

TITLE VII - Subdivision Regulations

- Chap. 703. Preliminary Plat Procedure & Associated Fees
- Chap. 705. Final Plat Procedure.
- Chap. 711. Street Regulations and Requirements.
- Chap. 715. Drainage Requirements.

CHAPTER 703 Preliminary Plat Procedure

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|--------|------------------------------------|--------|----------------------------|
| 703.01 | Purpose. | 703.03 | Preliminary plat approval. |
| 703.02 | Pre-application & Preliminary Plat | | |

CROSS REFERENCES

- Plats - see Ohio R. C. Ch. 711
- Specifications for plats - see P&Z - Ch. 1105

703.01 PURPOSE.

The purpose of this chapter is to identify the steps that a subdivider must follow to obtain approval and recording of a preliminary plat.

703.02 PRE-APPLICATION & PRELIMINARY PLAT.

(a) Prior to preparing a preliminary plat, the subdivider shall consult informally with the Village Zoning Inspector; supply a sketch plan and schedule an inspection of the premises in order that he can become familiar with subdivision requirements, the relationship of his property to existing conditions, future plans, and community facilities, utilities and services. Ten copies of the sketch plan shall be provided and it may be at the same time the property is viewed.

(b) Preliminary Plat Applications.

- (1) Purpose. The purpose of the preliminary plat is to present on a map all of the data needed to enable the Planning Commission to determine if the proposed layout is satisfactory and will serve the public interest. Drawings of the preliminary plat shall be submitted to the Planning Commission to discuss points of disagreement and if the developer may proceed with the final plat process.
- (2) Application. The subdivider shall apply in writing on a form provided for such purpose, to the Planning Commission for tentative approval of a subdivision plat designed by a registered civil engineer and surveyed by a registered surveyor five (5) business days prior to a regular meeting of the Planning Commission at which the plat is to be considered for filing. Two copies of the application, , two copies of protective covenants if proposed, twelve prints of a location map, and twelve prints of the preliminary plat of the subdivision shall be filed with the Planning Commission at the time application is made for preliminary approval. The preliminary plat shall be considered officially filed after it is examined by the Planning Commission at a regular meeting and is found to comply with the formal provisions of these Regulations.
- (3) Review by other public agencies. The Planning Commission shall have the Zoning Inspector, within thirty days after official filing, transmit one copy of the location map and plat for review to the:
 - A. Village or Consulting Engineer
 - B. Council Committees – Service and Safety; Village Administrator, Police Chief, and Fire Chief

- C. Board of Education
- D. County Board of Health, where applicable; and
- E. Environmental Protection Agency, State of Ohio, if necessary.

Two copies of the location map and plat shall be retained by the Planning Commission.

- (4) Planning Commission action. Upon receipt of a written report together with recommendations from each of the aforementioned officials, the Planning Commission shall approve, approve conditionally or disapprove the preliminary plat. Written notice of the Planning Commission's action shall be mailed to the subdivider within 60 days after the first regular meeting of the Commission following the date the plat was officially filed. The action of the Planning Commission shall be entered on the official records of the Planning Commission including any recommendations, conditions imposed and the reasons for any approval, modifications or disapproval of a preliminary plat. If zoning regulations are changed or amended before a final approval is obtained from the Planning Commission and accepted by Council, the final plat must comply with the regulations as amended.
- (5) Effect of approval. Approval of a preliminary plat by the Planning Commission is not an acceptance of the subdivision plat for record, but is rather an expression of approval of a general plan as a guide to preparation of a final subdivision plat for approval and recording upon fulfillment of all requirements of these Regulations. Approval shall be effective for a maximum period of twelve months unless, upon application by the developer, the Planning Commission grants an extension. If the final plat has not been submitted for final approval within this time limit, a preliminary plat must again be submitted to the Planning Commission for tentative approval.
- (6) Filing fees and deposits. Fees and deposits for subdivision review shall be governed by the following provisions:
 - A. At the time of filing the application for approval of any plat or a minor subdivision plan where no plat is required, or general plan in the case of planned developments, there shall be paid to the Village Clerk a filing fee and a deposit of money as hereinafter set forth to insure the payment by the applicant of expenses incurred by the Village in the processing of the application and all pertinent papers connected therewith. The cost and expense of any investigation which may be necessary by the Village Engineer and other Village officials or other professionals retained by the Village to determine whether such proposed subdivision is in accordance with law and acceptable planning practices, and whether its improvements, if any, have been made or are being made in accordance with the requirements of the Village, the cost of any and all notices required, and all other necessary expenses shall be paid from the deposit. In the event that the actual expenditures shall exceed such deposit a written estimate will be provided to the developer, and the excess shall be paid by the applicant upon demand of the Clerk. If such expenditures are less than the required deposit, the balance shall be refunded to the applicant upon the completion of all administrative proceedings involved in connection with the plat or plan. No filing fee shall be refunded or returned.
 - B. The filing fee shall be one-hundred dollars (\$100), to be paid upon filing of the preliminary plat or minor subdivision plan or general plan

in the case of planning unit development.

C. Deposits for expenses where improvements are necessary shall be as follows:

1. All residential developments containing less than ten (10) acres and all commercial and industrial developments containing less than 20,000 square feet of floor area.

Deposit Amount = \$1,000

2. All residential developments containing between ten acres and one hundred acres, all planned unit developments, and all commercial and industrial developments containing between 20,000 and 100,000 square feet of floor area.

Deposit Amount = \$2,500

3. All developments, regardless of size, seeking variances to the permitted use of the District or Amendments to Deed Restrictions.

Deposit Amount = \$2,500

D. No application shall be formally considered until all required fees and deposits have been made with the Village. In the event the applicant shall withdraw his application prior to the Planning Commission initiating action, the application/filing fee shall be forfeited and all other funds on deposit shall be returned.

703.03 PRELIMINARY PLAT CONTENT

The developer shall furnish, with the application for approval of the preliminary plat, the following:

- (a) Certification that he has consulted with the Planning Commission, Consulting Engineer, Safety and Service Committees of Council, County Board of Health if applicable, and Environmental Protection Agency of State of Ohio, if necessary and other interested parties prior to the submission of his preliminary plat.
- (b) Location map showing the relationship of the proposed subdivision to existing community facilities which serve or influence it. Title, names and addresses of subdivider, development planner and surveyor; north point, scale and date; acreage of subdivision; outline and approximate boundary dimensions of subdivision; existing streets, principal utility lines and community features such as schools, parks shall be included.
- (c) The preliminary plat shall be prepared in accordance with the design standards and required improvements set forth in these Regulations. The plat shall be designed by a professional city planner, landscape architect or by a registered civil engineer. The plat shall be surveyed by a surveyor registered in the State of Ohio. The plan shall be accurately and clearly drawn at a scale of 100 feet to one inch. It shall be prepared as an AutoCAD drawing and shall include the proposed plan or alternate plans of the subdivision, and showing the following:
 - (1) Existing data.
 - A. Boundary lines: the bearings and distance, location and description of all monuments and markers found.
 - B. Easements: the location, width, purpose and restrictions.
 - C. Streets on and adjacent to the tract: the name and right-of-way width and location; type, width, and elevation of surfacing; legally established center line elevations; walks, curb, gutters, culverts, etc.

- D. Utilities on and adjacent to the tract: the location, size and invert elevation of storm and sanitary sewers; location and size of water mains; the location of gas lines, fire hydrants, electric and telephone poles and street lights. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to and size of the nearest ones, showing invert elevation of sewers or include a statement as to how the subdivision shall be serviced by water and sewer.
- E. Ground elevations on the tract, based on sea level datum: for land that slopes less than approximately two percent show spot elevations at all breaks in grade along all drainage channels or swales and at selected points not more than 100 feet apart in all directions; for land that slopes more than approximately two percent either show contours with an interval of not more than five feet if ground slope is regular and such information is sufficient for planning purposes, or show contours with an interval of not more than two feet if necessary because of irregular land or the need for more detailed data for preparing plans and construction drawings.
- F. Subsurface conditions on the tract: any conditions that are not typical such as abandoned mines, gas wells, etc.
- G. Other conditions on the tract: watercourses, marshes, rock outcrops, wooded areas, isolated preservable trees one foot or more in diameter, houses, barns, shacks and other significant features and location of historic sites.
- H. Other conditions on adjacent land: the approximate direction and gradient of ground slope, including any embankments or retaining walls; the character and location of buildings, railroads, power lines, towers and other nearby nonresidential land uses or adverse influences; and owners of adjacent un-platted land. For adjacent platted land refer to the subdivision plat by name, date recorded and number, and show the approximate percent of built-up typical lot size and dwelling type.
- I. Zoning: on and adjacent to the tract.
- J. Proposed public improvements: the highways or other major improvements planned by public authorities for future construction on or near the tract.
- K. Title and certificates: the present tract designation according to the official records in the office of the appropriate recorder; the title under which the proposed subdivision is to be recorded, with the names and addresses of owners, notation stating acreage, scale, north arrow, datum, bench marks, certification of the registered civil engineer or surveyor and date of survey.
- L. Proposed land to be dedicated for public uses or money to be donated in lieu thereof.
- M. The 100 year base flood elevation data shall be provided and the boundary of the flood hazard area shall be delineated on the plat as shown on the flood insurance rate map(s) issued by the Federal Emergency Management Agency.

(2) Proposals.

- A. Streets: the names; right-of-way and roadway widths; approximate grades and gradients; and similar data for alleys, if any.
- B. Other rights-of-way or easements: the location, width and purpose.

- C. Location of utilities: if not shown on other exhibits.
 - D. Lot lines, lot numbers and block numbers.
 - E. Location and description of all monuments and markers set or to be set.
 - F. The location, boundaries, dimensions, and acreage of any open space areas, recreation areas, common areas, water and sewage treatment sites, storm water retention or detention sites, and any other public or private sites or lots. The dimensions may be approximate according to scaled measurements.
 - G. Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other nonpublic uses exclusive of single-family dwellings.
 - H. Minimum building setback lines.
 - I. Site data, including total acreage, the number of residential lots, approximate size of each lot and acres in parks, etc.
 - J. Title, scale, north arrow and date.
 - K. A tabulation of the total subdivision data including:
 - 1. Area in sublots (in acres).
 - 2. Area in roads (in acres).
 - 3. Area in open spaces, common areas, recreation areas, water and sewage treatment sites, and any other public or private sites (in acres).
 - 4. Total area in the subdivision (in acres).
 - 5. Total length of roads (lineal feet).
 - 6. Total number of sublots.
 - 7. If two family dwelling units or multiple-family dwelling units are proposed, a statement regarding the number of buildings and dwelling units contained therein for each proposed lot and the total number of buildings and dwelling units for the entire subdivision.
- (d) An outline of any protective covenants proposed.
- (e) The Commission may require additional preliminary drawings showing information such as street profile and grades, typical cross sections of proposed roadways, proposed sanitary and storm sewers and water service or the prospective street system of adjacent land owned by the developer.

CHAPTER 705
Final Plat Procedure

- 705.01 Final plat procedure.
- 705.02 Approval of plats by County Map Department
- 705.03 Final plat approval.
- 705.04 Minor subdivisions.

CROSS REFERENCES

- Plats- see Ohio R. C. Ch. 711
- Preliminary plat procedure - see P. & Z. Ch. 703

705.01 FINAL PLAT PROCEDURE.

- (a) The subdivider shall submit to the Village Zoning Inspector the following for review twenty-eight (28) days prior to the Planning Commission's next regular meeting.
 - (1) One copy of the preliminary plat application showing the Planning Commission's approval and any necessary changes to be made before final plat approval;
 - (2) One original tracing and eight prints of the final plat;
 - (3) One original tracing and eight prints of improvement/record drawings, and electronic files;
 - (4) Two copies of specifications;
 - (5) Two copies of protective covenants, if proposed; and
 - (6) Indicating that any proposed ponds and/or lakes have been approved by the Portage County Soil and Water Conservation District.
- (b) The Zoning Inspector shall transmit one copy of the final plat, improvement drawings, specifications and protective covenants to the:
 - (1) Village Solicitor
 - (2) Village or Consulting Engineer
- (c) The Zoning Inspector upon his satisfaction that the final plat with all necessary plans, profiles, and documents is complete shall inform the subdivider to:
 - (1) Pay all inspection fees, if applicable;
 - (2) Install all improvements or post financial guarantees for completion of such improvements as determined by the Planning Commission.
 - (3) The subdivider shall provide a written estimate of the cost of said improvements which shall be reviewed by the Village Engineer. Based upon the Village Engineer's recommendation the bond shall be set at 120% of his estimate for the improvements. Said bond will be retained until as-built drawings have been supplied and the improvements are accepted for maintenance by the Village.
- (d) The final plat application procedures are as follows:
 - (1) Purpose. The subdivider shall submit a final plat to provide the Planning Commission with evidence that the map records the minor changes in property lines, street and utility layouts that have to be made to meet surveying and installations problems. The final plat shall show that any changes or alterations to the improvements of the site are not in violation with these Subdivision Regulations.
 - (2) Application. The subdivider shall apply in writing on a form provided for such purpose, to the Planning Commission for final approval and Site Plan Review of a subdivision plat 28 days prior to the regular meeting of the Commission at which it is to be considered for filing. Two copies of the application shall be submitted along with the original tracing of the final

plat, the original tracing of plat, the original tracing of the drawings for the required improvements or record drawings, four sets of specifications, two copies of protective covenants, if proposed, one copy of the certification by the Zoning Inspector stating that the developer has: designed and installed improvements in accordance with the provisions of these Regulations and any conditions set forth by the Commission in their approval of the preliminary plan; or posted financial guarantees in sufficient amount to assure completion of all required improvements; and paid all inspection fees. The final plat shall be considered officially filed after it is examined by the Commission at a regular meeting and is found to comply with the formal provisions of these Regulations. Comments by officials and agencies that have received a copy of the final plat as provided for in these regulations shall be made in writing to the Zoning Inspector prior to the meeting date of the Planning Commission at which the final plat is to be considered. If on-site septic systems are proposed, the Planning Commission shall require the Portage County Health Department to review and comment in written form on the final plat before the Planning Commission acts upon it. Additional comments may be made at the meeting at which the plat is to be considered. During the twenty eight (28) day review period specified herein, the Zoning Inspector may forward any comments to the developer or his representative for consideration prior to the Planning Commission meeting at which the plat is to be acted upon.

- (3) Planning Commission action. If the subdivision complies with all applicable provisions of these Subdivision Regulations, the Commission shall approve the final plat. If the Planning Commission disapproves the plat, such action together with the reasons therefor, shall be entered upon the official application to the Planning Commission and a copy of such record sent to the subdivider so he may correct the final plat and submit the same for final approval at the next meeting of the Planning Commission. Action shall be taken at the next regular meeting Planning Commission following the date of official filing for a final plat or within a mutually agreed upon extension, otherwise the plat shall be deemed to have been approved. Written notice of the Planning Commission's action shall be mailed to the subdivider.
- (4) Form of approval. The approval of the final plat drawing and specifications shall be indicated by a certification to that effect on the original tracing of the plat with the signature of the Chairman of the Commission. The Commission shall retain the original tracing and one duplicate thereof at the developer's expense;
- (5) Effect of approval. Upon final approval of a subdivision involving the creation of new streets, the widening, decreasing or vacation of existing streets or alley or the creation, enlargement or decrease of other lands devoted to public use, the Planning Commission shall transmit notice of such action to Council together with appropriate recommendations concerning the acceptance of dedicated streets and alleys or the vacation thereof, and of the acceptance of other dedicated lands. Final approval of a subdivision by the Planning Commission shall in no way constitute legal acceptance of any dedicated streets, alleys or other open spaces shown upon the plat;
- (6) Forwarding of plats and acceptance. Upon the approval of subdivision, the Planning Commission shall forward the original tracing to the Solicitor who shall prepare the necessary legislation for acceptance of any dedicated streets, alleys, and lands for public use or other open spaces by

Council. Prior to acceptance by Council, all improvements shall be constructed or their construction guaranteed. Acceptance of the plat by Council does not constitute acceptance of the street for maintenance until improvements have been in place for twelve (12) months;

- (7) Recording. After acceptance of the plat by Council, the developer shall pay the recording fee to the Village. The approved plat shall then be filed in the office of the County Recorder and lots may be sold, leased or transferred and building permits issued; and
 - (8) Public file. Final plat application and preliminary plat plan with all papers, specifications and maps shall be on public file at Village Hall from the origination of formal action until final acceptance of the plat. In no case shall any formal action on acceptance be taken until the final plat application and preliminary plat plan have been on public file a minimum of two weeks.
 - (9) Before final approval of a subdivision, the subdivider shall submit three (3) copies of drawings showing cross sections, profiles, elevations, construction details and specifications for all required land improvements. The drawings shall be prepared in accordance with the requirements of these Regulations. Prior to bond being released, said drawings shall be submitted and labeled "As Built."
 - (10) Protective covenants in final form shall be recorded separately.
 - (11) Title insurance in the amount of one thousand dollars (\$1,000) covering the final plat, showing title to such dedicated lands good in the name of the Municipality shall be submitted prior to recording.
 - (12) Certificates or affidavits as may be required in the enforcement of these Regulations.
- (e) Land Splits in Industrial and Commercial Districts Pursuant to an Approved Plat. Notwithstanding any provisions within the Subdivision Regulations to the contrary, the Planning Commission may approve land splits in Industrial and Commercial Zoning Districts consistent with a preliminary plat previously approved by the Commission and Council, including consolidations of lots depicted in the preliminary plat, and upon such approval the land splits may be endorsed by the Clerk of Council and recorded with the County Recorder without further action of Council. Prior to approval of such lot splits, the Commission shall ascertain that all public improvements necessary to service the lots have been installed and appropriate maintenance guarantees received.

705.02 APPROVAL OF PLATS BY COUNTY MAP DEPARTMENT.

The Portage County Map Department operating under the supervision of the County Auditor shall be directed not to approve plats of land or partial plats of land in the Village for recording upon County records until the same have been approved in writing thereon by the Clerk of Council of the Village.

705.03 FINAL PLAT APPROVAL.

The developer shall furnish with the application for approval of the final plat, the following:

- (a) Certification by the Zoning Inspector, stating that the developer has designed and installed improvements in accordance with the provisions of the Regulations and conditions set forth by the Planning Commission in their approval of the preliminary plan, or recommended financial guarantees in sufficient amount to assure completion of all required improvements to be posted upon approval of plat, and made arrangement for payment of all inspection fees.
- (b) The final plat shall be submitted in electronic form and ink on tracing cloth or

mylar on sheets no larger than twenty-two by twenty-eight inches and shall be at a scale of 100 feet to one inch. Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. For large subdivisions the final plat may be submitted for approval progressively in contiguous sections satisfactory to the Planning Commission. The final plat shall show the following:

- (1) Control points to which all dimensions, angles and bearings are to be referred and the nearest established street line, section line or other established point.
- (2) Restrictions, lines and boundaries, center lines and right-of-way lines of streets, easements and other rights of way; natural and artificial watercourses, streams, shore lines; topography and property lines of all lots and parcels with distance, radii, arcs, chords and tangents of all curves to the nearest one-hundredth of a foot, bearings or deflection angles to nearest second.
- (3) Street name and width of each street within the proposed subdivision and those adjoining; building setback lines.
- (4) Lot and block identification, number or letter, in progressive order, for each lot and block conforming to the Recorder's procedures.
- (5) Dedication and acceptance: show boundaries and by graphic symbols all parcels which are to be dedicated or reserved for public use or easements.
- (6) Monuments and markers, location and description of those found, set or to be set.
- (7) Names of recorded owners of adjoining un-platted land.
- (8) Reference to subdivision plats of adjoining platted land by name, volume and page of the Recorder's maps.
- (9) Notarized certification by the owner of acceptance of plat and statement offering dedication of streets, rights of way and any sites for public use or reserved by deed covenants for common use of all property owners.
- (10) Notarized certification and seal by a registered surveyor as to preparation and details of survey and plat and setting of monuments.
- (11) Recording statement by the County Recorder.
- (12) Transfer statement by the County Auditor and the tax map draftsman.
- (13) Acceptance statement by Council.
- (14) Protective covenants, reference to or included on plat.
- (15) Title of subdivision, municipality, county, state, original township section, tract or lot; scale, shown geographically, north arrow and date.
- (16) Lot acreage shown on each lot.
- (17) Indication of any land subject to inundation or flood hazard by storm water and any land designated as a special flood area on the current Flood Hazard Boundary Map.
- (18) At the time of submission of the final plat the following notations for approval shall appear on the plat.
 - A. For approval of the plat by the Chairman of the Planning Commission.
 - B. For acceptance of the utility easement by applicable public utility companies and acceptance by the appropriate entity of any other easement(s) granted by the owner of the subdivision and shown on the plat.
 - C. For acceptance and approval of the plat by the Mayor and the Clerk of Council.

705.04 MINOR SUBDIVISIONS.

- (a) Planning Commission May Approve without a Plat. Notwithstanding the provisions of Chapters 703 or 705 of these Regulations, the Planning Commission may approve a minor subdivision, as defined herein, without a plat if such minor subdivision meets the conditions and specifications outlined below and would not be contrary to applicable zoning regulations or the relevant provisions of the Regulations.
- (b) Classification. A proposed division of a parcel of land which adjoins an existing public street and does not involve the opening, widening, extension or improvement of any street or the installation of any underground public utility, and does not involve more than five lots and does include all the contiguous land under one ownership, shall be classified as a minor subdivision.
- (c) Submission of Minor Subdivision Plan. An application and minor subdivision plan, complying with the requirements set forth in subsection (d) hereof shall be prepared for each proposed minor subdivision. The original and at least three copies of the minor subdivision plan along with an application fee as established by the Village shall be submitted to the Zoning Inspector not less than seven days before the Planning Commission meeting at which consideration is desired.
- (d) Specifications for Minor Subdivision Plan. The minor subdivision shall be prepared by registered land surveyor and clearly drawn in AutoCAD or on mylar at a scale of not less than fifty feet to the inch showing the proposed layout and dimensions of each lot. It shall not exceed twenty-four by thirty-six inches in size, and shall include the following information.
 - (1) Location of the minor subdivision, including a drawing or print of a Village map, or part thereof, showing the location of the proposed subdivision, along with a legal description and designation of the parcel according to official records;
 - (2) Title, scale, north arrow and the date of survey;
 - (3) Name(s) and address(es) of the owner(s), subdivider and the registered surveyor;
 - (4) Names of adjoining property owners,
 - (5) The scale and dimensions the parcel which is to be subdivided and all contiguous land of the same ownership, including locations of existing structures within fifty feet of the boundaries.
 - (6) Information on the topography and drainage of the proposed subdivision and within fifty feet thereof;
 - (7) Right of way width, pavement width and street name of all adjoining streets or thoroughfares and any existing streets within the minor subdivision;
 - (8) All lot lines adjacent to or abutting the minor subdivision and the use of the corresponding parcels of property;
 - (9) Building setbacks and front yard dimensions;
 - (10) Layout and size of lots drawn to scale showing bearing and distances as

determined by an accurate field survey measured to the nearest one hundredth of a foot. One corner of the lots in the minor subdivision shall be referenced to the street centerline of the nearest established intersection;

- (11) The area in the minor subdivision shown to the nearest one thousandth of an acre;
 - (12) The location of existing and proposed drainage courses, drainage tiles, road culverts and other utilities;
 - (13) The location, type of material and size of all monuments and markers;
 - (14) Certification that the proposed subdivision will be served by a public water supply and sewerage service in accordance with the regulations of the Village;
 - (15) Certification of ownership.
- (e) Distribution. The application shall be transmitted by the Zoning Inspector to the Planning Commission as well as other agencies as follows:
- (1) The application may be transmitted to appropriate administrative departments and professional consultants for review and comment.
 - (2) Any department reports, comments, or expert opinions shall be compiled by the Zoning Inspector and transmitted to the Planning Commission prior to the time of the Commission's review.
- (f) Approval. The plat shall be approved provided the Planning Commission determines the proposed division of land is a minor subdivision, and:
- (1) That all the contiguous land owned by the proposed developer will therein be completely subdivided, and
 - (2) That it is properly integrated with adjoining developments or could be properly coordinated with the subdivision and extension of streets to adjoining land, and
 - (3) That it complies with the planning principles and other sections of these regulations, the Zoning and other Codes and plans of the Village, and
 - (4) That If the layout is satisfactory and all maps, plans and data as set forth in subsection (d) hereof have been included.
- The approval shall be noted on the mylar by the Chairman of the Planning Commission, and the Zoning Inspector.
- (g) If Not Approved. If the Planning Commission determines it is a major subdivision or the subdivision is not approved for other reasons, the Planning Commission shall state the conditions that shall be complied with before it will be approved.

CHAPTER 711

Street Regulations and Requirements

- 711.01 Conflict.
- 711.02 Plat specifications.
- 711.03 Design standards.
- 711.04 Drainage system requirements.
- 711.05 Street improvements.
- 711.06 Maintenance bond.
- 711.07 Village inspections.

CROSS REFERENCES

- Plat and subdivision defined - see Ohio R.C. 711.001
- Inspection of streets and acceptance - see Ohio R.C. 711.08, 711.09
- Power to establish and care for streets - see Ohio R.C. 715.19, 717.01, 723.01
- Dedication and acceptance - see Ohio R.C. 723.03
- Surface treatment - see Ohio R.C. 723.23, 723.31
- Sidewalks and gutters - see Ohio R.C. 729.01 et seq.

711.01 CONFLICT.

Wherever the requirements of the Subdivision Regulations are at a variance with the requirements of any other lawfully adopted rules, regulations or ordinances, the most restrictive, or that imposing the higher standards, shall govern.

711.02 PLAT SPECIFICATIONS.

The plat plan shall show:

- (a) Streets on and adjacent to the subdivision with names, location, right-of-way and roadway width, center line and ditch line profile; planned public improvements; and highways or other major improvements planned by public authorities for future construction on or near the subdivision, including journalized routes for highways.
- (b) All street, center line data, right-of-way and pavement widths shall be shown. Each type of pavement shall be labeled. Stationing shall begin at the south or west end of the improvement.
- (c) All existing and proposed underground structures located in the street or easement shall be shown on the construction plan and profile drawings. Such underground structures include gas lines, electric and telephone conduits, sanitary and storm sewers, water mains, culverts, etc.
- (d) The final plat shall be reproducible, drawn in ink on tracing cloth or mylar, sheet size 24 inches by 36 inches, and shall be at a scale of not more than 100 feet to one inch.
- (e) Street names shall not duplicate another in the Village postal area and right-of-way width of each street within the proposed subdivision and those adjoining shall be shown.

711.03 DESIGN STANDARDS.

- (a) Arrangement. The design of proposed streets shall provide for both the continuation of existing streets and access to adjacent un-platted lands so that the entire area can be served with a coordinated street system.
- (b) Street Classifications.
 - (1) Major arterial thoroughfares shall be planned for continuation of movement of fast traffic between points of heavy traffic generation and

from one section of the community to another. They shall contain as few intersections with local streets as possible and shall minimize or prohibit direct access from adjacent properties.

- (2) Collector streets shall provide a traffic route from local streets to major arterial thoroughfares. These streets shall be spaced approximately one-fourth mile apart.
- (3) Local streets shall provide direct and full access to each lot and shall be laid out so that their use by through traffic will be discouraged. The street system shall be so designed that all proposed streets shall be in general conformity with a plan for the most advantageous development of the entire neighborhood. The streets shall be extended to the boundaries of the tract to be recorded unless prevented by topography or other physical conditions or unless such extension is not necessary or desirable for the coordination of the layout of the subdivision with the development of adjacent tracts. Dead-end streets or cul-de-sacs shall be approved only when necessitated by topography or other physical conditions or where, in the opinion of the Planning Commission, they are appropriate for the type of development contemplated.
- (4) Parallel streets may be required along an existing or proposed major arterial thoroughfare to provide access to lots along such thoroughfares.

(c) Street Right-of-Way Widths and Grades.

<u>Classification</u>	Minimum	Grades	<u>Minimum</u>
	<u>Right-of-Way Width in Feet</u>	<u>by Percent Maximum</u>	
Major arterial thoroughfare	80	5	*
Collector, commercial and industrial streets	60	8	*
Local streets			
Urban single-family	60 with curbs	8	*
Urban multi-family	60 with curbs	8	*
Light industrial	60 without curbs	8	*
Parallel streets	60 with curbs	8	*

* Minimum grade should be adequately constructed to accommodate proper drainage according to drainage system requirements as provided in Section 1111.04.

(d) Cul-de-Sacs and Dead-End Streets. Dead end streets shall not be permitted in the Village of Mantua. Cul-de-sacs shall not be permitted that exceed 600 feet in length. Those cul-de-sacs that are 600 feet in length or less may be approved with the following criteria:

- (1) Developer demonstrates to the Planning Commission satisfaction the necessity for the cul-de-sac.
- (2) Developer provides a 60 foot right of way for future connection of the street with said right of way being dedicated to the Village and at location determined by the Planning Commission.
- (3) Developer provides a looping of utilities that is acceptable to the Village Administrator.
- (4) It shall be provided at the closed end with a turnaround having an outside pavement diameter of at least 100 feet and street property line diameter of at least 120 feet.

(e) Corner Radii. Property lines at street intersections shall be rounded with a radius

of not less than thirty feet for major arterial thoroughfares, collector and industrial streets, and twenty feet for local streets. Chords or cut-offs may be permitted in place of rounded corners.

- (f) Horizontal and Vertical Curves. Angles in the alignment of street lines shall be connected by a curve with a radius on the center line of not less than 150 feet for local streets, 300 feet for collector and industrial streets, and 500 feet for major arterial thoroughfares. Between reverse curves there shall be a tangent at least 100 feet long on major arterial thoroughfares. Every change in street grade shall be made with a vertical curve to provide sight distance suited to the location which in no case shall be less than 300 sight feet from a height of four and one-half feet.
- (g) Intersections. Streets shall be laid out to intersect as nearly as possible at right angles and no street shall intersect any other street at an angle of less than sixty degrees. Multiple intersections involving junctions of more than two streets shall be prohibited.
- (h) Street Jogs. Street jogs with center line offsets of less than 160 feet shall be prohibited. If deemed necessary by the Planning Commission, the minimum distance between center line offsets may be increased or adjusted.

711.04 DRAINAGE SYSTEM REQUIREMENTS.

- (a) The design criteria for the drainage systems shall be based on the State of Ohio Department of Transportation Design Policy with the exception being a minimum easement width of twenty feet.
- (b) These criteria shall apply to development along existing roads as well as those requiring new roads to be constructed.
 - (1) Road drainage system. The road storm drainage system shall serve as the local drainage system. It shall be designed to carry roadway, adjacent land, and house storm water drainage. To prevent excessive pipe sizes, storm sewers shall drain into natural waterways as soon as possible.
 - (2) Off-road drainage system. The design of the off-road drainage system shall include the watershed affecting the allotment and shall be extended to a watercourse or ditch adequate to receive the storm drainage.
 - (3) Subgrade drainage system. All pavement subgrades shall be drained by "longitudinal underdrains", both sides of the pavement.

711.05 STREET IMPROVEMENTS.

The subdivider shall design and construct pavements, curbs and gutters of sizes and types not less than as provided for in the Standard Construction Details of the Village of Mantua. Generally, construction standards shall be as specified by the current edition of the State of Ohio Department of Transportation Construction and Material Specifications.

- (a) Sidewalks. Sidewalks shall be provided in urban residential developments. Sidewalks shall be constructed of Portland cement concrete four-inches thick with the thickness increased to six inches where the sidewalk is crossed by a driveway. They shall be located as shown by the typical cross section in Appendix A. The construction and materials shall be as specified in the State of Ohio Department of Transportation Construction and Materials Specifications. Sidewalk widths shall be a minimum of four feet. The Planning Commission may allow pedestrian walkways to be substituted for sidewalks.
- (b) Pedestrian Walkways. Pedestrian walkways, not less than ten feet wide, or of such greater width as deemed necessary by the Planning Commission, shall be required across blocks where the Planning Commission deems that pedestrian access to

schools, playgrounds, shopping centers, transportation and other community facilities is necessary. Paving, fencing and other required improvements shall be determined by the Planning Commission, as recommended by the Village.

- (c) Street Name Signs. To avoid duplication and confusion, the proposed names of all streets shall be approved by the Village prior to such names being assigned or used. The subdivider shall compensate the Village who shall install a street sign showing the names of all streets at all street intersections. The signs shall conform to the specifications of the Village and be mounted at a height of approximately seven feet above the top of the curb or crown of the pavement. The sign shall be located as directed by the Village. Street names shall not be duplicated within the Fire District.
- (d) Street Lights. The subdivider shall install street lights; if applicable, in accordance with the standards and specifications of the Village.
- (e) Fire Hydrants. The developer shall furnish and install fire hydrants as required and specified by the Village, ISO and NFPA.

711.06 MAINTENANCE BOND.

- (a) The maintenance bond period for all work performed shall begin with the date of acceptance for maintenance and shall extend for a period of one year. Acceptance for maintenance is contingent upon completion of required repairs as prescribed by the Village Administrator. At any time during the bond period, the Village may notify the subdivider and his surety that certain repairs are necessary. Within sixty days, weather permitting, after being so notified, the subdivider shall make such repairs as are declared necessary to restore the work to a good and serviceable condition. In the event that the subdivider fails to comply with the order to repair as provided, the subdivider agrees to allow the Village to access the bond to effect the repairs made by the Village.
- (b) The subdivider shall also make repairs due to erosion or abuse by utility companies and shall repair all failures for all other reasons during the maintenance bond period. The streets and other improvements shall be in a condition acceptable to the Village Administrator at the end of the maintenance period. If the subdivider fails to perform such maintenance to the complete satisfaction of Council, Council may use such bond to make the necessary repairs at its discretion.
- (c) After one year, the subdivider is required to apply for final acceptance by the Village Administrator prior to submitting for Village dedication.
- (d) A temporary public turn-around shall be provided and maintained on all uncompleted roads accepted for maintenance.

711.07 VILLAGE INSPECTIONS.

- (a) The Planning Commission shall have the authority to appoint a construction representative to administer, monitor and provide construction observation to ensure that all construction standards required by the Village Zoning Code are adhered with respect to any residential, commercial or industrial construction in the Village.
- (b) In any project involving water and/or wastewater service, the Planning Commission shall consult with the Village Administrator for his recommendation on employing a Village Inspector to ensure that their rules and regulations are complied with.
- (c) The cost of construction administration and inspection secured by the Village shall be borne by the developer. The Planning Commission shall obtain an estimate of the costs of the inspections and shall obtain a cash bond for such amount from the developer prior to the issuance of any permits.

- (d) The inspector shall keep a daily log and certify that all necessary Village rules and regulations and ordinances have been complied with by the developer. The inspector shall advise the Village Administrator or the Mayor if work is not proceeding properly and request a stop work order if he deems it necessary.

CHAPTER 715

Drainage Requirements

- 715.01 Submission of plans.
- 715.02 Adequate drainage outlet.
- 715.03 Design standards.
- 715.04 Ditch protection.
- 715.05 Paved gutters.
- 715.06 Easements.
- 715.07 Storm water management.
- 715.08 Standards of operation.

CROSS REFERENCES

- Storm drain conductors and leaders - see OAC 4101:2-51-69
- Drainage system requirements - see P. & Z. 711.04

715.01 SUBMISSION OF PLANS.

- (a) Prior to the start of any construction, including any houses or streets, the developer shall furnish a plot plan showing the slab or floor elevation of each house proposed to be constructed. He shall also show by the use of arrows, how he proposes to drain each lot and show a general runoff pattern of the area to be improved and of adjacent areas which may be affected by the proposed improvement. In lieu of a plat plan, this information may be shown on a specific drainage plan or on the street plan and profile sheets. Roof leaders shall normally be connected to a splash block. Individual home site drainage shall be evaluated on a case by case basis.
- (b) The developer shall submit on contour maps, or other suitable drainage maps, information relative to the area to be drained, and submit necessary calculations prepared by his registered engineer in determining the proposed stormwater collection system. Minimum requirements for the drawings and calculations of drainage systems shall include the following:
 - (1) A map showing the existing topography of the developed area and adjacent land within 300 feet of its boundary. The topographic map shall use a contour interval appropriate to portray clearly the surface conformation and drainage pattern of the area.
 - (2) A vicinity map at a scale not less than two thousand (2000) feet to the inch showing the development area in relation to existing roads and nearest thoroughfares, streams and water ways.
 - (3) The drainage area for each pipe or drainage structure shall be outlined and have the acreage shown. To show the entire drainage area, additional sheets may be required. If additional sheets are needed, existing aerial mapping or USGS mapping shall be sufficient.
 - (4) The acreage of all tributary drainage areas and their sum.
 - (5) Times of concentration, intensity and runoff coefficients used in the Rational Method to estimate the amount of runoff, Overland slopes, curve numbers, hydraulic length, etc. used in the Soil Conservation Service (SCS) Peak Discharge Method. For methods other than previously listed adequate information must be provided to allow for proper review by the Village.
 - (6) Discharge in cubic feet per second (cfs), velocities in feet per second (fps) and any additional data needed to establish that drainage systems will convey the flow.
 - (7) Plan and profile drawings of the drainage course.

- (8) Cross sections of the drainage course as directed by the Village.
- (9) Size and types of all drainage improvements including detailed standard drawings of each.

715.02 ADEQUATE DRAINAGE OUTLET.

Surface water runoff from a development shall be drained through an adequate outlet. The location of the outlet shall be approved by the Village. The outlet maybe in a ditch, stream, storm sewer, or approved retention/detention basin, which has sufficient capacity to accommodate the runoff in a reasonable and acceptable manner.

715.03 DESIGN STANDARDS.

- (a) The design criteria will be based upon information obtained from the current edition of the "Ohio Department of Transportation Manual of Location and Design", (ODOT L & D) and the "Ohio Department of Transportation Construction and Material Specifications. (ODOT C & M).
- (b) Run-off or design discharge for storm sewer design, where the contributing area generally consists of pavement and a narrow strip back of the pavement, shall be obtained from the Rational Method.
 - (1) All storm sewers shall be designed using the Manning equation and/or the Kutters Formula.
 - (2) All storm sewers shall be designed with hydraulic slopes sufficient to provide a mean velocity, when flowing full, of not less than three (3) feet per second. Where the velocity exceeds twelve (12) feet per second, special provisions must be made to protect erosion and displacement.
 - (3) All storm sewers shall be properly sized but, in no case, shall a storm sewer be less than twelve (12) inches in diameter.
 - (4) All storm sewers shall be sized to flow approximately full for a five (5) year frequency storm. The size shall be determined by working downstream from the inlet of the first sewer run. Hydraulic gradient for flood flow (10 year) should be kept below catch basin grates. This will eliminate storm water from being detained on the ground surface during this period.
 - (5) When storm sewers are increased in size in the direction of flow, the invert of the larger pipe shall be at a lower elevation in order to maintain the same energy gradient (crowns of pipes to be at same elevation). A larger pipe shall not discharge into a small pipe unless specifically approved by the Village.
- (c) The rate of runoff shall be computed using the following design frequencies.

Roadway ditches	10 years
Storm sewers	10 years
Culvert under roadways	25 years
Water courses	50 years

The design frequency to be considered for an individual structure or system may be altered by the Village where the health and safety of the residents would be endangered by the hazards of flood waters or increased flow.

715.04 DITCH PROTECTION.

- (a) The developer shall adequately protect all roadway ditches and open water-courses to the satisfaction of the Village Inspector by one of the following methods.
- (b) Ditch protection in the form of ODOT C & M Item 659 Seeding and Mulching and ODOT C & M Item 660 Sodding shall be provided.

- (c) When the outlet velocity of storm sewers, culvert pipes, drive pipes or side drains is in excess of the above allowable velocities, sufficient length of Rock Channel Protection shall be provided or sedimentation at the time of final approval.
- (d) In all cases, any drainage facility within the subdivision shall be in a stable condition, free from either erosion or sedimentation at the time of final approval.
- (e) No owner/developer shall create a condition on property that allows erosion or other similar conditions to occur that adversely affects streets, sidewalks or storm sewers. For the purpose of this section "adversely affects" means any blockage, reduction in flow or other conditions that create an unfavorable condition that needs action to correct.

715.05 PAVED GUTTERS.

The Planning Commission will not approve any subdivision located in areas subject to periodic flooding, unless the developer or subdivider agrees to perform adequate improvements to render the area safe from flooding. An additional bond in the amount deemed necessary by the Village must be provided by the developer or subdivider to guarantee that he will comply with the requirements set forth in this entire chapter.

715.06 EASEMENTS.

- (a) Easements for drainage purposes shall be a minimum of twenty feet in width. The development's owner shall be responsible for obtaining any easements that are required, and shall have properly recorded at the Portage County Recorder's Office. Where the water-course is large, easement widths shall be increased as determined by the Village. (See Section 715.06(d).) Where watercourses cross plotted lots diagonally, the developer shall straighten courses, where practicable, and shall substantially follow subplot lines. Easements shall be shown on the record plat and deeds, and shall cover such existing or reconstructed watercourses.
- (b) Additional easement requirements are as follows:
 - (1) Easements for drainage purposes shall be constructed or defined on the ground by the developer before construction is started.
 - (2) In instances where the existing watercourse is well defined from past storm drainage and where the developer is required to reconstruct watercourse along subplot lines, such reconstruction shall be completed to the satisfaction of the Village Inspector.
 - (3) No open ditch shall be constructed within 150 feet of the rear or side of a house, as measured from the house to the edge of the ditch easement.
- (c) Existing and new drainage easements shall be shown on the construction including the volume and page number as recorded with the Portage County Recorder's Office.
- (d) When a proposed drainage structure extends beyond the limits of the normal public right-of-way, additional right-of-way shall be provided around the structure, by the developer, to allow for adequate maintenance.

715.07 STORM WATER MANAGEMENT.

- (a) The general intent of storm water management is to prevent damages caused by accelerated storm water runoff from developing areas, while promoting development. In an effort to fulfill this intent the peak rates of runoff and volumes shall be controlled using the "Critical Storm Method". This method is used to determine the design frequencies used to design the detention/retention structures for the development.
- (b) Critical Storm Method.

- (1) The peak rate of runoff from a Critical Storm (as determined below) and all more frequent storms occurring on the development area does not exceed the peak rate of runoff from a two (2) year frequency storm (of 24 hour duration) over the same area under pre-development conditions.
- (2) Storms of less frequent occurrence than the critical storm, up to 100 year storm, have peak runoff rates no greater than peak runoff rates from equivalent size storms under pre-development conditions. The Critical Storm for a specific development area is determined as follows:
 - A. Determine by appropriate hydrologic methods the total volume of runoff from a two (2) year frequency, 24 hour duration storm occurring over the development area before and after development.
 - B. From the volumes determined in subsection (b)(2)A. hereof, determine the percentage increase in volume of runoff due to development and using this percentage, select the 24 hour Critical Storm from the following table.

% Increase in Volume of Runoff		Critical Storm Discharge Limit
<u>(at least)</u>	<u>(but greater than)</u>	<u>Years</u>
0	20	2
20	50	5
50	100	10
100	250	25
250	500	50
500 or more		100

- (3) Storage volume does not have to be provided for runoff from off-site upstream areas. Upstream runoff should be conveyed through the site in accordance with current runoff conditions.
- (4) The requirements for this section for runoff rates and volumes shall be satisfied at each location where runoff rates leaves the development area.
- (5) Small developments (less than 2 acres) may have difficulties providing the required storm management as shown above. The following options may be used to decrease the peak rate of runoff. Provide detention in parking areas utilizing catch basins with the orifice exiting the bottom of the basins to the storm sewer. Consider using Vegetative Best Management Practices (BMP). These include the use of grass swales and filter strips. To utilize these BMP's the proposed parking areas and roof drains should discharge into these structures which will detain the peak flow by increasing the flow time across the site. Information on these structures can be found in "Controlling Urban Runoff; a practical manual for planning and designing urban BMP's which can be obtained from the Metropolitan Washington Council of Governments at (202) 962-3256, publication number 87703.
- (6) The Village reserves the right to waive or modify the storm water management requirements for the small developments, after determination of the feasibility of available options.

715.08 STANDARDS OF OPERATION.

- (a) The road storm sewer system shall serve as the prime drainage system. It shall be designed to carry roadway, adjacent land and house storm water drainage. The design discharge used to determine pavement inlet spacing shall be based on the Rational Method as mentioned above. The gutter flow between inlets shall be analyzed by the equation:

$$Q = .56 Z/NS^{1/2} Y^{8/3}$$
; as required by the ODOT L & D.

- (b) The inlet spacing shall be based on a ten-year frequency, fifteen-minute minimum time of concentration. The spread of water on the pavement shall be limited to two feet into the traveled lane. In addition to the above, storm sewers shall contain inlets, catch basins or manholes at intervals of not over 300 feet.
- (c) When the drainage system is outside of the road right of way, the developer shall secure and construct appropriate drainage facilities. Associated easements, right of way acquisition construction, etc. shall be the responsibility of the developer. The drainage facility shall be designed to meet the requirements of this entire Chapter.
- (d) All waterways with a design capacity not exceeding the capacity of thirty-six inch concrete pipe shall be enclosed. Existing creeks or ditches constructed by the developer which exceed the above limit, could be enclosed in appropriately sized conduit, otherwise it shall be constructed with a minimum of ten-foot wide continuous earth roadway which is to provide access for maintenance equipment to all sections of the ditch. The ditch easement shall be wide to contain such ditch slopes and roadway with ample clearance for the maintenance equipment. Open ditches shall have 3:1 side slopes and a minimum two-foot bottom width.