

City of Columbus

# Plat Standards

Department of Public Service  
Division of Design and Construction  
November 2, 2020

# TABLE OF CONTENTS

THE OHIO ADMINISTRATIVE CODE CHAPTER 4733-37 ..... 4

    STANDARDS FOR BOUNDARY STANDARDS..... 4

        4733-37-01 PREAMBLE ..... 4

        4733-37-02 RESEARCH AND INVESTIGATION ..... 4

        4733-37-04 MEASUREMENT SPECIFICATIONS..... 5

        4733-37-05 PLAT OF SURVEY ..... 5

        4733-37-06 DESCRIPTIONS. .... 6

        4733-37-07 SUBDIVISIONS..... 7

FRANKLIN COUNTY PLAT AND CONVEYANCE STANDARDS ..... 9

    307.03 Final Plat Contents. The Final Plat shall contain: ..... 9

THE CITY OF COLUMBUS PLAT STANDARDS ..... 11

    Final Plat Notes: ..... 11

    Additional Notes for Final Plats with Private Streets..... 12

    Required Items on Cover Sheet ..... 14

    Numbering ..... 15

    Required Signatures..... 15

    Required Items on all other Sheets..... 19

Ohio Revised Code ..... 21

    ORC 157.08 Execution of control densification and monumentation..... 21

    ORC 711.03 Cornerstones, markers, and iron pins..... 21

City of Columbus Code..... 21

    4307.33 - Final plat..... 21

APPENDIX 1 FRANKLIN COUNTY CONVEYANCE STANDARDS ..... 23

    APPENDIX 1.1 Section 7; Subdivision Plats ..... 23

    APPENDIX 1.2 Section 12; Requirements of Conveyance By The County Engineer. .... 23

APPENDIX 2 Delaware County Transfer Standards..... 23

    APPENDIX 2.1 Section 1; Application of Transfer and Conveyance Rules. .... 23

    APPENDIX 2.2 Section 2; Special Transfers. .... 23

    APPENDIX 2.3 Section 3; Specific Requirements For All Documents Of Transfer. .... 23

    APPENDIX 2.4 Section 6; Boundary Survey..... 23

    APPENDIX 2.5 Section 10; Requirements of Conveyance By The County Engineer. .... 23

APPENDIX 3 Minimum Requirements For All Instruments of Conveyance in Fairfield County..... 23

APPENDIX 4 Transfer Procedures and Minimum Requirements for the filing or recording of instruments for Licking County, Ohio..... 23

APPENDIX 5 Transfer and Conveyance Standard of the Pickaway County Auditor and the Pickaway County Engineer..... 23

    APPENDIX 5.1 Section 1; Application of Transfer and Conveyance Rules ..... 23

    APPENDIX 5.2 Section 4; Quality of Documents ..... 23

    APPENDIX 5.3 Section 5; Sufficiency of Description ..... 23

    APPENDIX 5.4 Section 6; Boundary Surveys ..... 23

    APPENDIX 5.5 Section 11; Requirements of Conveyance by the County Engineer ..... 23

    APPENDIX 5.6 Section 12; Requirements for New Metes and Bounds Descriptions for Conveyance ... 23

APPENDIX 6 Sample Sheets..... 23

    APPENDIX 6.1 Centerline Survey Plat ..... 23

    APPENDIX 6.2 Roadway Dedication Plat..... 23

    APPENDIX 6.3 Subdivision Plat..... 23

# THE OHIO ADMINISTRATIVE CODE CHAPTER 4733-37

## STANDARDS FOR BOUNDARY STANDARDS

Subject to any and all revisions of 4733-37

### 4733-37-01 PREAMBLE

These rules are the basis for all surveys relating to the establishment or retracement of property boundaries in the State of Ohio. When the case arises where one or more provisions herein must be abridged due to local conditions, the abridgement shall be clearly indicated on plats and / or legal descriptions and reports. Where local or other prescribed regulations exist which are more restrictive than these rules, the survey shall conform to all local and state regulatory standards. When a client desires only a portion of his property surveyed, and this portion can be clearly isolated from the remainder of the property without affecting the interests of adjoining owners, these rules shall apply to the survey of only the desired portion.

### 4733-37-02 RESEARCH AND INVESTIGATION

**(A)** When the deed description of the subject property and the deed descriptions of the adjoining properties do not resolve the unique locations of the corners and lines of the property being surveyed, the surveyor shall consult other sources of information in order to assemble the best possible set of written evidence of every corner and line of the property being surveyed. These sources included, but are not limited to: records of previous surveys, deed descriptions of adjacent properties, records of adjacent highways, railroads and public utility lines; also include subdivision plats, tax maps, topographic maps, aerial photographs, and other sources as may be appropriate.

**(B)** After all necessary written documents have been analyzed, the survey shall be based on a field investigation of the property. The surveyor shall make a thorough search for physical monuments, and analyze evidence of monumentation and occupation. In addition, the surveyor shall, when necessary, confer with the owner(s) of the adjoining property and the owner(s) of the property being surveyed.

**(C)** Every boundary monument and / or reference monument set by the surveyor shall, when practicable

- (1) Be composed of a durable material.
- (2) Have a minimum length of thirty inches.
- (3) Have a minimum cross-section area of material of 0.21 square inches.
- (4) Be identified with a durable marker bearing the surveyor's Ohio registration number and / or name or company name.
- (5) Be detectable with conventional instruments for finding ferrous or magnetic objects.

**(D)** When a case arises, due to physical obstruction such as pavements, large rock, large roots, utility cables, etc., so that neither a boundary monument nor a referenced monument can be practicably set in accordance with paragraph (C) of this rule, then alternative monumentation, which is essentially as durable and identifiable (e.g., chiseled "X" in concrete, drill hole, nail,

spike, etc.) shall be established for the particular situation. When such an alternative monument is used, it shall be clearly identified on the plat of the property and in any new deed description which may be written for the property.

#### 4733-37-04 MEASUREMENT SPECIFICATIONS

All measurements shall be made in accord with the following specifications:

**(A)** The surveyor shall keep all equipment used in the performance of surveying in proper repair and adjustment.

**(B)** Every determination of distance and direction shall be made either directly or indirectly in such a manner that the error in the distance or direction between any two points shall not exceed the reported distance divided by ten thousand (allowable error = reported distance divided by ten thousand, or stated as a ratio, 1:10,000) Directional error thus shall not exceed 1/10,000 of a radian or 21 seconds of arc. When the reported distance is less than two hundred feet, the linear and angular error shall not exceed 0.02 feet. The reported distance is the distance established by the survey.

**(C)** In all new descriptions and plats of survey, the lengths and directions of the lines shall be specified so that the mathematical error in closure of the property boundary does not exceed 0.02 feet in latitudes and 0.02 feet in departure.

**(D)** Surveys performed using metric measurements shall utilize the metric equivalents based upon the U.S. survey foot conversion factor.

#### 4733-37-05 PLAT OF SURVEY

**(A)** The surveyor shall prepare a scale drawing of every survey in which the surveyor retraces previously established property lines or establishes new boundaries.

**(B)** A copy of this drawing shall be given to the client. When required, another copy shall be filed with the appropriate public agencies.

**(C)** The surveyor shall include the following details:

(1) A title that the general location of the survey can be identified. The title shall include but not limited to: state, county, civil township or municipality, and original land subdivision description.

(2) A north arrow with a clear statement as to the basis of the reference direction used.

(3) The control station(s) or line(s) cited in the description and the relationship of the property to this control must be referenced to an established monumented point of beginning such as, but not limited to: centerline intersections of streets or highways of record, section or quarter section corners, Virginia military survey corners, or platted lot corners. The type of monuments set or found at the control station(s) shall be noted. All evidence used to establish the boundaries shall be shown or noted.

(4) A notation at each corner of the property stating that the boundary monument was found or set, or a legend of the symbols used to identify monumentation. Each monument found or set shall be described as to its size, material and character.

(5) A general notation describing the evidence of occupation that may be found along each boundary line or occupation line.

(6) The length and direction of each line as specified in the description of the property or as determined in the actual survey if this differs from what is stated in the deed description by more than the tolerance specified in paragraph (B) of rule 4733-37-04 of the Administrative Code. The length and direction shall be stated as follows:

(a) Bearings expressed in degrees, minutes and seconds to the nearest second and distances expressed in feet to the nearest 0.01 foot on each course. If a metric equivalent distance is stated, it shall be stated to the third decimal place.

(b) All curved lines shall indicate the radius, central angle, curve length, chord bearing and chord distance.

(c) Each course shall show other common lines such as centerlines of roads, rivers, streams, section lines, quarter section lines or other pertinent common lines of record.

(7) A citation of pertinent documents and sources of data used as a basis for carrying out the work. The citation shall include, but not limited to: current deeds as of the date of the survey, prior deeds or other documents of record, and available deeds of record for adjoining parcels along each boundary line of the survey. If the adjoining parcels along each boundary line of the survey. If the adjoining parcel is a recorded subdivision, only the subdivision name, recording information and lot numbers need to be shown.

(8) The written and graphical scale of the drawing.

(9) The date of the survey.

(10) The surveyors printed name and Ohio registration number, signature and seal (in a form which may clearly reproduce on any copies which may be made of the original drawing).

(11) The area contained within the perimeter of the surveyed parcel.

(12) All references to roads or railroads contiguous to the surveyed parcel shall use current names or names of record and applicable right of way widths, if available.

(13) All references to rivers or streams shall use the current names of record.

Cite as Ohio Admin. Code 4733-37-05

#### 4733-37-06 DESCRIPTIONS.

**(A)** When a surveyor is called upon to prepare a new description, either to replace an existing description which is inadequate or to create a new piece of property, said description shall include the following items:

(1) Sufficient caption so that the property can be adequately identified.

(2) A relationship between the property in question and clearly defined control station(s).

(3) The basis of the bearings.

(4) A citation to the public record of the appropriate prior deed(s).

(5) The surveyors name, Ohio registration number and date of writing and/ or survey.

**(B)** A metes and bounds description shall include, in addition to paragraph (A) of the rule:

(1) A description of the boundary monument used as the initial point of the description.

(2) A series of calls for successive lines bounding the parcel, each of which specifies:

(a) The intent in regards to adjoining or other existing features.

(b) The direction of the line relative to the direction of the basis of bearings.

(c) The length of the line.

(d) A description of the boundary monument (or reference monument) and whether found or set to identify the end of a particular line.

(e) All curved lines shall indicate the radius, central angle, curve length, chord bearing, chord length and direction of the curve.

(f) The reported boundary data shall meet the closure requirements of paragraph (C) of rule 4733-37-04 of the Administrative Code.

(3) The area of the parcel

**(C)** Descriptions other than metes and bounds descriptions may be a reference to a recorded survey plat or a parcel on a recorded survey plat and shall include sufficient and adequate legal and technical wording so that the property can be definitely located and defined.

**(D)** A statement shall appear indicating that either: the description was made in accordance with a recent survey and the date thereof, or the description was made based on a previous survey, of a certain date and date of description, or the description was not based on a survey.

**(E)** When the surveyor knows a new description is to be used for a fee transfer, the surveyor shall base the new description on a current or updated survey of the property.

Cite as Ohio Admin. Code 4733-37-06

#### **4733-37-07 SUBDIVISIONS**

When a subdivision is created from a piece of property, or several adjoining pieces, the following rules shall apply:

**(A)** Rule 4733-37-02 of the Administrative Code shall apply to the original tract(s) of land prior to being subdivided.

**(B)** Rule 4733-37-03 of the Administrative Code shall apply to the outside perimeter of the original tract(s) of land and to the outside perimeter of the newly created subdivisions. All newly created lots, blocks, rights of way, angle points, points of curvature, and points of tangency shall be monumented according to local regulations. Street rights of way may be monumentated with monuments on the centerline instead of rights of way monuments. Centerline or right of way monuments shall be set at all intersections, angle points, points of curvature and points of tangency.

**(C)** All newly created subdivisions shall comply with rules 4733-37-04 and 4733-37-05 of the Administrative Code.

**(D)** All easements within a newly created subdivision shall be accurately dimensioned so that each easement line can be reproduced without ambiguity.

Cite as Ohio Admin. Code 4733-37-07

**END OHIO ADMINISTRATIVE CODE**

## FRANKLIN COUNTY PLAT AND CONVEYANCE STANDARDS

In addition to the Ohio Administrative Code Chapter 4733-37 the City of Columbus shall also requires the **FRANKLIN COUNTY SUBDIVISION REGULATIONS** as listed below.

The plat shall be drawn in black ink on 22 x 34 inch matte mylar material, be drawn at a scale of one inch equals 50 feet (or other scale acceptable to the county engineer), and meet microfilming standards. Plats shall be superimposed on a survey of the lands of the dedicators from which the plat is drawn and contain a background drawing of any metes and bounds descriptions of such lands.

### 307.03 Final Plat Contents. The Final Plat shall contain:

A. Subdivision name, property description with location and extent, dedication of streets and other public areas, names of owners and subdivider.

Location map, legend,

The original plat mylar and Subdividers Agreement, both signed by all subdividers.

Acreage allocated to streets, lots and reserves;

Building setback lines for lots and reserves;

Lots identified with consecutive numbering, reserves identified with consecutive lettering (no Roman numerals, Greek letters, etc.); continue number and letter sequencing in subsequent phases;

Boundaries, acreage, purpose and ownership of reserves or nonresidential areas

Provisions for dedication and acceptance of public land;

Lot and boundary lines with angle, distance, bearing and control points; section, township, school district, corporation and county lines; monument description and location;

Boundary and centerline of streets, name, and bearing and adjacent streets with same; distance to nearest street intersection;

Easements for use, services or utilities with dimensions, right-of-way, locations and purposes

Radii, chords, tangent points, control angles for curvilinear streets and radii for corners;

Reference to adjoining plats by name, volume and page; acreage and ownership of adjacent unplatted properties;

The floodway and floodway fringe of any NFIP watercourse

Reference to appropriate floodplain zone and map

Wetland jurisdictional boundaries, where applicable

The Riparian Setback Area

**FROM THE FRANKLIN COUNTY CONVEYANCE STANDARDS****(F) Requirements For Ties To County Monuments.**

(1) All surveys performed in Franklin County for the establishment of new subdivision plats, new survey plats and new metes and bounds descriptions for the fee transfer of land, not including subdivision lots of record, shall be required to tie into a minimum of two (2) County survey control monuments provided the survey is located within 2 miles of a County survey monument, and a second monument is located within 1/2 mile of the first monument or within 1/2 mile of the survey being performed. If only one monument is located within these limits, a tie to that monument will suffice. A County survey control monument is defined as a survey monument accepted and shown of record by the County Engineer.

(2) The tie to County monuments is required only when the survey is located upon the roadway which has monumentation or if the survey is located upon a section line, half section line, Township line, VMS line, or Franklin County line where there is monumentation.

(3) Should there be an angle point accepted by the County Engineer, between the survey being performed and a County monument, a tie to that angle point shall suffice.

(4) Proper identification of County monuments must be denoted on the survey plat or subdivision plat, as well as the deed description. County monuments are usually identified by the letters FCGS followed by a four-digit number, i.e. FCGS 8870. These County monument identifiers are available at the County Engineer's Office.

**(G) Basis Of Bearings Statements.**

(1) The Basis of Bearing statement on all plats and deed descriptions to be made of record within the Franklin County offices must be stated with reference to a deed of record, an official record, a plat of record or a road improvement plan of record along with the bearing used. The State Plane Coordinate System, Ohio South Zone, North American Datum of 1983, also known as NAD83 (with the adjustment year), may also be used as a Basis of Bearing only if the control monuments used along with the bearing between them are denoted in the statement.

(2) Assumed bearings may be used provided there are no bearings shown of record.

**END OF THE FRANKLIN COUNTY CONVEYANCE STANDARDS**

## THE CITY OF COLUMBUS PLAT STANDARDS

In Addition to the Ohio Administrative Code and the Franklin County Subdivision Regulations, and the City of Columbus General Design Requirements, The City of Columbus also requires

### Final Plat Notes:

- **Agricultural Recoupment:**

Grantor, being the duly authorized representative of the developer dedicating the property described in this plat, hereby agrees that grantor will indemnify the City of Columbus for and hold it harmless from any agricultural recoupments assessed or levied in the future against the property dedicated herein which result from grantor's conversion of the property from agricultural use.

- **Reserves Notes:**

Include size (acreage), use, ownership and maintenance.

If the reserve is to be owned and maintained by the "Homeowners Association" then at the end of the reserve note it should state, "until such time as said association is formed, the developer will be responsible for the maintenance of said reserve(s)".

- **FloodPlain Note:**

All of (name of plat) is within Zone (state zone), areas determined to be outside the (year) floodplain as delineated on FEMA Flood Insurance Rate Map, for (Name) County, Ohio and Incorporated Areas map number \_\_\_\_\_ with effective date of \_\_\_\_\_.

(If plats contain Zone AE the 100 Year Floodplain limit must be added and the Floodway must be called out or a directional arrow with the distance to the Floodway. Also, inform the applicant/engineer that a grade and fill plan must be filed with the City and approved before the Final Plat will be accepted.)

FloodPlain Note with an AE Zone: A list of the individual lots affected must be part of the note unless a LOMR or LOMA has been issued. If the developer has applied for a LOMR or LOMA, but it hasn't been finalized, the designation AE Zone is still in effect.

- **Wetland Note:**

No determination has been made by the Building and Zoning Services Department, City of Columbus, as to whether the area proposed to be platted contains area(s) that could be classified as Wetlands by the Army Corps of Engineers. It is the developer's responsibility to determine whether Wetlands exist on the site. The City of Columbus approval of the (preliminary/final) plat of (name of plat) does not imply any approval for the development of the site as it may pertain to Wetlands.

- **No Vehicular Access Note:**

No vehicular access to be in effect until such time as the public street right-of-way is extended and dedicated by plat or deed. This note is used where Right-of-Way stops at the perimeter of the subdivisions property line and the adjacent property has not developed and/or dedicated Right-of-Way.

NOTE: no vehicular access (10' wide, centered on the curb ramp) as shown on approved engineering plans and as constructed in the field

## Limitation on Vehicular Access:

The platting property owner, (Owner Name), for itself and its successors and assigns, does hereby release, as to Lot Number(s) (List all lot numbers and or Reserves) adjacent to (Name of Road), a portion of (List all lot numbers and or Reserves) adjacent to (Name of Road), as delineated on sheet \_\_\_ of \_\_\_ of this plat hereof, all rights of direct vehicular ingress/egress to hereof, all and such limitation/restriction shall run with said land. (This note should be part of the cover sheet of easement notes.) The Department of Public Service, Division of Traffic Management will determine if this note is needed for any reason other than "T" intersections.

- **Depressed Drive Note:**

The pavement and storm sewer plan together with the master grading plan for (name of plat) show a design that would prohibit (specific lot number(s) or all) from having a depressed driveway according to Columbus City Code Section 4123.43 unless otherwise approved by the Columbus Building inspector.

- **Zoning Note:**

At the time of platting, the land indicated hereon is subject to requirements of City of Columbus Zoning Ordinance # \_\_\_\_\_, passed (date) \_\_\_\_\_ (Zoning File number) \_\_\_\_\_ (and Letter of Restrictions and Covenants, dated \_\_\_\_\_ if applicable). This ordinance, and any amendments thereto passed subsequent to acceptance of this plat, should be reviewed to determine the then current, applicable use and development limitations or requirements. This notice is solely for the purpose of notifying the public of the existence, at the time of platting, of zoning regulations applicable to this property. This notice shall not be interpreted as creating plat or subdivision restrictions, covenants running with the land or title encumbrances of any nature, and is for informational purposes only.

- **When Final Plats contain Waters of the United States – Stream Preservation Easements**

The natural drainage-way designated as STREAM PRESERVATION EASEMENT was classified as Waters of the United States by the U.S. Army Corps of Engineers, Huntington District. Such natural drainage-ways are regulated as Waters of the United States under the Clean Water Act. Sections 401 and 404 of the Clean Water Act require that no impact including filling, relocation, bank shaping, or additional culverting of the Waters of the United States can occur without prior authorization from the U.S. Army Corps of Engineers and Ohio Environmental Protection Agency.

(Note: from top of bank both sides – 50'/50').

Additional Notes for Final Plats with Private Streets

Cover Sheet:

- **"Approved and Accepted Note":**

When there are no dedications.

Approved and accepted this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_ By Ordinance No. \_\_\_\_\_ By the Council of the City of Columbus.

- **Fire Note (on Private Streets):**

Parking restrictions shall be installed per current City policy on signage for private streets and alleys/lanes. The owner, developer, and/or the Homeowners Association must establish and maintain an agreement with a private towing company, which authorizes the company to remove/tow any vehicles parked in restricted areas. Towing agreements shall be filed annually, upon execution of contract, with the Columbus Division of Fire, Fire Prevention Bureau, Plans Review Office. The developer, and/or Homeowners Association shall designate the City of Columbus as an authorized agent for the sole and specific purpose of enforcement of parking restrictions. All signage, towing agreements and designations will conform to the City of Columbus Division of Fire "Fire Vehicle Access Plan."

- **Access Easement (on Private Streets):**

"... Within said Reserve , a non-exclusive easement is hereby granted to the City of Columbus and other governmental employees or licensees for use in the course of providing police, fire, medical or other governmental services to lots and lands adjacent to said Reserve \_\_\_\_\_."

- **Private Streets:**

Sample cover sheet language:

NOTE "\_\_\_" – Reserve " ": Reserve " ", as designated and delineated hereon, shall be owned and maintained by an association comprised of the owners of the fee simple titles to the lots in the \_\_\_\_\_ subdivision(s). The street and lanes constructed within said Reserve " " will be private streets and lanes which will be dedicated to the \_\_\_\_\_ and the \_\_\_\_\_ will not be responsible for the maintenance of said streets.

- **Private Utility Easements:**

Easements are hereby reserved in, over and under areas designated hereon as "Private Utility (PU) Easement" for the construction, operation and maintenance of storm water runoff drainage facilities and main line waterline facilities. Such facilities shall be owned and maintained by the (Name) Homeowners' Association. Said facilities will not be dedicated to the City of Columbus and the City of Columbus will not be responsible for the maintenance of said facilities.

*Easements are hereby reserved in, over and under areas designated on this plat as "Easement", "Drainage Easement", "Reserve ' \_ '", "Reserve ' \_ '", "Reserve ' \_ '", "Reserve ' \_ '" and "Reserve ' \_ '". Each of the aforementioned designated easements and reserves permit the construction, operation and maintenance of all public and quasi public utilities above, beneath and on the surface of the ground and, where necessary, for the construction, operation and maintenance of service connections to all adjacent lots and lands and for storm water drainage. Within those areas designated Drainage Easement on this plat, an additional easement is hereby reserved for the purpose of constructing, operating and maintaining major storm water drainage swales and or other storm water drainage facilities. No above grade structures, dams or other obstructions to the flow of storm water runoff are permitted within Drainage Easement areas as delineated on this plat. Within said "Reserve " \_ ", "Reserve ' \_ '", "Reserve ' \_ '", "Reserve ' \_ '" and "Reserve ' \_ '", a non-exclusive easement is hereby granted to the City of Columbus and other governmental employees or licensees for use in the course of providing police, fire, medical or other governmental services to lots and lands adjacent*

*to said "Reserve ' \_ '", "Reserve ' \_ '", "Reserve ' \_ '", "Reserve ' \_ '" and "Reserve ' \_ '". Easement areas shown hereon outside of the platted area are within lands owned by the undersigned and easements are hereby reserved therein for the uses and purposes expressed herein.*

*Easements are hereby reserved in, over and under areas designated hereon as "Private Utility Easement" for the construction, operation and maintenance of stormwater runoff drainage facilities and main line waterline facilities. Such facilities shall be owned and maintained by a master association for the (Name of) development. Said facilities will not be dedicated to the City of Columbus and the City of Columbus will not be responsible for the maintenance of said facilities.*

- **Airport Noise Warning:**

"Noise Warning - This property either partially or wholly, lies within the noise exposure map area of an airport located in the City of Columbus and is subject to noise that may be objectionable." (Ord. 1137-94.)

- **Temporary Vehicle Turnaround Easement:**

The City of Columbus, Ohio is hereby granted a nonexclusive easement for vehicular turnaround used by the public in and over the area of land designated as "Temporary Vehicle Turnaround Easement" at the (northerly, southerly, easterly, or westerly) terminus of (street name) shown hereon. The easement hereby granted in said area shall expire and be of no effect whatsoever when the right-of-way for the extension of (street name), which the easement area abuts, has been conveyed or dedicated to the City of Columbus, Ohio, and the instrument for said conveyance or dedication has been recorded in (name) County Recorder's Office and the pavement in said (street name) right-of-way extension by the City of Columbus, for public traffic use. Any and all lots abutting this temporary vehicle turnaround easement area shall not install a driveway that will affect the intended use and pattern of traffic within this temporary turnaround.

#### Required Items on Cover Sheet

- **Numbering of Lots and labeling of Reserves**

Shall be in sequential order per each plat. Examples would be 1, 2, 3, 4,-30. Reserves would be sequential also A, B, C, - Z.

- **Streets Names**

Shall be clearly labeled with name and type (St., Blvd., Ct., etc.). If it is a private street it will be labeled in ( ) under the name that it is private or a note on each sheet clearly indicating the street is private. There shall be a note and/or statement including use, ownership and maintenance. Ex: Private Streets are to be owned and maintained by the "Homeowners Association" and until such time as said association is formed, the developer will be responsible for the maintenance of said private street(s)".

- **Special Dimensions**

Existing or proposed easement lines, building setback lines, or other similar lines that have an angle point or terminus within a parcel must be dimensioned from the parcel line to the angle point or terminus.

- Vicinity Map
- Plat Name

The same plat name shall be included on each sheet.

Numbering

Each sheet shall be numbered with the sheet and total number of sheets.

Required Signatures

The undersigned, owner of the lands plotted herein, duly authorized in the premises, does hereby certify that his plat correctly represents its " \_\_\_\_\_ ", a subdivision containing lots numbered \_\_\_\_\_ inclusive, and does hereby accept this plat of same and dedicates to public use, as such, all or parts of \_\_\_\_\_ shown hereon and not here to fore dedicated.

Easements are hereby reserved in, over and under areas designated on this plat as "easement" or "drainage easement", for the construction, operation and maintenance of all public and quasi public utilities above and beneath the surface of the ground and, where necessary, for the construction, operation, and maintenance of the service connections to all adjacent lots and lands and for storm water drainage. Within those area designated "drainage easement", and on this plat an additional easement is hereby reserved for the purpose of constructing, operating and maintaining major storm water drainage swales and or other storm water drainage facilities. No above grade structures, dams or other obstructions to the flow of stormwater runoff are permitted within drainage easement areas as delineated on this plat unless approved by the City of Columbus, Division of Sewerage and Drainage.

The easements shown hereon outside of the platted area within said \_\_\_\_\_ acre tract of land owned by \_\_\_\_\_, and are reserved for the purposes stated in the foregoing "easements" paragraph.

In witness whereof, \_\_\_\_\_ has caused this plat to be duly executed by this duly authorized office.

This day of \_\_\_\_\_, 20\_\_

signed and acknowledged in the presence of:

by this duly authorized office. 20\_\_.

\_\_\_\_\_  
Company name

By \_\_\_\_\_

\_\_\_\_\_

Witness

<Enter Legal Title Here >

Identify the legal capacity of the signature to convey real estate

\_\_\_\_\_

\_\_\_\_\_

Witness

Print name

State of Ohio

County of Franklin

Before me, a notary public in and for said state, personally appeared \_\_\_\_\_ who acknowledged the signing of the foregoing instrument to be his voluntary act and deed and the voluntary act and deed of \_\_\_\_\_, for the uses and purposes expressed therein.

In witness thereof, I have hereunto set my hand and affixed my official seal this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_

My Commission expires \_\_\_\_\_

The easements shown hereon outside of the platted area are within a \_\_\_\_\_ acre tract of land owned by \_\_\_\_\_, of record in instrument \_\_\_\_\_ and are reserved for the purposes stated in the foregoing "easements" paragraph.

In witness whereof \_\_\_\_\_, member and manager of \_\_\_\_\_ company, has caused this plat to be executed by this duly authorized office.

This day of 20\_.

signed and acknowledged in the presence of:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State of Ohio

County of Franklin:

Before me, a notary public in and for said state, personally appeared \_\_\_\_\_ member and manager of \_\_\_\_\_ who acknowledged the signing of the foregoing instrument to be his voluntary act and deed and the voluntary act and deed of said \_\_\_\_\_ for the uses and purposes expressed therein

In witness thereof, I have hereunto set my hand and affixed my seal this

\_\_\_\_\_ day of 20\_\_

My commission expires \_\_\_\_\_

Approved this \_\_\_\_\_ Day of \_\_\_\_\_

\_\_\_\_\_

Director, Department of Building and Zoning Services, Columbus, Ohio

Approved this \_\_\_\_\_ Day of \_\_\_\_\_

\_\_\_\_\_  
City Engineer / Administrator, Division of Design  
& Construction, Columbus, Ohio.

Approved this \_\_\_\_\_ Day of \_\_\_\_\_

\_\_\_\_\_  
Director, Department of Public Service,  
Columbus, Ohio

Approved and accepted this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_, By ordinance no. \_\_\_\_\_

Wherein \_\_\_\_\_ are hereby dedicated and accepted as such by the  
council of the City of Columbus, Ohio.

In witness thereof I have hereunto  
Set my hand and affixed my seal this  
\_\_\_\_\_ Day of \_\_\_\_\_, 20\_

\_\_\_\_\_  
City Clerk, Columbus, Ohio

Transferred this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_

\_\_\_\_\_  
Auditor, Franklin County, Ohio

Filed for record this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_  
At \_\_\_\_\_, Fee \_\_\_\_\_

\_\_\_\_\_  
Recorder Franklin County, Ohio

At \_\_\_\_\_, Fee \_\_\_\_\_

File no. \_\_\_\_\_  
Ohio

\_\_\_\_\_  
Deputy Recorder, Franklin County

Plat Book \_\_\_\_\_, Page \_\_\_\_\_

Source of Data

The sources of recorded survey data referenced in the plan and text of this plat are the records of the recorder's office, Franklin County, Ohio

Iron Pins

Where indicated hereon unless otherwise noted, are to be set and will follow State of Ohio Minimum Standards and have a plastic cap inscribed \_\_\_\_\_.

Permanent Markers

Where indicated hereon unless otherwise noted are to be set and are solid iron pins, 1" diameter, 30" long with a plastic cap inscribed \_\_\_\_\_

Certification

We do hereby certify that we have surveyed the attached premises, prepared the attached plat, and that said plat is correct. All dimensions are shown in feet and decimal parts thereof. Dimensions shown along curves are chord measurements.

Required Items on all other Sheets

- Acreage - the acreage for each lot, reserve, etc. must be identified on the parcel or within a table on the final plat.
- Site Stats  
Acreage, # lots (density, zoning designation and zoning case file number).
- A Scale of not less than one hundred (100) feet to the inch. The director may permit a variation in Scale.
- The name of each owner or subdivision abutting the boundary of the proposed subdivision;
- All adjacent streets and alleys with their widths and names;

- Easements for public use, services or utilities with location and size.
- Base flood elevation data. (Ord. 1270-83.)
- Required notes per sheet that addresses items within that sheet.
- If tables are used within the plat, the table shall be on every sheet that refers to the table.

Additionally the City of Columbus also requires the following standards.

- The City of Columbus Cadd Standards are to be used on all plats.
- The minimum text size for all drawings to be 10% of the drawing scale in model space and 0.10 in paper space.
- All existing parcel lines and parcel numbers are to be shown on the plat.
- All property lines, right-of-way lines, and easement lines are to be labeled.
- Permanent markers shall be set at intersections of public street centerlines as indicated hereon, as well as all PC's, and PT's.
- Permanent markers are to be one-inch diameter, thirty-inch long, solid iron pins. Pins are to be set to monument the points indicated, and are to be set under the supervision of a licensed surveyor after the construction of the street pavement. Pins shall be set with top end one-fourth inch below the surface of the pavement. Once installed, the top of the pin shall be marked (punched) to record the actual location of the point. At a minimum, an 8" mag spike can be set at all centerline intersections, PC's and PT's. All required monumentation for the subdivision still to meet State of Ohio minimum requirements.

#### Notifications

- A letter or e-mail stating that all monumentation has been set. The letter or e-mail is to be sent to [cocasbuiltmonument@columbus.gov](mailto:cocasbuiltmonument@columbus.gov)
- The letter or email containing the as-built coordinates to include, the company name, logo, company information, and the name and title of the surveyor of record signing the letter. A .txt file of all of the monumentation set will be attached to the e-mail.
- A statement stating whether the coordinates are either Grid or Ground coordinates.
- A statement stating the Scale Factor, or Project Factor.
- A statement stating the datum (NSRS 2007, Nad83 (2011) epoch 2010.00, and NATRF 2022, which ever datum is used, along with the geoid model.
- The letter containing the as-built coordinates must be delivered within 14 days upon completion of setting the monumentation.

## OHIO REVISED CODE

### ORC 157.08 Execution of control densification and monumentation.

Extension of co-ordinate control by qualified surveyors for local co-ordinate control densification shall be executed in conformity with standards of accuracy and specifications for first or second-order geodetic surveys as prepared and published by the federal geodetic control committee of the United States department of commerce pursuant to section 157.07 of the Revised Code. Control monumentation for analysis of land boundaries, construction control, engineering design and planning, and photogrammetric survey control for such purposes shall be executed in conformity with the standards of accuracy and specifications for first, second, or third-order geodetic surveys as prepared and published by the federal geodetic control committee in force on the date of such survey.

### ORC 711.03 Cornerstones, markers, and iron pins.

At the time of surveying and laying out a village, or subdivision or addition to a municipal corporation, the proprietor of such village, or subdivision or addition, shall plant at the corner of the public ground or lot, if there is such, and if there is none, then at the corner of one of the in-lots and at the corner of each out-lot, a good and sufficient stone, of such size and dimensions and in such manner as the surveyor provided for under section 711.01 of the Revised Code directs, for a corner from which to make future surveys, and the point at which it may be found shall be designated on the plat.

Such proprietor shall direct the surveyor to place and set at least four permanent markers in each plat of ten lots or less. In a village or in a subdivision, addition, or allotment having more than ten lots, whether within or without a municipal corporation, the proprietor shall cause to be placed as many additional permanent markers as the surveyor deems necessary to properly control his original survey. Such permanent markers shall be placed in a manner so that the line of sight between such markers can be observed from one marker to the other. Solid iron pins of at least one inch diameter may also be used as permanent markers. All concrete, or iron pin markers shall be at least thirty inches long and the bottom of such markers shall be set at least thirty inches below finished grade.

If the location for a permanent marker is originally determined to be in an area of solid rock it may be relocated and offset from its original position. Such relocation must be noted on the plat. These and all other markers shall be designated on the plat before it is presented for record, but setting of such markers shall not be required prior to completion of construction necessary to the improvement of the land. Effective Date: 02-21-1967

## CITY OF COLUMBUS CODE

### 4307.33 - Final plat.

- (a) The final plat shall be drawn to a scale of not less than 100 feet to the inch.

- (b) The director may permit a variation in scale for plats of unusual size. If more than two sheets are required for any such plat, an index sheet of the same dimensions shall be filed showing the entire subdivision on one sheet with an indication of all the areas noted on any other sheet of the plat.
- (c) Drawings should be held to a minimum of 20 by 30 inches (20" × 30") and a maximum of 30 by 40 inches (30" × 40") outside dimensions.
- (d) The final plat should contain and illustrate:
  - (1) The boundary lines of the area being subdivided with accurate distance and bearings; including section, township, corporation and county lines;
  - (2) The property lines of all proposed streets and alleys with their widths, names and bearings;
  - (3) The accurate boundary lines of all grounds for public use or common use, and the acreage of same;
  - (4) The line of departure of one street from another;
  - (5) All common boundary corners of all adjoining lands and adjacent streets and alleys with their widths and names;
  - (6) All lot lines with their bearings, identification system of lots, blocks and other areas;
  - (7) Easements for public use, services or utilities with their dimensions;
  - (8) All linear dimensions, boundary locations, lots, streets, alleys, easements and areas for public or private use expressed in decimals of a foot;
  - (9) Radii, arcs and chords, points of tangency, and central angles for all curvilinear streets, and radii for all rounded corners;
  - (10) The name of the subdivision and description of the property subdivided, showing its location and extent, points of compass, scale and plan, dedication of streets and alleys, and names of owners and subdivider, together with appropriate evidence of ownership of the subdivision;
  - (11) The front setback lines;
  - (12) Certification by land surveyor, registered in the state, to the effect that the plat represents a survey made by him, and that all the necessary survey monuments are correctly shown thereon;
  - (13) Base flood elevation data.

(Ord. No. 0455-2010, § 121, 4-5-2010)

The following documents are referenced when preparing plats for the City of Columbus and relevant sections from each document.

## **APPENDIX 1 FRANKLIN COUNTY CONVEYANCE STANDARDS**

APPENDIX 1.1 Section 7; Subdivision Plats

APPENDIX 1.2 Section 12; Requirements of Conveyance By The County Engineer.

## **APPENDIX 2 DELAWARE COUNTY TRANSFER STANDARDS**

APPENDIX 2.1 Section 1; Application of Transfer and Conveyance Rules.

APPENDIX 2.2 Section 2; Special Transfers.

APPENDIX 2.3 Section 3; Specific Requirements For All Documents Of Transfer.

APPENDIX 2.4 Section 6; Boundary Survey.

APPENDIX 2.5 Section 10; Requirements of Conveyance By The County Engineer.

## **APPENDIX 3 MINIMUM REQUIREMENTS FOR ALL INSTRUMENTS OF CONVEYANCE IN FAIRFIELD COUNTY**

## **APPENDIX 4 TRANSFER PROCEDURES AND MINIMUM REQUIREMENTS FOR THE FILING OR RECORDING OF INSTRUMENTS FOR LICKING COUNTY, OHIO**

## **APPENDIX 5 TRANSFER AND CONVEYANCE STANDARD OF THE PICKAWAY COUNTY AUDITOR AND THE PICKAWAY COUNTY ENGINEER**

APPENDIX 5.1 Section 1; Application of Transfer and Conveyance Rules

APPENDIX 5.2 Section 4; Quality of Documents

APPENDIX 5.3 Section 5; Sufficiency of Description

APPENDIX 5.4 Section 6; Boundary Surveys

APPENDIX 5.5 Section 11; Requirements of Conveyance by the County Engineer

APPENDIX 5.6 Section 12; Requirements for New Metes and Bounds Descriptions for Conveyance

## **APPENDIX 6 SAMPLE SHEETS**

APPENDIX 6.1 Centerline Survey Plat

APPENDIX 6.2 Roadway Dedication Plat

APPENDIX 6.3 Subdivision Plat