

Final Plat Approval of Major Subdivision Procedure

1. Preparation

- a. **Final Plat Form:** The final plat shall be legibly drawn in waterproof archival or permanent ink on bond stock or other material of equal permanence. It shall be drawn at a scale not less than 100 feet to the inch and 10 feet to the inch inclusively and shall be one or more sheets 24" X 36" or 18" X 24" in size. If more than one sheet is needed, each sheet shall be numbered and the relation of one (1) sheet to another shall be clearly shown. The signatures of all approving authorities shall be in waterproof, permanent ink and include one set of original signatures. All other copies can or will be in electronic format.
- b. **Final Review:** All final plats must be reviewed, approved, and signed by the SCGHD, Seneca Conservation District, Seneca County Sanitary Engineer, Seneca County Engineer, Township zoning, if appropriate, and Seneca County Commissioners; prior to being signed by the President of the SCORPC and filed with the Tax Map office, the Seneca County Auditor's Office, and the Seneca County Recorder. The subdivider shall provide appropriate space on the final plat for all agencies to certify its approval thereof.
- c. **Regulations Governing Improvements:** The final plat drawings and specifications shall include a set of construction and utility plans, including typical sections, plans and profile views, construction details and estimates of quantities. All typical sections, major engineering details, and construction estimates (submitted by a professional engineer) that are to be used on a particular public improvement shall be approved in advance by the Seneca County Engineer before completion of the plans. Before the surety is accepted, it shall be approved by the Seneca County Commissioners. Prior to the granting of approval of the final plat, the subdivider shall have installed the minimum required improvements or shall have furnished a surety or certified check in the amount of the estimated construction cost of the ultimate installation and initial maintenance of the improvements. Surety is to be retained for ten (10) years by the Seneca County Commissioners Office in an escrow fund.
- d. **Final Plat Contents:** The final plat shall contain the following information:
 - (1) Name of the subdivision, location by township and section, date, north point, scale, and acreage; acreage shall be indicated by section and/or corporation boundaries.
 - (2) Name and address of the subdivider, and the Professional Surveyor who prepared the plat and appropriate registration number, seal, signature, and date.
 - (3) Plat boundaries, based on accurate traverse, with angular and lineal dimensions. All dimensions, both linear and angular, shall be determined by an accurate control survey in the field which must balance and close within the minimum standards of *Boundary Surveys in the State of Ohio*, Ohio Revised Code, Section 4733.37, or modifications as established by the Seneca County

Engineer, Seneca County Auditor or City Engineer, or whichever is more restrictive. All locations of monument and pins shall be as defined in *Monumentation*, Ohio Revised Code, Section 4733.37.03.

- (4) Bearings and distances to the nearest established township section corner and reference the nearest street lines or other recognized permanent monuments.
- (5) Exact locations, right-of-way, all street numbers (obtained from the Seneca County Engineer), and house numbers (obtained from the Seneca County Auditor) within and adjoining the plat and building setback lines.
- (6) Radii, internal angles, points of curvature, tangent bearings, lengths of arcs, and lengths and bearings of chords of all applicable streets within the plat area.
- (7) All easements and rights-of-way provided for public services or utilities.
- (8) All lot numbers and lines with accurate dimensions in feet and hundredths. When lots are located on a curve, the lot width at the building setback line shall be shown.
- (9) Accurate outlines of any area to be reserved for the common use of all property owners. Drainage and other utility easements the proposed use, maintenance responsibility, and accurate locations shall be shown for each parcel of land to be dedicated.
- (10) A copy of any restrictions and covenants the subdivider intends to include in the deeds to the lots in the subdivision. **NOTE:** Enforcement of restrictions and/or covenants shall **not** be the responsibility of governmental agencies.
- (11) Certification by a Professional Surveyor to the effect that the plat represents a survey made by that surveyor and that the monuments shown thereon exist as located and that all dimensional details are correct.
- (12) Notarized certification by the owner(s) of the adoption of the plat and dedication of streets and other public areas.
- (13) Typical sections and complete profiles of streets, sanitary sewers, stormwater sewers, and other related improvements to be constructed in the proposed subdivision, and written approval of all construction plans by the appropriate agency shall accompany the final plat.
- (14) Final plat shall only show areas approved and not proposed future development.

2. Final Plat Review:

- A. Subdivider must submit the Attachment B provided by the SCORPC along with seven (7) copies of the plat, the original and any supplementary information specified.
 - a. This material shall be submitted at least ten (10) days prior to the date of any regular meeting, on which date shall be considered the date of filing.
- B. All signatures must be obtained before the final approval. The SCORPC shall (1) approve or (2) disapprove the final plat.

1. The final plat has been approved in its entirety. The SCORPC shall return the original tracing to the subdivider for filing with the Seneca County Recorder after all necessary certifications are received.
2. The final plat has not been approved and the grounds for disapproval shall be stated in the records of the Board and a copy of said record will be forwarded to the subdivider.

* Please note: If disapproved, the subdivider may make the necessary corrections and submit the final plat to the SCORPC for its reconsideration.