



CHECKLIST FOR SUBMITTAL OF PRELIMINARY PLAN
Used for Administrative Completeness Assessment

Proposed Development Name _____ Township _____

I have read and understand the current OCRC *Procedures, Guidelines, and Specifications for Developing Public Roads*.

Signature _____ Date: _____

Printed Name _____ Company _____



Check

A. General Requirements

- 1. Two (2) paper copies of plans on 24 inch x 36 inch sheets plus an electronic PDF file
- 2. Plans signed and sealed by Registered Land Surveyor or Professional Engineer
- 3. Proprietor and township information noted on plans
- 4. Location map and development dimensions provided on plans
- 5. Letter of transmittal submitted
- 6. Preliminary Plan Review Fee submitted

B. Layout Requirements

- 1. Plans drawn to scale not smaller than 1 inch = 100 feet horizontal
- 2. Plans show layout of entire parcel from which proposed development is taken and tied down to section and/or 1/4 section lines using bearings and distances
- 3. Zoning and property owner information of all land within 500 feet of development boundaries are identified with names and parcel numbers
- 4. All existing streets, streams, lakes, cemeteries, railroad tracks, county drains, and any other applicable features are shown
- 5. Contours are shown using USGS datum at not more than 2 foot intervals along with bench mark information
- 6. Plans show proposed public and private street layout and lots

C. ROW Requirements

- 1. Dimensions for all existing and proposed ROW are shown on plans
- 2. Primary and/or local roads adjacent to the development have ROW shown that is equal to at least ½ the minimum required width of ROW
- 3. It is understood that the County Engineer may require additional ROW
- 4. A private easement for all types of utilities is shown on the plans

D. Road Names

- 1. Proposed road names are shown on the plans

E. Sight Distance

- 1. A centerline profile plan is attached for all intersecting primary and local roads
- 2. Minimum sight distances at all proposed and existing lots are met

F. Connectivity

- 1. Road segments are provided for all developable adjoining properties
- 2. Street layout provides for continuous circuit
- 3. Two points of access to a public road are provided if the development or combination of developments exceeds 75 lots and/or living units

G. Traffic Impact Study

- 1. A traffic impact statement or assessment from a qualified traffic engineer is provided
- 2. It is understood that the County Engineer may require improvements to adjacent primary and/or local roads and/or nearby intersections

H. Intersections

- 1. Intersection legs have a minimum 200 feet straightaway, meet at 90° angle, and have clear vision area that is free of obstructions and encroachments
- 2. Intersection geometrics comply with appropriate details
- 3. Public road entrances are designed opposite of adjacent road or driveway intersections or meet the minimum required separation

I. Temporary Turnarounds

- 1. Temporary turnarounds are shown at the end of short road segments and roads that are to be extended in the future of the same development
- 2. A 10 foot wide maintenance strip is shown at the end of each temporary turnaround

J. Permanent Cul-de-Sacs

- 1. Written justification is provided for all proposed permanent cul-de-sacs that are not feasible to connect to an adjacent street or development/property line

- It is understood that this checklist is to aid in the submittal process and that the County Engineer may require revisions and/or additional information prior presentation to the Board