



FINAL PLAT

Application Requirement Checklist

Application & Supporting Materials

1 APPLICATION FEE

- 2 CD** - ONE (1) DIGITAL COPY CONTAINING ALL APPLICATION MATERIALS REQUIRED FOR SUBMISSION.
Files must be labeled and submitted as PDFs or JPEGs, or other appropriate electronic format.

3 ORIGINAL SIGNED AND NOTARIZED PLANNING AND ZONING COMMISSION APPLICATION FORM - TWO (2) COPIES

4 APPLICATION STATEMENT - TWO (2) ORIGINALS INCLUDING RESPONSES TO THE FOLLOWING

- A** Explain the proposed development and/or use of lots providing type and number of dwelling units and type of business or industry (if known or applicable).
- B** State how the proposed development relates to the existing land use character of the vicinity.
- C** State how the proposed development will relate to the Dublin Community Plan and any other applicable standards/resolutions such as Conservation Design and the Residential Appearance standards.
- D** State the type of sewage disposal proposed for the development if public facilities are not available. If other than a treatment plant, letters from the Ohio Environmental Protection Agency and the County Health Department stating what type of sewage disposal will be approved is required.
- E** BOND REQUIRED: A bond is required for all final plats. If improvements have not been constructed, inspected, and accepted by the City Engineer. Please provide either a copy of the City Engineer's Letter of Conditional Acceptance or if that letter has not been received, provide a bond to the Division of Engineering.

5 LEGAL DESCRIPTION AND/OR PROPERTY SURVEY FOR EACH PARCEL INCLUDED - TWO (2) COPIES

6 LIST OF PROPERTY OWNERS AND REGISTERED HOMEOWNERS ASSOCIATIONS WITHIN 150 FEET - TWO (2) COPIES THAT INCLUDE:

- A** Parcel number
- B** Owner name
- C** Complete address

Plans & Maps

All plans require FIVE (5) small (11 x 17) and FIVE (5) large (22 x 34) to scale copies unless otherwise noted. Plans must be stapled, collated, and folded. Additional copies of plans may be requested prior to the case being placed on a meeting agenda.

1 FINAL PLAT - Show the following:

- A** North bar, scale (100 feet or less to the inch from an accurate survey), and date.
- B** Boundaries of the property with accurate distances and bearings.
- C** Lines and extent of all proposed streets, including their width and names.
- D** Boundaries of any areas intended to be dedicated to public use.
- E** Lines of adjoining streets and alleys with their widths and names.
- F** All lot lines and easements with dimensions.
- G** Linear and angular dimensions (in feet and decimals of a foot) necessary for locating boundaries of the subdivided area, including lots, streets, alleys, easements and building line setbacks, and any other similar public or private areas.
- H** Radii, arcs, points of tangency, central angles for all curvilinear streets, and radii for all rounded corners.
- I** All lot lines and an identification system for all lots and blocks.

- J** Accurate outline of any property to be dedicated for public use.
- K** Survey monuments and benchmarks with descriptions.
- L** Certification that a registered land surveyor surveyed the plan and the results of the survey are correctly shown on the proposed final plat and that the monuments shown on the plat exist.
- M** Certification that the owner of the land has caused the land to be platted and dedicated the streets, parks and other land indicated on the plat for public use.
- N** Table showing exact area of each lot, reserve, or other parcel on the plat (other than streets or alleys), calculated to the center line of contiguous public streets or alleys (to facilitate calculation of the trunk sanitary benefit charges for each lot and parcel only).