



Subdividers Check List

I. General Information: (Note: It is recommended that the subdivider keep a running record of the status of the Subdivision by filling out this worksheet. This is to be used as a guide. If it contradicts the Lake County Subdivision Regulations, then you shall follow the subdivision regulations)

Name of subdivision: _____

Name of developer: _____

Name of engineer: _____

Name of surveyor: _____

Parcel number(s) of the property to be split: _____

Acreage of the property: _____

Number of sublots: _____ Average acreage of each sublot: _____

Zoning of the Area: _____ Does it meet zoning? _____

Number of Streets: _____ Possible street names: _____

Secure the following official documents from the following designated places:

- ___ 1. Zoning ordinances from the township clerk/zoning office.
- ___ 2. Building code from the Lake County Building Inspector's office.
- ___ 3. Lake County, Ohio Subdivision Regulations from the Lake County Planning Commission.
- ___ 4. Sanitary Engineer specifications.
- ___ 5. Lake County Engineer specifications.
- ___ 6. Lake Health Department specifications.

Prepare a sketch of how you would like to develop the land:

- ___ 1. Pre-application conference with the Lake County Planning Commission (required).

_____ (Name of subdivision) attended a pre-application conference with the Lake County Planning Commission on the ___ day of _____, 20___. There were _____ stipulations and ___ comments. I received the letter with the explanation of the stipulations and comments from the LCPC staff on the ___ day of _____, 20___.

II. Preliminary Plan Process:

Prepare the preliminary plan of the site with the following information:

- ___ 1. At a scale that clearly shows all information. If the site is divided onto multiple sheets, then the overall lot and road layout shall be on the cover sheet.
- ___ 2. Proposed name of the subdivision. The name shall not duplicate, have the same spelling, or be similar in pronunciation to any other recorded subdivision in Lake County, Ohio; Location by lot, tract, township, county and state;
- ___ 3. Names and addresses of the subdivider, owner and registered surveyor, or engineer; scale of the plan, north point and date;
- ___ 4. Boundaries of the subdivision indicated by a heavy line and the approximate acreage;

- ___ 5. Location, widths, and names of existing or platted streets, railroad rights-of-way, easements, parks, permanent buildings, corporation lines, lot, tract, township, county and state, and metes and bounds property lines;
- ___ 6. Names of adjacent subdivisions, owners of record (as of the last preceding tax roll) of adjoining parcels of unsubdivided land;
- ___ 7. Zoning districts: All sublots shall conform to the zoning resolution of the applicable township;
- ___ 8. Existing and proposed changes in contours with intervals of not more than five (5) feet where slope exceeds ten (10) percent and not more than two (2) feet where slope is ten (10) percent or less. Elevations are to be based on sea level datum, if available. Reference benchmark used shall be indicated;
- ___ 9. Topographic features within and adjacent to the property being subdivided for a minimum distance of 200 feet. The engineer may determine the best source for this information;
- ___ 10. Drainage channels, lakes, ponds, location of floodways, floodplains, and any other potentially hazardous areas and other water courses and basins;
- ___ 11. Wooded areas, if the developer is considering open space development (PUD or Conservation);
- ___ 12. Power transmission poles and lines, water lines, sewer lines, and any other significant items shall be shown;
- ___ 13. When lots are located on curves or when side lot lines are at angles other than ninety (90) degrees, the width at the building line shall be shown;
- ___ 14. Vicinity sketch;
- ___ 15. Typical right-of-way cross-section;
- ___ 16. Indicate USDA soils designations and boundaries and any other pertinent soils information for purposes relative to drainage, erosion, and sedimentation;
- ___ 17. Proposed street names, the names must follow Article IV, Section 2(H); Existing street names in Lake County may not be repeated.
- ___ 18. Dimensions must be provided for all sides of each subplot and the width of the subplot at the setback;
- ___ 19. School districts; If located in a single school district, a reference in the data block shall be made. If the subdivision is located on school district boundary, then the boundary shall be shown.
- ___ 20. Type of water supply and wastewater disposal proposed, approximate locations and dimensions of all proposed utilities and sewer lines, easements, drainage tiles, water mains, culverts, or other underground utilities within the tract or adjacent thereto;
- ___ 21. Known and/or suspected cemeteries, historical or archeological sites; and
- ___ 22. Proposed and existing fire hydrants.
- ___ 23. Where proposed public right-of-way crosses any proposed drainage course, existing or planned for the property development, the location, watercourse name, if any, the size(s) of any up or down stream bridges or culverts within 2,500 feet of the proposed crossing and estimated drainage area must be provided. Based on this information, provide a written description of the planned crossing method including an estimated span or span range, structure "type" culvert or bridge and estimated height from the flow line to the anticipated roadway surface. Structures that span 3 feet and greater will be required to follow the Lake County Bridge Design Criteria standards.
- ___ 24. Existing or proposed open space in accordance with local zoning.

- ___ 25. Delineation of wetlands and streams in accordance with the 1987 USACE Guide for Wetland Delineation.
- ___ 26. Areas that have slopes of fifteen (15%) percent or greater shall be indicated on the preliminary plan. Areas that have slopes of fifteen (15%) percent or greater will be required to be designed in accordance of Article IV, Section 9.

Approval of the Preliminary Plan by the Lake County Planning Commission.

Submit the following items to the LCPC staff before the monthly Lake County Planning Commission meeting per the submission calendar determined by the Planning Commission. (The Lake County Planning Commission generally meets the last Tuesday of the month). Please refer to the Lake County, Ohio Subdivision Regulations for a detailed listing/explanation of required materials.

- ___ 1. Proper number of copies of the preliminary plan
- ___ 2. A notarized copy of the preliminary application.
- ___ 3. Statement of proposed use of the sublots.
- ___ 4. Evidence of an adequate source of water supply.
- ___ 5. Statement of proposed sewage disposal.
- ___ 6. Statement of proposed zoning changes, if applicable.
- ___ 7. A signed statement by the subdivider or owner indicating the name of a representative or agent.
- ___ 8. Filing Fee of \$_____.

_____ (Name of subdivision) received preliminary plan approval from the *Lake County Planning Commission* on the ___ day of _____, 20___. There were ___ stipulations and ___ comments. I received the letter with the explanation of the stipulations and comments from the LCPC staff on the ___ day of _____, 20_____.

III. Improvement Drawings Process:

Prior to or along with filing the final plat, the subdivider shall present copies of detailed engineering drawings prepared by a registered engineer of all utilities and street improvements to be constructed in the proposed subdivision, as required by the County Engineer and Sanitary Engineer. Also included in these plans shall be SWP3 planned as required by Board of Lake County Commissioners and administered by the LCSWCD. The improvement drawings shall conform to the final plat.

Prepare improvement drawings with the following information:

- ___ 1. The name of the subdivision.
- ___ 2. Location by township, county, and state.
- ___ 3. Date.
- ___ 4. North arrow.
- ___ 5. Scale.
- ___ 6. Vicinity map.
- ___ 7. Name of the engineering firm and the P.E.'s name, signature and seal.
- ___ 8. General notes.
- ___ 9. Grading plan.

- ___ 10. Plan and profiles.
- ___ 11. Intersection and pavement details.
- ___ 12. Sanitary sewer and water line details.
- ___ 13. Storm sewer details.
- ___ 14. Erosion control details.
- ___ 15. Area and discharge points for Household Sewage Disposal Systems (HSDS) for sublots or parcels where sanitary sewer is unavailable.
- ___ 16. Areas that have slopes of fifteen (15%) percent or greater shall be indicated on the preliminary plan. Areas that have slopes of fifteen (15%) percent or greater will be required to be designed in accordance of Article IV, Section 9.
- ___ 17. Signature lines for agency approvals of the improvement drawings.

Approval of the Improvement Drawings by the Lake County Planning Commission.

Submit the following items to the LCPC staff before the monthly Lake County Planning Commission meeting per the submission calendar determined by the Planning Commission. Please refer to the Lake County, Ohio Subdivision Regulations for a detailed listing/explanation of required materials.

- ___ 1. Proper number of copies of the improvement plans.
- ___ 2. Statement of proposed use of the sublots.
- ___ 3. Evidence of an adequate source of water supply.
- ___ 4. Statement of proposed sewage disposal.
- ___ 5. Letter from the engineer addressing any stipulations about the improvements from the preliminary plan.

_____ (Name of subdivision) received *preliminary improvement drawings* approval from the *Lake County Planning Commission* on the ___ day of _____, 20___. There were ___ stipulations and ___ comments. I received the letter with the explanation of the stipulations and comments from the LCPC staff on the ___ day of _____, 20_____.

IV. Final Plat Process:

The final plat is created by a registered surveyor. It is to be in accordance with the subdivision regulations. It is to adhere to the following:

Form:

- ___ 1. Size: 18" x 30" (Lake County Auditor and Recorder Standards)
- ___ 2. Review copies are to be on paper. Original will be on Mylar when it is ready to be accepted.

Plat Contents:

The proposed final plat cover sheet shall contain the following information:

- ___ a. Name of the subdivision, location by permanent parcel number, lot, tract, township, county, and state, date, and shall have a north arrow.
- ___ b. Releases signed by all lien holders upon the plat, witnessed and notarized, as to all proposed roads.
- ___ c. All names shall be printed legibly below signatures.

- ___ d. A statement known, as an overall easement shall be placed on the plat. The language approved by the Prosecutor is on file at the Planning Commission.
- ___ e. Local service drainage easement approved language by the Prosecutor is on file with the Lake County Planning Commission, if applicable.
- ___ f. Riparian easement language, if applicable.
- ___ g. Stormwater easement language, if applicable.
- ___ h. Drainage easement language, if applicable.
- ___ i. Mortgage release(s).
- ___ j. Vicinity map.
- ___ k. A statement or table showing total acreage in the subdivision and total acreage used for sublots, roads, open space, easements and other types of uses.

The proposed final plat drawing shall contain the following information:

- ___ a. All plan boundaries with length of courses in feet and hundredths, each course shall be describe with bearing in decimal degrees, minutes to the hundredths and seconds to the hundredths (DD.MM.SS), and in feet and decimal parts thereof. The courses and bearings shall have a beginning point and shall proceed in a continuous manner around the perimeter of the subdivision to the point of beginning (POB). All exterior boundary corners shall be referenced to the existing monument, or survey or the surveyor shall set a capped 5/8" iron pin or pipe at each corner.
- ___ b. Bearings and distances to the nearest established street lines or other recognized permanent monuments, which shall be accurately described on the plat.
- ___ c. Right(s)-of-way of adjoining streets and alleys with their widths and names.
- ___ d. The radii, arcs, chords, and chord bearings, points of tangency and central angle for all curvilinear streets and radii for rounded corners.
- ___ e. All right(s)-of-way provided for public services or utilities, and limitations of such right(s)-of-way. Utility easement shall be shown.
- ___ f. All sublots shall have numbers and all lines, shall have accurate dimensions in feet and hundredths, with bearings in DD.MM.SS. The basis of bearings shall be stated on the plat. The acreage or square footage of each sublot shall be shown inside of the sublot. All sublots shall conform to the zoning resolution of the applicable township.
- ___ g. Accurate location of all monuments and reference to existing monuments that were used as required in Article V. Whenever possible, the subdivision shall be tied into the existing state plane coordinates.
- ___ h. Accurate outlines of any areas to be dedicated or temporarily reserved for public use with the purpose indicated thereon.
- ___ i. Drainage easements shall be shown. The drainage shall be noted with a centerline with a bearing and length and width.
- ___ j. Temporary cul-de-sac shall be marked as TEMPORARY for future extension. Reversion clause that reverts property to adjacent property owners must be provided.
- ___ k. When necessary, Local drainage service (LDS) easement(s) or mini-drainage district must be provided and shall be shown on the plat.
- ___ l. Proposed street names shall conform to Article IV, Section 2(H).

- ___ m. Adjacent subdivisions and lots of record shall be shown on the plat. Names of adjacent subdivisions with volume and page shall be shown. Ownership of adjacent lots of record shall be shown with volume and page and permanent parcel number (ppn).

Approval of the Final Plat by the Lake County Planning Commission.

Submit the following items to the LCPC staff by the submission deadline for the monthly Lake County Planning Commission meeting. Please refer to the Lake County, Ohio, Subdivision Regulations for a detailed listing/explanation of required materials.

- ___ 1. Required number of copies of the final plat per the standard set by the Planning Commission.
- ___ 2. Letter from the surveyor addressing any stipulations about the improvements from the preliminary plan.

_____ (Name of subdivision) received final plat approval from the *Lake County Planning Commission* on the ___ day of _____, 20___. There were ___ stipulations and ___ comments. I received the letter with the explanation of the stipulations and comments from the LCPC staff on the _____ day of _____, 20___.

V. Prosecutor's Pre-review (Optional)

The developer or their agent has the right to have the Lake County Prosecutor pre-review the final plat before the Prosecutor's final approval. The following documents are to be submitted:

- ___ 1. Copy of the final plat mylar.
- ___ 2. \$100,000 title guarantee with an 8"x 11" copy of plat with road(s) highlighted.
- ___ 3. Homeowner's association and/or deed restriction documents.

Having a Prosecutor's pre-review and correcting all items found in the pre-review does not guarantee approval at the Prosecutor's review.

VI. Approval of Improvement Drawings by The Board of Commissioners

After approval of the preliminary improvement drawings by the Lake County Planning Commission, the developer or their agent is responsible for preparing the final improvement drawings mylar(s) and having them approved by the following agencies:

- ___ 1. Lake County Engineer after:
- ___ 1a. Developer's engineer turns in construction estimations to the County Engineer.
- ___ 1b. County Engineer has sent a letter recommending approval of improvement drawings, setting the amount of construction surety and sending the resolution to the Commissioners.
- ___ 2. Lake County Sanitary Engineer (for sewers) after:
- ___ 2a. Developer's engineer turns in construction estimates to the Sanitary Engineer.
- ___ 2b. Sanitary Engineer has sent a letter recommending approval of improvement drawings, setting the amount of construction surety and sending the resolution to the Commissioners.
- ___ 3. Lake County Health Department (for septic tanks).
- ___ 4. Lake County Soil and Water Conservation District.

____ 5. Township Trustees.

____ 6. Water provider (Painesville Water, Ohio Water Service or Lake County Department of Utilities).

Securing the following signatures is the responsibility of the LCPC and should be blank when the final improvement drawings mylar cover sheet is submitted to the Planning Commission.

____ 1. Lake County Planning Commission.

____ 2. Board of Lake County Commissioners.

Supplemental Information:

____ 1. Letter from the developer addressing the stipulations for the preliminary improvement plans from the Planning Commission and how they were corrected.

____ 2. Letters from the County Engineer and Sanitary Engineer approving the improvement drawings.

_____ (Name of subdivision) received approval of the *improvement drawings from the Lake County Planning Commission* on the ____ day of _____, 20____.

_____ (Name of subdivision) received approval of the *plans and specs from the Sanitary Engineer* on the ____ day of _____, 20____ (date of letter) and approved by resolution by the Board of Lake County Commissioners on the ____ day of _____, 20____.

_____ (Name of subdivision) received approval of the *plans and specs from the County Engineer* on the ____ day of _____, 20__ (date of letter) and approved by resolution by the Board of Lake County Commissioners on the ____ day of _____, 20__.

_____ (Name of subdivision) received approval of the *improvement drawings from the Board of Lake County Commissioners* on the ____ day of _____, 20__.

VII. Posting Construction Surety (optional):

In order to post a surety, the developer or his agent has to present the following to the Board of Lake County Commissioners:

____ 1. Three (3) original construction surety forms (available from the LCPC) and signed by the owner and the bank loan officer.

____ 2. Bond, pass book, cd or a letter of credit from a bank.

These items are to be submitted to the Lake County Planning Commission. The staff will place the surety on the agenda for the next available meeting of the Board of Lake County Commissioners.

_____ (Name of subdivision) received acceptance of the *construction surety for utility improvements* from the Board of Lake County Commissioners on the ____ day of _____, 20____.

_____ (Name of subdivision) received acceptance of the *construction surety for roads and drainage* from the Board of Lake County Commissioners on the ____ day of _____, 20____.

_____ (Name of subdivision) decided to *build the improvements in lieu of* posting a construction surety.

VIII. Posting a Maintenance Bond (if improvements were built in lieu of)

- ___ 1. Complete the improvements.
- ___ 2. The developer's engineer notifies the township, the Planning Commission, the County Engineer and Sanitary Engineer that the work is completed.
- ___ 3. The County Engineer and Sanitary Engineer approves that the work has been completed according to the plans and recommends the Board of Lake County Commissioners accept the final plat and maintenance bond.
- ___ 4. The developer places a bond, passbook, cd, or line of credit letter in the amount of ten percent (10%) of the original construction estimations.

These items are to be submitted to the Lake County Planning Commission. The staff will place the maintenance bond on the agenda for the next available meeting of the Board of Lake County Commissioners.

_____ (Name of subdivision) received acceptance of the maintenance bond for *utility improvements* from the Board of Lake County Commissioners on the ____ day of _____, 20____.

_____ (Name of subdivision) received acceptance of the maintenance bond for *roads and drainage* from the Board of Lake County Commissioners on the ____ day of _____, 20____.

IX. Approval of the Final Plat

After the approval of the final plat by the Planning Commission, the developer or his agent is responsible for having the final plat mylar(s) approved and signed by the following agencies:

- ___ 1. Lake County Engineer.
- ___ 2. Lake County Sanitary Engineer (for Sewers) or Health Department (for septic tanks).
- ___ 3. Township Trustees.
- ___ 4. Water provider (Painesville Water, Ohio Water Service or Lake County Utilities).
- ___ 5. Telephone provider.
- ___ 6. Electric provider.
- ___ 7. Natural gas provider.
- ___ 8. Cable provider.

The following signatures will be the responsibility of the LCPC and should be blank when the final plat mylar(s) are submitted to the Planning Commission.

- ___ 1. Lake County Planning Commission.
- ___ 2. Lake County Prosecutor.
- ___ 3. Board of Lake County Commissioners.

Supplemental Information:

- ___ 1. Construction surety posted **OR** letters from the County Engineer and Sanitary Engineer approving the improvements as being installed correctly and recommending the maintenance bond be accepted.

X. Planning Commission Approval

The developer or his agent shall submit a letter addressing all the stipulations that the Lake County Planning Commission placed on the final plat and how they were corrected. The staff will review the letter and the plat and, if the stipulations have been satisfied, the Planning Director will sign the final plat.

_____ (Name of subdivision) received approval of the *final plat* from the Lake County Planning Commission on the ____ day of _____, 20____.

XI. Prosecutor's Review:

The developer or his agent submits the following items to the Planning Commission:

- _____ 1. Final plat mylar (and subsequent sheets) signed by everyone except Prosecutor, Planning Commission, and Board of Lake County Commissioners.
- _____ 2. \$100,000 title guarantee with an 8 x 11" copy of plat with road(s) highlighted.
- _____ 3. Release of Right to Lien (final) for each contractor.
- _____ 4. Contractor and Sub-contractor Affidavit - Form No. 47 or 49.
- _____ 5. Homeowners association and/or deed restriction documents.
- _____ 6. Letter addressing all Prosecutor stipulations from the pre-review and how they were corrected.
- _____ 7. Item required by Prosecutor:
- _____ 8. Item required by Prosecutor:
- _____ 9. Item required by Prosecutor:

These items will be forwarded to the Prosecutor for his review. The average time for a review is four (4) to six (6) weeks.

_____ (Name of subdivision) received *memo of corrections* on the final plat from the Lake County Prosecutor on the ____ day of _____, 20____.

- _____ 1. Make changes on the plat requested by the Prosecutor.
- _____ 2. Submit corrected documentation or new documents to the Planning Commission.
- _____ 3. Submit a letter addressing all Prosecutor stipulations and how they were corrected.

_____ (Name of subdivision) received approval of the *final plat* from the Lake County Prosecutor on the _____ day of _____, 20____.

XII. Approval of Final Plat by the Board of Lake County Commissioners:

After the Prosecutor signs the final plat, the Planning Commission staff will place it onto the agenda of the next meeting of the Board of Lake County Commissioners. A seven (7) day notice must be given to the township by the Commissioners. A township may waive the seven (7) day notice at the request of the developer.

_____ (Name of subdivision) received approval of the *final plat* from the Board of Lake County Commissioners on the _____ day of _____, 20____.

XIII. Recording of the Plat:

_____ (Name of subdivision) was recorded at the office of the Lake County Recorder on the _____ day of _____, 20__.

XIV. Releasing a Construction Surety and Posting a Maintenance Bond

- _____ 1. Complete the improvements.
- _____ 2. The developer’s engineer notifies the township, the Planning Commission, the County Engineer and Sanitary Engineer that the work is completed and they are requesting the construction surety to be released.
- _____ 3. The County Engineer and Sanitary Engineer approves that the work has been completed according to the plans and recommends the Board of Lake County Commissioners release the construction surety and accept the maintenance bond.
- _____ 4. The developer places a bond, passbook, cd, or line of credit letter in the amount of ten (10%) percent of the original construction estimates.

These items are to be submitted to the Lake County Planning Commission. The staff will place the maintenance bond onto the agenda of the next available meeting of the Board of Lake County Commissioners.

_____ (Name of subdivision) construction surety was released and received acceptance of the *maintenance bond for utility improvements* from the Board of Lake County Commissioners on the _____ day of _____, 20_____.

_____ (Name of subdivision) construction surety was converted into a *maintenance surety* and received *acceptance of utility improvements* from the Board of Lake County Commissioners on the _____ day of _____, 20_____.

_____ (Name of subdivision) construction surety was released and received acceptance of the maintenance bond for *roads and drainage* from the Board of Lake County Commissioners on the _____ day of _____, 20_____.

_____ (Name of subdivision) construction surety was converted into a maintenance surety and received acceptance of *roads and drainage improvements* from the Board of Lake County Commissioners on the _____ day of _____, 20_____.

XV. Releasing the Maintenance Bond

Three years after the maintenance bond is accept by the Board of Lake County Commissioners, the maintenance bond will be released.

_____ (Name of subdivision) maintenance bond for *utility improvements* was released by the Board of Lake County Commissioners on the _____ day of _____, 20_____.

_____ (Name of subdivision) the maintenance bond for *roads and drainage* was release by the Board of Lake County Commissioners on the _____ day of _____, 20_____.