



**NEW SUBDIVISION
AND RE-PLAT
PLAT REQUIREMENTS
Rev. 1-5-2022**

**PORTAGE COUNTY ENGINEER'S OFFICE
SUBDIVISION PLAT REVIEW**

<u>N</u>	<u>N/A</u>	<u>Item Description</u>	<u>Notes</u>
305.1 Plat Size and Scale			
<input type="checkbox"/>	<input type="checkbox"/>	The Subdivision Plat shall be clearly and legibly drawn on mylar.	
<input type="checkbox"/>	<input type="checkbox"/>	The size of the sheets shall be 24" X 36".	
<input type="checkbox"/>	<input type="checkbox"/>	If more than one (1) sheet is needed, each shall be numbered.	
<input type="checkbox"/>	<input type="checkbox"/>	The Subdivision shall be drawn at a scale not less than one hundred (100) feet to the inch.	
305.2 Plat Contents			
<input type="checkbox"/>	<input type="checkbox"/>	Name of Subdivision and situate Township as well as Township lot(s), and the date.	
<input type="checkbox"/>	<input type="checkbox"/>	North arrow and scale.	
<input type="checkbox"/>	<input type="checkbox"/>	A vicinity map with a north arrow.	
<input type="checkbox"/>	<input type="checkbox"/>	Name and address of the Developer and the professional Surveyor who prepared the Plat.	
<input type="checkbox"/>	<input type="checkbox"/>	Boundary of Plat based on an accurate traverse with angular and lineal dimensions.	
<input type="checkbox"/>	<input type="checkbox"/>	A table showing the total acreage in lots, blocks and in road rights-of-way, and Township lots if applicable	
<input type="checkbox"/>	<input type="checkbox"/>	Location, width and name of roads, alleys, public walkways, parks, railroad rights-of-way, drainage courses etc..	
<input type="checkbox"/>	<input type="checkbox"/>	Angles and distances to the nearest established road lines or official monuments.	
<input type="checkbox"/>	<input type="checkbox"/>	Municipal, township, county and lot lines tied to the lines of the Subdivision.	
<input type="checkbox"/>	<input type="checkbox"/>	Radii, internal angles, points of curvature, tangent bearing, lengths of arcs, lengths and bearings of chords.	



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<input type="checkbox"/>	<input type="checkbox"/>	Easements providing right-of-way for storm water drainage pipes, conduits or surface retention, detention or drainage way facilities, sanity sewer or central water facilitates accurately dimensioned.	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	All lot numbers and lines with accurate dimensions in feet and hundredths.	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Minimum 5/8" diameter and 30-inch-long capped iron bars at the subdivision boundary corners ,all lot corners and at all angle points in lot lines.	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Minimum 1" diameter 30-inch-long capped iron bars at center line intersection of all roads and the point of tangency of all curves on the right of way and center line of the road.	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Monument Boxes approved by County Engineer.	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Show all easements of right-of-way when provided or owned by public utilities and any areas to be dedicated or reserved for public use, or any area to be reserved for the common use of all property owners. Easement information shall be marked on the plat and shown in table format.	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	The front building setback on subdivision lots and the project perimeter setback lines shown with dimensions.	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Certification by registered surveyor that the Plat represents a survey made by him and that the monuments shown thereon exist as located. The Statement may say "Iron pins to be set in accordance with current Portage County Subdivision Regulations".	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Notarized certification by the owner or owners of the adoption of the Plat and the dedication of streets and other public areas. (<i>Ohio Revised Code</i> Section 711.04)	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Recorder's Instrument Number(s) of the document(s) creating the HOA must be shown on the Plat.	<hr/>



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<u>305.3 Additional Plat Information</u>			
<input type="checkbox"/>	<input type="checkbox"/>	If a zoning change is involved, certification from the Township Zoning Inspector shall be required indicating that the change has been approved and is in effect.	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	The wetland permit number, if any exists, shall be shown on the final Plat and on the Improvement Plans.	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	If zoning or permitting requirements identify specific setbacks from wetlands, these shall be shown on the Plat. If wetlands exist, but will not be impacted, their locations must be shown on the plat.	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	The wetlands or the setbacks must have accurate descriptions on the Plat and Improvement Plans that can be replicated without ambiguity.	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Flood Hazard Areas, as delineated by the Federal Emergency Management Agency (FEMA) on applicable Flood Insurance Rate Maps (FIRM) or documents that amend these maps, must be shown on the Plat.	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	A statement of proposed use of the lots giving type and number of dwelling units and/or type of business or industry proposed.	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Prior to Plat approval by the Regional Planning Commission, each lot must be approved by the Portage County Combined General Health District for installation of an individual sewage treatment system.	<hr/>
<u>305.4 Required Approvals</u>			
<input type="checkbox"/>	<input type="checkbox"/>	Approval of the Township Zoning Inspector or the Township Trustees' designated representative in those townships having zoning. (See Section 305.4)	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Approval of Plat by the Portage County Engineer. (See Section 305.4)	<hr/> <hr/>



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<input type="checkbox"/>	<input type="checkbox"/>	Approval of the Plat by Portage County Water Resources or the Portage County Combined General Health District. (See Section 305.4)	
<input type="checkbox"/>	<input type="checkbox"/>	Approval of Plat by the Portage County Planning Commission. (See Section 305.4)	
<input type="checkbox"/>	<input type="checkbox"/>	Approval of Plat by the County Tax Map Office. (See Section 305.4)	
<input type="checkbox"/>	<input type="checkbox"/>	Proper notations for transfer and recording by the County Auditor and the County Recorder. (See Section 305.4)	
<input type="checkbox"/>	<input type="checkbox"/>	Approval of roads by the Portage County Engineer when Appropriate. (See Section 305.4)	