

**Form 323 – Final Plat Checklist**

# Muskingum County Planning Commission

EST. 2005, Ohio Revised Code 713.22



**The final plat shall contain the following information:**

Complete and signed application form available from the planning commission with the fee as set forth in the appendix.

Original plat document signed by the sub-divider and lien holder with notary and seal and the professional surveyor with seal.

Plat, signed by applicable zoning, health, sanitary and other government authorities.

Seven (7) sets of copies of the final plat and one (1) reproducible tracing of the plat.

Seven (7) sets of approved construction drawings and engineering specifications as required for grading, streets, storm water management, waterline, sanitary sewer, and other improvements. Applicants are encouraged to file the application for final plat approval only after the appropriate authority approves construction drawings and engineering specifications. Failure to do so shall result in non-acceptance of the application.

Supplementary and additional information as required by these Regulations  
Subdivision name, location by section, range, township or other accepted survey district.

Drawn at a scale between one hundred (100) feet to the inch and ten (10) feet to the inch, inclusively.

Plats shall be on one or more sheets eighteen (18) by twenty-four (24) inches in size and shall be clearly and legibly drawn. The original shall be drawn on reproducible material capable of producing blue or black line paper prints.

No ditto marks shall be used on the final plat and a legend of all symbols and abbreviations used shall be included on the plat.

The planning commission requires the final plat to be filed in a digital format.

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.

A vicinity map showing general location of subdivision.

Name, address and telephone number of owner, sub-divider, professional surveyor and professional engineer with appropriate numbers and seals.

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.

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).

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 re-plat.

Bearings and distances to the nearest established street lines, and accurate location and description of all monuments.

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.

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.

Location of all streams, rivers, canals or lakes, and flood hazard boundaries of the area.

Base flood elevations and flood zone areas available from Federal Emergency Management, (FEMA) shall be shown.

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.

A statement or table showing total acreage in the subdivision and total acreage of lots, roads, open space, easements and other types of uses.

Spaces for all signatures required by Article 8.

If a zoning change is involved, certification from the appropriate township or county zoning inspector shall be required indicating that the change has been approved and is in accordance with the requirements of the zoning resolution.

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.

*\*\*This checklist was developed by the Muskingum County Planning Commission pursuant to the Muskingum County Subdivision Regulations, Section(s) 311 – 313. This checklist, and its completion by the applicant, is intended only to serve as a guide for the Muskingum County Planning Commission process.*