches in size. If more than one (1) sheet is needed, each sheet shall be numbered and the relation of one sheet to another clearly shown. | |
| | 5 | The name of the subdivision identifying the final plat shall be the same as that for which the preliminary plan was approved. | |
| | 6 | Locations by section, town, range, township, county, and state. | |
| | 7 | A bar scale and north point. | |
| | 8 | All linear dimensions shall be accurate and expressed to the 0.01 of a foot and angular measurements to the 0.10 of a minute. | |

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| | 9 | Radii, internal angles, points of curvature, tangent bearings, and supplementary angles as necessary for all applicable streets within the plat area | |
| | 10 | Street names. | |
| | 11 | Building setback lines with setback dimensions. | |
| | 12 | Easements for public use, services, utilities, and drainage with dimensions and appropriate bearings | |
| | 13 | Accurate outlines of areas to be dedicated or reserved for public use, or any area to be reserved for common use of all property owners. The use and accurate boundary locations shall be shown for each parcel of land to be dedicated | |
| | 14 | The acreage of the dedicated and/or reserved areas within the plat for school, park, and playground purposes. | |
| | 15 | All lot lines with the necessary distances and bearings or angles. | |
| | 16 | The location of all proposed or existing monuments within the plat | |
| | 17 | The location and identification of all adjacent rights-of-way, lots, and easements. | |
| | 18 | Key Map | |
| | 19 | The boundary line of the area being subdivided with accurate dimensions and bearings. All dimensions both linear and angular shall be determined by an accurate control survey in the field which must balance and close within the limit of one (1) in ten thousand (10,000) before balancing the survey. | |
| | 20 | A known reference point shall be accurately tied to the line-of the subdivision by distances and bearings and any municipal, township, county, or section lines traversing a plat or immediately adjacent thereto shall be shown | |

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| | 21 | A notarized acknowledgment by the owner or owners of the adoption of the plat, dedication of streets and other public areas and to the fact that all monuments will be placed. | |
| | 22 | Certification by a surveyor, registered in the State of Ohio, that the plat represents a survey made by him and that all monuments shown as placed on the plat are placed. | |
| | 23 | A statement of approval by the Regional Planning Commission | |
| | 24 | A statement of approval by the Fairfield County Combined General Health District. (Where on-site wastewater facilities are utilized.) | |
| | 25 | Statement of acceptance of the dedication by the County Commission. | |
| | 26 | Statements by the County Auditor and Recorder as to the transfer of land and recording of the plat. | |
| | 27 | Statement of approval and/or review of the plat by the County Engineer | |
| | 28 | A statement of approval by the Fairfield County Utilities Department | |
| | 29 | A statement of approval by the applicable township zoning administrator/inspector | |
| | 30 | A list of private covenants, if utilized. | |
| | 31 | 20 copies of final plat shall be submitted. | |