



## Belmont County Subdivision Regulations

### Application for Final Plat

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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#### Development Information

Name of Subdivision \_\_\_\_\_

Township \_\_\_\_\_ Parcel # \_\_\_\_\_

Acreage: \_\_\_\_\_ # of Lots \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Sewage System: \_\_\_\_\_

Water System: \_\_\_\_\_

Street Network: \_\_\_\_\_

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Applicant Signature & Date: \_\_\_\_\_

Fee: \_\_\_\_\_

# Final Plat Checklist

## Final Plat Form

- a. Complete and signed application form available from the Planning Director, or designee, with the appropriate fee.
- b. Original plat document (parent parcel) signed by the developer and lienholder with notary and seal and the professional surveyor with seal.
- c. If applicable, the preliminary plan approved by the Planning Commission with all conditions.
- d. The Planning Director, or designee, shall determine the number of copies of the final plat for review by the appropriate departments and agencies.
- e. The Planning Director, or designee, shall determine the number of sets of approved construction drawings.
- f. Drawn at a scale between one hundred (100) feet to the inch and ten (10) feet to the inch, inclusively.
- g. Plats shall be on one or more sheets twenty-four (24) by thirty-six (36) inches in size (at a minimum) and shall be clearly and legibly drawn. The original shall be drawn on reproducible material per the County requirements.
- h. A legend of all symbols and abbreviations used shall be included on the plat.
- i. The Planning Director, or designee, may also require the final plat to be filed in a digital or computer format.

## Final Plat Contents

The final plat shall contain the following information:

- a. Subdivision name, location by section, range, township, or other accepted survey district.
- b. The plat shall comply with the Minimum Standards for Boundary Surveys in the State of Ohio and the measurement specifications as contained in Chapter 4733-37 of the *Ohio Administrative Code*.
- c. A vicinity map showing the general location of subdivision.
- d. Name, address, email, and telephone number of owner, subdivider, professional surveyor and professional engineer with appropriate numbers and seals.
- e. Plat boundaries, based on accurate traverse, with angular and linear dimensions determined by an accurate control survey in the field. All lot lines shall be shown with accurate dimensions in feet and hundredths.
- f. Site layout, number, dimensions of each lot, and set back lines (a note listing setback dimensions may be added in lieu of showing setback lines if the plat will be made more legible).
- g. Outline of areas to be dedicated or reserved for public or common use of property owners within the plat, and previous lots or blocks and their numbers indicated by a contrasting line style in the case of a replat.
- h. Bearings and distances to the nearest established street lines, and accurate location and description of all monuments.
- i. Names, locations, dimensions, rights-of-way of all existing and proposed streets and railroads within and adjoining the plat. Radii, internal angles, points of curvature, tangent bearings, length of arcs, and lengths and bearing of chords of all streets.
- j. Locations and dimensions of all easements and rights-of-way, with dimensions, purposes and wording addressing the purpose of such easements or rights-of-way.

- k. Location of all streams, rivers, canals or lakes, and flood hazard boundaries of the area.
- l. Base flood elevations shall be determined by the developer's engineer in areas where such information has not been made available from other sources.
- m. A copy of any restrictive covenants, and other notes, items, restrictions, or provisions required by these Regulations, the planning commission or its designated representative, or other plat-signing authority.
- n. A statement or table showing total acreage in the subdivision and total acreage of lots, roads, open space, easements, and other types of uses.
- o. Spaces for all signatures required per Article 8.

### **Additional Information for Final Plat**

The following information shall be supplied in addition to the above required data:

- a. If a zoning change is involved, certification from the appropriate Township or County zoning representative shall be required indicating that the change has been approved and is in accordance with the requirements of the zoning resolution.
- b. A letter from the permitting agency indicating that a driveway permit has been issued or will be issued by the office of the County Engineer or Ohio Department of Transportation on existing roads.