



Summit County Engineering Department
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Plat Engineering Review Checklist

The Summit County Engineering Division will be checking your plans for the following. This is a general review list and may require additional information.

Each submittal should include a Site Plan with the following:

1. Provide a title report
 - a. Show all easements found in the title report and include the book, page, and entry number
2. General Details:
 - a. Show a graphic scale bar
 - b. Show a north arrow
 - c. Show the name of the subdivision
 - d. Show the date of the map
 - e. Include a legend labeling everything (parcel and subdivision boundaries, right of way limits, etc.)
 - f. Prepared and stamped by a Licensed Surveyor
3. Survey Details:
 - a. Show the basis of bearing
 - b. Show the point of beginning
 - c. Show the location and dimensions of all boundary lines of the property, to be expressed in feet and decimals of a foot
 - d. Show the location of all proposed monuments
 - e. Sufficient data to determine readily the location, bearing, and length of all lines, and to reproduce such lines upon the ground shall be included
4. Right of way (ROW) details:
 - a. Show the ROW line
 - b. Call out the ROW width
 - c. Label the roadway as public or private
 - d. Show road access to all lots/parcels
 - e. Show the locations of existing and proposed roads
 - f. Show the locations of existing and proposed easements
 - g. Show the locations of existing and proposed alleys
 - h. Are the right of way or easements wide enough for road and driveway standards: see Table 1: easement widths.

TYPE OF EASEMENT	CONDITION	MINIMUM EASEMENT WIDTH (Wider widths may be required depending on situation and placement)
Driveway/Access	<3 dwelling units	12 feet
Driveway/Access	3 ≤ dwelling units < 5	20 feet
Driveway/Access	5 ≤ dwelling units	48 feet
Road	Private	48 feet
Road	Public	60 feet

Table 1: Easement widths

i. Road Dedication

- i. Please put the following language on the plat as a signature block

PUBLIC ROAD(S) & RIGHTS OF WAY ACCEPTANCE

PUBLIC ROAD(S) & RIGHTS OF WAY, AS ARE SPECIFICALLY IDENTIFIED ON THE PLAT, ARE HEREBY ACCEPTED BY THE SUMMIT COUNTY HIGHWAY AUTHORITY, ON THIS _____ DAY OF _____, 20 ____.

BY: SUMMIT COUNTY COUNCIL CHAIR, FOR THE SUMMIT COUNTY HIGHWAY AUTHORITY

- ii. After preliminary plat approval, the plat will need to go to the County Council for approval for the road dedication in a work session.

5. Grading Design:

- a. Show the locations of existing water bodies, streams and swamps
b. Show the FEMA SFHA 100-year [Flood Plain](#) Zone A and AE.