

CORRECTIVE PLAT AND REVISED PLAT REQUIREMENTS

Requirements as set forth by the Hamilton County Subdivision Regulations, Article 5, Section 502

Required Submittal Documents for Intake

1. Digital copy of final plat.
2. Digital copy of approved preliminary plat with Resolution
3. If applicable, any rezoning resolutions.
4. If applicable, any variance resolutions.

502.1 The following are the minimum requirements for corrective plats and revised plats:

- ☐ a) Subdivision Name that reflects the change, (e.g., Resubdivision of Lots 25 thru 29 and Lots 43 and 44, Highland Estates)
- ☐ b) Purpose statement that tells exact purposes of the plat and/or change, (e.g., Purpose of the Plat: To abandon and show new property lines between lots 25 through 29, and to abandon the drainage easement and relocate it as shown in lots 43 and 44. See ROHC Book, Page for previous recording and for other notes and restrictions.)
- ☐ c) Vicinity Map
- ☐ d) Certification of Ownership, address(es), telephone number(s) and signature(s) of all property owners involved.
- ☐ e) Certification of Accuracy of Survey, seal, address, and signature of plat surveyor.
- ☐ f) Plat labeled Corrective Plat or Revised Plat.
- ☐ g) The property lines of all adjoining property shall be shown with dashed lines. For adjoining subdivisions, show the full name of the subdivision, ROHC book and page numbers, and the lot numbers (dashed). For other adjoining property, show the owner (s) name (s); and the ROHC deed book and page number in which the property is recorded.
- ☐ h) Dimensions, bearings, error of boundary closure, survey functions, source of water supply, utility easements, drainage easements, lot numbers, etc. if applicable.
- ☐ i) Additional information - (e.g., power, telephone, gas, water, environmental health service, etc.) may be required and/or approved prior to submittal of the Cronaflex and/or recording.
- ☐ j) Deed book and page number of the property subdivided.
- ☐ k) Graphic Scale, North Point, Date
- ☐ l) Show the parcel number, including map sheet number and group identifier, for all parcels which are being subdivided or joined in the platted area. This is generally referred to as the "Tax Map Number".
- ☐ m) Show the location and file number of existing sanitary sewer lines on or adjacent to the site. If public sanitary sewers are available to all lots by gravity flow, note "Public sanitary sewers are available by gravity flow". If the available sanitary sewers are maintained by the Hamilton County Water and Wastewater Treatment Authority (HCWWTA) note: "Public sanitary sewers available by HCWWTA".
- ☐ n) Show a measured distance to a recognizable point such as a street intersection, landmark, survey monument, ground positioning system reference, etc.
- ☐ o) Show any road intersection within 100' of the site.
- ☐ p) Submit closure data on the boundary of the property being subdivided to the City Engineer's Office.

- ☐ q) The Corrective or Revised Plat shall be drafted so that good, clear, legible prints, copies, or negatives can be made. Special attention should be given to the selection of patterned films that may interact with some reproduction methods. Dot patterns or dot shading should not be used on plats. The Planning Agency staff may refuse to accept any plat that it deems illegible or likely to generate inadequate reproductions.
- ☐ r) Show the individual areas of all lots.
- ☐ s) Local Government does not certify that utilities or utility connections are available.