CITY OF LEBANON
ENGINEERING DEPARTMENT

FINAL PLAT SUBMITTAL CHECKLIST

DEVELOPMENT NAME:_____

DATE RECEIVED: _____ REVIEWED BY: _____

REVIEW DATE START:_____ REVIEW DATE FINISH: _____

MINIMUM REQUIREMENTS	OK AS SUBMITTED			REVIEW COMMENTS
	YES	NO	N/A	
LEGAL PLAT OF SURVEY **(Minimum standards for State of Ohio Boundary Survey, O.A.C. 4733-37)**				
North Arrow and statement indicating the basis of the bearing system	☐	☐	☐	
Scale indication (minimum 1"=100')	☐	☐	☐	
Superimposition map (when necessary)	☐	☐	☐	
Date of Plat	☐	☐	☐	
Copy of the most current Deed attached	☐	☐	☐	
The name of the subdivision with the correct description of the property being subdivided and its location by section, town, range, or city lot number, with deed book and page reference and acreage to ten-thousandths shall be delineated utilizing the following language: Situated in Sec. ____, Town ____, Range ____, City of Lebanon, Ohio, Containing ____ acres and being (part of) the same tract as conveyed to _____ and described in the Deed Record in Deed (Official Record) Book ____, Page ____, Warren County, Ohio.	☐	☐	☐	
The names, exact location and width along the property lines of all existing or recorded streets intersecting or paralleling the plat boundaries.	☐	☐	☐	
The names on record of all abutting tracts and the corresponding acreage with their deed book and page reference and/or the plat book reference of all abutting plats or city lot numbers.	☐	☐	☐	
Bearings and distances to nearest established street boundaries, section lines or other recognized lines.	☐	☐	☐	
Any section lines, corporation limits, township and county lines accurately monumented and located on the plat and their names lettered thereon. Any development, road right-of-way, or lot split by section, town, or range lines shall indicate acreage of each section in each parcel.	☐	☐	☐	
Heavy boundary line around the perimeter of the property being platted	☐	☐	☐	
Street names and street and alley lines with bearings or angles of intersection and widths (including the width along the lines of any obliquely intersecting street).	☐	☐	☐	

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The length of all arcs and radii, chord data, points of curvature and tangent bearings. In cases where the intersection of property lines is rounded, the radius shall be noted.	☐	☐	☐	
All lot lines with dimensions in feet and hundredths, including dimensions on the building line when the side lot lines are not parallel or on a curve.	☐	☐	☐	
The accurate location and material of all monuments. Identification of monuments at each corner, with an indication of the size, material, condition, and whether the monument was set or found. Four 1" pins required around boundary. 1/2" pins required at all lot corners, changes in direction, and points of curvature.	☐	☐	☐	
All public property and parcels of land to be dedicated or reserved to public use accurately outlined and described.	☐	☐	☐	
Protective covenants and restrictions.	☐	☐	☐	
Building setback lines.	☐	☐	☐	
All existing structures shall be located and dimensioned. and shall have a note indicating whether the structure shall remain or be demolished.	☐	☐	☐	
All burial pits shall be located and labeled as "Non-Buildable Area".	☐	☐	☐	
The certificate of the registered surveyor, attesting to the accuracy of the survey and the correct location of all monuments shown.	☐	☐	☐	
Lot numbers indicated	☐	☐	☐	
All dedicated public and private easements and R/W with the width of each indicated. Easements not following lot lines located. 15' public easement around boundary of development and along R/W.	☐	☐	☐	
Lot area in acres for each lot	☐	☐	☐	
Acreage table. Include an entry for R/W even if none is being dedicated	☐	☐	☐	
FEMA M.B.O. for each lot applicable	☐	☐	☐	
Deed Reference	☐	☐	☐	
Dedication Statement (two witnesses required for each signature)	☐	☐	☐	
Stormwater facility maintenance notes	☐	☐	☐	
Signature approval lines -City Engineer -City Manager -Mayor -Clerk of Council -Planning Commission -All required County Signatures	☐	☐	☐	
Surveyors statement	☐	☐	☐	
Survey notes	☐	☐	☐	
Printed name, number, signature, and seal of professional surveyor registered in the State of Ohio	☐	☐	☐	

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	YES	NO	N/A	

Acknowledgment of the owner to the plat and restrictions, including dedications to public use of all streets, alleys, parks or other open spaces shown thereon and the granting of the required easements as shown to be indicated by the following statements being provided on the final plat:

- The City of Lebanon assumes no legal obligation to maintain or repair any existing or newly constructed open drainage ditches or channels designated as drainage easements on this plat. The easement area of each lot and all of the improvements within it shall be maintained continuously by the lot owner. No structure, planting, fencing, culvert, or obstruction of any kind shall be placed or permitted to remain within designated drainage easements which may obstruct, retard, or divert the flow through the watercourse
- Easements on said plat designated as (utility easements or public utility easements) are provided for the construction, maintenance, and operation of poles, wires, and conduits and the necessary attachments in connection therewith, for the transmission of electric, telephone, cable, and other purpose for construction and maintenance of service and underground storm water drains, pipelines for supplying gas, water, heat, and other public or quasi public connections, and also the right of ingress to and egress from said easements and to cut, trim or remove trees and undergrowth or overhanging branches within said easement or immediate adjacent thereto. No buildings or other structures may be built within said easements, nor may the easement area be physically altered so as to: (1) reduce the clearance of either overhead or underground facilities; (2) impair the land support of said facilities; (3) impair the ability to maintain the facility or (4) create a hazard.
- The public utility easements designated on this plat are for the benefit of all public utility service providers including, but not limited to, Sprint, City of Lebanon Electric, City of Lebanon Telecommunications, Cincinnati Gas & Electric, and Time Warner Cable and other cable providers.
- Easements on said plat, designated as "sanitary sewer easements" or "water easements" are provided for the right to construct, use, maintain and keep in repair thereon a sanitary sewer pipeline and/or water mains and appurtenances thereto necessary to the operation thereof, and are perpetually dedicated to the City of Lebanon.
- All easements shall be kept clear of decks, pools, planting and other obstructions to the operation and maintenance of the utilities. Eaves may encroach no more than 18 inches into any easement.
- Any lot transferred shall have a minimum width and area substantially the same as shown on the accompanying plat. Any splits or further subdividing shall be done by replat only, if an additional building site(s) is created.

H.O.A. Drainage Easements

- The City of Lebanon does not accept any private drainage easements shown on this plat. The city of Lebanon is not obligated to maintain or repair any channels or installations in said easements. The easement area of each lot and all improvements in it shall be maintained continuously by the owner of the lot. Maintenance of all improvements within H.O.A. drainage easements shall be the responsibility of the (name of subdivision H.O.A.) as provided for in the declaration and in accordance with the standards and specifications of the city engineer. Within the easement area, no structure, planting or other material shall be placed or permitted to remain which may obstruct, retard, or change the direction of the water flow.

OR

Public drainage easements

- Easements shown on this plat are for the exclusive use of the City of Lebanon for the construction, operation, repair or replacement of storm sewer, manholes, catch basins, concrete channels, headwalls, ditches or other storm water facilities unless specific permission is granted to an outside agency or utility. Easements are also to provide ingress and egress for said purpose.

These easements shall be kept clear of buildings, fences, decks, pools, paving, planting, and other obstructions to the operation and maintenance of the drainage facility and abutting property shall not be permitted to drain into this easement except by means of an approved drainage structure. Eaves may encroach no more than 18 inches into any easement.

ADDITIONAL COMMENTS: _____