



Project Name/Address: _____ Date: _____

REPLAT CHECKLIST

Complete Replat Package Includes:

- This Replat Checklist Form
- Planning Commission Application
- 4 Copies of the Plat, 24"x36" or 18"x24"
- 4 Reduced Copies of Plat 11"x17"
- Electronic (PDF) Set of Plans

The following information MUST be included with all Replats submitted for review and processing in order to constitute a complete Replat Package. Incomplete applications will not be processed. All applicable requirements will be strictly enforced.

Please check the following items to ensure the plat has complied with the City of Louisville's Replat Requirements. These are the minimum requirements. The surveyor is responsible to provide any and all other information that is pertinent to replat. All items must be checked unless an item is not applicable to this particular project; whereas, "N/A" should be written beside the box. Failure to include all applicable items will constitute an incomplete submittal.

Plat Requirements

- All sheets must be either 24"x36" or 18"x24". A larger sheet size must be approved prior to submittal. The final signed copy must be on a document accepted by the County's Recorder's office.
- The drawing scale must be appropriate for the detail of the plan. The scale must be 1" = 10', 20', 30', 40', 50', 60', or 100'. A different drawing scale must be approved prior to submittal.
- Include a North arrow.
- All replats must be stamped and signed by a Professional Surveyor licensed to practice in the State of Ohio.
- All plans must be computer generated.
- Show and label the road right of way with "R/W" and all property lines as "P/L".
- Show and label adjacent roadways with right of way widths along with the bearings and distances of the centerlines.
- Label all lot lines with the correct bearings and distances, either all clockwise or counterclockwise.
- Show and label any existing structures for a proposed lot split. Dimension structures and tie the corners to the property or right of way lines. After approval, do not show the structures on the mylar.
- Show and label all existing easements.
- Label the site's parcel number, City Lot or Outlot number, zoning category, owner's name and acreage.
- Label adjacent properties' parcel numbers, City Lot or Outlot numbers, zoning category and owner's names.
- Show the location of the parcel with respect to the intersection of two roadways (this may be done with a dimensional tie).

- Label the basis of bearing.
- For replatted lots over one acre, the City will assign a new Outlot number. Please provide: "O.L. _____".
- Show and label all street centerline monuments.
- Show and label all lot corners found and/or set.
- Include all necessary signature blocks. This information can be obtained from the City.

The Engineering and Planning Departments will review the replat. If there are any comments, the applicant will receive the comments by email and mail. Three copies of the revised replat must be submitted with a response letter addressing each comment.

Cost of engineering reviews to be paid by: _____

Name & Address: _____

If applicable, does this replat need to have an emergence clause? YES NO N/A

If yes, please state reason: _____

I do hereby attest that all above applicable items have been incorporated into the replat. I understand that failure to include all applicable items will constitute an incomplete submittal, which in turn will not be processed.

Signature of Applicant

Date