



FINAL SUBDIVISION PLAT CHECKLIST MUNICIPAL PLANNING COMMISSION

A final subdivision plat is required to be prepared by persons professionally qualified to do such work and submitted as part of this review. The following information shall be included with the Final Subdivision Plat Application. For additional information, please see Title One – Subdivision Control.

SUBDIVISION NAME: _____

SUBDIVISION PLAT:

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| _____ Location Map (1" = 1,000') | _____ Location of setback lines from public rights-of-way as required in the Mentor Planning & Zoning Code |
| _____ Name of Subdivision | _____ Topography with a maximum contour interval of two feet. Elevations shall be based on mean sea level datum obtained from benchmarks established by the City |
| _____ Name & Address of Developer | _____ Location and size of existing utilities (sanitary sewers, water mains, and storm sewers) |
| _____ Name of Surveyor / Engineer | _____ Preliminary proposal for sanitary sewers, water mains and collection & discharge of surface water |
| _____ North Arrow, Scale and Date (Scale shall be 1" = 100') | _____ Tree Management Plan indicating trees to be preserved |
| _____ Names of adjoining property owners | _____ Location, width, names, and classification of all existing and proposed streets, right of ways, and easements (and their designated uses) |
| _____ Property boundaries with length of courses in feet and hundredths, and bearings to not more than half seconds | _____ Proposed street names |
| _____ Curve data for streets including the radii, arcs, chords, chord bearings, tangent, and central angle | _____ Development Phasing (if applicable) |
| _____ Accurate dimensions for all lots, reserve parcels, right-of-way, and easements | _____ Certification by a registered engineer or surveyor that the information contain on the plat is true and correct and conforms to the requirements of Title 11 Part 1 |
| _____ Accurate location of all required monuments | _____ An approval block for the endorsement of the plat by the City Manager, Law Director, and Clerk of Council, upon approval by City Council |
| _____ A summary of the area of land used for each of the following: lots, right-of-way, and parks and other open space | |
| _____ Detailed construction plans prepared by a registered engineer for all required improvements at a scale of 1" = 50' on a 24" x 36" sheets or at such other scale acceptable to the City Engineer | |
| _____ A Landscape and Erosion Control Plan | |

Miscellaneous Documents:

- _____ Stipulations per Preliminary Subdivision approval and City Engineers Preliminary Subdivision comments addressed in writing
- _____ Trip Impact study performed by an engineer qualified and pre-approved by the City Engineer, unless waived for good cause shown
- _____ Letter from the Lake County Sanitary Engineer approving the sewer construction drawings
- _____ Letter from Consumer Ohio Water Service approving the construction plans for the water distribution system
- _____ Copy of application to US Army Corps of Engineer for any Disturbances of Jurisdictional Wetlands (2 copies)
- _____ An acknowledgment by the owner that the plat was prepared with his consent and is accepted by him and dedicating the streets and the appropriate public areas to the City of Mentor
- _____ A statement signed by the owner setting forth the rights associated with the easements and reserve parcels shown on the plat