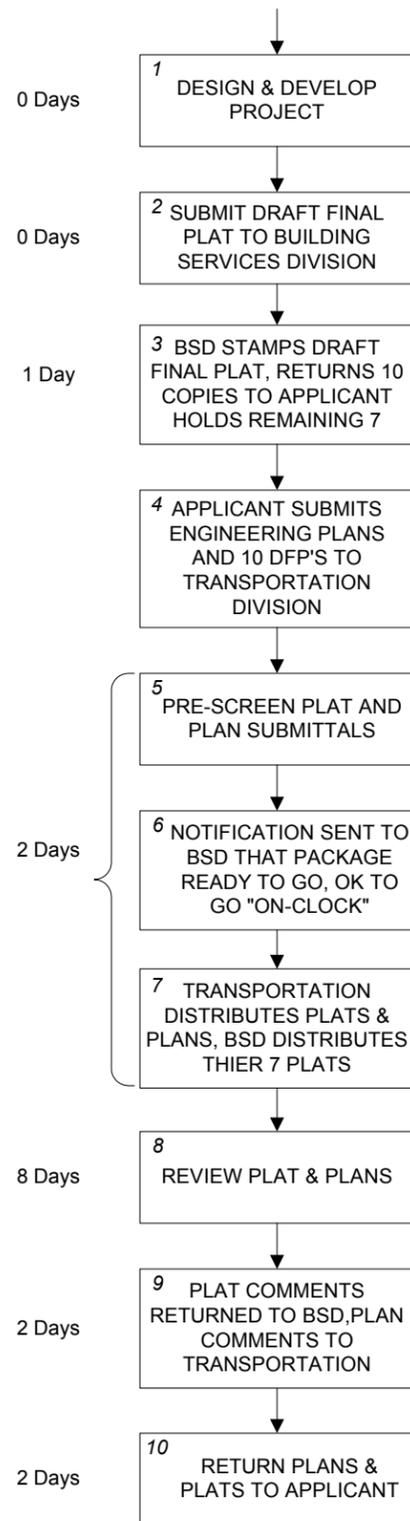
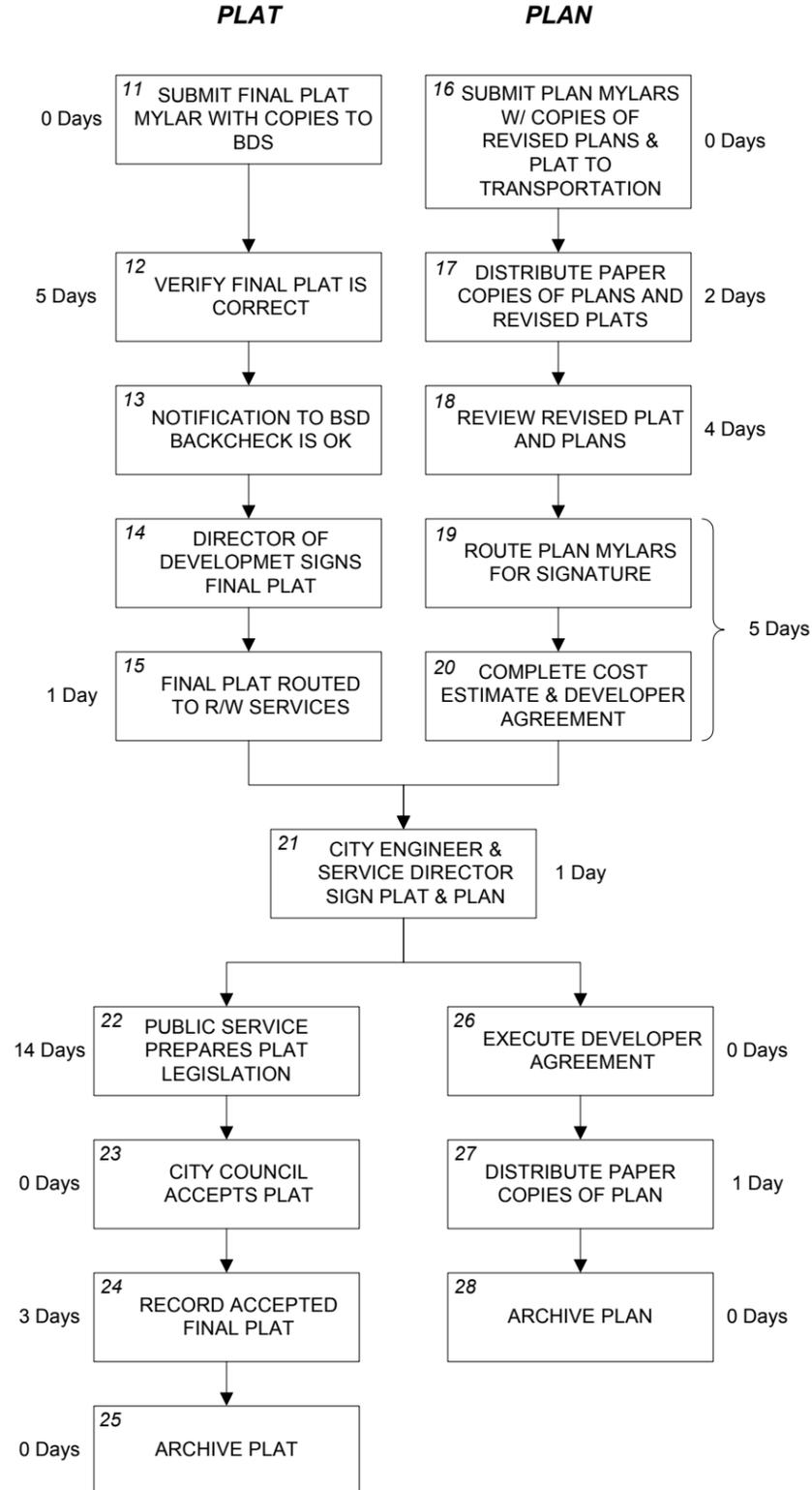


CONCURRENT PLAT & PLAN REVIEW PROCEDURE

FIRST REVIEW



SECOND REVIEW & APPROVAL



TASK DESCRIPTIONS

- Applicant develops and designs project plans. During this time applicant has contact with Plan Review staff to verify design requirements and address design issues before submitting plans for review.
- Submit 17 copies to BSD.
-
- Applicant submits plans and associated documents for review to the Plan Review Counter, 109 North Front Street, Room 220 C, Columbus, Ohio 43215.
Use Application for Plan Review
- Review submittal for completeness at Plan Review Counter optionally in presence of applicant or within 4 hours of submittal. If submittal does not meet checklist requirements, prepare and distribute Notice of Insufficient Plan Submittal. Enter data into Plan Review database.
Use Plan Review & Approval Pre-Screen Checklist
See Sample Plan Review Database Screen Print
Use Plan Review Distribution Checklist - Private
- Draft Final Plat copies are attached to plan review sets. Distribute review sets and enter information into Plan Review database. Prepare Notice of Plan Acceptance for Review. Distribute Notice and enter information into Plan Review database. BSD routes other 7 DFP'S.
Use Plan Review Transmittal
Use Notice of Plan Acceptance for Review
- Plans & Plats are reviewed by City staff.
Use Plan Review Pre-Review Checklist
Use Plan Review Supporting Documents
-
- Transportation comments are consolidated and a letter is generated. Letter sent to Consultant and Owner. All other Division reviews are banded and returned to Consultant
Use Notice of Unified Plan Review
Use Plan Review Transmittal
- & 16. Applicant submits mylars with paper copies of revised plans and associated documents for review to the Plan Review Counter. Also, plat mylar and 12 copies of the Plat are submitted to BSD. BSD keeps 2 copies of Plat revision and the Plat Mylar, applicant takes 10 copies of plat revisions and receipt to Transportation. Plan Mylars are retained in the Plan Review Center until completion of Task
Use "Application for Plan Review"
Use Notice of Approved Plan Review
- If all plan reviewers approve, proceed to Task 19. If disapproved, return comments, mark-ups and mylars to Applicant. Transportation notifies BSD by email when it is ok for BSD to complete its work with Revised Plan and Plat Mylar.
- BSD notifies applicant that Final Plat is correct.
- Route plan mylars for signature to reviewing agencies. Enter data into Plan Review database. Begin preparing cost estimate and developer agreement.
Use Plan Review & Approval Distribution Checklist
Use Plan Approval Transmittal
See Sample Cost Estimate
See Sample Developer Agreements
- Distribute cost estimate to City Engineer and Public Service Director for approval and developer agreement to owner for signing.
- Route plan and Final Plat mylars to City Engineer and Service Director. Return signed plan mylars to Applicant for duplicating.
- Prepare and route internally Final Plat acceptance legislation using standard format documents.
- Route for signature developer agreement signed by owner.
Use Signed Developer Agreement Distribution Checklist
- After Applicant submits mylars and plan copies, distribute copies.
Use Signed Plan Distribution Checklist
- Archive mylars.
Use Archiving Approved Plans Checklist