

**SUBDIVISION REGULATIONS**  
**(Preliminary II)**  
**FOR**  
**JEFFERSON COUNTY**

**Procedures for Subdivision Approval**

**JEFFERSON COUNTY REGIONAL PLANNING COMMISSION**

# **JEFFERSON COUNTY SUBDIVISION REGULATIONS**

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# **Article 1**

## **GENERAL PROVISIONS**

### **100 – Title**

These Regulations shall hereafter be known, cited, and referred to as the SUBDIVISION REGULATIONS OF JEFFERSON COUNTY, and are adopted pursuant to authorization of the Board of County Commissioners of Jefferson County and the Jefferson County Regional Planning Commission.

### **101 – Purpose**

- a. To adopt general rule of uniform application governing the division of land, its transfer and development falling within its jurisdiction;
- b. To secure and provide for proper arrangement of streets, or other highways in relation to existing or planned streets or highways;
- c. To ensure the regional plan for adequate and convenient open space for traffic, utilities, access of firefighting apparatus, recreation, light and air, and for avoidance of congestion;
- d. To promote and protect the public health, safety, comfort, convenience, and general welfare;
- e. To establish reasonable standards of design and procedures for subdivisions and resubdivisions;
- f. To improve the quality of life through protection of the total environment, including the prevention of soil erosion and preserve the natural beauty and topography;
- g. To supplement and facilitate the enforcement of the provisions and standards contained in building codes, housing codes and the comprehensive plan of Jefferson County.

### **102 – Authority**

The Ohio Revised Code, Chapter 711-713 enables the Jefferson County Board of Commissioners and Jefferson County Planning Commission to adopt Regulations governing plats and subdivisions of land within the unincorporated area of the county.



### **103 – Jurisdiction**

A city that has adopted subdivisions may exercise extraterritorial jurisdiction for a distance up to 3 miles of its corporate limits. A village that has adopted subdivision Regulations may exercise extraterritorial jurisdiction for a distance of one and one-half miles of its corporate limits.

The Jefferson County Regional Planning Commission may cooperate with cities and villages in the review of subdivision plats in order to carry out these Regulations more effectively. For proposed subdivisions located partially within and partially outside the three or one and one-half mile limit area, agencies with subdivision approval authority will have to reach an agreement on review of lands.

### **104 – Validity and Separability**

If, for any reason, clause or portion of these Regulations shall be held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of these Regulations as a whole, or any part thereof, other than the part held to be invalid. These Regulations shall not abate any legal action under prior subdivision Regulations and shall not interfere with other applicable laws and Regulations or with deed restrictions.

### **105 – Saving Provision**

These Regulations shall not be construed as abating any action now pending under, or by virtue of, prior existing subdivision Regulations, or as discontinuing, abating, modifying or altering any penalty accruing or about to accrue, or as affecting the liability of any person, firm, or corporation, or as waving any right of the county under any section or provision existing at the time of adoption of these Regulations, or as vacating or annulling any rights adopted by any person, firm, or corporation by lawful action of the county except as shall be expressly provided for in these Regulations.

### **106 – Enactment**

These Regulations shall become effective from and after their approval by the County Board of Commissioners and the Planning Commission after public hearing and certification to the County Recorder in accordance with Chapter 711 of the Ohio Revised Code. Henceforth, any other Regulations previously adopted by Jefferson County shall be deemed repealed. These Regulations shall in no way affect any subdivision having received preliminary plan approval prior to the effective date of these Regulations or any amendment thereto, provided however, that no changes to the preliminary plan, as approved, are introduced by the subdivider.

## **Article 2**

# **ADMINISTRATION**

### **Standards**

#### **200 – Administration, Enforcement and Interpretation**

These Regulations shall be administered by the Regional Planning Commission of Jefferson County. The Regional Planning Commission, assisted by other governmental agencies, legal counsel, and through other advice it may solicit, shall administer and enforce these Regulations. Discretionary, conflicting, or disputed aspects of the Regulations shall be interpreted by the planning director or other individual designated by the Regional Planning Commission.

#### **201 – Reservations and Repeals**

Upon adoption of these Regulations, according to law, the Subdivision Regulations of Jefferson County adopted April, 1965, revised May, October, 1994, are hereby repealed, except as to those sections expressly retained in these Regulations.

#### **202 – Amendments**

The Planning Commission may amend, supplement or change these Regulations in accordance with the appropriate sections of the Ohio Revised Code. However, the Planning Commission can only amend, supplement or change Regulations after review and adoption by the County Commissioners.

#### **203 – Variances, Exceptions and Waiver of Conditions**

Where, due to exceptional topographic or other physical conditions, the Planning Commission finds that extraordinary and unnecessary hardship may result from strict application of these Regulations, or the purpose of these Regulations may be served to a greater extent by an alternative proposal, it may approve variances, exceptions, and waivers of conditions, provided that they will not be detrimental to the public health, safety, or welfare or injurious to other properties. Variances for roadway specifications and construction standards can only be approved by the Board of County Commissioners.

In granting variances or modifications, the Planning Commission may require such conditions as will, in its judgement, secure substantially the object of the standards or requirements so varied or modified.

## **204 – Expiration or Extension**

Failure to comply with stated time periods of these Regulations shall result in the expiration of the application and associated Planning Commission approvals. Before expiration, the subdivider may provide a letter and extension fee stating why these time periods cannot be met and requesting their extension. The Planning Commission has no duty or obligation to remind or notify subdividers of approaching expiration dates.

## **205 – Voided Applications**

An application shall become void and have no rights, standing, or status under these Regulations, upon expiration, withdraw, or disapproval.

## **206 – Recording of Plat**

No plat of any subdivision shall be recorded by the County Recorder or have any validity until said plat has received a final approval in the manner prescribed in these Regulations.

## **207 – Revision of Plat after Approval**

No change, modification, or revision shall be made in any plat of a subdivision after approval has been given by the Planning Commission, and endorsed in writing on the plat, unless said plat is first resubmitted to the Planning Commission.

## **208 – Fees**

The Board of County Commissioners shall establish a schedule of fees, charges, expenses, and collection procedures for administration of these Regulations. The schedule of fees shall be posted in the office of the Planning Commission or on their website. Until all applicable fees are paid in full, no action shall be taken on any application or appeal. The subdivider shall be solely responsible for submittal of the plat and payment of fees to local agency having jurisdiction regarding review and/or approval of proposed improvements, including water and sanitary sewage facilities.

## **209 – Violations and Penalties**

Whoever transfers, offers for sale, or leases for a period of more than five (5) years any lot, parcel or tract of land from a plat of a subdivision before such plat has been recorded in the office of the County Recorder or that violates these Regulations shall forfeit and pay the sum of not less than ten dollars (\$10) nor more than five-hundred (\$500) for each lot, parcel, or tract of land sold. The description of such lot, parcel, or tract by metes and bounds in the deed of transfer shall not serve to exempt the seller from the forfeiture provided in this section.

No building permit shall be issued for the construction of any building or structure located on a lot or plat subdivided or sold in violation of the provisions of these Regulations, nor shall the county have any obligation to issue certificates of occupancy to extend utility services to any parcel created in violation of these Regulations.

Whoever willfully records a plat contrary to the provisions of these Regulations shall forfeit and pay not less than one-hundred dollars (\$100) nor more than five-hundred dollars (\$500), to be recovered with costs in a civil action by the County Prosecuting Attorney in the name of the County.

### **210 – Appeal**

Any person who believes he or she has been aggrieved by these Regulations or the actions of the Planning Commission has all rights to appeal as set forth in Chapter 711 of the Ohio Revised Code or any other applicable action.

# **Article 3**

## **SUBDIVISION APPLICATION, PROCEDURES AND APPROVAL PROCESS**

### **Standards**

#### **300 - Purpose**

The purpose of this article is to establish the procedure for review and approval of subdivisions, as authorized under Chapter 711 of the Ohio Revised Code. The procedure is intended to provide orderly and expeditious processing of such applications.

#### **301 – General Procedure**

Before any land is subdivided, the property owner, or their authorized agent, shall apply for and secure approval of the proposed subdivisions in accordance with the following procedures:

- a. Lot Split or Minor Subdivision: These shall be processed by the Planning Commission and require a plat of survey, a deed with legal description, fees, and may include a sketch plan as recommended by the Planning Commission.
- b. Platted Subdivision or Major Subdivision: These involve approval actions by the Planning Commission. The approval process for a major development whether a subdivision, cluster development, or planned unit development (PUD), is essentially the same, and includes principal steps: an optional sketch plan, a preliminary plan, and a final plat.

#### **302 – Outline of Conditions for Minor Subdivision**

Planning Commission approval without a plat of subdivision if the proposed subdivision meets all of the following conditions:

- a. The proposed division of a parcel of land involves no more than five (5) lots (inclusive of the remainder parcel) after the parcel has been completely subdivided, and one of which is under five (5) acres.
- b. The proposed subdivision is along an existing public street, and involves no opening, widening or extension of any street or road or public utility.
- c. The proposed subdivision is not contrary to applicable subdivision zoning or other Regulations or has received any necessary variances.

- d. The proposed subdivision is approved by the zoning inspector, Ohio Environmental Protection Agency, local health department, the County Engineer, and others as may be applicable.
- e. The property has been surveyed and a plat of survey and legal description of the property is submitted with the application.

### **303 – Minor Subdivision Administrative Procedure and Approval**

- a. A minor subdivision or lot split application available at the Planning Commission office shall be filed by the landowner or designated representative. A complete application shall contain a survey drawing, a deed, a legal description for each lot being created, a fee as set forth in these Regulations, and a certification of approval by the health department and others as may be applicable.
- b. After the split has been given approval by any other department with review responsibility, the deeds, a copy of the health department approval and a copy of the survey drawings is then checked by the Planning Commission for its conformity with their Regulations, the Planning Commission shall stamp and sign the deed “approved no plat required’ if the lot meets all requirements as specified above, within seven (7) working days after submission.
- c. The deed shall then be taken to the County Auditor for transfer of property and to the Tax Map Office and County Recorder where it will become a legal lot of record. Lot split requests expire if not recorded within one (1) year of initial fee payment.
- d. Incomplete or deficient proposals shall be disapproved and the subdivider notified of issues and reasons for the disapproval.

### **304 – Minor Subdivision Application Requirements**

The application for minor subdivisions shall include the following:

- a. The survey shall conform to the minimum standards for boundary surveys in the State of Ohio (OAC 4733-37).
- b. Survey boundaries and lot lines drawn on a sheet no larger than 24" x 36" and a scale between 1" = 10' and 1" = 100'. All dimensions shall be shown in feet and hundredths of feet.
- c. Location of monuments and their descriptions.
- d. Location and size of all existing buildings.
- e. Areas within one hundred (100) year flood plain and within floodways.
- f. Other items, or provisions deemed necessary by the Planning Commission.

### **305 - Outline of Conditions for Major Subdivisions**

A proposal involving any of the following shall be subject to major subdivision procedures:

- a. More than five (5) lots, any one of which is less than five (5) acres, including the original tract.
- b. Creation, widening or extension of a street or access easement.
- c. Division or allocation of land as a utility or drainage easement.
- d. Subdividing platted land to create additional building lots in a recorded subdivision.

### **306 – Pre-Application Conference**

Prior to preparing for a sketch or preliminary plan, the subdivider may request an informal discussion with the Planning Commission to discuss the procedures for obtaining approval of the subdivision plan and obtain a copy of the County Subdivision Regulations.

### **307 – Sketch Plan**

Sketch plans (preparation is optional) submitted to the Planning Commission shall be drawn to a convenient scale of not more than one hundred (100) feet to an inch and show the following information:

- a. Location or vicinity of map.
- b. Ownership of property and adjacent properties.
- c. Existing and proposed public roads and easements.
- d. Existing structures.
- e. North Arrow.
- f. Outline of areas to be subdivided.
- g. Approximation of proposed lines.
- h. Important natural features and drainage way.
- i. A written statement about storm drainage, sewage disposal, water supply and other facilities and utilities that exist in the area and the likely impacts of the development on the system.

### **308 – Preliminary Plan**

The developer shall submit a preliminary plan for review and tentative approval prior to the formulation and submittal of more detailed plans and construction drawings. The preliminary plan is conducted for the developer's benefit. It does not constitute a formal subdivision review pursuant to Section 711.10 of the Ohio Revised Code. With the submission of the preliminary plan, the applicant waives any right of approval until such time an application is made for the final submission plat review and is submitted to the Planning Commission for review and approval as detailed in these Regulations.

### **309 – Preliminary Plan Form**

The preliminary plan application shall contain:

- a. Complete application available from the Planning Commission.
- b. Signed variance application form and fee set forth in the appendix.
- c. Copies of the preliminary plan containing all the required information.
- d. Copies of conceptual subdivision improvement plans, provided that the completed design drawings shall be required at a later time.

The preliminary plan shall be submitted in the following form:

- a. Drawn at scale between one hundred (100) feet per inch and ten (10) feet per inch.
- b. Drawings shall be made in a size clearly and legibly drawn such as 11" x 17" or 24" x 36".
- c. The proper number of sheets that is required to be legible.

### **310 – Preliminary Plan Content**

The preliminary plan shall contain the following information:

- a. Proposed name of the subdivision, location of the subdivision by section, range, township or other survey.
- b. Boundaries and acres.
- c. Name, address, telephone or email address of the owner, subdivider, professional surveyor and professional engineer both with appropriate numbers and seals with the State of Ohio.
- d. Date of survey, scale of the plat, north arrow, legend and vicinity map of a scale not less than 2,000 feet per inch.
- e. Name of adjacent subdivisions, owners of adjoining parcels, and location of common boundary lines, extended 200 feet beyond the boundary of the subdivision.
- f. Topographic contours with intervals no greater than 5 feet for slopes of 5% and less than or equal to 15%, and no greater than 10 feet for slopes greater than 15%.
- g. Location, width, name of existing streets, railroad right of way, easements, parks, buildings, corporation and township lines, wooded areas, water courses, draining patterns, and water bodies.
- h. Topography features with and adjacent to the plat for a minimum distance of 200 feet unless the surveyor has been denied access by the adjacent property owner.
- i. Location of floodways, flood plains, wet lands and other potentially hazardous areas and environmentally sensitive areas.
- j. Identification of soil types derived from USDA Soil Survey or test borings.
- k. Identify the layout, number, dimensions of each lot and setback lines.
- l. Parcels on land reserved for public use reserved by covenant for residents of the subdivision.



- m. Point of ingress/egress or driveway locations and the distance to any existing driveways.
- n. Type of water supply and waste water disposal proposed, approximate locations and dimensions of all proposed utilities and sewer lines, easements, drainage tiles, water mains, culverts, or other underground utilities within the tract or adjacent thereto.
- o. Known cemeteries, historical or archaeological sites.
- p. Copy of proposed covenants and restrictions, and schedule outlining the order of development of each section or phase of the subdivision.

### **311 – Additional Information for the Preliminary Plan**

The following information does not apply to all projects and may be requested during the site review or required during review and approval of applications.

- a. Statement of proposed use of lots, giving type and number of dwelling units and/or type of business or industry.
- b. Conceptual plan for commercial and industrial development, showing proposed parking, load areas, pedestrian walkways, streets, points of vehicular ingress/egress to the development and landscape features.
- c. A drawing of all preset and proposed grades and facilities in cases where natural drainage is altered.
- d. A feasibility study on sewer and water facilities for land developments of two or more dwelling units.
- e. Screening, buffering and/or noise abatement measures.
- f. Typical cross-sections and centerline profiles for each proposed street, and preliminary engineering designs of any new bridges or culverts proposed in the project.
- g. Other information, studies, items or provisions deemed necessary to create buildable sites and to promote the public health, safety and welfare.

### **312 – Public Hearings**

The Planning Commission, prior to acting on the preliminary plan of a subdivision, may hold a public hearing at a time and place as the Planning Commission designates.

### **313 – Filing**

The preliminary plan shall be considered officially filed after it is examined by the Planning Commission and is found to be in full compliance with the formal provisions of these Regulations. The subdivider shall be notified by mail within five (5) working days as to the date of the official filing, which begins the thirty-five (35) day review period.

### **314 – Review and Approval of Preliminary Plans**

The Planning Commission shall forward copies of the preliminary plan to such officials and agencies as may be necessary for the purpose of study and recommendation. After receipt of reports and comments from the officials and agencies, the Planning Commission may schedule a meeting with all the parties involved, including the subdivider, to review all comments and answer proposed questions. The Planning Commission shall act on the preliminary plan within thirty-five (35) working days after filing unless such time is extended by agreement with the subdivider. Approval of the preliminary plan shall be conditioned with all applicable resolutions and Regulations.

### **315 – Preliminary Plan Expiration**

The approval of the preliminary plan by the Planning Commission shall be in effect for a maximum period of one (1) year unless granted an extension. After one (1) year without extension, the preliminary plan approval shall expire and become void.

### **316 – Preliminary Plan Recall**

The Planning Commission may recall un-platted portions of the preliminary plan for consideration, and re-approval, modification, or disapproval by the Planning Commission. A recall may occur if:

- a. Incomplete, inaccurate or fraudulent information influenced approval.
- b. Previously unknown or new health, safety, or environmental concerns arise.
- c. The subdivider has failed to satisfactorily pursue platting or conditions of approval.
- d. The subdivider shall be notified by letter no later than thirty (30) days before the recall is scheduled.

### **317 - Submission to Ohio Department of Transportation (O.R.C. 5511.01)**

For any plan/plat within 300 feet of the centerline of a state highway for which changes are proposed, or any land within a radius of 500 feet from the point of the intersection of said centerline with any public road, the Planning Commission shall notify the O.D.O.T. Director by registered or certified mail. The plan/plat shall not be approved for 120 days from the date the notice is received by the director. If the Ohio Department of Transportation notifies the Planning Commission that it shall proceed to acquire the property in question, the Planning Commission shall refuse to approve the plan/plat.

### **318 – Grading of Site Prior to Final Approval**

Subsequent to preliminary plan approval, the developer may receive approval from the Planning Commission to begin earth excavation and construction to the grades and elevations with the approval of the Ohio Environmental Protection Agency and the Jefferson Soil and Water Conservation District (JSWCD).

### **319 – Final Plat Procedures**

Having received the approval of the preliminary plan, the subdivider shall submit a final plat application containing all the changes required by the Planning Commission in the preliminary plan. The final plat shall be prepared by a professional surveyor, and the design for construction of improvements by a professional engineer, both licensed to practice in the State of Ohio. Within five (5) calendar days, the Planning Commission shall accept and schedule the plat for the next appropriate meeting of the Planning Commission and to notify the affected township trustees. The Planning Commission shall send copies of the final plat and design and construction plans as required by these regulations to:

- Jefferson County Engineer
- Jefferson County Board of Commissioners
- Jefferson County Health Department
- Jefferson Soil and Water Conservation District (JSWCD)
- Jefferson County Water and Sewer Department
- Township Trustees
- Municipalities (having territorial jurisdiction)
- Pertinent Jefferson County Officials
- Pertinent Utilities
- Pertinent State Agencies

### **320 – Final Plat Form**

The final plat shall be submitted in the following form:

- a. Drawn at scale between one hundred (100) feet to the inch and ten (10) feet to the inch, inclusively.
- b. Plats shall be drawn on one or more sheets as required by the Planning Commission.
- c. A legend of all symbols and abbreviations used shall be included on the plat.
- d. The final plat shall also be filed in an electronic PDF format and CAD format.
- e. The plat shall be drawn in black ink on 24" x 34" mylar at a scale acceptable to the county engineer.

### **321 – Final Plat Contents**

The final plat shall contain the following information:

- a. Subdivision name, location by section and range, township, or other accepted survey district.
- b. The plat shall comply with Minimum Standards for Boundary Surveys in the State of Ohio and the measurement specifications as contained in Chapter 4733.37 of the Ohio Administrative Code.
- c. Vicinity map showing general location of the subdivision.
- d. Name, address, telephone number of owner, subdivider, professional engineer and professional surveyor with appropriate numbers and seals.
- e. Plat boundaries based on accurate traverse, with angular and linear dimensions determined by accurate control survey in the field. All lot lines shall be shown with accurate dimensions in feet and hundredths.
- f. Layout number dimensions of each lot and set back lines (a note listing setback dimensions may be added in lieu of showing setback lines if the plat will be made more legible).
- g. Outline of areas to be dedicated or reserved for public or common use of property owners within the plat, and previous lots or blocks and their numbers indicated by a contrasting line style in the case of a re-plat.
- h. Bearing and distances to the nearest established street lines, and accurate location and description of all monuments.
- i. Names, locations, dimensions, right-of-ways of all existing and proposed streets and railroads within and adjoining the plat. Radii, internal angles, points of curvature, tangent bearings, length of arcs, and length and bearing of chords of all streets.
- j. Locations and dimensions of all easements and right-of-way, with dimensions and wording addressing the purpose of such easement or right-of-way.
- k. Locations of all streams rivers, canals or lakes, and flood hazard boundaries of the area.
- l. Based flood elevations shall be determined by the developer's engineer in the area where such information has not been made available from other sources.
- m. A statement or table showing total acreage of lots, roads, open space, easements and other types of use.
- n. Spaces for signatures of all authorized officials as determined by the Planning Commission.
- o. A copy of any restrictive covenants and other notes, items, restrictions, or provisions required by these Regulations, the Planning Commission or its designated representative, or other plat signing authority.
- p. If a zoning change is involved, certification from the township or county zoning official indicating the change has been approved.
- q. A letter from the permitting agency indicating a driveway permit has been or will be issued by the county engineer's office or O.D.O.T.
- r. Certification of Ownership and Surveyor as shown in Appendix A

## **322 – Filing**

The final plat shall be filed with the Planning Commission not later than one (1) year after the date of approval of the preliminary plan; otherwise it will be considered void unless an extension is requested by the subdivider and granted in writing by the Planning Commission. The final plat shall be filed at least thirty (30) days prior to the Planning Commission meeting where it is to be considered.

### **323 – Planning Commission Action**

Before any final plat is approved, the Ohio Department of Transportation must be notified as required by Section 317 of these Regulations. The Planning Commission shall act on the final plat within thirty (30) days after filing, unless such time is extended by agreement with the subdivider, the final plat is withdrawn or a delay-of-action is requested and granted. Conditional approval of the final plat shall be limited to minor clerical and other nonsubstantive errors as determined by the Planning Commission. If disapproved, the reason shall be stated in the record of the Planning Commission. Failure of the Planning Commission to act upon the final plat within such time shall be deemed an approval of plat. If disapproval, the subdivider shall make the necessary corrections and re-submit the final plat within thirty (30) days, to the Planning Commission for its final approval. If a final plat is refused by the Planning Commission, the person re-submitting the plat, which the Planning Commission refused to approve, may file a petition within sixty (60) days after such refusal in the Court of Common Pleas of the County in which the land described is located.

### **324 – Public Improvement**

Prior to granting the approval of the final plat, the Planning Commission may require all or some of the public improvements be installed before signing of the final plat. IF the Planning Commission does not require all or parts of the public improvements to be installed and dedicated prior to signing of the final plat, the Planning Commission shall require the applicant furnish a performance guarantee for the ultimate installation of all said improvements. The requirements, approval and length and term of the performance guarantee shall be determined by the Planning Commission.

### **325 – Final Plat Expiration**

The subdivider shall record the final plat within sixty (60) days of final approval, otherwise the final plat approval shall expire and become void.

### **326 – Board of County Commissioners**

After approval by the Planning Commission, the Board of County Commissioners shall approve the final plat and sign the original tracing.

### **327 – Signing, Recordation and Transmittal of Copies of the Final Plat**

When a final plat is approved and all conditions for approval are satisfied, the Planning Commission shall sign the certificate of approval on the original tracing and return the same to the subdivider. The subdivider, within sixty (60) days shall submit a copy of the approved plat for processing by the county tax map department, county auditor, and filing with the County Recorder. It shall be the responsibility of the subdivider to gain all the necessary certifications before filing the plat with the County Recorder. The subdivider shall provide the Planning Commission with a paper copy of the approved plat. After the plat is recorded, the original plat or an archival quality reproduction shall be filed with the County Recorder.

### **328 – Final Plat Amendments**

Procedures and requirements for changing a Planning Commission approved final plat (signed, unsigned, recorded or unrecorded) shall be specified by the Planning Commission in keeping with the spirit, intent and purpose of these Regulations. Amendment of the preliminary plan (if one was submitted) may be required before or concurrent with amendment of the final plat. Amendment fees are set forth in the appendix.

## **Article 4**

# **GENERAL SUBDIVISION**

### **Standards**

#### **400 – Purpose**

The purpose of subdivision site design is to create a functional and aesthetic development, minimize adverse impacts, and ensure that a project will be an asset to the county and townships. The subdivision shall conform to standards which are designed to create convenient, safe streets, usable lots, space for public purposes and minimize undesirable features. The Planning Commission has the responsibility for reviewing the design of each subdivision to insure that all requirements of these Regulations are addressed.

#### **401 – Suitability of Land**

If the Planning Commission finds that the land for a subdivision is unsuitable for subdivision development due to poor soils, flooding, poor drainage, topography, underground mines, landslide potential and/or other conditions that may be detrimental to the general health, safety or welfare of the public, and if it is determined that the land should not be developed, the Planning Commission shall not approve such a subdivision unless adequate methods are proposed to correct the problems that would be created by development of the land.

##### **a. Unsuitable Soils**

A Subdivider may call upon Jefferson Soil and Water Conservation District (JSWCD) to provide information pertaining to general soil conditions in a proposed subdivision.

The Planning Commission may require a Subdivider to submit a soil study where the subdivision site soil conditions are a concern (such as for poor drainage, low strength, highly erodible, etc.) and may require adjustments in design to compensate for existing conditions.

The study shall be performed by a person or consultant approved by the Jefferson Soil and Water Conservation District (JSWCD) and be based on a soil survey and/or actual soil samples. A note shall be required on the Final Plat to acknowledge development issues or restrictions.

b. Flood Hazard

The Planning Commission will not approve a subdivision on lands that are susceptible to being inundated by water from rivers or inland water courses unless addressed by the Subdivider.

A Standard Floodplain Determination from the Federal Emergency Management Agency (FEMA) may be required and such determination shall identify any area as a flood hazard in the proposed subdivision. If the Planning Commission suspects a flooding problem not identified by a FEMA determination, a flood study by a person or consultant approved by the Commission may be required.

The location of flood boundaries and elevations shall be shown on the Final Plat.

c. Wetlands

Wetlands shall be delineated by a qualified professional and the wetland boundary and recommended setbacks shall be identified on the plans. If wetlands will be impacted, the Subdivider is responsible to contact the Army Corps of Engineers and the Ohio EPA. The Subdivider is responsible for securing Wetland Development Permits from the Army Corps of Engineers and/or the Ohio EPA.

The proposed subdivision should be developed, designed and improved in a way that impacts to wetlands are minimized. Copies of all Army Corps of Engineers or Ohio EPA Wetland Permits and the Information and Mitigation Plan shall be submitted to the Planning Commission and JSWCD.

d. Surface and Underground Mines

Numerous coal and other mineral mines are located in Jefferson County. The Ohio Department of Natural Resources (ODNR) have maps and permit information on thousands of surface and underground mines in the State of Ohio.

Both surface and underground mines can be potentially a problem for surface construction i.e. buildings, roads, utilities, etc. If a subdivision is proposed to be located over past mining operations, the Planning Commission may require a report on the stability of the ground surface from an authorized Agency such as ODNR or require subsurface borings and reports from a Geotechnical Engineering Consultant approved by the Planning Commission. Information with regard to the past mining operations shall be noted and shown on the Final Plat.



e. Topography

Site topography from flat surfaces to steep slopes (15% or greater) or hilly terrain may have a great impact on site development and layout.

f. Slope Affects

Ground slope affects numerous aspects such as:

- 1) slope and space between lots
- 2) possible need for retaining walls
- 3) street design
- 4) stormwater control from flat grounds to steep hills
- 5) stability of land surface from ground movement, such as settlement to slides

## **402 – Sediment and Stormwater**

Earth disturbing activities and land use changes shall comply with the Jefferson County Sediment and Stormwater Regulations (latest revision). Soil disturbing activities shall not begin until all local, state and federal permits and requirements have been granted and/or met or obtained.

When a proposed subdivision development area consists of one (1) or more acres, the subdivider shall develop and submit to the Ohio Environmental Protection Agency (OEPA) a Stormwater Pollution Prevention Plan (SWPPP) and a Notice of Intent (NOI) and shall be copied to the Planning Commission.

The Stormwater Pollution Prevention Plan shall be certified by a professional engineer or certified erosion and sediment control specialist registered in the State of Ohio.

When the proposed development area involves less than one (1) acre and meets the requirement of a low hazard site, it is not necessary to submit a detailed Stormwater Pollution Prevention Plan, however the subdivider must file a Control Plan for a low hazard site to comply with other provisions of the regulations thirty (30) days prior to earth disturbing activity. A low hazard site determination shall be conducted by the Planning Commission in accordance with Jefferson Soil and Water Conservation District.

## **403 – Blocks**

The following regulations shall govern the design and layout of blocks:

- a. The arrangement of blocks shall conform to the street design criteria set forth in these regulations and any applicable zoning requirements.

- b. Block length for residential development shall not exceed 1800 feet or be less than 500 feet.
- c. Blocks designed for business and commercial uses shall be of such length and width to accommodate the proposed design and use as determined suitable by the Planning Commission.
- d. Irregularly shaped blocks, blocks intended for cul-de-sacs and loop streets are allowed if properly designed and located.
- e. Where blocks are more than 900 feet in length, a walkway easement not less than 10 feet wide at or near the halfway point of the block is required between streets.
- f. Blocks in the traditional gridiron pattern should consist of two tier lots and an easement may be included to separate them.

#### **404 – Lots**

- a. Lot arrangement, design and dimensions shall be such that all lots provide satisfactory building sites.

Residential lots shall front on a dedicated public street or on a private street meeting public street standards.

- b. All side lot lines where practicable shall be approximately right angles to street lines or radial to curving street lines unless variation is approved by the Planning Commission.

Variations are permitted to accommodate barriers such as streams or utility easement within limits as approved by the Planning Commission.

- c. Where zoning is not in effect, the minimum lot size and width shall be as specified in Table 1. Where soil conditions are of such nature that proper operations of wells and septic tanks may be impaired, the Planning Commission upon recommendation of the Health Department may increase the required size of any or all lots in the subdivision.
- d. Maximum depth of any lot shall not be greater than four and one half (4.5) times its width.

TABLE 1  
Minimum Lot Width and Area

Type of Development	Centralized Water & Sewer	Centralized Sewer	Neither Centralized Water or Sewer
Single Family	75' Wide 9,400 SF	120' Wide 20,000 SF	150'+ Wide 64,000 SF
Two Family	95' Wide 13,000 SF	125' Wide 27,000 SF	200'+ Wide 64,500 SF
Multi-Family	110' Wide 5,000 SF Per Dwelling	150'Wide 14,000 SF Per Dwelling	To Be Considered Individually
Commercial or Industrial	To Be Considered Individually		

In case of unusual soil conditions or other physical factors which may impair health and safety of the neighborhood, upon recommendation of the County Board of Health or the County Engineer, the Planning Commission may require larger lot widths and lot areas as deemed necessary or may require the installation of adequate sewage disposal.

- e. The lot line common to the street right of way shall be the front line.
- f. Double frontage and reverse frontage lots shall be avoided except where necessary to overcome specific disadvantages such as topography and orientation. In any case, the lot lines shall be at right angles from the street frontage line (street right of way). Fifty (50) feet (minimum) of additional lot depth or buffer strip may be required where a residential lot backs up to a railroad right of way, gas line, open drainage ditch, an arterial street or interstate highway, an industrial area or other existing land use which may have a detrimental effect on the residential use of the property, and where no local street is provided at rear of such lot.

**405 – Preserved Space (Undeveloped Space)**

Attention should be given to preserving natural features, scenic areas and sensitive environmental sites in accordance with applicable Federal, State, County or Local laws. Such areas may be considered to be an attractive and valuable feature in a proposed subdivision as well as a benefit to the general public.

The following specific areas shall be considered for preservation:

- a. unique or fragile habitat of wildlife including endangered species as identified by the OEPA or Army Corps of Engineers
- b. historically and culturally significant structures or sites as listed on the Natural Register of Historical Places or other sources
- c. scenic natural areas such as unusual rock formations, woodlands and wildlife corridors
- d. water features including streams, lakes or ponds
- e. wetlands and floodplain areas as identified in these regulations

#### **406 – Open Space**

The following activities are permitted to be included as Open Space uses:

- a. active or positive recreational areas open to the subdivision residents and/or public
- b. community gardens, overlooks, gazebos, shelter houses, etc.
- c. walkways and bicycle trails
- d. paths to access open and preserved spaces

#### **407 – Open Space Management Plan**

If proposed Open Spaces are included in the subdivision, the Planning Commission requests that the Subdivider submit an Open Space Management Plan with the Preliminary Plat. The Management Plan shall include:

- a. describe location of areas to be used as Open Space
- b. list areas identified as preserved areas
- c. allocate responsibilities and guidelines for maintenance and operation of the space including provisions for long term capital improvements or replacements
- d. Estimate costs for such items as staffing, maintenance insurance and other needs; and provide means by which funding will be obtained. The Planning Commission will determine the approval or non-approval of the Open Space Management Plan and/or Open Space use.
- e. Open Space for public safety such as safe distances from existing gas or oil wells, high voltage transmission lines or areas in FEMA identified Flood Hazard Boundaries.
- f. buffer zones as required

#### **408 – Open Space Ownership**

The type of ownership of the land dedicated or provided as Open or Preserved Space shall be selected by the subdivider and subject to the approval of the Planning Commission. The recipient of the site shall document the willingness to accept the property. Ownership may be a local

government or other public agency such as a park district, cooperative association or organization such as homeowners or property owners.

The entity having the right of ownership or control over the Open Space as part of the subdivision shall be responsible for continued upkeep and proper maintenance of the space.

Perpetual conservation easements may be used if the Planning Commission determines the alternative suits the purpose of preservation of unique natural features.

Any lands designated for Open Space shall contain appropriate covenants and deed restrictions as required by the Planning Commission.

#### **409 – Easements**

A. Utilities –

All utility easements located outside of the right-of-way shall be a minimum of twenty (20) feet in width where necessary for sanitary sewers, gas mains, water mains, electric lines, telephone and cable lines. The easements shall be located along front, rear and/or side lot lines.

Proper coordination shall be established between the subdivider and applicable utility companies to assure proper location and width are agreeable.

B. Watercourse -

When any stream or surface drainage is located within the proposed subdivision, the subdivider shall provide an easement along each side of such stream or watercourse for the purpose of maintenance. The width of the drainage easement shall be of adequate width for maximum potential volume and flow as approved by the Planning Commission and Jefferson Soil and Water Conservation District.

The drainage easement shall extend from the road to a natural watercourse or other permanent storm water practice. When a proposed drainage system will carry water across private land outside the subdivision in a new engineered course or storm sewer system, appropriate rights including easements shall be secured from the affected property owners.

C. All easements shall be depicted on the final plan.

#### **410 – Non-Residential Uses**

Any subdivision created to accommodate commercial or industrial uses shall be considered a non-residential subdivision. The information required by the Planning Commission for evaluation will be based on the location, size, type of uses, and numerous other factors. The depth and

width of lots laid out or reserved for non-residential purposes shall be adequate for the facilities required by the type of use and development.

In addition to the rules and requirements of these Regulations, the following standards shall be incorporated into the design:

- a. every effort to protect existing residential properties from any adverse impacts as a result of the proposed development
- b. the street and lot layout is appropriate to the proposed land use
- c. additional street standards regarding the right-of-way, pavement width and strength, curbs and gutters may be imposed by the Planning Commission
- d. utility requirement needs such as water, sanitary sewer, gas, electric, telephone and/or others, and documentation of utility availability
- e. parking spaces, convenient access for loading facilities and delivery services
- f. the Planning Commission may require a Traffic Study prepared by a pre-qualified consultant to address the impact on adjacent roads, projections of traffic access routes, traffic volumes (current and future), traffic type, truck traffic number and weights, and summary with conclusions and recommendations

#### **411 – Noise Abatement**

All proposed subdivisions that are adjacent high volume roads such as interstates, railroads, airports, manufacturing or maintenance facilities, active sport areas, amphitheaters, schools, etc. may be required by the Planning Commission to perform a noise analysis to determine if noise abatement is required or feasible.

A similar noise analysis may be required for non-residential subdivisions to determine if the industries or commercial areas require noise abatement measures to reduce the noise to the surrounding area.

Noise abatement barriers may consist of walls, plantings, mounds or any combination thereof. If noise abatement measures are required, the subdivider shall depict and note the area on the Final Plat and shall document the process for maintaining noise abatement measures.

## **Article 5**

# **DESIGN AND CONSTRUCTION**

### **Standards**

#### **500 – General**

These Regulations shall control the manner in which the road system is arranged on the lands to permit the safe, efficient and orderly movement of traffic; to meet the needs of the present and future population and to have a simple and logical pattern. In addition, these Regulations provide guidance for the proper design and construction of the roads and related components.

#### **501 – Conformity to Development and Zoning**

- a. The area to be subdivided shall have frontage on an existing public street or a proposed new street with access to an existing state, county, municipal or township highway shown upon the plat. Such street or road existing or proposed must be in a condition to meet these regulations. No final plat of land within an existing zoning district shall be approved unless it conforms with the requirements of the zoning district.
- b. In addition to the design standards established herein, all subdivision plats shall comply with the following laws, rules and regulations:
  - All applicable provisions of the Ohio Revised Code
  - Regulations of appropriate local jurisdictions

#### **502 – Official Road Design Standards**

Design and construction standards shall be developed and certified by a Professional Engineer licensed in the State of Ohio. The design shall be based on sound engineering principles and practices, and in conformance with relevant county, state and federal codes. Construction materials and methods shall be clearly defined and addressed in accordance with these Regulations.

#### **503 – Street Names**

- a. Street names shall not duplicate or nearly duplicate those existing names on county, village or township roads. Street names shall be approved by the Planning Commission.
- b. Whenever a new street is constructed along the adjacent alignment of an existing street, its name shall be the same as that of the existing.

- c. Street names and/or numbers shall be provided on signs by the subdivider.

#### **504 – Street and Circulation System**

- a. Streets shall be considered in their relation to existing and planned streets, topographic conditions, public convenience and safety and in relation to the proposed uses of the land to be served by such streets.
- b. The road system shall be designed to service the need of the residents and to discourage through traffic when possible.
- c. Residential driveways shall not be permitted onto arterial or collector roadways.
- d. There shall be no private streets, lanes or roads, nor any private easements used for the purpose of primary access unless constructed by road specifications and standards approved by the County Engineer and road dedication as a public road.

#### **505 – Special Street Types**

- a. One-way streets are permitted in new subdivisions if the Planning Commission determines that such a street is properly integrated with the proposed street system.
- b. Permanent dead-end streets shall not be permitted (unless (h) is utilized).
- c. Temporary dead-end streets shall be permitted on a case by case review.
- d. Half streets shall not be permitted.
- e. Street jogs shall have centerline offsets of at least 125 feet.
- f. When the line of a street changes directions by more than 10 degrees, the street lines shall be connected by curves at a point where deflection from each street begins.
- g. Streets with reverse curves shall be connected by a tangent of at least 150 feet between curves.
- h. Cul-de-sac streets shall not exceed a length of one thousand (1,000) feet measured from the center of the radius of the turnaround. The terminus may be circular a minimum right-of-way radius of fifty (50) to sixty (60) feet from a point on the street centerline. Other termini types may be acceptable subject to the approval of the County Engineer, Planning Commission and public agency responsible for maintaining the road.



- i. Alleys may be approved in subdivisions when justified to provide vehicular access to parking areas. The minimum width of alleys shall be twenty (20) feet and shall be dedicated as public right-of-way.

### **506 – Right-of-Way**

- a. A minimum right-of-way of sixty (60) feet for residential roads is recommended. A reduced right-of-way may be approved by the Planning Commission based on physical or other factors limiting the width such as extension from existing road.
- b. The right-of-way shall be measured such that the centerline right-of-way and centerline roadway are at the same location.
- c. The right-of-way shall be sufficiently wide enough to contain curbs, curbs and gutters, sidewalks, catch basins, utilities, graded areas, etc.

### **507 – Street Standards**

- a. The roadway shall have a minimum width of twenty-eight (28) feet back to back of curbs and gutters and twenty-four (24) feet back to back edge of pavement (without curbs and gutters), unless otherwise approved by the Planning Commission.
- b. Street grades shall be not less than point five (.5) percent nor more than twelve (12) percent.
- c. The slope of crown on all streets shall be more than one quarter (1/4) inch per foot. Superelevation shall be used on horizontal curves except on local streets.
- d. Minimum centerline radius of horizontal curves shall be 300 feet.
- e. Minimum length of vertical curves is 150 feet.
- f. Adequate sight distance shall be provided for the proposed speed.

### **508 – Intersections**

- a. Street intersections involving the junction of more than two (2) streets shall not be permitted.
- b. Streets shall intersect as nearly as possible at right angles and no street shall intersect any other at less than seventy-five (75) degrees.

- c. The distance between centerline offsets of intersections shall not be less than one hundred fifty (150) feet.
- d. Minimum curb radius is twenty-four (24) feet for local streets and thirty (30) feet for collectors and above.

### **509 – Design Speed**

- a. The design speed for a residential, commercial or industrial subdivision is an important part of horizontal and vertical road alignment, curves and stopping sight distance.
- b. Standards indicated in these Regulations are based on a design speed of thirty (30) miles per hour.
- c. The Planning Commission may request that the Subdivider provide Traffic and Speed Studies to confirm the appropriate design speed.

### **510 – Minimum Design Standards**

The minimum design standards are based on the Ohio Department of Transportation Location and Design Manual, latest edition. The design speed affects the minimum standards in the manual in regard to the following design conditions:

- a. Stopping Sight Distance
- b. Intersection Sight Triangles
- c. Intersection Sight Design
- d. Maximum Degree of Curves
- e. Maximum Grades
- f. Stopping Sight Distance for Crest Vertical Curves
- g. Sag Vertical Curves
- h. Stopping Sight Distance for Vertical Curves
- i. Other Design Calculations

### **511 – Streets for Commercial and Industrial Subdivisions**

- a. Streets serving businesses and industries shall be designed for their intended uses. The traffic volumes and type especially truck traffic are a crucial part to determine road width, strength and minimum design standards.
- b. Streets serving business development and accessible parking areas shall be connected to collectors or arterials capable of handling the traffic.

## **512 – Driveways**

- a. A private driveway may be used to provide vehicular access to no more than four (4) single family detached dwelling units. The road width shall accommodate fire and emergency vehicles and be a minimum of twenty (20) feet wide.

The private driveway shall be considered a street and shall be designed and constructed according to these Regulations.

Guaranties for long term maintenance shall be provided by the Subdivider.

- b. A driveway permit shall be approved by the County Engineer's Office, Township Trustees or Village.
- c. Driveways shall have a maximum grade of fifteen (15) percent.
- d. Minimum driveway widths shall be ten (10) feet for residential and twenty (20) feet for commercial/industrial.
- e. Maximum driveway width shall be thirty (30) feet for residential and forty (40) feet for commercial/industrial.
- f. The driveway drainage design shall be developed by the Subdivider to control water on the streets.

## **513 – Off-Street Parking**

- a. Each off-street parking space shall measure nine (9) feet in width and eighteen (18) feet in length. Parking spaces for handicapped shall meet the Ohio Handicap Regulations for number of spaces and design layout of width, length, street markings and signs.
- b. Off-street parking areas shall be located within a reasonable walking distance of the building they are designed to serve.
- c. Access parking shall be so designed to provide adequate provisions for ingress and egress from all parking spaces to ensure ease of mobility, ample clearance, and emergency vehicle and pedestrian access.
- d. Parking areas shall be screened along lot lines bordering institutional or residential uses and along streets as required.
- e. Design of parking spaces, aisles serving the spaces and flow of traffic shall be provided by an engineer.

## **514 – Sidewalks and Graded Areas**

- a. Sidewalks may be required on a case by case basis upon review of the Planning Commission such as to connect to existing sidewalks. The Subdivider can include sidewalks at their discretion and Planning Commission approval.
- b. If sidewalks are proposed, the sidewalks shall be placed in the right-of-way and located parallel to the streets unless an exception has been permitted to preserve topographical or natural features or to provide visual interest.
- c. In commercial and high-density residential areas, the sidewalks may abut the curb.
- d. Pedestrian-way easements of ten (10) feet wide may be required by the Planning Commission through the center of blocks to provide circulation or access to schools, playgrounds, shopping or other community facilities.
- e. Sidewalks and other graded areas shall be constructed according to these regulations.
- f. Sidewalks may be required for industrial lots, subject to the approval of the Planning Commission.

## **515 – Street Lighting**

The Planning Commission may require the Subdivider to install street lights in accordance with the consultation by the local electric utility and in locations deemed necessary.

If the cost of power usage is to be assumed by the agency performing the street maintenance, their approval of such lighting would be required.

## **516 – Culverts and Bridges**

- a. Where natural drainage channels cross the street right-of-ways, it shall be the responsibility of the Subdivider to have satisfactory bridges and/or culverts constructed. The Subdivider shall retain an engineer for the hydraulic and structural design for the bridge and/or culvert.
- b. When any stream or surface drainage course is located in a proposed subdivision, the Subdivider shall provide an easement along each side of such stream for the purpose of maintenance.

- c. Bridges of ten (10) feet in width or greater are considered Ohio public bridges and the design and construction approval is the responsibility of the County Engineer.
- d. All culverts and bridges (over water) utilized in subdivisions shall have the appropriate headwalls and/or other structural improvements to protect the road system.

### **517 – Street Improvements**

All streets shall be graded their full width including side slopes, and improved in conformance with standards given or referred to in these Regulations. All materials and construction procedures shall be in accordance with the current Construction and Material Specifications of the Ohio State Department of Transportation and specifications required by the County Engineer.

### **518 – Street Subgrade**

- a. The subgrade shall be free of sod, vegetative or organic matter, soft clay, and objectionable materials to a depth of at least two (2) feet below the finished surface.
- b. The subgrade shall be properly rolled, shaped and compacted in accordance with the State of Ohio Department of Transportation Specifications. All soft areas shall be removed and replaced with suitable materials to achieve the required approval.
- c. Subsurface soil boring(s) may be required by the County Engineer.
- d. If rock, shale or coal is encountered, the subgrade shall be excavated two (2) feet below the subbase for the cross section width of the roadway. The additional excavation shall be filled with a suitable embankment material approved by the County Engineer.

### **519 – Monuments, Markers and Pins**

- a. Survey and monument activities shall be performed by, or under the direct supervision of a Professional Surveyor, must meet Minimum Standards for Boundary Standards in the State of Ohio (Ohio Administrative Code 4737-37) and meet the requirements of the County Engineer. One or more elevation bench mark(s) shall be shown on the plans and be referenced to the National Vertical Datum unless approved otherwise.
- b. Permanent markers shall be set according to the provisions of Section 711.03 of the Ohio Revised Code. The Subdivider shall direct the surveyor to place one (1) marker at the corner of each lot in each plat of ten (10) lots or less. In plats having more than ten (10) lots, as many permanent markers shall be set to properly control the survey as well as monuments for street alignment control. At minimum, markers shall be required at the

beginning and ending points of all streets, and all angle points on the outside boundary of all subdivisions.

- c. All monuments and permanent markers which would include all lot corners, points of curvature, points of tangent, and deflection shall be set as shown on the final plat. The size, location and type of material used shall also be shown.

## **520 – Street Base and Surface Course**

Local residential streets may be constructed with one of the following typical sections:

- A. 6" Plain Portland Cement Concrete – ODOT Item 452  
8" Aggregate Base – ODOT Item 304
  
- B. 1 ¼" Asphalt Concrete – ODOT Item 441 – Type 1  
1 ¾" Asphalt Concrete – ODOT Item 441 – Type 2  
4" Asphalt Concrete Base – ODOT Item 301  
6" Aggregate Base – ODOT Item 304
  
- C. As per engineer, design of base and pavement in accordance with ODOT Location Design Manual, Volume I, (latest edition)

Commercial and Industrial Subdivisions street design shall be based on the Developer's design engineers base and pavement calculation as per ODOT Location Design Manual, Volume I, (latest edition).

## **521 – Driveways**

Driveways shall have a maximum grade of fifteen (15) percent. Driveways and curb cuts shall be located not less than three (3) feet from the side of the lot line. Curb cuts for straight curbs and the flare for rolled curbs shall be three (3) feet wider than the driveway on each side. The Subdivider shall place the approved drainage structures under intersecting roads, drives, lanes or property entrances and at other locations where required.

## **522 – Open Ditches**

Open ditch construction for roadside drainage shall have a minimum depth below pavement of eighteen (18) inches. The depth and velocity of the design discharge may require a storm sewer to intercept the flow and carry it to a satisfactory outlet. The design of the ditch shall be based on the analysis of maximum stormwater flows. All ditches shall be protected against erosion. Rip-rap may be used in the bottom and sides of ditches if needed.

## **523 – Curbs and Gutters**

- a. The requirements for curbs and/or curbs and gutters will vary according to character of the area and the density of the development. Curbs and curbs and gutters, are used mainly in low speed urban areas. Following are various reasons for curbs, and curbs and gutters:
  - 1) where required for drainage
  - 2) where needed to improve traffic flow
  - 3) to control parking
  - 4) to reduce right-of-way requirements
- b. There are two (2) general types of curbs; vertical curbs and sloped curbs. Vertical curbs are relatively high (6 inches or more) and steep faced. Sloped curbs are 6 inches or less in height and have flatter, sloping faces, so that vehicles can cross them with varying degrees of ease.
- c. The curbs detailed on ODOT Standard Construction Drawings are approved types to be used.
- d. Where curbs and gutters are used, the standard gutter is two (2) to two and a half (2½) feet.
- e. The approach and trailing end of curbs should be tapered from the curb height to zero (0) inches in ten (10) feet.

# **Article 6**

## **UTILITY DESIGN AND CONSTRUCTION**

### **Standards**

#### **600 – General**

A professional engineer, licensed in Ohio, shall design any plans for public water supply, stormwater and wastewater facilities. The design and construction of such plans shall be in accordance with the Standards, Rules and Approval of the Ohio Environmental Protection Agency, Ohio Department of Health and Jefferson County Health District as required by each.

#### **601 – Water Supply**

- a. Where a public water supply exists in a reasonable distance, as determined by the Planning Commission, the Subdivider shall have a study performed by a qualified individual or consultant to determine the following with regard to connecting into the public water supply:
  - 1) willingness or ability of the public water agency to supply water to the subdivision
  - 2) determine if the water supplier can furnish sufficient water volume and pressure for residential subdivisions
  - 3) ascertain if water supply is sufficient for future subdivision expansion (if future expansion proposed)
  - 4) determine possibility of the public water agency assisting in the cost of design and construction of the water line as a mutual benefit
- b. Where a public water system is not available the Subdivider may propose individual water wells for each lot. The Planning Commission may require the Subdivider to perform test wells and water analysis and/or submit existing boring data and well logs from sites of close proximity to assure a safe and sufficient water source for the private wells.
- c. Other private water systems including springs, cisterns, ponds, hauled water or recycled water may be approved on a case by case basis and with the approval of the appropriate agencies, boards and districts.
- d. Any person attempting to construct a private well, water treatment system or test well or components thereof, must obtain a permit from the Ohio Health Department.



## **602 – Sanitary Sewers**

- a. Where an adequate public sanitary sewer system is reasonably accessible, in the determination of the Planning Commission, public sanitary sewers shall be installed to adequately serve all lots, including lateral connections to the public system. Public sewer system extensions, via gravity sewer or pump stations, shall meet the requirements of the Ohio Environmental Protection Agency Standards and the public sewage agency standards. The Subdivider shall consult with the public sewage agency to determine the possibility of such a connection.
- b. Where a public system is not reasonably accessible, the Subdivider may provide a central treatment plant for the subdivision, provided, that such central treatment plant is installed in accordance with the Ohio Environmental Protection Agency and health department. The Subdivider shall provide the framework for the operation and maintenance of the facility, and provide a guarantee for the cost of operation, maintenance and future repairs and/or replacement.
- c. Lots may be served by individual disposal systems with the approval of the appropriate state and county health officials. Where the installation of individual disposal systems is considered, the absorption ability of the soil, surface drainage, ground water level and topography shall be the criteria used for determining whether or not the installation of individual systems is permissible. The Planning Commission may require the Subdivider to retain an Ohio Department of Health approved Soil Scientist and Designers that have been approved and will carry out both a soil evaluation as well as the design of the Sewage Treatment System.

## **603 – Drainage and Storm Sewers**

- a. The Subdivider shall perform an analysis by a drainage engineer based on reasonable standards as adopted by the state, county, municipalities, MS4 or other local governments. The engineer shall submit hydraulic calculations verifying the system as proposed for the subdivision and as approved by the Planning Commission and Soil & Water Conservation District.
- b. No subdivision shall be approved unless there is an outlet of all stormwater. Provisions shall be made to accommodate effectively the increased runoff caused by changed soil and surface conditions during and after development. It may be necessary to direct surface water to a drainage ditch, stream or existing stormwater system. The drainage system shall be large enough to accommodate potential runoff from the entire upstream area whether inside or outside of the proposed subdivision.

- c. Where an adequate public storm sewer is available at a reasonable distance from the subdivision boundary, the Subdivider shall construct a stormwater sewer system and connect to the existing public system. The Subdivider shall construct all necessary facilities including underground pipe, inlets, catch basins, manholes, etc. as required. The stormwater system shall be designed by an engineer and shall be located in the right-of-way. The culverts, sewer pipe, manholes and catch basins shall be in accordance with ODOT Construction and Material Specifications, Volume 2.
- d. Open channel drainage ditches shall be properly designed based on the stormwater flow volume. The drainage channel shall be maintained with landscaped banks and proper erosion protection.
- e. The best available technology should be used to control runoff and minimize off-site discharge such as retention basins, recharge trenches, on site natural drainage systems and other standards established in the Ohio Department of Natural Resource's publication, Rainwater and Land Development, latest edition.

#### **604 – Fire Protection**

- a. When a public water supply is to be used for the subdivision, fire hydrants with two and one half (2½) inch outlets and one large pumping connection should be provided by the Subdivider. Hydrants shall be placed at the corners of all blocks, entrance and end of cul-de-sacs and a maximum four hundred (400) feet apart or as required by the local fire department.
- b. The hydrants should be located between property lines and curbs with all outlets facing or parallel to the street. The type of hydrants, control valves and location shall be approved by the fire chief or sanitary engineer.
- c. The pipe of any water line serving a hydrant shall not be less than eight (8) inches in diameter and if possible, the water main shall be looped. The size and location of all water lines shall be approved by an engineer to assure proper volume and pressure as needed for fire protection.

#### **605 – Utilities**

Utilities shall include but not be limited to cable, telephone, electric, natural gas, wires, cables or conduits.

- a. In residential subdivisions utilities shall be installed underground whenever possible. Signs or markers are required to locate and provide warning of underground utilities for safety purposes.

- b. Utilities should be located in the public right-of-way or in private easements secured by the utility company directly.
- c. All utilities including waterlines, sanitary sewers, underground cables or electric lines, gas lines, etc. shall be located outside the road pavement unless otherwise approved by the Planning Commission.

# **Article 7**

## **PLANNED UNIT DEVELOPMENT**

### **Standards**

#### **700 – General**

The Planned Unit Development (PUD) is a contiguous area to be planned and developed as a single entity to accommodate residential, commercial and industrial uses. The procedure for the approval of the PUD is subject to the process of relevant Article(s) of these Regulations.

#### **701 – Purpose**

The purpose of PUD is as follows:

- a. provide a means for a more desirable physical development pattern than would be possible through the strict application of the Subdivision Standards or zoning requirements
- b. permit certain variety and flexibility to encourage the Subdivider to adjust design to irregular topographic, economize in construction of utilities, and create attractive and usable buildings and building sites
- c. efficient use of land through unified development
- d. provide each lot and building envelope with sufficient access to ensure safe and efficient traffic flow, access of emergency vehicles and access to utilities
- e. comply with developmental standards and environmental priorities

#### **702 – Combination**

Compatible residential, commercial, industrial and public uses may be combined provided that the proposed locations of commercial or industrial use will not adversely affect or disregard adjacent property, public health, safety and general welfare.

### **703 – General Requirements**

The following requirements shall include:

- a. gross area of tract is not less than ten (10) acres unless approved by the Planning Commission
- b. minimum of ten (10) percent reserved for open space and similar uses such as internal parks, trails, recreational facilities and natural features
- c. design of internal circulation system to provide convenient access to dwelling units and nonresidential features, separation of pedestrian and vehicle traffic and access for emergency vehicles
- d. each stage of PUD must be designated so as to stand independently of future stages in the event future stages are not constructed

### **704 – Open Space**

All open space within the PUD shall either be dedicated to a public entity which has expressed a desire to accept and maintain the open space or shall be transferred to a private association or entity with acceptable provisions for its perpetual care and maintenance, as shall be stated on the plat.

### **705 – Public Streets**

Dedicated public streets may be required by the Planning Commission as follows:

- a. access to sub lots
- b. to provide roads that provide access to sub lots
- c. to private drives that provide access to sub lots
- d. for major thru streets in the PUD that connect to existing public streets or that as intended to provide future continuing street system beyond the project boundaries
- e. major streets and collectors shall be public roads

### **706 – Private Streets and Private Drives**

Private streets may be permitted in PUD and shall meet the construction requirements of these Regulations.

Private streets shall have a sixty (60) foot right-of-way with an easement to provide access for utilities as needed.

Common private drives may be permitted if:

- a. drive extends from public right-of-way or private street and does not connect to any other existing or planned street
- b. private drive will be properly controlled and maintained in perpetuity
- c. right-of-way not required, however, utility easements may be required along the length

### **707 – Walkways and Sidewalks**

Walkways and sidewalks may be provided to connect residential areas to common open space areas and to provide pedestrian access throughout the PUD.

Sidewalk design and construction shall be in accordance with the Regulations.

### **708 – Condominiums**

Chapter 5311 of the Ohio Revised Code provides for the recording of Ownership of condominiums. Ownership does not excuse compliance with these Regulations.

### **709 – Management of Common Property**

The Subdivider shall document the means to control and maintain common property such as open space, private roads and private drives.

All land dedicated to County or Township shall meet the requirements of the Planning Commission and the County and Township affected.

A homeowner's association or in the case of nonresidential development, an owner's association may be established to provide for the control and maintenance of all facilities and/or properties held within the PUD boundary.

The Planning Commission may require the Subdivider to submit evidence as to the financial liability of homeowner's or owner's association to maintain all common properties and facilities held in common ownership, including the estimated annual cost of such control and maintenance. Any homeowner's or property owner's association and accompanying regulations shall be reviewed and approved by the County Prosecutor.

If the Subdivider has other means as to how common space is to be controlled, maintained and financed, such shall be presented to the Planning Commission for review and approval.

## **Article 8**

### **INTERPRETATION OF TERMS OR WORDS**

For the purpose of these Regulations, certain terms or words used herein shall be interpreted as follows:

1. The word “person” includes a firm, association, organization, partnership, trust, company or corporation as well as an individual.
2. The present tense includes the future tense, the singular number includes the plural, and the plural number includes the singular.
3. The word “shall” is a mandatory requirement, the word “may” is a permissive requirement.
4. The word “used” or “occupied” includes the words “intended, designed, or arranged to be used or to be occupied”.
5. The word “lot” includes the words “platted lot” or “parcel”.

## **Definitions**

Access – A way or means of approach to provide vehicular or pedestrian entrance to a property.

Access Management – The process of providing and managing access to land development while preserving the flow of traffic in terms of safety, capacity and speed.

Access Way – The area of road surface from curb line to curb line, or between edges of paved road, which may include travel lanes and parking lanes within the road right-of-way.

Acreage, Gross – Total area of subdivision including right-of-way, significant areas, open space, and that portion of land that may be deemed unsuitable for building.

Acreage, Net – The area of a subdivision devoted exclusively to building sites.

Alley – A public or private right-of-way designed to serve as secondary access to the side or rear of properties.

Annexation – Procedure for placing unincorporated property into a village or city.

Army Corp of Engineers (ACOE) – Military branch of U.S. Army and public engineering, design and construction management agency.

Average Daily Traffic (ADT) – The average number of vehicles per day that pass over a given point in the street or highway.

Block – A tract of land, a lot or group of lots, bounded by streets, public parks, railroad right-of-way, water courses, unsubdivided land or a combination of the above.

Block Frontage – Property abutting on one side of a street, and lying between the two nearest intersecting streets, or between the nearest intersecting street and railroad right-of-way, or waterway, or other definite barrier.

Board – The Board of County Commissioners

Bond – Any form of security including a cash deposit, surety bond or instrument of credit in an amount and form satisfactory to the County Commissioners.

Buffer – A naturally vegetated area or vegetated area along the exterior boundaries of a development which is landscaped and maintained as open space in order to eliminate conflicts between such development and adjacent land uses, or to separate natural features from development.



Building – A structure designed to be used as a place of occupancy, storage or shelter.

Building Permit – A permit allowing resumption of construction or placement of a structure on a specific building lot.

Building Site – A parcel under separate deed or description containing less than five (5) acres and having road frontage.

Business Day – Means a day of the week excluding Saturday and Sunday, or a legal holiday as provided in Section 1.14 of the Ohio Revised Code.

Bridge – A structure carrying a pathway or roadway over a depression, waterway or obstacle that has a span greater than ten (10) feet wide.

Channel – A natural stream that conveys water; a ditch or channel excavated for flow of water.

Clear Zone Distance – Unobstructed traversable roadside area that allows drivers to stop safely, or regain control of a vehicle that has left the roadway. The clear zone includes shoulders, bike lanes or auxiliary lanes.

Collector Street – Means a through road not located in the development which primarily carries traffic from other streets or local roads to other collector roads.

Commission – Refers to the Jefferson County Regional Planning Commission

Commissioners – Refers to the Jefferson County Board of Commissioners

Common Access Driveway – A driveway shared by adjacent property owners and privately owned and maintained. Common Access Drives are limited in the number of homes that they are permitted to serve.

Community Facilities – A noncommercial use established primarily for the benefit and service of the population of the development in which it is located.

Comprehensive Development Plan – A plan or any portion, thereof, adopted by the Planning Commission and the County Commissioners showing a general location and extent of present and proposed physical facilities, including housing, industrial and commercial uses, major streets, parks, schools, and other community facilities. This plan establishes the goals, objectives, and policies of the community.

Condominium – Includes the land together with all buildings, improvements, and structures thereon, all easements, rights and appurtenances belonging thereto, and all articles of

personal property which have been submitted to the provisions of Chapter 5311 of the Ohio Revised Code and which is subject to said Chapter 5311.

Conservation of Land – The preservation of land, including but not limited to land maintained or left in a natural condition.

Contour Interval – A line on the map or survey that represents where all land at the elevation is located. Contour maps show topography and are based at varying intervals.

County – Jefferson County, Ohio

Covenant – A written promise or pledge

Cul-de-sac – A street intersecting a street in one end and terminating at the end in a vehicular turnaround.

Culvert – A conduit with a diameter less than ten (10) feet for conveying water through an embankment.

Curb – A stone or concrete edging used to control drainage, act as vehicle restraint, present a more finished appearance and/or to stabilize the edge of pavement.

Dead-end Street – A street having only one (1) outlet for vehicular traffic.

Dedication – The transference of ownership of land devoted to right-of-ways from private to public ownership for public uses through platting or other procedures as required by law.

Deed – A written document for the transfer of land or other real property from one person to another. A quitclaim deed conveys only such rights as the grantor has. A warranty deed conveys specifically described rights which together comprise a good title.

Deed Restriction – A legal restriction on the use of land, included in the deed.

Density – A unit of measurement; the number of dwelling units per acre of land.

Detention – The capture, collection, and slow release of stormwater runoff, providing protection to down-slope areas from the adverse effects of high runoff rates.

Detention Basin – A man-made or natural water collecting facility designed to collect surface water to temporarily store and gradually release at a rate not greater than that prior to the development.

Developer – Any individual, subdivider, firm, association, syndicate, partnership, corporation, trust or any other legal entity commencing proceedings under these regulations to effect a subdivision of land hereunder for himself or for another.

Director – Jefferson County Planning Commission Director

Ditch – An excavation dug or natural for the purpose of drainage or irrigation with intermittent flow.

Drainage – The removal of surface or subsurface water from a given area either by gravity or by pumping.

Driveway – A vehicular travel way used to provide access from a street to a dwelling, units or commercial or industrial activities. Driveways are designed for low travel speeds and are often used as, or are integral with parking areas for vehicles.

Dwelling Unit – Space within a building comprising living, dining, sleeping and storage rooms as well as space and equipment for cooking, bathing and toilet facilities, all used by only one (1) family.

Earth Material – Soil sediment, rock, sand, gravel, and organic material or residue associated with or attached to the soil.

Earth Disturbing Activity – Any grading, excavating, filling, or other alteration of earth's surface where natural or man-made ground cover is destroyed and which results in or contributes to erosion and sediment pollution (based on area – may require EPA permit).

Easement – Authorization by a property owner for the use by another and for a specific purpose, of any designated part of his property which shall be recorded with the County Recorder.

Emergency Access – A road that provides fire apparatus or emergency vehicles access to facilities, buildings or right-of-ways.

Engineer – Jefferson County Engineer

Engineer – Any person registered to practice professional engineering by the Ohio State Board registration as specified in the Ohio Revised Code.

Environmental Protection Agency (EPA) – Ohio Environmental Protection Agency

Erosion – The wearing away of land surface by running water, wind, ice or other geological agents.

Escrow – A deposit with the Board of County Commissioners or an escrow agent to secure the promise to perform some act.

Exemption – A division of land not subject to Subdivision Regulations, which requires administrative endorsement of Regional Planning Commission staff to ensure it meets the definition of exempt per Ohio Revised Code Section 711.001 before being put to record.

Extension of Time – A written agreement between the Regional Planning Commission and an applicant who submits a subdivision for review who is subject to time constraints that allow additional time for the Planning Commission to act on the subdivision.

Final Plat – A revised version of the preliminary plan showing exact locations of lot lines, right-of-ways, easements, and dedicated areas. If approved by the Planning Commission, may be certified and submitted to the Jefferson County Recorder and Tax Map Office.

Flood – An overflowing of water, from watercourses, onto land which is normally dry.

Flood, 100 Year – The temporary inundation of normally dry land areas by a flood that is likely to occur once every one hundred (100) years, although the flood may occur in any year.

Floodplain – The portion of a river or creek valley adjacent to the drainage channel which is periodically covered with water when the river or creek overflows its bank during flood stage. For the purpose of these regulations, such lands shall be identified by the Federal Emergency Management Agency (FEMA).

Flood Fringe – The portion of the floodplain which lies on either side of floodway.

Flood Insurance Rate Map (FIRM) – An official map on which the Federal Emergency Management Agency has delineated the areas of special flood hazard.

Floodway – Any land area susceptible to being inundated by water from any source.

Frontage – Is the length of the front property line of the lot or tract of land abutting a public road or street.

Geographic Information System (GIS) – A computer system consisting of hardware and software that captures, stores, maintains and displays spatially referenced data.

Global Positioning System (GPS) – A worldwide radio navigation system formed from a constellation of satellites and their ground stations. GPS uses these satellites to calculate positions on the surface of the earth.

Grade – The slope of a road, street or public way, specified in percentage terms.

Greenway – A linear open space network of land along tributaries, streams and rivers, including floodplains, steep slopes, tree stands, and ecologically sensitive land that provides ecological, culture and economic benefits.

Health Department – Jefferson County General Health District

Highly Erodible – A highly erodible soil, or soil map unit, has a maximum potential for erosion that equals, or exceeds eight times the tolerable erosion rate. The maximum erosion potential calculated without consideration of crop management or conservation practices, which can markedly lower actual rate of a given field.

Highway Director – The Ohio State Department of Transportation Director.

Highway Limited Access – A freeway, expressway or major artery providing a traffic way for through traffic, in respect to which owners or occupants of abutting property or lands have no legal access to or from the same, except at such points and in such manner as may be determined by the public authority having jurisdiction of the traffic way.

Home Owner's Association (HOA) – An association or organization, whether or not incorporated, which operates under and pursuant to recorded covenants or deed restrictions, through which each owner of a portion of a subdivision – be it a lot, parcel, site, unit, plot, condominium, or any other interest – is automatically a member as a condition of ownership and each such member is subject to a share or assessment for a pro-rated share of expense of the association which may become a lien against the lot, parcel, unit, condominium or other interest of the member.

Improvement – Those physical additions and changes to the land and any structures that may be necessary to produce a usable lot.

Industrial Street – A street on which more than twenty-five percent (25%) of the traffic is comprised of trucks or more than fifty percent (50%) of a butting property is occupied for industrial use.

Inspector – An authorized representative of the Planning Commission and/or other State and County offices assigned to make a detailed inspection of any or all portions of the work or materials thereof.

Intersection – The area where two or more roads (public or private) cross.

Intersection Sight Distance – The distance a motorist can see approaching vehicles before their line of sight is blocked by an obstruction near the intersection. The driver of a vehicle approaching or departing from a stopped position at an intersection should have unobstructed view of the intersection, including any traffic control devices, and sufficient lengths along the intersection roadway to anticipate and avoid potential collisions.

Jog – A jog is where two parallel streets intersect with a common street with an offset of centerlines of less than two hundred fifty (250) feet.

Joint Access (Shared Access) – The point where vehicles enter or leave the public roadway to or from a private lot, which are shared by two or more contiguous sites.

Land Contract – A legal agreement between a landowner and another person or persons interested in purchasing real property owned by the landowner, wherein the landowner agrees to receive regular payments, at specific intervals for a specified period of time, from the purchaser and at the end of the specified time period agrees to transfer ownership of the property to the purchaser.

Letter of Credit – A written statement from the bank or loan company, written against the good standing of a developer, guaranteeing necessary funds, the amount equal to a professional Engineer's cost estimate for subdivision improvements, to complete such improvements should the developer fail to complete them within the timeframe and conditions as specified in the subdivision approval agreement.

Location Map – A drawing located on the plat which sets forth by dimensions or other means, the relationship of the proposed subdivision within the county in order to better locate and orient the area in question.

Lot – A lot is a parcel of land that is:

- a. Single lot of record
- b. Portion of a lot of record
- c. A combination of complete lots and/or portions of lots of record

Lot Area – The area of a lot computed exclusive of any portion of the right of way or any public or private street

Lot of Record – A lot which is part of a subdivision recorded in the office of the County Recorder, or a lot or parcel described by metes and bounds, the description of which has been so recorded.

Lot Types - Types include:

- a. Corner lot
- b. Interior lot
- c. Revised Frontage lot
- d. Through lot
- e. Flag lot

Major Thoroughfare Plan – The Comprehensive Plan adopted by the County Regional Planning Commission indicating the general location recommended for arterial, collector, and local thoroughfares within the unincorporated area of the county.

Maintenance Bond – An agreement by a subdivider or developer with the county guaranteeing the maintenance of physical improvements for a period of one (1) year from the release of the performance bond.

Minor Subdivision – A division of a parcel of land that does not require a plat to be approved by a planning authority according to Section 711.131 of the Ohio Revised Code. Also known as a lot split.

Mixed Use Development – The development of a tract of land or building, or structure with two or more different uses such as, but not limited to, residential and commercial, or residential, commercial and industrial uses.

Monuments – Permanent concrete or iron markers used to definitely establish all lines of the plat of a subdivision, including all lot corners, boundary line corners, and points of change in street alignment.

MS4 – Subdivisions located in Jefferson County, Ohio, designated MS4 under the Stormwater Phase II Small MS4 program. MS4 committee developed a Stormwater Management Plan that can be used by all of the local MS4's.

National Pollutant Elimination System (NPDES) – As authorized by the Clean Water Act, the National Pollutant Elimination System Permit Program controls water pollution by regulating point sources that discharge pollutants into waters.

Navigable Waters – The water that was used in the past, is used now, or could be used in the future to transport interstate and/or foreign commerce.

Ohio Department of Natural Resources (ODNR) – The department that is responsible for the protection of Ohio's resources. This involves sustaining the productivity of Ohio's renewable natural resources such as timber, wildlife, and water; promoting wise use of Ohio's non-renewable resources such as oil and gas; and protecting Ohio's threatened and endangered resources such as rare plants and animals.

Ohio Department of Transportation (ODOT) – The department charged with creating, maintaining and supporting infrastructure to move people and goods within the state.

Ohio Environmental Protection Agency (OPEA) – Ohio EPA has authority to implement laws and regulations regarding air and water quality standards; solid, hazardous and infectious waste of disposal standards, water quality planning, supervision of sewage treatment and public drinking water supplies and cleanup of unregulated hazardous waste sites.

Ohio Revised Code (ORC) – The laws adopted by the State of Ohio that govern the state.

Open Space – The area may include natural environmental features, recreational features and any other facilities that the Planning Commission deems permissive. Streets, structures for habitation and the like are not included.

Out Lot – Property shown on a subdivision plat outside of the boundaries of the land which is to be developed and which is to be excluded from the development of the subdivision.

Owner – Any individual, firm, association, syndicate, co-partnership, corporation, trust or any other legal entity having sufficient proprietary interest in the land sought to be subdivided.

Pad – A building site prepared by artificial means, including grading, excavation or filling, or any combination thereof.

Parcel – Any piece of land described by a current deed.

Parking Space, Off-Street – An off-street parking space shall consist of an area adequate for parking an automobile with room for opening doors on both sides, with properly related access to a public street or alley and maneuvering room, but be located totally outside of any street or alley.

Pedestrian Walkway – A right-of-way dedicated for the purpose of a pedestrian access through residential, commercial, and industrial areas, and located so as to connect two or more streets, or a street and a public land parcel.

Performance Bond (Surety Bond) – An agreement by a developer with the county for the amount of the estimated construction cost (as approved by the County Commissioners and Planning Commission) guaranteeing the completion of physical improvements according to plans and specifications within the time prescribed by the subdivider's agreement.

Planned Unit Development – An area of land in which a variety of housing types and/or related commercial and industrial facilities are accommodated in a pre-planned environment under more flexible standards, such as lot size and setbacks, than those restrictions that would normally apply under these regulations. The procedure for approval of such development contains requirements, in addition to those of the standard subdivision, such as building design principles and landscaping.

Planning Commission – The Jefferson County Regional Planning Commission

Plat – A map of a trust or parcel of land, made from a survey by a registered surveyor in the State of Ohio.

- A. Preliminary Plat – A plat showing all requisite details of proposed subdivision submitted to the Planning Commission for the purpose of preliminary consultation, prepared in conformance with these regulations



- B. Final Plat – A plat of all or part of a subdivision providing substantial conformance to the Preliminary Plat of the subdivision prepared in conformance with these regulations and suitable for recording by the County Recorder.

Private Road – Any road or thoroughfare for vehicular travel which is privately owned and maintained and which provides the principle means of access to abutting properties.

Public Access – A means of physical approach to and along a common open space or use available to the public or landowners within a development.

Public Road – A road under the jurisdiction of a public body that provides the principle means of access to an abutting property.

Public Utility – A firm, association, syndicate, corporation, co-partnership, municipal authority or public agency, board of commissioners, duly-authorized to furnish, and furnishing under governmental regulations, to the public facilities, products or services such as gas, electricity, water, sewage disposal, telephone, cable, transportation, etc.

Replat – A subdivision or plat, the site of which has heretofore been platted or subdivided with lots or parcels of land. It may include all or any part of a previous subdivision plat.

Reverse Strip – An area of land adjacent to a public right-of-way which is retained in ownership by the subdivider for the purpose of denying access to the adjacent land.

Retaining Wall – A structure erected between lands of different elevations to protect structures and/or prevent the washing down or erosion of earth materials from the upper slope of level.

Retention – The collective and storage of storm water runoff without subsequent discharge other than infiltration into the ground or evaporation.

Retention Basin/Pond – A man-made natural water collection facility (pond, pool, or basin) used for permanent or temporary storage of water runoff

Right-of-Way – A strip of land taken or dedicated for use as a public way. In addition to the roadway, it is normally incorporating the curbs, lawns strips, sidewalks, lighting and drainage facilities, and may include special features such as separation, landscaped areas and bridges.

Riparian Corridor – The area between a stream or other body of water and adjacent upland, which is two times the width of the stream channel with a minimum width of fifty (50) feet and a maximum width of one hundred twenty (120) feet upland, where frequent flooding is likely to occur, and which is integral to maintaining the neutral quality of water body.

Run Off – The portion of rainfall, melted snow, or irrigation water that flows across the ground surface and eventually is returned to streams, rivers, lakes, and ponds. That part of the precipitation which runs off the surface or drainage area after all obstructions are accounted for.

Rural Area – An area characterized as having a low to very low intensity population and a sparsely developed area where the land is primarily used for agriculture, forestry, open spaces and very low density residential uses.

Sediment Basin – A facility such as a ground depression storage area, a pond or trap, barrier, dam or other suitable detention facility across an area of water flow to settle by gravity or filtration and retain sediment carried by runoff water.

Service Road – A public or private street or road, auxiliary to and normally located parallel to a highway that maintains local road continuity and provides access to parcels adjacent to the regulated access highway.

Setback Line – A line established by the subdivision regulation and/or zoning resolution generally parallel with and measured from the lot line, defining the limits of a yard in which no building or structure may be located above ground except as may be provided in said codes.

Sewers, Central or Group – An approved sewage disposal system which provides a collection network and disposal system and central sewage treatment facility for a single development, community or region.

Sewers, On-Site – A septic tank or similar installation on an individual lot which uses an aerobic bacteriological process or, an equally satisfactory process, for elimination of sewage, and provides for proper and safe disposal of the effluent, subject to the approval of health and sanitation officials having jurisdiction.

Sketch Plan – An informal drawing which shows how a developer proposes to subdivide a property and which gives sufficient site information for the Planning Commission representatives to offer suggestions for site development.

Slip (landslide) – The rapid downward and outward movement of the soil mass under the influence of gravity.

Stabilization – The prevention of soil movement by any vegetative or structural means.

Stopping Sight Distance – The sum of two distances; reaction time and the distance required to stop the vehicle. Stopping sight distance is calculated using an eye height of the particular vehicle and object height of two (2) feet.

Storm Frequency – The average period of time (in years) within which a storm of a given duration and intensity can be expected to be equaled to or exceeded (probability of a rainfall event).

Storm Sewer – Storm sewers are drains that carry surface water runoff from rain, meltings and front lawn water. They are designed to drain the rain and groundwater from paved streets, parking lots, sidewalks and roofs. Storm sewers convey this runoff to water bodies such as catch basins, rivers and lakes.

Subdivider – Any individual, developer, firm, association, partnership, cooperation, trust or any other legal entity commencing proceeding under these regulations to affect a subdivision of land hereunder for himself or for another.

Subdivision –

- a. The division of any parcel of land shown as a unit on the last preceding tax roll, into two (2) or more parcels, sites, or lots any one of which is less than five (5) acres for the purpose, whether immediate or future transfer of ownership, provided, however, that the division or portion of land into parcels of more than five (5) acres not involving any new streets or easement of access, and the sale or exchange of parcels between adjoining lot owners, where such sale or exchange does not create additional building sites, shall be exempted or
- b. The improvement of one or more parcels of land for residential, commercial, or industrial structures or groups of structures involving the division or allocation of land for the opening, widening, or extension of any street or streets except private streets serving industrial structures; the division or allocation of land as open space for common use by owners, occupants, or lease, holders, or as easements for the extension and maintenance of public waste, public sewer, storm drainage or the public facilities.

Surveyor – Any person registered to practice surveying by the Ohio State Board of Registration as specified in the Ohio Revised Code.

Tax Map Department – Refers to the Jefferson County Tax Map Department

Terrain Classification – The terrain with the entire area of the subdivisions classified as level, rolling or hillside for analysis purposes.

Topography – The configuration of the surface including its relief and position of natural and constructed features.

Top Soil – Surface and upper surface soils, which presumable are darker colored, fertile soil materials, ordinarily rich in organic matter or humus debris.

Traffic Control Device – Signs, signals, street markings, and other devices prescribed to regulate, guide or warn traffic.

United States Geological Survey (USGS) – Federal agency in charge of keeping accurate maps of the United States. These maps show contour elevations and intermittent streams and perennial streams, among other land features such as roads, bodies of water and structures.

Urban Area – A settlement that has a medium to high intensity of population and mixed land uses, including moderate-to-high density residential, commercial, industrial land uses. Said areas are served by the public utilities including water and wastewater.

Urban Fringe – This is the land at the edge of an urban axes usually consisting of a mix of agricultural and urban land uses. The area is transitioning from a rural area to an urban area.

Utilities – A necessary service for the convenience or welfare of the public. The utilities include but are not limited to electric service, natural gas, water systems, sewer systems and cable companies.

Variance – A variance is a modification of the strict terms of these Regulations where such modifications will not be contrary to public interest and where owing to conditions peculiar to the property and not the result of the action of the applicant or property owner, a literal enforcement of the regulations would result in unnecessary, undue hardship.

Vicinity Map – A drawing located on the plat which sets forth, by dimension or other means, the relationship of the proposed subdivision to their nearby developments or landmarks and community facilities and serves within Jefferson County in order to better locate and orient any area in question.

Walkway – A dedicated public way, not less than four (4) feet in width for pedestrian use only, which may or may not be located in a right-of-way or along the side of a road.

Watercourse – A channel in which a flow of water occurs, either continuously or intermittently, and in the latter, with some degree of regularity. Such flow must be in a definite direction and cover a prescribed area. Watercourse may be either natural or artificial, and both may occur either on the surface or underground.

Watershed – The drainage basin in which the subdivision drains or that land whose drainage is affected by the subdivision.

Yard – A required open space other than a court, unoccupied and unobstructed by a structure from three (3) feet above the general ground level of the graded lot upward, provided accessories, ornaments and furniture may be permitted in any yard, subject to height limitations and requirements limiting obstructions of visibility.

Zoning Inspector – The zoning inspector of the county or township, appointed by the Board of County Commissioners or the Board of Township Trustees.

## **APPENDIX A**

## APPLICATION FOR MINOR SUBDIVISION AND LOT SPLITS

The undersigned for Minor Subdivisions approval certifies that all material submitted with the application is true and correct.

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

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and/or email address: \_\_\_\_\_

Name of Grantor (Seller): \_\_\_\_\_

Name of Grantee (Buyer): \_\_\_\_\_

Intended Use of Subdivision: \_\_\_\_\_ Residential \_\_\_\_\_ Industrial \_\_\_\_\_ Commercial

Minor Subdivisions Approval may be granted only under the following conditions:

1. The proposed subdivision is along an existing public road and involves no opening, widening or extension of any street or road; public or private.
2. No more than five (5) lots (including the original tract) are involved after the original tract has been completely subdivided and lots are not in a platted subdivision.
3. The subdivision is not contrary to applicable platting, subdividing, or zoning regulations. Variance can only be requested before the entire Commission.
4. The property has been surveyed and the survey drawings, township zoning approval, subdivision fee and legal description are submitted with the application.

Lot Split Procedures:

1. Township Zoning Inspector must sign survey drawing (if applicable).
2. Application from Regional Planning Commission
3. Jefferson County Health District shall sign the application
4. Applicant notified by the Jefferson County Regional Planning Commission when the application is approved or disapproved.

County Engineer/Tax Map Office

Date Reviewed \_\_\_\_\_

Approval \_\_\_\_\_

Disapproval \_\_\_\_\_

Closure Good? \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature



Zoning Inspector

Date Reviewed \_\_\_\_\_

Approval \_\_\_\_\_

Disapproval \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Jefferson County Health District

Date Reviewed \_\_\_\_\_

Approval \_\_\_\_\_

Disapproval \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

For Official Use

Date Application Received: \_\_\_\_\_

Application Number: \_\_\_\_\_

Action of Planning Commission:

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Description of Action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **APPENDIX B**

APPLICATION FOR APPROVAL OF SKETCH PLAN OR PRELIMINARY PLAN

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

1. Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and/or email address: \_\_\_\_\_

2. Name and P.S. No. of Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and/or email address: \_\_\_\_\_

3. Name and P.E. No. of Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and/or email address: \_\_\_\_\_

4. Name of Subdivision: \_\_\_\_\_

5. Location: \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Proposed Use \_\_\_\_\_

\_\_\_\_\_

7. Number of Lots: \_\_\_\_\_ Area of Parcel \_\_\_\_\_

8. Total Acreage: \_\_\_\_\_

9. Minimum Lot Size: \_\_\_\_\_

10. Length of new street (ft.): \_\_\_\_\_

11. Water Supply: Public \_\_\_\_\_ Lot System \_\_\_\_\_

12. Sewage System: Public \_\_\_\_\_ Lot System \_\_\_\_\_

13. Is variance or exception required? Yes \_\_\_\_\_ No \_\_\_\_\_

14. Do you propose deed restrictions? Yes \_\_\_\_\_ No \_\_\_\_\_

15. Present Zoning District? Yes \_\_\_\_\_ No \_\_\_\_\_

16. List all proposed improvements:

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17. List all utilities:

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18. State your intention to install or post a guarantee prior to actual installation for proposed improvements.

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19. Located in MS4? Yes \_\_\_\_\_ No \_\_\_\_\_

20. List other materials submitted with this application:

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21. \_\_\_\_\_  
Applicant Signature Date

For Official Use

Date Application Received: \_\_\_\_\_

Application Number: \_\_\_\_\_

Action of Planning Commission:

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Description of Action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## APPENDIX C

APPLICATION FOR APPROVAL OF FINAL PLAT

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

1. Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and/or email address: \_\_\_\_\_

2. Name and P.S. No. of Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and/or email address: \_\_\_\_\_

3. Name and P.E. No. of Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and/or email address: \_\_\_\_\_

4. Date of Preliminary Plat Approval: \_\_\_\_\_  
Day                  Month                  Year

5. Location of Subdivision: \_\_\_\_\_

6. a. Total number of lots: \_\_\_\_\_ Total Area: \_\_\_\_\_ acres

b. Area dedicated to public use: \_\_\_\_\_ acres

7. Do you propose deed restrictions? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Have all required improvements been installed? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, include details, estimates of cost and a statement relative to the method of improvement guarantee. All estimates must be approved by the responsible county officials including County Engineer, Water and Sewer Department, Planning Commission, and other, including the affected Township Trustees.

9. List other materials submitted with this application:

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Planning Commission Approval

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

Date of Planning Commission Meeting: \_\_\_\_\_

Action of Planning Commission: \_\_\_\_\_

Plat Fee: \$\_\_\_\_\_ Inspection Fee: \$\_\_\_\_\_

If plat rejected, reason(s) for rejection: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Director: \_\_\_\_\_

## SUBDIVISION IMPROVEMENT PLANS

The improvement plans shall be reviewed and approved or disapproved by the following individuals or agencies (as required):

	<u>Approved</u>	<u>Not Approved</u>
- County Engineer	_____	_____
- Water and Sewer Department	_____	_____
- Jefferson County General Health District	_____	_____
- Jefferson Soil and Water Conservation District	_____	_____
- Ohio Environmental Protection Agency	_____	_____
- Ohio Department of Natural Resources	_____	_____
- Army Corps of Engineers	_____	_____
- Other Agencies or Utilities as required	_____	_____
	_____	_____
	_____	_____

**Authorization Signature Space**  
(The following signatures shall be included on the Final Plat)

Auditor:

In witness whereof I have set my hand and affixed my seal

this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Auditor of Jefferson County, Ohio

Recorder:

Filed for record this \_\_ day of \_\_\_\_\_, 20\_\_.

In cabinet \_\_\_\_\_ slide \_\_\_\_\_.

\_\_\_\_\_  
Recorder of Jefferson County, Ohio

Fee \_\_\_\_\_

File No. \_\_\_\_\_

Commissioners:

Acceptance of Dedication by the Jefferson County Board of Commissioners

Be it resolved by the Jefferson County Board of Commissioners that the dedication shown on

the plat of \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX D

Final Plat  
Certification of Ownership, Certification of Planning Commission and  
Certification by Surveyor

Flexibility in plat wording may be allowed, provided meaning and intent are not compromised and deviation are acceptable to plat signing authorities.

The following certifications shall be included on the final plat:

CERTIFICATION OF OWNERSHIP

SURVEYOR'S CERTIFICATION (minimum requirement)

PLANNING COMMISSION CERTIFICATION

CERTIFICATION OF OWNERSHIP

We, the undersigned, being dully sworn according to the law deposes and say we are the owners and lien holders of the property shown on the plat and acknowledge that the same to be our act and plat according to the law.

We, the owner, further state that the monument and markers have been set at all lot corners and all changes in direction of lot lines prior to the sale of the lot.

We, the owners of the real estate shown and described hereon, do hereby certify that all proposed streets, easements and other property identified as proposed public property are hereforth dedicated for public use.

We, the owner, further state the easements shown on the plat are for the construction, operation, maintenance, repair, replacement or removal for utilities or services or for providing ingress and egress to the property for the served purposed and are to be maintained as such forever.

Acknowledged before me, a notary public in and for said county and state this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expiration Date



SURVEYOR'S CERTIFICATION

I certify that this survey was made in accordance with Chapter 4733.37 of the Ohio Administrative Code governing the minimum standards for boundary surveys. Dimensions of the plats are expressed in feet and decimal parts and area in acres and decimal parts thereof.

All monuments were found or set as required by the Jefferson County Planning Commission

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Surveyor's Name

\_\_\_\_\_  
P.S. No.

PLANNING COMMISSION CERTIFICATION

I certify that all codes and planning ordinances related to land development which are under jurisdiction of the Planning Commission have been met by this plan.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Planning Commission Director

## **APPENDIX E**

## APPLICATION FOR SUBDIVISION VARIANCE

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

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and/or email address: \_\_\_\_\_

Location of property under consideration (Address and Description): \_\_\_\_\_

\_\_\_\_\_

Justification of Variance: Please attach a statement explaining why the variance from requirements of the subdivision regulation is required. Include such items as:

- a. Exceptional topographical or other conditions peculiar to this parcel of land.
- b. Why the strict interpretation of the regulations would deprive the applicant of rights enjoyed by other property owners.
- c. The peculiar conditions do not result from previous actions of the applicant.
- d. That the required variance is the minimum variance that will allow a reasonable division of the land.
- e. A sketch of the area showing the location and characteristics of the requested variance.

I certify that all information contained in this application and its supplements is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

For Official Use

Date Application Received: \_\_\_\_\_

Application Number: \_\_\_\_\_

Action of Planning Commission:

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Description of Action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPENDIX F

## PRELIMINARY PLAN CHECKLIST

Subdivision Name: \_\_\_\_\_

Owner: \_\_\_\_\_

Reviewer: \_\_\_\_\_

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

The following items (do, do not) conform with the requirements of the Jefferson County Subdivision Regulations.

<u>Dose</u>	<u>Does Not</u>	<u>Items</u>
1. _____	_____	Application form complete
2. _____	_____	Variance application form complete (if necessary)
3. _____	_____	One original preliminary plan/appropriate # of copies complete
4. _____	_____	One set of preliminary subdivision improvement plans complete
5. _____	_____	Sheet size and map scale
6. _____	_____	Proposed name (no duplication) and location
7. _____	_____	Name, address, & phone # of owner, subdivider, professional engineer, and professional surveyor with appropriate number and seal.
8. _____	_____	Scale of plat, north point, legend, and vicinity map of scale not less than 1" = 2000'
9. _____	_____	Names of adjacent subdivisions, owners of adjoining parcels, and locations of common boundary lines within 20 feet of the subdivision boundaries
10. _____	_____	Topographic contours (2 feet for $\leq 5\%$ slopes, 5 feet for $> 5\%$ - $\leq 15\%$ slopes, and 10 feet for $> 15\%$ slopes)
11. _____	_____	Locations, widths, and names of existing streets, railroad R/W's, easements, parks, buildings, corporation and township lines, wooded areas, water courses, drainage patterns, water bodies, and topographic features within and around the subdivision for 200 feet from its borders
12. _____	_____	Locations of floodways, floodplains, underground mines that may subject to subsidence and other potentially hazardous areas
13. _____	_____	Locations of environmentally sensitive areas

<u>Does</u>	<u>Does Not</u>	<u>Items</u>
14. _____	_____	Soil types from USDA soils map
15. _____	_____	Layout, numbers, dimensions of lots, and setback lines
16. _____	_____	Parcels reserved for public use or for use by residents of subdivision
17. _____	_____	Points of ingress/egress to the subdivision and locations of proposed future access way locations for adjacent lands
18. _____	_____	Type of water supply and wastewater disposal systems, locations and dimensions of proposed utilities, utility easements, sewer lines, water mains, culverts, drainage tiles, or other underground utilities within or adjacent to the tract
19. _____	_____	Locations of cemeteries, historical, or archaeological sites
20. _____	_____	Copy of proposed covenants and restrictions and an anticipated schedule of construction

The following information does not apply to all subdivisions and may be requested during the preliminary plan phase.

21. _____	_____	Statements of proposed use of lots with type and number of dwelling units and/or type of business or industry
22. _____	_____	Conceptual plan for commercial or industrial development showing proposed parking, loading areas, alleys, pedestrian walkways, streets, points of vehicular ingress/egress to the development, and landscape features
23. _____	_____	Drawing of present and proposed grades and facilities for storm-water drainage in cases where natural drainage is altered
24. _____	_____	Feasibility study on water and sewer facilities
25. _____	_____	Screening, buffering, and/or noise abatement measures
26. _____	_____	Cross sections and centerline profiles for each proposed street and preliminary engineering designs for any bridges or culverts proposed in the project
27. _____	_____	Other information deemed necessary or prudent to create buildable sites or to promote the public health, safety, and welfare

## FINAL PLAT CHECKLIST

Subdivision Name: \_\_\_\_\_

Owner: \_\_\_\_\_

Reviewer: \_\_\_\_\_

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

The following items (do, do not) conform with the requirements of the Jefferson County Subdivision Regulations.

<u>Does</u>	<u>Does Not</u>	<u>Items</u>
1. _____	_____	Application form complete
2. _____	_____	Variance application form complete (if necessary)
3. _____	_____	One original final plat/appropriate # of copies complete
4. _____	_____	One original set of subdivision improvement plans and required # of copies complete with name, address and phone number of the professional engineer with appropriate number and seal
5. _____	_____	Sheet size and map scale
6. _____	_____	Proposed name (no duplication) and location
7. _____	_____	Name, address, & phone # of owner, subdivider, and professional surveyor with appropriate numbers and seals
8. _____	_____	Date of survey, scale of plat, north point, and acreage
9. _____	_____	Plat boundaries based on a field boundary survey, as defined in Ohio Administrative code (OAC) 4733-37, all lot numbers and lines shown with accurate dimensions in feet and hundredths
10. _____	_____	Building front, rear, and side setback lines with dimensions
11. _____	_____	Outline of areas to be dedicated or reserved for public use or common use by subdivision residents and outlines of previous lots or blocks and their numbers, indicated by a contrasting line style, in the case of a replat
12. _____	_____	Bearings and distances to the nearest established street lines and accurate location and description of all monuments



**Does   Does Not   Items**

- |     |       |       |   |
|-----|-------|-------|---|
| 13. | _____ | _____ | Names, locations, dimensions, rights-of-way of all existing and proposed streets and railroads within and adjoining the plat. Radii, internal angles, points of curvature, tangent bearings, length of arcs, and lengths and bearing of chords of all streets |
| 14. | _____ | _____ | Purposes, locations, and dimensions of all easements  |
| 15. | _____ | _____ | Locations of all water bodies and flood hazard boundaries   |
| 16. | _____ | _____ | Base flood elevations have been determined by a professional engineer when necessary  |
| 17. | _____ | _____ | The owners of record, acreage, deed book and page references for all abutting metes and bounds tracts and the names of all abutting subdivisions, with lot lines, lot numbers and plat book and page references   |
| 18. | _____ | _____ | A copy of any restrictive covenants, and other notes, items, restrictions, or provisions required by the subdivision regulations or the county  |
| 19. | _____ | _____ | If a zoning change is involved, certification from the appropriate township or county zoning inspector  |
| 20. | _____ | _____ | A letter from the permitting agency indicating that a driveway permit has been issued or will be issued by the office of the county engineer, township trustees, or Ohio Department of Transportation on existing roads                                       |
| 21. | _____ | _____ | Final plat was submitted within 12 months of preliminary plan approval  |

## ENVIRONMENTAL REVIEW CHECKLIST

Subdivision Name: \_\_\_\_\_

Owner: \_\_\_\_\_

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

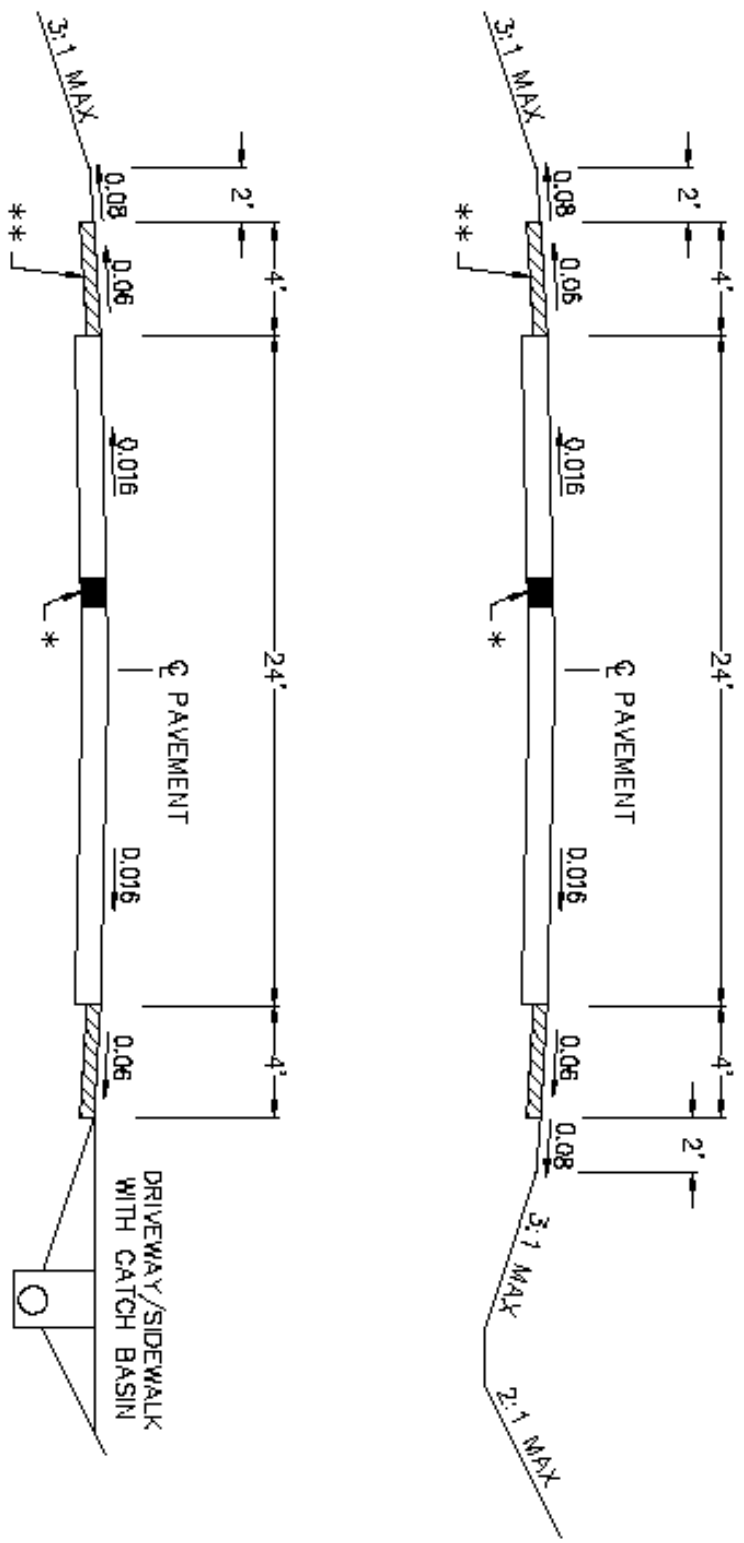
The following questions should be answered as part of the sketch plan and preliminary plan process. By giving serious consideration to the issues posed by the questions, environmental problems posed by subdivision creation can be minimized.

	<b>Yes</b>	<b>No</b>
1. Does the subdivision conflict with any existing plans?	___	___
2. Does the subdivision affect the use of a recreation area, an area of important visual value, or preempt a site with potential recreation or open space value?	___	___
3. Will any unique natural or manmade features in the subdivision area be disturbed?	___	___
4. Do the engineering plans follow state-recommended guidelines for erosion control?	___	___
5. Do the engineering plans follow state-recommended guidelines for stormwater Management?	___	___
6. Do the engineering plans adequately protect against geologic hazards, particularly land slippage and unstable soils?	___	___
7. Does the subdivision change existing topography or involve construction on any floodplain, natural drainage course, or watercourse? Are cuts and fills adequately engineered?	___	___
8. Is the subdivision one of a series of cumulative actions, which, although individually small, may as a whole have significant environmental impact?	___	___
9. Does the subdivision area serve as a habitat, food source, nesting place, crossing, wintering area, source of water, etc. for any wildlife species?	___	___
10. Are there any rare or endangered plant species in the subdivision area?	___	___
11. Could the subdivision change existing features of any stream frontage or green-belt areas?	___	___
12. Will the subdivision remove substantial amounts of vegetation, including ground cover?	___	___
13. Will the subdivision affect the hydrology of the region?	___	___
14. Will the subdivision serve to encourage development of presently undeveloped areas or intensify development of already developed areas? Have adequate measures been taken to plan for this development?	___	___
15. Is there appreciable opposition to the subdivision or is it likely to controversial?	___	___

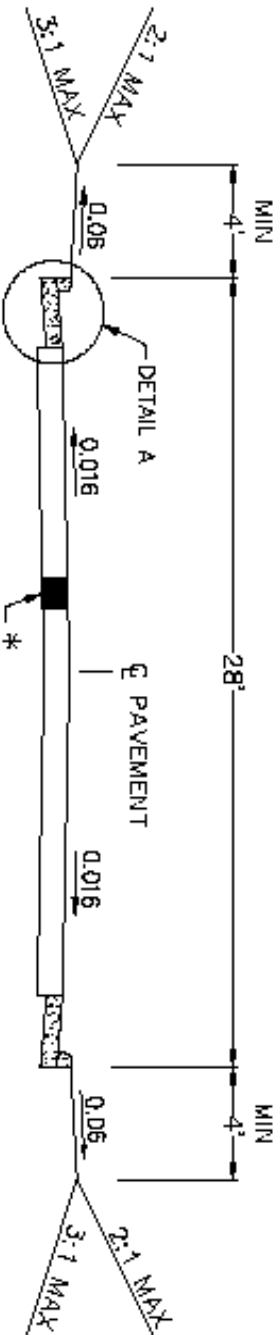
- |   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 16. Will the subdivision create new or aggravate existing health or safety hazards?   | ___        | ___       |
| 17. Will the subdivision generate significant amounts of dust or odor?  | ___        | ___       |
| 18. What will be the effects on traffic volumes and flow in the vicinity of the subdivision?  | ___        | ___       |
| 19. Will the subdivision contribute to the loss of agricultural land?   | ___        | ___       |
| 20. Have adequate measures been taken to minimize pollution of the air, water, and soil? Measures shall consider the subdivision's future impacts of noise pollution; light pollution; air pollution from dust; water pollution from chemical applications, soil erosion, and human effluent, and soil pollution from chemical applications and human effluent. | ___        | ___       |

## **APPENDIX G**

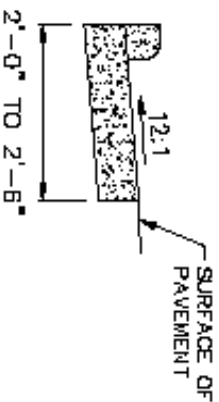
# TYPICAL STREET DETAIL WITHOUT CURRB



# TYPICAL STREET DETAIL WITH CURB AND CURB AND GUTTER



DETAIL A



\* PER 520 - STREET BASE AND SURFACE COURSE (PAGE 31)

CURB AND CURB & GUTTER PER ODOT STANDARD

