

*Tuscarawas County*  
*Regional Planning Commission*

125 East High Avenue \* New Philadelphia, Ohio 44663  
Phone 330-365-3246 \* FAX 330-365-3250

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**Application for Dedicated Private Drive (DPD)**

A \$425 Filing Fee, Payable to Tuscarawas County Regional Planning Commission Must Accompany this Application

Preliminary Plat and RPC meeting must be completed prior to this step.  
Attach one (1) copy of the preliminary plat of the proposed DPD.  
Maximum sheet size for plat: 19" x 19" or 23" x 23.

See reverse side for detailed instructions

**See Tuscarawas County Subdivision Regulations Article V for DPD Requirements**

Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

Surveyor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

DPD Location: \_\_\_\_\_ Township: \_\_\_\_\_

Property Parcel(s) #: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**Regional Planning Commission Review**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Jill P. Lengler, Director

Approved:  Disapproved:  Comments: \_\_\_\_\_

**➔ Approval valid for 12 months from date signed by RPC ➜**

## Dedicated Private Drive (DPD) Review Procedure

**The DPD must be reviewed and approved by both the Regional Planning Commission Office and the GIS Office before it can be recorded.**

A Dedicated Private Drive (DPD) Subdivision is a minor or any sized subdivision of 2 to 5 residential parcels that share access to a public road via a platted private drive. (See the Tuscarawas County Subdivision Regulations, Article V- Dedicated Private Drive Subdivisions). When a property owner wishes to develop a DPD on their property, they must obtain the services of a licensed surveyor and a title company (attorney). The survey is the first step. How long for the whole process? This depends on how many changes are needed. Which is why it is important to meet with RPC **first**.

### **Surveyor Phase**

#### **Step 1:**

Prepare a preliminary plan that shows proposed DPD location, DPD profile and lots (IF LOTS ARE TO BE RECORDED SIMULTANEOUSLY WITH THE DPD). This does not have to be the complete survey at this time. Meet with Regional Planning Director to review preliminary plan, review regulations, and pick up application and DPD checklist.

#### **Step 2:**

Make any changes requested by RPC at the initial meeting; submit application, fee, five copies of the preliminary plat, and two copies of the road profile to the RPC office. This starts the intergovernmental review process with the engineer's office or ODOT (access management), Health Department or metropolitan or water and sewer district (water and sewer), SWCD (suitability of soils), township, floodplain office. These agencies are allowed 10 days to provide comments. **ODOT will take longer.**

#### **Step 3:**

When all comments are received by RPC, they will be reviewed and incorporated into RPC's review and returned to the surveyor for preparation of the final plat. The surveyor shall submit a paper copy of the final plat and legal descriptions for the DPD and the lots (if the lots are to be recorded at the same time the AS DPD) to RPC. RPC will review, sign off and forward to GIS for their initial review. GIS will perform their initial review and inform the surveyor of any changes (cc RPC). The surveyor will make the corrections, and prepare the final plat on mylar and legal descriptions of the parcels. The surveyor gives this information to the property owner or the title company.

### **Title Company Phase**

#### **Step 4:**

The title company will submit the following to the RPC office:

- Milar signed by the property owners
- Legal descriptions for all parcels
- Unsigned deeds for all the parcels
- Lot split forms for parcels under 5 acres
- Lot split fees

RPC will review (7 days at maximum), sign the mylar and lot split forms and return to the title company.

#### **Step 5:**

The title company can then submit a paper copy of the plat and deeds and the lot split forms to the GIS department for preapproval by the GIS Department and Auditor. The GIS office will not notify the title company when this is complete. It is the title company's responsibility to contact GIS to see when the review is done. This takes approximately 10 days. Once this is done, the mylar, plat and deeds can be recorded.

#### **Step 6 Recording: These three steps have to be done on the same day.**

- Bring mylar and signed original deeds to the GIS Office for signing. The DPD plat and deeds have to be recorded on the same day.
- Take mylar and deeds to Auditor's Office for signature
- Take mylar and deeds to Recorder's Office. (before 4 pm)