

## PRELIMINARY PLAT CHECKLIST

**I. NARRATIVES & DOCUMENTS:** Please submit all documents digitally into the Documents folder on ProjectDox, these documents may consist of multiple pages. Documents typically include project summaries, stormwater report, traffic memo, etc.

**PRELIMINARY PLAT STATEMENT**

- Explain the proposed development and/or use of lots providing type and number of dwelling units and type of business or industry  
State how the proposed development relates to the existing land use character of the vicinity.
- 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.
- 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.

**LEGAL DESCRIPTION AND/OR PROPERTY SURVEY FOR EACH PARCEL**

**II. PLANS & DRAWINGS:** Please submit all drawings and plans digitally into the Drawings folder on ProjectDox, these drawings must be single sheets and named using the naming convention discussed in the ProjectDox guide.

**COVER PAGE**

**VICINITY MAP**

- Shows the general location of the site within the city
- Shows the boundaries of the property with accurate distances and bearings

**PRELIMINARY PLAT (UPLOAD PDF & .DWG FILES)**

- Includes the name under which the proposed subdivision is to be recorded and the names and addresses of the subdivider, the owners, and the registered engineer or surveyor platting the tract
- Shows the location of the current property, section, and Congressional Township Lines, U.S. Survey, and lines of unincorporated areas, streets, buildings, watercourses, sinkholes, tree masses, and other similar existing features within the area to be subdivided and how these relate to the overall area
- Shows the location and approximate dimensions of all existing buildings
- Shows the names and boundaries of all adjoining subdivisions and the names of the owners of adjoining parcels of unsubdivided land
- Indicates the zoning district(s) in which the proposed subdivision is located
- Shows the existing contours with intervals of five feet where the slope is greater than 10% and not more than one foot where the slope is less than 10%. Elevations shall be based upon sea level datum. The location of bench marks and their elevation, and all other monuments shall also be shown
- Shows proposed locations, names, and dimensions of streets, alleys, lots, building lines, and easements. All existing and proposed streets shall be identified and labeled
- Includes the approximate area of proposed lots in square feet
- Shows location, invert elevation, and size of existing sanitary and storm sewers, water mains, culverts, street lights, and other utilities and underground structures within or immediately adjacent to the tract
- Shows parcels of land intended to be dedicated to or temporarily reserved for public use or reserved by deed covenant. Please include the proposed conditions for any deed covenants, if applicable
- Shows the locations, dimensions, and appropriate grade of proposed parking and loading areas, alleys, pedestrian walks, streets, and the points of vehicular ingress and egress to the development (applicable to commercial and industrial development)
- Includes 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)

**§152.020 PRELIMINARY PLAT REVIEW CRITERIA**

(B) The preliminary plat shall be deemed submitted to the Planning and Zoning Commission at its first regular meeting scheduled not less than ten days following the filing of the plat with the Clerk-Treasurer as provided. The Commission shall forward a copy of the preliminary plat to the Engineer for review and report. The Commission shall approve, approve with modifications or disapprove the plat at its next regular meeting. The failure of the Commission to approve or disapprove a plat within the time herein fixed or such further time as the applying party may agree to, shall constitute approval of the plat by the Commission, and the certificate of the secretary of the Commission as to the date of the submission of the plat for approval and the failure to take action thereon within such time, shall be issued on demand and shall be sufficient in lieu of the written endorsement of approval required by this section.

