

Section 320.

FINAL PLAT CHECKLIST

Does Does Not

1. General

- _____ _____ (a) The final plat was submitted within 12 months of the approval of the preliminary plat.
- _____ _____ (b) All improvements are completed or assurances given as required.
- _____ _____ (c) The application form properly was completed.
- _____ _____ (d) The plat was prepared in waterproof ink on tracing cloth or other material of equal permanence at a scale of not less than 1" = 100'.
- _____ _____ (e) Sheets are 24" X 36" in size with 1/2" border and 1-1/2" left binding edge with lettering size no smaller than 0.10 inch with pen width of at least 0.013.
- _____ _____ (f) Improvement plans meeting requirements of responsible official are submitted.

2. Plat Detail

- _____ _____ (a) The name of the subdivision and its locational description.
- _____ _____ (b) A metes and bounds description of the parcel is shown.
- _____ _____ (c) The Owners, Surveyors, and Engineers names and addresses are shown as appropriate. If no improvement plans are required, an engineer need not be listed. (2008)
- _____ _____ (d) The date, scale of plan including graphic scale, and north point are shown.

- _____ _____ (e) The primary control points are shown on the plat.
- _____ _____ (f) Adequate survey data showing all dimensions referenced by arrow marks to the beginning and ending points.
- _____ _____ (g) The names of adjoining owners or subdivisions with deed or plat volume(s) and page(s) shown.
- _____ _____ (h) The names of streets and right-of-way, including any deficiency in the width. The location of the proposed stop sign with any public road right-of-way as determined by the County Engineer. (2008)

Does Does Not

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| _____ | _____ | (i) The location, purpose, and recorded reference of all easements within or serving the proposed subdivision. |
| _____ | _____ | (j) The lot and/or block numbers. |
| _____ | _____ | (k) The dedication of lots, streets, and reserved areas and their purpose. |
| _____ | _____ | (l) Excepted parcels or out lots so marked, "Not Included in This Plat". |
| _____ | _____ | (m) The minimum building setback lines shown and properly located. A typical lot may be shown. |
| _____ | _____ | (n) The location and description of all monuments. |
| _____ | _____ | (o) Previous lot lines in the case of a re-plat. |
| _____ | _____ | (p) The 100 year flood hazard elevation of the area to be divided and boundaries of the 100 hundred year flood as determined by FEMA flood maps shall be shown with a statement concerning the lowest floor elevation including basement/crawl space of future buildings. |
| _____ | _____ | (q) The present zoning classification if applicable. |
| _____ | _____ | (r) Soil information as specified in Section 309, Item 15 for unsewered areas. |
| _____ | _____ | (s) A separate map showing existing contours at one (1) foot intervals and a site grading plan that identifies maximum finished grade elevations for each lot and approved by OEPA if applicable. |
| _____ | _____ | (t) Submission of evidence that the Board of Health has reviewed and approved the proposed subdivision for compliance with the household sewage treatment system requirements. (2007) |
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| _____ | _____ | (u) The minimum and maximum finished grade elevations shall be shown on the plat for each lot in the subdivision. (2007) |
| | | 3. Certifications |
| _____ | _____ | (a) The certificate of the Surveyor and Engineer. |
| _____ | _____ | (b) The certificate of Ownership and Dedication. |
| _____ | _____ | (c) The approval of Board of Health where sewer and/or public water is not available. |
| _____ | _____ | (d) The certificate of approval of Township Trustees if new public street construction is involved. |

Does Does Not

- _____ _____ (e) The certificate of approval of the Planning Commission
 - _____ _____ (f) The certificate of Board of Commissioner's acceptance of streets and other public ways.
 - _____ _____ (g) The Auditor's certificate of transfer including statement that all due taxes have been paid.
 - _____ _____ (h) The certificate of County Recorder.
 - _____ _____ (i) The certificate of approval of the County Engineer.
 - _____ _____ (j) The certificate of County Sanitary Engineer.
 - _____ _____ (k) The certificate requiring future connection to a central sewer facility when available as determined by the Ottawa County Board of Health and/or Sanitary Engineer.
 - _____ _____ (l) The certificate by the Owner of water and/or sewer main dedication to Ottawa County Commissioners.
- _____, as owner, hereby dedicates the _____ mains within the platted area to the Board of County Commissioners of Ottawa County, Ohio, exclusively to public use this ____ day of _____, 200_.
- _____ _____ (m) The certificate by the appropriate City/Village Administrator, Board of Public Affairs, or water and sewer district when water and/or sewer is obtained from the City/Village/District.
 - _____ _____ (n) The certificate of approval by Ohio EPA or a letter approving and guaranteeing the installation of a community sewage treatment systems not operated by a political subdivision.

Comments _____

