

Stark County Regional Planning Commission Summary of Final Plat Submission Requirements

February 20, 2018

- I. Any conditions of approval required by the Regional Planning Commission (RPC) for the Allotment's Preliminary Plan must have been completed prior to submission of a Final Plat (Section 350).
- II. The Final Plat drawing must be prepared in accordance with and show the information required per Sections 350, 420.2 and 620.4.
- III. The Final Plat submission shall include the following:
 1. A Final Plat submittal must be filed with RPC by no later than 4:00 P.M. local time on the 17th of the month in order to be on the following month RPC meeting agenda. If the 17th should be a Saturday, Sunday or holiday recognized by RPC then the filing deadline becomes no later than Noon local time on the first working day thereafter (Section 351).
 2. A completed application (Section 420.1).
 3. The Final Plat original and 17 full-size copies (Section 351). Note: Only the original has to be signed by the Owner and notarized as well as signed and sealed by the Surveyor who prepared the Final Plat.
 4. Opinion of Title (Section 351.A).
 5. Affidavit when required regarding any encumbrances within street right-of-ways being dedicated (Section 351.A).
 6. Corporate Resolution when required (Section 351.B).
 7. Partial Mortgage Release when required (Section 351.C).
 8. Survey Closure Data (Section 420.3.D).
 9. Performance and/or Maintenance Bond(s) (Sections 351.D and 600).
 10. Copy of the Articles of Incorporation establishing a Homeowners Association if such entity is named on the Final Plat as being responsible for maintenance or other obligation on the land being platted such as maintenance of a storm water management basin (Section 410.3.B.3.e and Ohio NPDES Permit).
 11. RPC Filing Fees (Section 730.1).
 12. Stark County Subdivision Engineering Filing Fees (Section 730.2).
 13. When ownership of the land within the boundary of the Final Plat is being transferred through the plat, then deeds must be included in the Final Plat submission that are ready for recording.

Note: Section nos. listed above are in the current edition of the Stark County Subdivision Regulations.