

# **SUBDIVISION REGULATIONS**

## **FORWARD**

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The Erie Regional Planning Commission has the responsibility of requiring that subdivisions comply with reasonable standards for development in the unincorporated areas of Erie County and that all proposed development is coordinated into the County Comprehensive Plan. The Commission has developed and revised these Subdivision Regulations which are intended to provide a minimum set of procedures, standards and specifications to achieve the goals and purposes of Erie County. It is in the best interests of both the County and private enterprise that every subdivision is well-designed and constructed; that every subdivision results in ordered growth; stable environments; and desirable, livable communities for the benefit of all citizens.

# ARTICLE 100

## PURPOSE, JURISDICTION, AND DEFINITIONS

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### 100 TITLE

The regulations contained herein shall be known as the *Subdivision Regulations of Erie County, Ohio* and shall be hereinafter referred to as “these Regulations.”

### 101 PURPOSE

The purpose of these Regulations is to

1. Provide for the orderly development of land to promote a harmonious and stable community environment;
2. Responsibly manage natural resources on a sustainable basis for both present and future benefit;
3. Promote the proper arrangement of roads and lots and ensure the safety and convenience of all roadway users;
4. Provide adequate facilities for water, drainage, and sanitary sewer facilities, and other health requirements;
5. Provide for convenient and adequate recreational facilities, open-space areas, schools, and other public cultural, recreational, and educational facilities;
6. Coordinate land development with applicable zoning resolutions and other regulations of Erie County, Ohio.

### 102 AUTHORITY

The Ohio Revised Code, Chapter 711, enables the Board of County Commissioners and the Erie Regional Planning Commission of Erie County to adopt regulations governing plats and subdivisions of land within the unincorporated area of the county.

### **103 ADMINISTRATION**

These Regulations shall be administered by the Erie Regional Planning Commission of Erie County, Ohio, and its Director, as authorized by the Ohio Revised Code.

### **104 JURISDICTION**

These Regulations shall apply to all subdivisions hereinafter made in and of all lands in the unincorporated areas of Erie County, Ohio.

### **105 RELATION TO OTHER LAWS**

When specific requirements contained within these Regulations are in disagreement with other lawfully adopted ordinances, resolutions, regulations, or rules, the most restrictive requirement shall govern.

### **106 AMENDMENTS AND PUBLIC HEARINGS**

These regulations may be amended after public hearings and other requirements as required by the Ohio Revised Code.

### **107 VALIDITY AND SEPARABILITY**

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

### **108 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 waiving 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.

## **109 DEFINITIONS**

For the purposes of these Regulations, the terms and words used herein shall be defined as follows.

### **109.1 MEANING OF “SHALL,” “SHOULD,” AND “MAY”**

SHALL—indicates a mandatory requirement. Procedures and items described with “shall” indicate the requirement *must* be met.

SHOULD—indicates a recommended requirement. Procedures and items described with “should” indicate the requirement is recommended and advisable, but not mandatory.

MAY—indicates a permissive requirement. Procedures and items described with “may” indicate that no requirement is intended.

### **109.2 MEANING OF “USED” AND “OCCUPIED”**

The words “used” or “occupied” as used in these Regulations shall be synonymous with the words “intended, designed, or arranged to be used or occupied.”

### **109.3 OTHER DEFINITIONS**

1% CHANCE FLOOD PLAIN—that area near and adjacent to the floodway and floodway fringe that will be inundated by the regional flood. See also *regional flood*. See FEMA publications for further information.

1% CHANCE FLOOD—see *regional flood*.

BOARD OF COUNTY COMMISSIONERS—the elected county commissioners of Erie County, Ohio.

COASTAL FLOOD PLAIN—Areas along Lake Erie and Sandusky Bay that are prone to flooding due to high lake levels and wave action; see FEMA publications and the State of Ohio Coastal Zone Management Agency for further information.

COMMISSION—the Erie Regional Planning Commission of Erie County, Ohio.

COMPREHENSIVE PLAN—the plan, or portion thereof, adopted by the Erie Regional Planning Commission and the Board of County Commissioners of Erie County, Ohio, establishing the land use goals, objectives, and policies of Erie County, Ohio. This plan shows the general location and extent of present and proposed physical facilities and land uses, including housing, commercial, and industrial uses, major streets, parks, schools, and other facilities.

CONDITIONAL ACCEPTANCE—the acceptance by Erie County of physical improvements for public ownership and maintenance on the condition that such improvements remain in satisfactory condition for the term of the maintenance guarantee.

CONDOMINIUM—all land and all buildings, improvements, and structures thereon; all easements, rights, and appurtenances belonging thereto; and all articles of personal property that have been submitted in accordance with and are subject to the provision of Ohio Revised Code Section 5311.

CORNER LOT—a lot bounded on 2 contiguous, adjacent sides by road rights-of-way, or by the horizontal curve of a single road right-of-way, provided the central angle of such an arc subtended by the side lot lines is not greater than 135°.

COUNTY—Erie County, Ohio.

COUNTY ENGINEER—the elected county engineer of Erie County, Ohio.

COVENANT—a written promise or pledge.

DEPARTMENT OF ENVIRONMENTAL SERVICES— employee appointed or hired by the Board of Erie County Commissioners that works within the Department of Environmental Services (DOES). This position could also be filled by the Utilities Director.

DESIGN YEAR AVERAGE DAILY TRAFFIC—the total volume of traffic traveling on a road on an average day, projected 20 years from full subdivision build-out and occupancy after all phases have been constructed.

DEVELOPER—an individual, firm, association, syndicate, partnership, corporation, trust or any other legal entity commencing proceedings under these Regulations to affect a subdivision of land hereunder for himself or for another. Also, the person, organization, firm, corporation, or other entity responsible for the funding, concept, creation, design, and construction of the subdivision. As used in these Regulations, *developer*

includes all agents, consultants (including engineers and surveyors), contractors, representatives, heirs, assigns, and all other persons or other entities hired by, working for, and/or representing the developer. Same as *subdivider*.

DIRECTOR—the Director of the Erie Regional Planning Commission of Erie County, Ohio.

DOUBLE FRONTAGE LOT—see *through lot*.

EASEMENT—an interest in land owned by another that entitles its holder to a specific limited use of said land.

ENGINEER—any person meeting the requirements of Section 4733.14 of the Ohio Revised Code and licensed to provide engineering services in the State of Ohio by the State Board of Registration for Professional Engineers and Surveyors.

ERPC – an abbreviation of the Erie Regional Planning Commission

FEMA—Federal Emergency Management Agency

FINAL ACCEPTANCE—the acceptance by Erie County of physical improvements for public ownership and maintenance upon release from the maintenance guarantee.

FINAL PLAT—a map or set of maps showing all data required by these Regulations, recorded by the Erie County Recorder, and used as an official, permanent, legal record.

FLOODPLAIN—the low-lying areas near and adjacent to the floodway where regional flood overflow from the floodway may collect until receiving waters can accommodate it. See also *regional flood*. See FEMA publications for further information.

FLOODWAY—the cross-sectional area of the watercourse that conveys the storm water runoff and the area directly connected that allows for movement of the regional flood. See also *regional flood*. See FEMA publications for further information.

FLOODWAY FRINGE—the area within the regulatory floodplain directly adjacent to the floodway in which floodwaters are moving. See also *regulatory floodplain*. See FEMA publications for further information.

HOUSEHOLD SEWAGE TREATMENT SYSTEM (STS) -any sewage disposal or treatment system or part thereof which receives sewage from a single family, two family, or three family dwelling.

IMPROVEMENTS—roadway pavement, resurfacing, curbs, gutters, sidewalks, water lines, sewer lines, storm sewers, storm water detention and retention areas, utility lines, street lights, flood control facilities, and the like, normally associated with the development of raw land into building sites.

INTERIOR LOT—a lot abutting road right-of-way on only 1 side.

LOT—a parcel of land of sufficient size to meet minimum zoning requirements and capable of providing sufficient space for yards, open space, buildings, and other items necessary to fulfill its intended purpose. See also *lot of record*. Such a lot may consist of a single lot of record, a portion of a lot of record, or any combination thereof of lots of record. Lot types defined by these Regulations include *corner lot*, *interior lot*, *through lot* and *reversed frontage lot*.

LOT AREA—the area within a lot as encompassed by its boundaries less any areas of road right-of-way.

LOT DEPTH—the mean horizontal distance between the front and rear lines of a lot.

LOT FRONTAGE—the width of the lot along an adjacent road right-of-way line.

LOT OF RECORD—a lot that is recorded by the Erie County Recorder, or possessing a metes-and-bounds description that is recorded by the Erie County Recorder. Same as *parcel* and *plot*. See also *lot*.

MAINTENANCE GUARANTEE—an agreement between a developer and Erie County guaranteeing the maintenance of the completed physical improvements for a fixed period of time.

MAJOR SUBDIVISION-any subdivision not classified as a minor subdivision. See Article 300.

MAJOR THOROUGHFARE PLAN—the plan and amendments adopted by the Erie Regional Planning Commission and the Board of County Commissioners of Erie County, Ohio, indicating the general location, pattern, and use recommended for the highways of Erie County, Ohio.

MINOR SUBDIVISION—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.

MONUMENT—permanent concrete, iron, or steel markers used to definitely establish in the field all lines and boundaries of a subdivision as drawn on a plat, and indicating all lot corners, boundary line corners, and changes in road centerline alignment.

OPEN SPACE—an area open to the sky which may be on the same lot as a building. Open space may include natural environmental features, swimming pools, tennis courts, and other such recreational facilities. Roads, structures for habitation or with roofs, and the like are not considered “open space.”

ORIGINAL PARCEL—contiguous land under the same ownership as that recorded in the Erie County Recorder’s Office at the passing of these Regulations on March 1, 1964.

PARCEL—see *lot of record*.

PERFORMANCE GUARANTEE—an agreement between a developer and Erie County guaranteeing the completion of construction of the physical improvements, within a fixed period of time, according to the approved plans and specifications.

PERSON—firm, association, organization, partnership, trust, company or corporation, as well as an individual.

PLANNED UNIT DEVELOPMENT—an area of land with a variety of housing types and/or related commercial and industrial facilities contained within a pre-planned environment and subject to the requirements of Section 519.021 of the Ohio Revised Code.

PLAT—a map or drawing showing the plan of a subdivision of land.

PLOT—see *lot of record*.

PRELIMINARY PLAT—a map or set of maps showing the proposed subdivision design and concept; used to allow an accurate review of the proposal before final design and construction.

PRIVATE ACCESS RIGHT-OF-WAY – an improved easement dedicated by a developer exclusively for vehicular/pedestrian access to a public road.



**PUBLIC WAY**—a bridge, channel, ditch, drainage facility, easement, expressway, freeway, highway, parkway, right-of-way, road, sidewalk, storm sewer, subway, tunnel, viaduct, land, walk or other ways in which the general public or a public entity has a right or which are dedicated thus, whether improved or not.

**REGIONAL FLOOD**—a flood whose probability of occurring in any given year is 0.01. Also called a 100-year or 1% chance flood. See FEMA publications for further information.

**REGULATORY FLOOD PLAIN**—Same as *1% chance flood plain*. See FEMA publications for further information.

**REVERSED FRONTAGE LOT**—a lot with frontage oriented approximately perpendicular to the general pattern of frontage in the proposed subdivision.

**RIGHT-OF-WAY**—a public way or private way typically reserved for transportation infrastructure and related facilities.

**ROAD** – Same as *roadway*.

**ROADWAY**—the portion of right-of-way improved for vehicular use.

**SANITARY SEWERS, CENTRAL OR GROUP**-a sewage disposal system approved by the Ohio EPA or Department of Environmental Services which provides a collection network and disposal system and central sewage treatment facility for a single development, community or region.

**SELECTED ENGINEER** – the elected county engineer of Erie County, Ohio or the Erie Regional Planning Commission's contracted professional engineer responsible for the review, administration and approval of the engineering requirements within the minor and major subdivision regulations of Erie County, Ohio.

**SETBACK LINE**—within a lot, a line established by appropriate township zoning resolution or other regulation and generally parallel to and referenced from lot lines, defining an area in which no building, structure, or other accessory building may be located above-ground, except as specified by said zoning resolutions or other regulations.

**SEWAGE SYSTEMS, ONSITE**-a leaching device or similar installation on an individual lot to serve an individual dwelling which utilizes physical and bacteriologic processes for the treatment of sewage and provides for the proper and safe disposal or discharge of the effluent, subject to the

approval of the Erie County Board of Health or other health and sanitation officials having jurisdiction.

STREET – Same as *roadway*.

STS- an abbreviation for Sewage Treatment System

SUBDIVIDER—see *developer*.

SUBDIVISION— (1)—the division of any parcel of land shown as a unit or as contiguous units on the last preceding tax roll, into two or more parcels, sites, or lots, any one of which is less than five acres for the purpose, whether immediate or future, of transfer of ownership, provided, however, that the division or partition of land into parcels of more than five acres not involving any new streets or easements 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

(2)—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 spaces for common use by owners, occupants or lease holders or as easements for the extension and maintenance of public sewer, water, storm drainage or other public facilities.

SURVEYOR—any person meeting the requirements of Section 4733.14 of the Ohio Revised Code and licensed to provide surveying services in the State of Ohio by the State Board of Registration for Professional Engineers and Surveyors.

THROUGH LOT—a lot abutting road right-of-way on 2 non-contiguous, non-adjacent sides. Same as a *double frontage lot*.

UTILITY, PRIVATE—any utility not constructed or maintained by a governmental agency, whether placed in a public right-of-way or easement, or on private property. Such utilities include, but are not limited to, electricity distribution systems, natural gas systems, and communications systems.

UTILITY, PUBLIC—any utility constructed or maintained by a governmental agency and placed in a public right-of-way or easement. Such utilities include, but are not limited to, water distribution facilities, sanitary sewer facilities, and storm water management facilities.

VARIANCE—an official modification of the regulations and requirements of these Regulations that does not compromise the health, safety, and welfare of the public and initiated by the developer in instances where enforcement of certain of these Regulations would result in the unnecessary and undue hardship of the developer.

VICINITY MAP—a drawing located on the plat which sets forth by dimensions or other means, the relationship of the proposed subdivision or use to other nearby developments or landmarks and community facilities and services within Erie County in order to better locate and orient the area in question.

# ARTICLE 200

## MINOR SUBDIVISION APPROVAL

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### 200 PURPOSE

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

### 201 GENERAL PROCEDURE

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

***Lot Split or Minor Subdivision***-these shall be processed by an individual designated by the Commission and require a survey drawing, the new deed creating the new parcel, including a legal description and appropriate fee.

### 202 REQUIREMENTS FOR MINOR SUBDIVISION APPROVAL

Approval without a plat of a proposed minor subdivision shall be granted by a designated representative of the Commission if the proposed minor subdivision meets all of the following conditions:

- a. The proposed division of a parcel of land as shown on the last preceding tax roll involves no more than five (5) lots, after the original parcel has been completely subdivided, any one – including the original parcel residue - of which is less than five (5) acres.
- b. The proposed subdivision is along an existing public roadway, or by resolution of the effected township trustees, have access to a private access right-of-way to a suitable public road and involves no opening, widening or extension of any roadway, right-of-way 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 respective township zoning inspector, Erie County Health Department, the County Engineer and others, as may be applicable.

## **203**

### **SUBMISSION REQUIREMENTS**

Following a complete submittal of the items below, the minor subdivision shall be reviewed by the appropriate agencies within seven (7) working days.

1. Complete the affidavit form on pages 16-17. Additional copies are available from Erie Regional Planning Commission, 2900 Columbus Avenue, Sandusky, Ohio 44870 or the respective township zoning Inspector.
2. Have a survey prepared as outlined in the affidavit form. The survey shall include the following:
  - a. Locations, widths, centerlines and names of all existing and/or platted streets, railroad and utility rights-of-ways, easements, location and size of all existing buildings, corporation and township lines and location of any on site septic systems or sanitary water and storm sewer service connections.
  - b. A legal description of the property.
  - c. Areas within regulatory floodplain and within floodway as determined by mapping provided by the Federal Emergency Management Agency.
  - d. Location of monuments and their descriptions.
3. Sign and notarize affidavit (seller).
4. Have respective township zoning inspector check lot for conformity with zoning resolution and sign form, if approved.
5. County Engineer must approve legal description and sign form, if approved.
6. The Department of Environmental Services and the Erie County Health Department shall review the proposed minor subdivision to ensure adequate water and sanitary sewer service can be provided. If sanitary sewer is not available, an approved site review showing the location of a STS and replacement area for a STS must be shown.

7. A drainage plan may be required by the Commission or the County Engineer. If easements are included in the drainage plan, this plan shall be filed with the Erie County Recorder.

The County Engineer may recommend, in writing, the waiver of these storm water drainage requirements for any parcel of land which is already adequately drained or because of its size or topography, does not require any drainage improvements.

If stormwater management facilities are necessary, the required drainage plan shall show the following information:

- a. Each parcel of land divided under this procedure shall contain a permanent easement shown on each of the lots for storm water drainage purposes. This area shall be used exclusively for a storm water drainage facility constructed prior to approval of any lot splits or transfers of ownership at the time of the development of the lot, and be maintained by the benefiting property owners included in this drainage plan.
  - b. All such facilities shall be constructed per the *Erie County Stormwater Rules Regulations and Erosion Control* manual and maintained in accordance with general standards prepared by the County Engineer for storm water drainage. Such construction and maintenance shall be at the expense of the lot owners. This restriction shall be shown on the minor subdivision map and referenced in all subsequent deeds to the lot.
8. Sight distance for driveways shall be reviewed by the County Engineer and shall conform to Ohio Department of Transportation standards.
  9. Attach the appropriate processing fee as determined in the fee schedule for each submittal.
  10. Bring affidavit form, signed deed (completely executed) and two (2) copies of survey (sketch) to Erie Regional Planning Office.

**TRANSFER OF PROPERTY BETWEEN ADJOINING OWNERS**

Where a transfer of less than five (5) acres of property is between adjoining owners, the original parcel residue shall be subject to these regulations and the transfer of property shall be approved only if the residue complies with these regulations. The grantees' names on the deed shall match the ownership of the adjacent parcel being enlarged by the transfer. Deeds for combining acreage shall include the notation: "Not to be used as a separate building site or transferred as an independent parcel in the future without Erie Regional Planning Commission approval."

# ARTICLE 300

## MAJOR SUBDIVISION APPROVAL

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### 300 PURPOSE

The purpose of this article is to establish the procedure for review and approval of major subdivisions, as authorized by 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 owner of the property or his authorized agent, shall apply for and secure approval of the proposed subdivision in accordance with these Regulations.

***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 three principal steps:

1. Optional sketch plan (informal consultation);
2. Preliminary plan; and
3. Final plat

### 302 OUTLINE OF CONDITIONS FOR MAJOR SUBDIVISIONS

A proposed subdivision involving any of the following shall be subject to the procedures of this Article.

- a. More than five (5) lots, any of which is less than five (5) acres, including the residue of the original tract.
- b. Creation, widening or extension of a roadway right-of-way or easement.
- c. Division or allocation of land for utility or drainage easements.
- d. Subdivision of platted land to create additional lots in a recorded subdivision.



### **303 INFORMAL CONSULTATION**

Prior to preparing a sketch plan, the developer should request an informal discussion with the designated representative of the Commission to discuss the procedures for approval of the subdivision plan and to familiarize the developer with the Comprehensive Plan, Thoroughfare Plan, and public utility, safety, township, construction and other applicable requirements.

### **304 SUITABILITY OF LAND**

If the Commission determines that the land proposed to be subdivided is unsuitable for development and that such development would be contrary to the public interest because of, but not necessarily limited to the following:

1. Failure or inability of the proposed subdivision design to comply with the requirements of these regulations, except as provided for through the variance procedure described in these regulations;
2. Flooding;
3. Poor drainage;
4. Unsuitable topography;
5. Unsuitable soils;
6. Inadequate water supply;
7. Inadequate sewage disposal;
8. Unsuitable transportation facilities;
9. Inadequate school facilities;
10. Any condition that may endanger life, health, or property or any recommendation by the appropriate public agency that such development is not in the public interest or may endanger life, health, or property;

then the Commission shall not approve any proposals, plans or plats for such subdivision.

### **305 PRELIMINARY PLAN REQUIRED**

The developer shall submit twelve (12) full sized copies and one (1) half-scale/quarter size copy of the preliminary plan of the proposed subdivision which shall conform to all requirements established in this article. The preliminary plan shall not serve as a record plat; its purpose shall be to display the proposal in its proper context and thus enable the Commission to determine its merit based upon aspects of proper planning and the public welfare and interest.

## **306 PRELIMINARY PLAN FORM**

The preliminary plan shall be drawn on one or more sheets 24 inches by 36 inches in size at a scale of not less than one hundred (100') feet to the inch. No ditto marks shall be used.

## **307 PRELIMINARY PLAN CONTENTS**

The preliminary plan shall contain the following information:

1. Proposed name of the subdivision which shall not duplicate or closely approximate the name of any other subdivision in Erie County.
2. Location by section (or Great Lot or tract, as applicable), township, range, county and state.
3. Names, addresses and telephone numbers of the developer or professional engineer, who prepared the plan and appropriate registration number and seal.
4. Date of survey, scale of plat, north point.
5. A legible vicinity map shall be provided which indicates the relationship of the subdivision to its surroundings. This map shall display all existing subdivisions, roads, and tract lines.
6. The boundaries of the subdivision. A perimeter survey is not required.
7. Names of adjacent subdivisions, owners of adjoining parcels of unsubdivided land, and boundary lines of said contiguous properties.
8. The latest edition of the Erie County topographic maps and aerial photographs may be used for preliminary submittals.
9. Zoning classification of the tract and adjoining properties and a description of proposed zoning changes, if any.
10. Existing contours at an interval of not more than two (2') feet.
11. Minimum building setback lines on all lots and other sites displayed graphically with dimensions from street lines.
12. Location of existing buildings, sewers, drainage tile, water mains, culverts or other underground utilities within the tract or adjacent thereto; also location of existing and proposed easements.
13. Location, names and dimensions of existing and proposed roadways, rights-of-way and other easements.
14. Known cemeteries, historical or archeological sites.
15. Locations of all proposed utility and sewer lines (including easements) showing their connections with existing systems.
16. Layout, numbers and approximate dimensions of each lot.
17. Parcels of land in acres to be reserved for public use or to be reserved by covenant for residents of the subdivision. Also furnish

- the amount of acreage in lots, streets, opens spaces, etc. and the total acreage.
18. High water levels in vicinities of lakes, rivers and other natural bodies of water in accordance with high water level information from the Ohio Department of Natural Resources.
  19. Locations of floodplains, floodways in accordance with the latest FEMA map.
  20. Existing soils information, including soil types, location and engineering, capabilities and limitations.
  21. A conceptual plan for commercial and industrial development showing the locations and dimensions of proposed parking and loading areas, pedestrian walk-ways, streets and the points of vehicular ingress and egress to the development.
  22. A narrative and drainage plan indicating how the plan will conform to the standards for storm water management as specified by Article 500.
  23. Screening, buffering and/or noise abatement measures.
  24. Completed checklist (included in the Forms section of these Regulations). This will assist the subdivider in meeting the preliminary plan information requirements.

**308**

## **SUBMISSION TO THE DIRECTOR OF THE OHIO DEPARTMENT OF TRANSPORTATION**

For any preliminary plan or final plat, as applicable, of land within three hundred (300) feet of the centerline of a state highway for which changes are proposed, or of land within a radius of five hundred (500) feet from the point of intersection of said state highway centerline with any public road or highway, the Commission shall give notice by registered or certified mail to the Director of the Ohio Department of Transportation (Director). If the Director notifies the Commission that (s)he shall proceed to acquire a portion of the land described by the preliminary plan or final plat, the Commission shall refuse to approve the preliminary plan or final plat for a period of one hundred twenty (120) days after such notification is received. If the Director notifies the Commission that such acquisition is not in the public interest, or upon the expiration of the period set by this Section or any extensions thereof mutually agreed to by the Director and the developer, the Commission shall, if the preliminary plan or final plat is in conformance with these Regulations, approve the preliminary plan or final plat.

## **309 SUBMISSION TO TOWNSHIP TRUSTEES**

Within five (5) days after the submission of a preliminary plan, the Commission shall schedule a meeting to consider the preliminary plan. It shall send written notice by regular mail or email to the Fiscal Officer of the respective Board of Township Trustees of the township in which the proposed development is located. The notice shall inform the trustees of the submission of the preliminary plan and of the date, time and location of any meeting at which the Commission will consider or act upon the proposed preliminary plan.

## **310 FILING OF THE PRELIMINARY PLAN**

A completed application for preliminary plan approval shall be considered officially filed on the day it is received by the Commission and shall be so dated. Incomplete applications or preliminary plan submittals missing essential information required by these Regulations shall not be considered officially filed until the date all missing information or completed application is delivered to the Commission by the developer.

In cases of missing or incomplete information the Commission staff shall notify the developer of any additional data required and Commission action may be delayed until said data is received. Filing shall be at least twenty-eight (28) days prior to the regular Commission meeting at which the plan is to be reviewed. Any plan received less than twenty-eight (28) days prior to the regular Commission meeting shall be discussed at the succeeding regular Commission meeting. A fee, as specified in Section 905 of these regulations, shall be required for the filing of the preliminary plan.

## **311 PRELIMINARY PLAN APPLICATION CONTENTS**

An application for preliminary plan approval shall contain the following items to be completed and submitted by the developer:

- Completed preliminary plan application form
- Completed preliminary plan questionnaire
- Completed preliminary plan checklist
- Preliminary plan prints
- Preliminary plan application fee
- Written selection of Engineer. Failure to select an engineer shall result in the elected County Engineer being the responsible engineer.

## **312 REVIEW AND APPROVAL OF PRELIMINARY PLAN**

The preliminary plan shall be circulated to the following agencies for comments: County Engineer, Department of Environmental Services, Erie County Soil & Water Conservation District, township fire department, township zoning inspector, Township Trustees, the appropriate School Board, Erie County Health Department, Erie County Sheriff, Rural Water Authority (where appropriate) and the Ohio Department of Transportation, if the proposed subdivision abuts a state highway.

The developer may be required to meet with certain agencies and the Commission staff to discuss pertinent problems. All corrections or clarifications agreed upon during such meetings shall be incorporated either in the preliminary plan drawing or in subsequent plans as approved by the Commission.

After receipt of reports from such officials and agencies, the Commission, at its regular meeting, shall determine whether the preliminary plan shall be approved, conditionally approved or disapproved. The developer shall be notified in writing of the action of the Commission. If a plan is disapproved, the reasons for such disapproval shall be stated in writing. Furthermore, any form of approval of a preliminary plan shall be contingent upon compliance with all other applicable resolutions and regulations of the county or township. If conditional approval is granted, the conditions upon which such approval is contingent shall be stated in writing and incorporated into the minutes of the Commission meeting.

## **313 APPROVAL PERIOD**

The approval or conditional approval of the preliminary plan shall be effective for a period not to exceed twenty-four (24) months from the date of approval or conditional approval and shall guarantee that the terms under which the approval was granted will not be affected by changes to these regulations. No more than ninety (90) days but no less than thirty (30) days prior to the expiration of this approval period, the developer may submit to the Commission a request, in writing, for an extension of said approval period.

### **313.1 Major/Minor Changes**

1) Major Changes. Changes which alter the concept or intent of the approved preliminary plat including increases in the density; reductions of proposed open space; changes in road standards or their alignment; changes in the location of utilities, water, electricity and drainage outside dedicated easements, may only be approved by submission of a new

preliminary plan and supporting data and following the “preliminary approval” steps and subsequent amendment of the final plat.

### **314 FINAL PLAT REQUIRED**

The developer, having received the approval of the preliminary plan from the Commission, shall submit the final plat of the proposed subdivision. The final plat shall substantially conform to the approved preliminary plan. The final plat shall constitute only the portion of the plan which the developer intends to record at that time. A substantial deviation from the originally proposed preliminary plan may require a new/revised preliminary plan.

### **315 APPLICATION FOR APPROVAL OF FINAL PLAT**

An application for approval of the final plat, together with twelve (12) copies of the plat and one half-scale/quarter-sized copy, and the supplementary information specified in these Regulations hereinafter, shall be submitted to the Commission.

### **316 GENERAL REQUIREMENTS FOR FINAL PLATS**

The final plat shall be prepared by a registered surveyor. The developer shall comply with all requirements of Section 604 and the other applicable requirements of these Regulations prior to final plat approval.

### **317 FINAL PLAT FORM**

The final plat shall be legibly prepared with waterproof ink on Mylar or with other materials of equal durability. It shall be drawn at a scale of not less than one hundred (100) feet to the inch and shall be on one or more sheets 24" x 36" in size, with ½" border and 1 ½" binding left edge. If more than one sheet is needed, each sheet shall be numbered and the relation of one sheet to another clearly shown. No ditto marks or abbreviations shall be used on the plat.

### **318 FINAL PLAT CONTENTS**

The final plat shall contain the following information:

1. Name of the subdivision, location by section or Great Lot, range, township, county and state.

2. Date, north point, acreage and full metes and bounds description of the whole property and vicinity map showing the general location of the subdivision.
3. Name and address of the owner and/or agent and the registered surveyor who prepared the plat and the appropriate registration number and seal.
4. All plat boundaries, proposed lot lines and bearings to within five seconds; property lines of public open spaces and other sites with length of courses to feet and hundredths thereof.
5. Centerlines of roads; rights-of-way; and easements, with accurate dimensions, bearings or deflection angles; and radii, arcs and central angles of all curves. Linear dimensions shall be expressed by bearings and distances in feet and hundredths thereof. All dimensions, both linear and angular, are to be determined by an accurate control survey in the field which must balance and close within the limit of the minimum standards of the Ohio Administrative Code 4733.37.
6. Names of existing and proposed roadways or other rights-of-way.
7. Location and purpose of easements.
8. Numbers to identify each lot or site. All lots shall be numbered consecutively.
9. Dedication of rights-of-way, easements, reserved areas, or other applicable areas within the boundaries of the plat.
10. Excepted parcels or lots which shall be marked "Not Included in Plat" and the boundaries of which shall be completely described by courses and distances.
11. Accurate location and description of all monuments.
12. Previous lots and blocks and their numbers indicated by lineweight that is less than that used to indicate proposed changes (in the case of a replat).
13. Street addresses, as established by the Township.
14. A copy of any restrictive covenants in form for recording shall be presented with the final plat to the Commission.
15. Flood hazard information of the area as required in Article 800 of these regulations.
16. Minimum building setback lines on all lots and other sites displayed graphically with dimensions from street lines.
18. Screening, buffering and/or noise abatement measures.
19. Spaces for all signatures, as required, by Section 319 and Article 400 of these Regulations.

**CERTIFICATION OF APPROVAL**

The following certifications shall be placed on the final plat in the order of the signatures as follows:

1. Certification by a registered surveyor to the effect that the plat represents an accurate survey and that all monuments shown thereon actually exist and that their locations are shown correctly.
2. Notarized certification from owner of land acknowledging the adoption of the plat and dedication of rights-of-way and roadways and open spaces.
3. Certification of approval by the Department of Environmental Services.
4. Review by the respective township zoning inspector and Township Trustees.
5. Certification of approval by the Erie County Health Department and or the Ohio EPA, as applicable
6. Certification by the elected County Engineer or the Board of County Commissioners, where the construction of roads are required, the subdivider has complied with one of the following alternatives:
  - a. All roadways have been installed in accordance the requirements of these Regulations and in accordance with any other regulations of the elected county engineer, Department of Environmental Services and the Commission.
  - b. A financial guarantee has been posted with the proper agency in sufficient amount to ensure completion of all required roadway improvements.

Certification by the Board of County Commissioners upon recommendation by the county engineer responsible for all roadways that required the actual engineering review, administration and approval of the subdivision application and plat that the subdivider has complied with one of the following alternatives:

  - a. All roadways have been installed in accordance with the requirements of these Regulations and in accordance with the recommendations of the county engineer responsible for the required engineering review, administration and approval of the subdivision's application and plat, Department of Environmental Services and the Commission.
  - b. A financial guarantee has been posted with the proper agency in sufficient amount to ensure completion of all required improvements.
7. Certification of approval by the Commission.



8. Certification of approval by the Board of County Commissioners.
9. Certification of approval by the Auditor of Erie County stating that all taxes and assessments on the land in the subdivision have been paid.
10. Certificate of County Recorder.
11. A statement shall be placed on the plat and all deeds requiring the future connection to central water and/or sewage facilities when either or both become available, as determined by the Erie County Health Department.

## **320 FILING OF THE FINAL PLAT**

The final plat shall be filed with the Commission not later than twenty-four (24) months after the date of approval of the preliminary plan; otherwise, it shall be considered void unless an extension is requested by the subdivider and granted in writing by the Commission.

The final plat shall be filed at least twenty-eight (28) days prior to the regular Commission meeting at which said plat is to be reviewed. The final plat shall be considered officially filed on the day it is received and accepted by the Commission and shall be so dated.

A fee, as specified in Section 905 of these Regulations, shall be required for the filing of the final plat.

## **321 REVIEW AND APPROVAL OF FINAL PLAT**

The Commission, at its regular meeting, shall approve or disapprove the final plat within twenty-eight (28) days after it has been filed. If the plat is disapproved, the grounds for disapproval shall be stated in the records of the Commission and a copy of said record shall be forwarded to the developer. If approved, the developer shall record the plat after meeting all applicable requirements of Article 300 and Section 604, as well as any conditions for approval specified by the Commission.

When a final plat has been approved and all conditions for approval have been satisfied, the certificates of approval shall be signed by the respective officials and the plat returned to the developer. The subdivider shall, within sixty (60) days, submit a copy of the approved plat for processing by the Erie County Auditor and Tax Map Department and filing with the Erie County Recorder. It shall be the responsibility of the developer to gain all necessary certifications before filing and to file the plat with the County Recorder. The developer shall provide the Commission with a paper copy of the approved plat. If a plat is disapproved by the Commission, the developer of said plat may file a

petition within 60 days after such disapproval in the Court of Common Pleas of Erie County to reconsider the action of the Commission.

### **322 REPLATS, SUBDIVISION VACATIONS, PLATS OF RIGHTS-OF-WAY, OPEN SPACES AND EASEMENTS FOR PUBLIC UTILITIES**

A developer proposing the resubdivision of a plat previously recorded in the Office of the County Recorder shall follow the same procedure as for a new plat and in accordance with Ohio Revised Code Sections 711.40, except that a preliminary plan may not be required if changes in roadway or rights-of-way alignment or like changes are not included in the proposal.

Combining entire existing tax parcels can be accomplished by the Erie County Auditor without Commission approval if the existing parcels have the same deed reference, are adjacent to each other, are not separated by a right-of-way and the acreage of all parcels is combined into a single tax parcel by filling out an "Application for Combination" at the Auditor's Office listing the tax parcel numbers to be combined.

Proposals of subdivision abandonment; plats of rights-of-way openings, widenings and extensions; open spaces for common use by owners; occupants or leaseholders; and easements for the extension and maintenance of public sewer, storm water drainage or other public utility shall have the same plat requirements as required in Section 302.

Provision for the subdivision of land for use by utility companies shall be considered on the basis of the special conditions in each case. Primary consideration of any proposed use shall be that it is not detrimental to the area in which the property is located.

### **323 PUBLIC IMPROVEMENTS**

All public improvements shall be installed per the requirements of Article 600.

### **324 COUNTY ENGINEER ALTERNATIVE**

By amending Section 109.3, the definition of County Engineer, the Commission makes available to a developer the choice between the elected County Engineer or the Erie Regional Planning Commission's retained professional Engineer, at the developer's cost, for the Commission's required engineering review.

The ERPC retained professional engineer shall be selected through a Request for Qualifications process, approved BI-ANNUALY/ANNUALLY and approved by vote of the Director of Regional Planning Commission and three township trustee appointees.

# ARTICLE 400

## REQUIRED STATEMENTS AND SIGNATURES TO BE AFFIXED ON THE SUBDIVISION PLAT

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### 400 REQUIRED STATEMENTS TO BE AFFIXED ON THE SUBDIVISION PLAT

Situated in the Township of \_\_\_\_\_, County of Erie, State of Ohio and being of original lot number \_\_\_\_\_, containing \_\_\_\_\_ acres and being the same tract as conveyed to \_\_\_\_\_ and described in deed recorded in Deed Book \_\_\_\_\_, Page \_\_\_\_\_, Recorder's Office, Erie County, Ohio.

The undersigned (set forth all parties having recorded legal title interest in the parcel) \_\_\_\_\_ hereby certify that the attached plat correctly represents their \_\_\_\_\_  
"\_\_\_\_\_", a subdivision of lots of \_\_\_\_\_ to \_\_\_\_\_, inclusive, do hereby acknowledge this plat of same and dedicate to public use as such, all or parts of the roads, boulevards, cul-de-sacs, parks, planting strips, etc., shown herein and not heretofore dedicated.

The undersigned further agree that any use or improvements made on this land shall be in conformity with all existing platting, health or other lawful rules and regulations including the applicable off-street parking and loading requirements of \_\_\_\_\_ Township, for the benefit of themselves and all other subsequent parties taking title from, under or through the undersigned.

The undersigned also agree to install the drainage improvement(s) as planned and assume the cost thereof. We also agree to file a set of plans for the drainage improvements accompanied with a schedule of the properties that will benefit by the drainage improvement(s) as required by Section 6131.63 of the Ohio Revised Code. We further agree to follow the steps as outlined in this section of the Ohio Revised Code, so that the drainage improvement(s) will be placed on the Erie County Ditch Maintenance Program.

Upon approval of the storm drainage plans and schedules for accepting the storm drainage systems for Erie County Ditch Maintenance, the owner shall deposit an amount based on a percentage of the construction cost of the systems with the Erie County Auditor under the name of the improvements to establish the maintenance fund. This amount will be set

forth at the hearing with the Erie County Commissioners to accept the drainage systems for future maintenance by the Erie County Ditch Maintenance Program.

The dimensions of the lots and streets are shown on the plat in feet and decimal parts thereof. Easements are reserved where indicated on the plat for public utility purposes above and beneath the surface of the ground.

In Witness thereof the undersigned have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Signed \_\_\_\_\_ Witness \_\_\_\_\_  
\_\_\_\_\_

**Certificate of Surveyor**

I hereby certify that this map is a true and a complete survey made by me (under my supervision) on \_\_\_\_\_ 20 \_\_\_\_\_, and that all monuments and lot corner pins are (or will be set as shown).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Registration Number

\_\_\_\_\_  
Registered Surveyor

(Seal)

**STATE OF OHIO  
COUNTY OF ERIE**

IN WITNESS thereof I have hereunto set my hand and affixed by official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Registered Surveyor (Seal)

Before me a Notary Public in and for said County appeared \_\_\_\_\_  
who acknowledged the signing of the foregoing instrument to be their voluntary  
act and deed for the uses and purposes therein expressed.

IN WITNESS thereof I have hereunto set my hand and affixed by official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public (Seal)

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

\_\_\_\_\_  
Erie County Department of Environmental Services

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

\_\_\_\_\_  
Township Trustee

\_\_\_\_\_  
Township Trustee

\_\_\_\_\_  
Township Trustee

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

\_\_\_\_\_  
Township Zoning Inspector

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

\_\_\_\_\_  
Erie County Board of Health

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

\_\_\_\_\_  
Erie County Engineer

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

\_\_\_\_\_  
Erie Regional Planning Commission

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

\_\_\_\_\_  
Erie County Commissioner

\_\_\_\_\_  
Erie County Commissioner

\_\_\_\_\_  
Erie County Commissioner

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

\_\_\_\_\_  
Erie County Auditor

Filed for Record this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_  
at \_\_\_\_\_ ☐ a.m. ☐ p.m.

Recorded this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

In Plat Book \_\_\_\_\_, Page No. \_\_\_\_\_.

# ARTICLE 500

## SUBDIVISION DESIGN STANDARDS

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### **501 INTRODUCTION**

The regulations in Article 500 shall govern the manner in which streets, lots, and other elements of a subdivision are arranged on the land. The design standards of this Article are intended to ensure safe roads, usable lots, and adequate provisions for utilities.

The Commission is responsible for reviewing and, where deemed necessary in accordance with these Regulations, modifying the design of each proposed subdivision early in its development. The Commission shall ensure that all of the requirements and standards of Article 500 are met.

### **502 CONFORMITY TO ZONING REQUIREMENTS, FRONTAGE REQUIRED**

#### **502.01 ZONING REQUIREMENTS**

No final plat of land shall be approved unless it conforms to the current zoning regulations of the respective Township in effect at the time said plat is submitted.

#### **502.02 FRONTAGE REQUIREMENTS**

All major and minor subdivisions proposed under these Regulations shall have frontage on an existing public road or by resolution of the effected township trustees have a private access right-of-way to a suitable public road.

Such frontage shall be of sufficient, continuous width to meet the minimum lot frontage as established by the respective township zoning resolution. All private access rights-of-way shall require their maintenance solely by the developer, subdivider or future owner(s). Private streets



shall be identified with appropriate signage. No subdivision shall be approved that does not meet the requirements of this Section.

## **503 TRAFFIC IMPACT STUDY**

### **503.01 REQUIREMENTS**

A Traffic Impact Study (TIS) shall be required for all proposed subdivisions with public or private roads that will have access onto existing County and Township roads and generate or have the potential to generate a full build-out design year average daily traffic volumes greater than or equal to 1,000 vehicles. Proposed subdivisions with private or public roads with access only to routes maintained by municipalities, villages, other incorporated areas, or the Ohio Department of Transportation, shall be subject to the requirements specified by the responsible jurisdiction.

The TIS shall be conducted in conformance with the requirements, methods, and procedures as specified by the Access Management Manual of Erie County, Ohio in effect at the time of preliminary plan approval.

The developer shall enter into an agreement with the Commission to provide all necessary funds and construction plans to minimize and mitigate any adverse traffic impacts and construct improvements to the existing, adjacent roadway facilities as defined, identified, and recommended by the TIS. If the developer cannot provide the necessary plans and funds for such actions, the County Engineer shall not recommend the proposed subdivision for approval.

## **504 SPECIFICATIONS AND STANDARDS**

### **504.01 CONSTRUCTION**

The *Construction and Material Specifications* current edition (or equivalent), and issued by the Ohio Department of Transportation (ODOT), except as modified, revised, or replaced by supplemental specifications as may be issued by ODOT and the County Engineer, shall govern the making of all improvements required by these Regulations.

### **504.02 STANDARD DRAWINGS**

All subdivision detail designs shall comply with current edition at the time of plan submittal of the *Standard Construction, Traffic, and Bridge Drawings* (Standard Drawings) issued by the Ohio Department of Transportation, except as otherwise provided for by the specifications of these Regulations and any supplemental specifications as may be issued by ODOT and the County Engineer.

### **504.03 GEOMETRIC DESIGN**

For design requirements, procedures, specifications, and guidelines not described or otherwise set forth in these Regulations, the design of the proposed subdivision shall be governed by the current edition at the time of plan submittal of the *Location and Design Manual, Volume 1: Roadway Design* (henceforth, *Location and D*) issued by the Ohio Department of Transportation.

### **504.04 TRAFFIC CONTROL**

All traffic control requirements, procedures, specifications, and guidelines not described or otherwise set forth in these Regulations shall be governed by the current edition at the time of plan submittal of the *Ohio Manual of Uniform Traffic Control Devices (MUTCD)*.

## **505 ROAD DESIGN STANDARDS FOR ROADS WITHIN THE SUBDIVISION**

### **505.01 INTRODUCTION AND SCOPE**

The design standards described within Section 505 shall apply only to new roads and intersections contained entirely within the boundaries of the proposed subdivision. For design standards for modifying existing roads, including the creation of new intersections and access points on existing roads, refer to Section 506.

The arrangement, character, extent, geometry, width, grade, and location of all roads shall conform to the requirements of these Regulations.

All roads should be considered in relation to existing roads, land uses, topographical conditions, public convenience, and safety. The proposed roads should not cause inconvenience, hardship, or significant disruption to current transportation facilities. Interior subdivision traffic circulation patterns should discourage through traffic generated by exterior traffic generators.

## **505.02 ROAD HIERARCHY**

### **505.02.1 ROAD HIERARCHY NOMENCLATURE**

Roads shall be classified based on roadway function. For proposed roads within the subdivision, the following classification system shall be used:

1. *Residential and Commercial/Industrial* – primarily provides frontage for access to individual residential and commercial/industrial lots, respectively, with traffic having destination or origin on the road itself; secondarily carries through traffic of adjoining residential or commercial/ industrial roads for distribution to collector roads. All roads projected to have design year average daily traffic volumes of less than 250 vehicles shall be designated as residential or commercial/industrial, as appropriate.
2. *Collector* – primarily provides traffic circulation within residential, commercial, and industrial areas and accumulates traffic for delivery to other collectors and arterials; secondarily provides frontage for access to individual lots. All roads projected to have design year average daily traffic volumes of 250 vehicles or greater shall be designated collectors.

The design criteria for commercial/industrial roads shall be the same as for the corresponding residential criteria, except where otherwise specified within these Regulations.

Average daily traffic volumes used in determining road classification shall be the 20-year design traffic volumes calculated per Section 505.05.

All proposed design elements shall be chosen based on the roadway classifications listed above. Example road hierarchies for several residential subdivisions are shown in Figure 505-1A to 505-1C. The classification of each roadway shall be shown on the preliminary plat and the construction plans. The final determination of roadway classification shall be subject to approval by the County Engineer.

### **505.02.2 APPLICATION OF HIERARCHY**

Changes in road hierarchy shall only occur at intersections. In cases where a road's residential or industrial/commercial classification changes to a collector classification at a mid-block location, such a change in

classification shall be relocated to the nearest intersection along such road.

When a road classification changes at an intersection, the higher-order approach's design criteria shall extend along the lower-order approach no less than 75 feet beyond the centerline of the intersected street.

### **505.03 RIGHTS-OF-WAY**

Rights-of-way for subdivision roads shall be no less than 60 feet in width except for the construction of new or the extension of existing roads within an existing subdivision which may be constructed at the originally approved width with the approval of the respective township.

At intersections, Right-of-way shall be as shown in Figure 505-4 and Section 505.13.3.

### **505.04 CONTROL AND CENTERLINE MONUMENTATION**

#### **505.04.1 CONTROL**

The design proposed subdivision shall reference existing horizontal and vertical control points established by County, State, and Federal agencies. All elevations shall reference United States Geological Survey elevations on established benchmarks.

#### **505.04.2 CENTERLINE MONUMENTATION**

Monument boxes of type conforming to the standard drawings of the County Engineer shall be placed along road centerlines at the following locations:

1. All intersections of road centerlines.
2. All terminations of road centerlines.
3. All changes in horizontal centerline alignment.
4. All centers of cul-de-sac turn-around rights-of-way.

### **505.05 DESIGN TRAFFIC FLOW AND LEVEL OF SERVICE**

The geometric design of each roadway facility shall allow efficient movement of both the average daily traffic volume and the design hourly volume of the proposed subdivision.

The design traffic flow shall be the peak hourly volume projected 20 years from full subdivision build-out or completion.

The minimum level of service permitted on any roadway facility shall be C.

Design traffic flows shall be determined using the current edition at the time of plan submittal of *Trip Generation*, by the Institute of Transportation Engineers. Selected trip generation rates have been reproduced by permission of the Institute of Transportation Engineers and are tabulated in Appendix A.

The capacity and level of service of each roadway facility shall be calculated using the methods specified by the current edition, at the time of plan submittal, of the Transportation Research Board's *Highway Capacity Manual*.

All traffic flow, capacity, level of service, and related calculations shall be provided by the developer to the County Engineer for review. The County Engineer may waive the requirements of this section, in writing, based on the scope and nature of the proposed subdivision.

## **505.06 DESIGN SPEED**

The design speed for each road in the proposed subdivision as classified in Section 505.02 shall be as shown below.

Roadway Classification	Design Speed (MPH)
Residential	25
Collector	35

## **505.07 DESIGN STOPPING SIGHT DISTANCE**

All roads shall meet or exceed the design stopping sight distance requirements shown below.

Design Speed (MPH)	Design Stopping Sight Distance (Feet)
25	155
35	250

## **505.08 TRAFFIC CONTROL**

The developer shall provide all necessary traffic control devices for the proposed subdivision.

Traffic control devices shall be provided as required by the *MUTCD*. Such devices shall meet all design requirements as specified in the *MUTCD*, *ODOT Sign Design and Markings Manual*, and the *ODOT Traffic Engineering Manual*.

## **505.09 ROADS WITHIN THE SUBDIVISION: HORIZONTAL AND VERTICAL DESIGN, INTRODUCTION**

These sections relate the requirements and specifications for providing the necessary geometric controls for providing sufficient sight distance for safe and efficient road operation within the proposed subdivision. For specifications and procedures not described in Sections 505.11 and 505.12, the current edition at the time of plan submittal of the Ohio Department of Transportation's *Location and Design Manual* shall be used.

## **505.10 ROADS WITHIN THE SUBDIVISION: HORIZONTAL DESIGN**

### **505.10.1 HORIZONTAL STOPPING SIGHT DISTANCE**

All roads shall meet or exceed the horizontal stopping sight distance requirements of the *Location and Design Manual*. For the purposes of these Regulations, it shall be assumed that any sight obstruction is located at and along the right-of-way line on the inside of any horizontal curve.

### **505.10.2 MINIMUM RADIUS OF HORIZONTAL CURVATURE**

The minimum allowable radius of horizontal curvature for subdivision roads shall be as shown below.

Design Speed (MPH)	Minimum Radius (Feet)
25	100
35	250

### **505.10.3 MAXIMUM CENTERLINE DEFLECTION WITHOUT HORIZONTAL CURVE**

The maximum allowable centerline deflection without the use of a horizontal curve shall be 1° 00' for all roads.

## **505.11 ROADS WITHIN THE SUBDIVISION: VERTICAL DESIGN**

### **505.11.1 VERTICAL STOPPING SIGHT DISTANCE**

All changes in vertical alignment shall meet or exceed vertical stopping sight distance requirements identical to the design stopping sight distance requirements of Section 505.07.

### **505.11.2 MAXIMUM GRADE**

The maximum allowable grade on roads shall be no more than shown below.

Design Speed (MPH)	Maximum Grade (Percent)
25	6.0
35	4.0

### **505.11.3 MAXIMUM GRADE AT INTERSECTIONS**

Refer to Section 505.13.8.

### **505.11.4 MINIMUM GRADE**

The minimum grade for all roads shall be 0.40%.

### **505.11.5 MAXIMUM GRADE CHANGE WITHOUT VERTICAL CURVE**

The maximum allowable change in grade without using a vertical curve shall be 0.50% for all roads.

#### **505.11.6 MINIMUM LENGTH OF VERTICAL CURVE**

The minimum allowable length of any sag or crest vertical curve in feet shall be as follows:

$$\text{Length, in feet} = \frac{| \text{Net change in percent grade} |}{0.030}$$

or 50 feet, whichever is greater. However, all requirements for vertical stopping sight distance as per Section 505.11.1 shall still apply.

#### **505.12 ROADS WITHIN THE SUBDIVISION: CROSS SECTION DESIGN**

Effective cross section design is essential to provide for adequate space for roadway users to safely and efficiently travel and maneuver. Effective cross section design is also necessary to provide for proper storm water management and utility placement.

For specifications not described in Section 505.12, the current edition at the time of plan submittal of the *Location and Design Manual* shall be used.

##### **505.12.1 TRAVEL LANE WIDTH**

The travel lane width for residential roads shall be no less than 11 feet, except as altered in accordance with Section 505.12.2.

The travel lane width for commercial/industrial and collector roads shall be no less than 12 feet.

##### **505.12.2 ON-STREET PARKING**

On-street parking lanes shall not be permitted within proposed subdivisions when sufficient off-street parking facilities are provided.

When sufficient off-street parking facilities are not provided, the respective Township shall determine the need for on-street parking lanes. The Township shall notify the developer, in writing, that on-street parking



lanes are required. No more than 1 parking lane shall be permitted on any road.

#### **a. Parking Lane Width**

All on-street parking lanes shall be no less than 8 feet in width.

On roads without curb and gutter, the parking lane width shall be measured from the edge of the travel lane to the edge of pavement.

On roads with curb and gutter, the parking lane width shall be measured from the edge of the traveled lane to the face of curb. For all curb types, the face of curb is defined as 6 inches from the back of curb, measured toward the roadway pavement centerline.

#### **b. Travel Lane Width Reduction**

When parking lanes are required by the respective Township, the width of each travel lane for residential roads only may be reduced to 10 feet.

No reduction in lane width shall be permitted for commercial/ industrial roads or collectors.

### **505.12.3 ROADWAY CROSS SLOPE (CROWN)**

All roadway pavement, excluding shoulders, curbs, and gutters, shall be sloped away from the centerline of the pavement at a rate of 3/16-inches per 1 foot or 1/4 inches per foot.

### **505.12.4 PAVEMENT STRUCTURE AND MATERIALS**

#### **a. Residential Roads**

Residential classification pavements materials and structure shall be as shown in Figures 505-2A to 505-3B. The pavement materials and structure of collectors that serve exclusively residential traffic shall be as shown in Figures 505-2A to 505-3B.

#### **b. Commercial and Industrial Roads**

Roads designated as commercial/industrial, and collectors serving mixed residential and commercial/industrial traffic or exclusively commercial/industrial traffic, or roads within commercial and industrial

subdivisions shall be designed as specified by the procedures of the most current edition, at the time of plan submittal, of the Ohio Department of Transportation's *Pavement Design and Rehabilitation Manual*. Copies of all pavement design calculations shall be submitted by the developer to the County Engineer for review to ensure proper design.

#### **505.12.5 NEED FOR CURBS AND GUTTERS**

Curbs and gutters shall be required unless otherwise waived, in writing, by the respective Township.

#### **505.12.6 SPECIFICATIONS FOR CURBS AND GUTTERS**

All curbs and gutters shall meet the following requirements. Curb and gutter widths shall not be included in any measurement of travel lane width.

##### **a. Curb and Gutter Types**

One of the following types of curbs and gutters shall be used, depending on the type of the roadway pavement, and as specified in Standard Drawing BP-5.1.

1. For roadway pavements constructed of aggregate bases and asphalt wearing courses, Type 2 or Type 3 curb and gutter shall be used.
2. For roadway pavements constructed of Portland cement concrete, Type 2-A or Type 3-A curb shall be used.
3. For cul-de-sac islands only, with cul-de-sac pavements constructed of aggregate bases and asphalt wearing courses, Type 6 curb may be used in substitution of the above-specified curbs.

All dimensions for curbs and gutters shall comply with those shown on BP-5.1.

##### **b. Lateral Curb Position for Concrete Roads**

Curbs at the pavement edge have an effect on the lateral placement of moving vehicles. All Type 2-A and Type 3-A curbs shall be offset from the edge of the adjacent travel or parking lane by the amount specified below, measured from the edge of the adjacent travel or parking lane to the face of the curb (Type 2 and Type 3 curbs are already effectively offset by the width of the gutter plate):

1. For Type 2-A curb: 2 feet

2. For Type 3-A curb: 2 feet.\*

\*The face of curb for a Type 3-A curb is defined as being 6 inches from the back of curb.

The curb offset width shall not be included in travel lane widths.

## 505.12.7 SHOULDER WIDTH AND CROSS SLOPE

Improved shoulders shall be provided for all roads not designed with curb and gutter. Shoulder width shall be as shown on following table.

Traffic		Graded Width*	Treated Width	Treatment Type
Design ADT	Design Hourly Volume			
—	201-400	8	2	Asphalt concrete
—	100-200	8	2	Stabilized aggregate
≥400	<100	8	—	Compacted earth
<400	—	8	—	Compacted earth

\*The graded width is the total width of the shoulder and includes the width of any treated shoulder.

All shoulders constructed of asphalt concrete shall maintain the same slope as the roadway pavement specified in Section 505.12.3, regardless of functional classification and average daily traffic.

All shoulders constructed of stabilized aggregate or compacted earth and turf shall be sloped away from the edge of pavement at a slope of 1 inch per 12 inches, regardless of roadway functional classification and average daily traffic.

## 505.13 ROADS WITHIN THE SUBDIVISION: INTERSECTIONS

These sections specify design standards for at-grade intersections. Intersections should be designed with care, as they purposely cause conflicting traffic flows to converge. Improper design of intersections can endanger public health and safety, cause traffic congestion, inconvenience, and increase pollution levels. For intersection design items not specified in Section 505.14, the current edition at the time of plan submittal of the *Location and Design Manual* shall be used.

### **505.13.1 ANGLE OF INTERSECTION BETWEEN ROADS**

All new and proposed roadway intersections shall be no less than 70 degrees and no more than 90 degrees.

### **505.13.2 NUMBER OF INTERSECTION APPROACHES**

No intersection shall have more than 4 approaches or legs.

### **505.13.3 RIGHTS-OF-WAY**

Rights-of-way at intersections shall comply with the requirements of Figure 505-4 and Section 505.03.

### **505.13.4 INTERSECTION SIGHT DISTANCE**

All new and proposed intersections shall meet the requirements for minimum intersection sight distance along the intersected road shown in the following table.

Design Speed (MPH)	Intersection Sight Distance (Feet)	
	Passenger Car, Completing a Left Turn from a Stop	Passenger Car, Completing a Right Turn from a Stop
25	280	240
35	390	335

The intersection design shall provide for clear unobstructed sight triangles on all intersection approaches as shown in the *Location and Design Manual*.

### **505.13.5 RESIDENTIAL ROAD INTERSECTION GEOMETRY**

Intersection geometry for the residential classification and collector roads serving exclusively residential traffic shall meet or exceed the requirements as shown in Figure 505-5.

Each intersection pavement throat approach shall be a simple curve with a radius no less than 30 feet, measured to the back of curb; or, if there is no curb, the radius shall be no less than 32.5 feet, measured to the edge of pavement.

### **505.13.6 COMMERCIAL AND INDUSTRIAL INTERSECTION GEOMETRY**

For commercial and industrial intersections, the minimum intersection approach radii shall be sufficient to accommodate a WB-50 design vehicle as defined in the most recent edition of the American Association of State Highway Transportation Officials' *A Policy on Geometric Design of Streets and Highways*. The minimum intersection approach radius shall allow a WB-50 design vehicle to execute a right turn and proceed in the proper lane without encroaching upon any of the following.

1. The high-speed lane of a highway of 4 or more lanes.
2. The center 2-way left-turn lane of a road of 3 lanes.
3. The opposing lane of a 2-lane road.
4. The right-hand shoulder or curb and gutter.

### **505.13.7 ROADWAY CROSS SLOPE (CROWN) AT INTERSECTIONS**

The roadway cross slope at intersections shall be as shown in Figure 505-6.

### **505.13.8 MAXIMUM GRADE AT INTERSECTIONS**

The maximum allowable grade on all intersection approaches operating under a stop or yield condition shall be  $\pm 1.50\%$ . For the purposes of this section, a signalized approach is considered to be operating under a stop condition. This grade shall extend no less than 100 feet along each specified approach, measured from the projected edge line of the main or through road pavement. See Figure 505-6.

The grade of the main or through road intersection approaches not operating under a stop or yield condition shall be subject to the allowable grades in Section 505.11.2.

### **505.13.9 INTERSECTION SPACING**

No intersection shall be placed closer than shown by Figure 505-7. All distances indicated shall be measured along the centerline of the subdivision road from the centerline of the reference intersected street to the centerline of the intersection in question.

## **505.13.10 TRAFFIC CONTROL AT INTERSECTIONS**

All traffic control methods and devices at new and proposed intersections shall meet the requirements of the current edition, at the time of plan submittal, of the *MUTCD*, except as listed below.

### **a. Stop Installations**

Multi-way stop installations shall not be permitted unless *both* of the following requirements are met.

1. The TIS shows that at least one multi-way stop warrant of the *MUTCD* is met, and
2. The appropriate governing authority with jurisdiction of the new or proposed intersection approves said multi-way stop installation.

### **b. Signalized Intersections**

Signalized Intersections shall not be permitted unless *both* of the following requirements are met.

1. The TIS shows that at least one traffic signal warrant of the *MUTCD*, is met, and
2. The appropriate governing authority with jurisdiction of the new or proposed intersection approves said traffic signal installation.

### **c. Street Signs**

Street signs indicating the names of each intersected street shall be placed at each intersection. Placement shall be per the specifications of the *MUTCD*. Street signs shall meet the following requirements:

1. Each sign shall have a white retroreflectorized legend on a green retroreflectorized field.
2. Signs shall be 9 inches in height, with road name letters 6 inches in height.
3. Signs shall be of sufficient length to accommodate the legend using *MUTCD*-compliant fonts.

## **505.14 ROADS WITHIN THE SUBDIVISION: SPECIAL ROAD TYPES**

### **505.14.1 CUL-DE-SACS**

A loop cul-de-sac is defined as having a vehicular turn-around at or near the terminus of the cul-de-sac roadway centerline. Loop cul-de-sacs shall meet the following requirements and as shown in Figure 505-8A:

1. The centerline length shall be no longer than 1,000 feet, measured from the terminus of the cul-de-sac to the centerline of the nearest intersecting roadway.
3. The turn-around shall have a right-of-way radius of no less than 60 feet, measured from the center of the turn-around.
4. The turn-around shall have a paved radius of no less than 50 feet, measured from the center of the turn-around.
5. The turn-around throat approach radius shall be no less than 50 feet.
6. The highest point of the cul-de-sac turn-around shall be the center point of said turn-around.
7. Pavement design and construction shall be identical to the standards used in all roads of identical functional classification in the subdivision.

Islands shall be constructed in the center of loop cul-de-sac turn-arounds unless waived, in writing, by the respective Township, and shall meet the following requirements:

8. Islands shall have a radius no greater than 26 feet, measured from the center of the turn-around.
9. The developer shall present to the Commission provisions for the maintenance of the interior portion of such island. The provisions must be acceptable to the Commission and the respective Township before said provisions shall be approved. The Commission or Township may require modifications to said provisions be made by the developer before approval of such provisions by the Commission.

Eyebrow cul-de-sacs shall be defined as having a turn-around at or near the point of intersection of a change in horizontal alignment of the roadway centerline. All eyebrow cul-de-sacs and islands shall meet the requirements as shown on Figure 505-8B.

### **505.14.2 STUB ROADS**

Where the proposed development abuts undeveloped land, stub roads shall be created and constructed. In such cases, the Commission may specify the location of said stub roads. The right-of-way for said stub roads shall be as specified in 505.03, and shall extend to the property line

of the proposed subdivision. Stub roads shall not extend more than one lot deep.

Where the proposed development abuts an existing development with an existing stub road right-of-way, the proposed development's right-of-ways and roadways shall be constructed to connect to the adjoining subdivision.

The design and construction material for stub roads will be at the discretion of the respective township.

### **505.14.3 DEAD-END ROADS**

Permanent dead-end roads shall not be permitted. Cul-de-sacs shall be used in place of any and all permanent dead-end roads.

Temporary dead-end roads are permitted only as segments of a continuing road plan, subject to extension onto undeveloped land also owned by the developer, and with a plat approved by the Commission.

The design and construction material for the termination of dead end roads will be at the discretion of the respective township.

For the purpose of these Regulations, stub roads shall not be considered dead end roads and are exempt from the requirements of this section.

### **505.15 SIDEWALKS**

All sidewalks for the proposed subdivision shall meet the following requirements and specifications. Sidewalks shall be required when specified by the respective Township.

#### **505.15.1 AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

All sidewalks, crosswalks, curb ramps, and pedestrian landings shall comply with the current ADA specifications for such facilities at the time of plan submittal.

#### **505.15.2 DESIGN SPECIFICATIONS**

All sidewalks shall meet the following specifications.

1. Sidewalk width shall be no less than 4 feet.



2. Sidewalks shall be constructed of Portland cement concrete and be no less than 4 inches thick. Sidewalks shall be no less than 6 inches thick where intersected by driveways.
3. Sidewalk base material shall be of Item 411, with a thickness of no less than 4 inches.
4. Sidewalks shall be transversely sloped towards the roadway at a rate of  $\frac{1}{4}$ " per 1 foot.
5. Sidewalks shall be located no closer than 1 foot to any property line.
6. In areas where a sidewalk is not located within dedicated right-of-way, an easement no less than 10 feet in width shall be dedicated for such sidewalk.

Refer to Figure 505-10 for a typical sidewalk cross section and specifications.

### **505.15.3 MODIFICATIONS OF SIDEWALK DESIGN**

The Commission or the County Engineer may require the developer to modify the design and layout of any proposed sidewalk as necessary to ensure the safety of all roadway users and pedestrians and the continuity of existing pedestrian, roadway, and utility systems.

### **505.15.4 CONSTRUCTION**

Sidewalks shall be constructed by the owners of individual lots as required and determined by the respective Township zoning regulations or permit requirements, or as otherwise determined by the Township.

## **505.16 MISCELLANEOUS**

### **505.16.1 LANDSCAPING**

No landscaping other than that permitted by Item 659 shall be permitted within the proposed road rights-of-way.

Cul-de-sac islands are exempt from the requirements of this section.

## **506 ROAD DESIGN STANDARDS FOR EXISTING ROADS AT SUBDIVISION BOUNDARIES**

The requirements of this section shall govern the modification of existing County and Township roads and the creation of new access points and intersections on existing County and Township roads.

All modifications to the existing County and Township roadway network shall comply with the requirements of this section. No modification shall be permitted that results in a transportation facility that does not comply with the requirements of this section. The developer shall provide all necessary funds for any improvements or modifications that must be constructed in accordance with the requirements of this section.

New access points and intersections created on existing roads maintained by the Ohio Department of Transportation or by municipalities, villages, or other incorporated areas shall meet all requirements and specifications set forth by the respective jurisdiction.

Approval of construction drawings shall not be granted until all proposed improvements comply with the requirements of Section 506.

## **506.01 ROADWAY CLASSIFICATION**

All roadways shall use design elements designated for the appropriate functional classification of the existing roadway as assigned and defined by the Ohio Department of Transportation.

## **506.02 HORIZONTAL AND VERTICAL DESIGN**

All elements of horizontal and vertical design shall follow the procedures, guidelines, requirements, and recommendations of the current edition at the time of plan submittal of the *Location and Design Manual*.

## **506.03 CROSS SECTION DESIGN**

All elements of cross section design shall follow the procedures, guidelines, requirements, and recommendations of the current edition at the time of plan submittal of the *Location and Design Manual*.

## **506.04 INTERSECTION DESIGN**

All elements of intersection design shall follow the procedures, guidelines, requirements, and recommendations of the current edition at the time of plan submittal of the *Location and Design Manual*.

### **506.04.1 CURB AND GUTTER AT INTERSECTIONS**

In locations where a proposed subdivision road with curb and gutter is to intersect an existing road without curb and gutter, the requirements of Figure 506-1 shall be met.

## **506.05 ACCESS CONTROL**

The locations where the proposed roads of the subdivision intersect existing roads (hereinafter called “access points”) shall be controlled by the requirements of this section.

### **506.05.1 COUNTY ACCESS MANAGEMENT REGULATIONS**

In the absence of County Access Management Regulations, the spacing of access points shall be governed by the requirements of Section 506.05.2. Upon the adoption of access management regulations in compliance with Ohio Revised Code Section 5552, said access management regulations shall govern the location and design of all access points and Section 506.05.2 shall become null and void.

### **506.05.2 SPACING OF ACCESS POINTS**

The distance between the centerline of any proposed access point and the centerline of the nearest existing or proposed access point along the same roadway shall be as shown following.

When the proposed access point lies within the limits of an existing striped, channelized turn lane, the appropriate distance below shall be increased such that the proposed access point is outside the limits of such a channelized turn lane. Two-way left-turn lanes are not considered to be channelized turn lanes.

<b>Design Speed (MPH)*</b>	<b>Intersection Center- line Distance (Feet)*</b>
30	335
35	390
40	445
45	500
50	555
55	610
60	665

\*The design speed of the existing road on which the access points are being created shall be the legal speed limit plus 5 MPH.

## **506.06 TRAFFIC CONTROL**

All traffic control for roadway improvements proposed under this section shall meet the requirements of Sections 505.08 and 505.13.10 and the requirements of the *MUTCD*.

## **506.07 MONUMENTATION**

All intersections of new access point centerlines and the centerlines of existing roads shall be monumented in accordance with the requirements of Section 505.04.2.

## **507 NAMES OF ROADS**

Names of roads shall not duplicate nor be confusingly similar to the name of any other road in Erie County. New roads that are extensions of, or in alignment with, existing roads shall bear the name of the said existing road. The names of all roads shall be subject to the approval of the Commission.

## **508 LOTS**

All lots shall meet the following specifications.

- a. All lots shall conform to the current zoning regulations of the respective Township in effect at the time the final plat is submitted to the Commission.
- b. Each lot shall have frontage on an improved road.
- c. Triangular lots shall not be permitted.
- d. Lots shall be numbered using consecutive natural numbers.

All lots should meet the following specifications.

- e. Lots with double frontage should be avoided or minimized.
- f. Lots should be as nearly rectangular as possible.
- g. All side lot lines should be straight lines and approximately perpendicular to the centerline of the street on which such lot fronts.

All intersections of lot lines shall be monumented in accordance with Chapter 4733-37 of the Ohio Administrative Code, *Minimum Standards for Boundary Surveys*.

**EASEMENTS**

All easements for public and private utilities and storm water management facilities shall comply with the following requirements.

- a. Where utilities are not adjacent to nor parallel with a proposed roadway, an easement not less than 20 feet wide shall be provided for such utilities. Such easements should be centered on side or rear lot lines.
- b. Where private utilities are to be adjacent to and parallel with the proposed roadway, an easement no less than ten (10) feet in width shall be provided parallel and adjacent to the right-of-way. Public utilities may be located within the right-of-way. When no public utility easement is present or proposed, said private utility easement may be adjacent to the proposed right-of-way.
- c. Easements shall be provided for every open channel and storm water management facility, as per the requirements of Section 510.04.

No private utility shall be permitted to occupy any right-of-way or public utility easement, nor shall any public utility be permitted to occupy any private utility easement, except as needed for crossovers, laterals, and to ensure the continuity of the respective utility system.

The purpose of each easement shall be clearly indicated on the construction plans and the final plat.

**STORM WATER MANAGEMENT AND EROSION CONTROL**

All storm water management and erosion control facilities shall comply with the requirements at the time of plan submittal of the current *Erie County Stormwater Management Rules, Regulations, and Erosion Control Manual* (the *Manual*).

**DEVELOPER TO PROVIDE COMPLETE FACILITIES**

The developer shall provide the area within the proposed subdivision with facilities to ensure complete and adequate drainage as required by the *Manual*. All storm water runoff originating within the proposed subdivision shall be conducted to detention facilities within the subdivision and then discharged into natural receiving waters or watercourses in compliance with the *Manual*.

## **510.02 EACH LOT TO DRAIN INTO CLOSED SYSTEM**

Each lot within the proposed subdivision shall, within its lot lines and boundaries, be provided with access to a closed storm water management system via a catch basin, manhole, or other appropriate structure, and a drainage outlet to the same; except in cases where a lot is adjacent to a detention facility and is provided with direct surface access to such a detention facility.

The developer shall install appropriate taps into the drainage structures during the construction phase of the storm water management system.

## **510.03 CLOSED SYSTEM NEEDED IF NO CURBS AND GUTTERS**

In proposed subdivisions in which curbs and gutters are waived, all roadside swales and ditches shall drain into a closed system. The lack of curbs and gutters shall not exempt the developer from the requirements of Section 510.02.

## **510.04 EASEMENTS REQUIRED FOR STORM WATER FACILITIES**

Any storm water management facility not contained within existing or proposed dedicated rights-of-way shall be contained within easements dedicated to public use and maintenance as part of the subdivision plat; such easements shall be clearly shown on the plat in compliance with Article 300.

Easements shall be as shown in Figures 510-1 and 510-2.

The developer shall provide easements to allow for access by the County to only the inlet and outlet portions of any detention facility designed to permanently impound water. Such easements shall be of the same width as those shown for the inlet and outlet pipes in Figure 510-2. The developer shall provide the County Engineer and the Commission with provisions for the future maintenance of the actual detention facility. Such provisions must be acceptable to both the County Engineer and the Commission before they shall be approved by the Commission.

## **510.05 DEVELOPER TO CLEAN ALL EXISTING OPEN CHANNELS**

Existing open channels through the proposed subdivision shall be cleaned as necessary to allow for free and unobstructed flow of water through the subdivision. Existing open channels through the proposed

subdivision shall also be cleaned to allow for free and unobstructed flow from existing and proposed storm sewer outlets. The determination will be made by the County Engineer during the review of the construction drawings as to the extent of cleaning necessary.

## **510.06 OPEN CHANNEL BANK REQUIREMENTS**

All open channels shall meet the general requirements as shown on Figure 510-1.

## **510.07 SOIL EROSION REQUIREMENTS**

The developer shall not at any time cause or allow sediment from the proposed subdivision be deposited into an open waterway or onto an adjoining property. Adequate controls of soil erosion and sedimentation, in compliance with the *Manual*, shall be used during all phases of construction.

## **510.08 DESIGN REQUIREMENTS**

### **510.08.1 SPECIFICATIONS**

The design and construction of all storm water management facilities shall comply with the requirements of the *Manual* and the *Location and Design Manual, Volume 2: Drainage Design*, of the Ohio Department of Transportation. Free-surface and open channel flow analysis shall use the Manning equation.

Closed storm water conduit located within public highway easements, road rights-of-way, and/or classified as main collector shall be reinforced concrete pipe of appropriate type as specified in Item 603, and, along with all other storm water facilities, materials, and appurtenances, shall conform to all other applicable Items as required by the *Construction and Material Specifications*.

Laterals and taps not located under roadway pavement and connecting to main trunk sewers may be constructed of flexible pipe as specified in the *Manual*. Closed storm water conduit acting as a rear lot drainage system may be constructed of flexible pipe as specified in the *Manual*.

### **510.08.2 CULVERT DESIGN**

Where an open channel intersects a proposed road of the subdivision, the developer shall construct a reinforced concrete culvert to allow the flow of water to be conducted under the roadway.

### Hydraulic Analysis

One of the following methods or programs shall be used to size the culvert so that it shall conduct the design flow of the open channel. All analyses shall be submitted to the County Engineer for review.

- a. The U.S. Army Corps of Engineers' Hydraulic Engineering Center *River Analysis System*.
- b. The Manning equation.
- c. Federal Highway Administration publications HDS-5, HEC-14, and HEC-19.

The design flow shall be that generated by a storm with a 0.04 probability of occurring in a given year. All hydraulic calculations shall be submitted to the County Engineer for review.

### Design

Culverts shall be designed in compliance with the current edition at the time of plan submittal of the Ohio Department of Transportation's *Location and Design Manual, Volume 2: Drainage Design, Construction and Material Specifications, Standard Drawings, and Bridge Design Manual*. All design calculations shall be submitted to the County Engineer for review.

## **511 PUBLIC UTILITIES**

### **511.01 SANITARY SEWERS AND WATER LINES**

In addition to the applicable requirements of Article 500, the design of all sanitary sewers and water lines shall conform to the specifications and requirements set forth by the Department of Environmental Services.

No public utility shall use a right-of-way until it receives permission from the local authority having jurisdiction over the right-of-way.



## ARTICLE 600

# REQUIREMENTS FOR CONSTRUCTION, INSPECTION, AND ACCEPTANCE OF IMPROVEMENTS

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### 601 CONSTRUCTION PLANS

The regulations of Section 601 apply to items relating to the content, submittal, review, and approval of construction plans by the County only. The developer shall be responsible for ensuring that all applicable State, Municipal, and Township regulations, rules, and specifications, in addition to the regulations presented herein, are met.

#### 601.01 CONFORMANCE OF PLANS

The developer shall ensure that the construction plans comply with all standards and specifications of this section. The County shall not approve any plans that do not conform to the requirements of Section 601.

All construction plans shall comply and be in conformance with the approved preliminary plat.

#### 601.02 SUBMITTAL OF CONSTRUCTION PLANS

Sets of construction plans, meeting all requirements of Section 601 and showing all improvements to be made in accordance with these Regulations, shall be submitted as required to both the ERPC contracted engineer and the Department of Environmental Services at the following respective addresses:

Two sets of plans:

a. Erie County Engineer's Office  
2700 Columbus Avenue  
Sandusky, OH 44870

b. ERPC Contracted engineer  
After the developer makes its selection of the engineer thereafter the developer shall not withdraw, substitute or cancel its selection.

Four sets of Plans: Department of Environmental Services

554 River Road  
Huron, OH 44839

When no sanitary sewer is to be provided within the proposed subdivision, sets of construction plans shall also be submitted as follows:

Two sets of plans: Erie County Health Department  
420 Superior Street  
Sandusky, OH 44870

### **601.03 REVIEW OF CONSTRUCTION PLANS BY COUNTY**

Each respective County department shall review the construction plans to ensure that the design of the proposed improvements conforms to the requirements of these Regulations. Each County department shall return the plans to the developer, with comments and corrections necessary to ensure conformance with these Regulations, no later than 30 business days after the date of receipt of said plans. The developer shall make all necessary revisions as specified by the County Engineer, the Department of Environmental Services, and other County departments. The construction plans shall then be resubmitted by the developer for review by the County. All re-submittals shall be subject to the same requirements as specified in Sections 601.01 to 601.03, inclusive.

### **601.04 APPROVAL OF CONSTRUCTION PLANS REQUIRED BEFORE CONSTRUCTION**

No construction of improvements for the proposed subdivision shall commence before such construction plans are approved, in writing by both the County Engineer and the Department of Environmental Services. In cases where sanitary sewers are not provided within the proposed subdivision, no construction of improvements shall commence before the plans are also approved by the Erie County Health Department and or the Ohio EPA, if 25 lots or greater. All sets of construction plans used by the developer for actual construction of such improvements shall bear the official approval stamps or marks of the County Engineer and the Department of Environmental Services.

### **601.05 PLAN REVIEW FEES**

The developer shall pay for the ERPC contracted engineer, the Department of Environmental Services, and other County departments, fees as prescribed by each department to defray the costs of County-provided construction plan review except in the event the ERPC contracted engineer is selected by the developer payment shall be made directly to the Commission according to its published fee schedule then in effect.

All plan review fees shall be paid in full by the developer upon billing. The proposed subdivision shall not be recommended for conditional or final acceptance until all inspection fees are paid in full.

It shall be the responsibility of the developer to contact each respective County department to obtain the current fee schedule.

## **601.06 PLANS TO BE PREPARED BY PROFESSIONAL ENGINEER**

A professional engineer, licensed by the State of Ohio and meeting all necessary requirements of Ohio Revised Code section 4733, shall prepare all construction plans for the proposed subdivision. The professional engineer shall place his or her stamp, license number, and signature in a conspicuous place on the first sheet of the construction plans.

## **601.07 GENERAL CONSTRUCTION PLAN REQUIREMENTS**

All construction plans shall be drawn or printed in photocopier or blue-line reproducible ink or blueprint on conventional media measuring 36 inches in width and 24 inches in height. The left margin shall be 1-½ inches in width and all other margins shall be ½ inches in width.

Each page of the construction plans shall indicate the name of the proposed subdivision, the phase (if applicable), name of the engineer or engineering company of record, and the date of drawing printing or completion, page number, and, if applicable, any plan revision or modification numbers.

The title page of the construction plans shall prominently indicate all of the above information, as well as the respective names, addresses, and telephone numbers of the owner, the developer, and engineer of record of the proposed subdivision. A location map shall be shown, illustrating the general vicinity and the approximate location of the proposed subdivision. A legend showing all symbols and line types used shall be included, and a table of contents for the plan set shall be shown. In addition, the title page shall bear the following statement:

The Construction and Material Specifications of the State of Ohio Department of Transportation and effective on the date of construction plan approval, together with any supplemental specifications that may be issued and listed hereon, shall govern the making of these improvements.

Construction plans may be drawn to scales other than those specified in Sections 609.09, 609.10, and 609.11 upon the prior written approval of both the County Engineer and the Department of Environmental Services. All designs and plans shall use U.S. customary units.

## **601.08 TYPICAL ROADWAY CROSS SECTION**

A typical roadway cross section shall be shown for each proposed roadway classification and pavement type specified for the proposed subdivision. The typical cross section shall include:

- a. Typical travel lane width.
- b. Typical parking lane width, if applicable.
- c. Typical shoulder width, if applicable.
- d. Typical right-of-way width.
- e. Types and widths of curbs and gutters, if applicable; underdrains; or typical dimensions and side slopes of roadside drainage ditches and swales.
- f. Thickness and material type of each roadway pavement wearing, intermediate, and concrete or aggregate base courses.
- g. Type and nature of any roadway pavement sub-base or sub-grade improvements and/or preparation.
- h. Type and thickness of shoulder improvements, if applicable.
- i. Slopes of all surfaces, including pavement cross slope (crown) for travel and parking lanes and shoulder or curb and gutter cross slope.
- j. Typical locations of any roadway safety appurtenances, including guardrail, impact terminals, and bridge parapets.
- k. Typical locations of any sidewalks, if applicable, with sidewalk cross slopes indicated.

## **601.09 PLAN VIEW**

Plan views shall be included for all proposed roadway and storm water management facilities, and all proposed public utilities.

Plan views shall meet the following requirements:

### **Scale**

- a. The scale shall be 1 inch equals 20 feet; or, 1 inch equals 30 feet.

### **Control**

- b. All horizontal and vertical control points and their respective legends and data shall be shown.

### **Lines and boundaries**

- c. Boundaries and centerlines for all existing and proposed rights-of-way, easements, and property lines shall be shown.
- d. Lengths of all lines shall be shown.
- e. Radii, arc lengths, and tangent lengths of all existing and proposed curves shall be shown; central angles, chord lengths, and other curve data shall be shown in curve tables on the same sheets as the curves they indicate.

### **Existing improvements and features**

- f. Existing roadway improvements shall be shown.
- g. Existing storm water management facilities shall be shown.
- h. Existing public utilities shall be shown.
- i. Existing private utilities shall be shown.
- j. Existing natural and man-made features, such as water courses, ponds, marshes, wooded areas, trees, buildings, structures, drives, sidewalks etc., shall be shown.

### **Proposed improvements**

- k. All proposed roadway improvements shall be shown.
- l. All proposed storm water management facilities shall be shown.
- m. All proposed sidewalks shall be shown.
- n. All proposed sanitary sewers, water lines, and all associated items such as hydrants, manholes, valves, lift stations, etc., shall be shown.
- o. The location of all proposed private utilities shall be shown.
- p. All landscape items to be installed shall be shown.

For pavements constructed with Portland cement concrete, a separate plan view showing the proposed locations of all joints at intersections and cul-de-sacs shall also be included with the construction plans.

## **601.10 PROFILE SECTION**

Profile sections shall be included for all proposed roadway and storm water management facilities, and all proposed public utilities.

Profile sections shall meet the following requirements:

### **Scale**

- a. Vertical scale shall be 1 inch equals 5 feet.
- b. Horizontal scale shall be the same as the plan view.

### **Existing improvements**

- c. Locations and elevations of any existing roadway improvements shall be shown, including centerline elevations.
- d. Locations and elevations of any existing storm water management facilities shall be shown, including invert elevations.
- e. Locations and elevations of any existing public utilities shall be shown.
- f. When known, locations and elevations of any existing private utilities shall be shown.

### **Proposed improvements**

- g. All proposed roadway improvements shall be shown, including centerline elevations, grade, location and length of all vertical curves and changes in vertical alignment.
- h. Locations and elevations of any and all proposed storm water management facilities shall be shown, including grades and invert elevations.
- i. Locations and elevations of all proposed sanitary sewers, water lines, and all associated items such as hydrants, manholes, valves, lift stations, etc., shall be shown.

## **601.11 CROSS SECTION**

Cross sections shall be included for all proposed roadway and storm water management facilities and all proposed public utilities.

Cross sections shall meet the following requirements:

### **Scale**

- a. Vertical scale shall be 1 inch equals 5 feet.
- b. Horizontal scale shall be 1 inch equals 5 feet.

### **Number of Cross Sections**

- c. No less than 1 cross section for each 50 linear feet of roadway, storm water management, and public utility centerline length shall be shown.

### **Existing Improvements and Features**

- d. Widths and elevations of any existing roadway improvements shall be shown, including centerline elevations.
- e. Existing rights-of-way and easement widths shall be shown.
- f. Existing ground surface cross section shall be shown, with elevations at the centerline of any proposed improvement shown.
- g. Widths and elevations of any existing storm water management facilities shall be shown, including invert elevations.
- h. Locations and elevations of any existing public utilities shall be shown.
- i. When known, locations and elevations of any existing private utilities shall be shown.

### **Proposed Improvements**

- j. Proposed pavement cross section shall be shown, including curb and gutter, if applicable.
- k. Proposed rights-of way and easement widths shall be shown.
- l. Locations, widths, and depths of sidewalks shall be shown, if applicable.
- m. Elevations and inverts of proposed storm water management facilities shall be shown.
- n. All proposed sanitary sewers, water lines, and all associated items such as hydrants, manholes, valves, lift stations, etc., shall be shown.

## **601.12 TOPOGRAPHIC PLAN**

Topographic plan views for the entire proposed subdivision and surrounding vicinity shall be shown for all proposed major and minor subdivisions. The County Engineer may waive this requirement, in writing, for minor subdivisions depending on their nature and scope.

All topographic plan views shall meet the following requirements:

### **Scale**

- a. The scale shall be 1 inch equals 200 feet.

### **Contours**

- b. The contour interval shall be 2 feet.
- c. Existing ground surface contours shall be shown.
- d. Contours for all surface storm water management facilities shall be shown.

### **Lines and boundaries**

- e. Boundaries and centerlines for all rights-of-way, easements, and property lines shall be shown.

### **Existing improvements and features**

- f. Existing roadway improvements shall be shown.
- g. Existing storm water management facilities shall be shown.
- h. Locations and elevations of any existing public utilities shall be shown.
- i. Existing natural and man-made features, such as water courses, ponds, marshes, wooded areas, trees, buildings, structures, drives, etc., shall be shown.

### **Proposed improvements**

- j. All proposed roadway improvements shall be shown.
- k. All proposed storm water management facilities shall be shown.
- l. All proposed public utilities shall be shown.

## **601.13 TRAFFIC CONTROL PLAN**

A plan view of all proposed roads within the subdivision and all proposed modifications to existing roads shall be shown. The plan shall be drawn at a scale of 1 inch equals 50 feet or, alternatively, all traffic control may be shown on the plan views of Section 601.09. All proposed traffic control devices and any modifications of existing traffic control devices to be constructed by the developer, in accordance with the requirements of Article 500, shall be shown on the plan.

## **601.14 TEMPORARY TRAFFIC CONTROL PLAN**

If construction of the proposed subdivision will in any way interfere with the free flow of traffic on existing transportation facilities, the developer shall submit a plan view, to the same scale as in 601.13, showing the proposed facilities to be constructed, existing transportation facilities, and the locations and types of all temporary traffic control devices and detours



required during such interference with existing facilities. All temporary traffic control devices and their locations shall comply with the requirements of the current edition at the time of plan submittal of the *Ohio Manual of Uniform Traffic Control Devices*. All work within public rights-of-way shall require appropriate notifications and permits as required by the respective governing authorities.

## **601.15 PRIVATE UTILITY PLAN**

A plan view of all proposed private utilities within the subdivision shall be shown. The plan shall be drawn at a scale of 1 (one) inch equals 50 (fifty) feet or 1 (one) inch equals 100 (one hundred) feet. The plan shall show each private utility facility, its proposed purpose, approximate size of the facility and all private utility easements. The name and address of each respective utility owner shall be listed on the plan.

## **601.16 COST ESTIMATE**

Upon approval of the final construction drawings, the developer shall provide the County Engineer with a copy of the itemized, estimated cost of all labor and materials for the construction of all proposed improvements for the subdivision. Such a cost estimate shall be prepared by an engineer meeting the requirements of Section 601.06.

## **602 CONSTRUCTION**

### **602.1 SPECIFICATIONS AND REQUIREMENTS**

Except as otherwise required by these Regulations, the specifications set forth by the Department of Environmental Services, the *Construction and Material Specifications* of the Ohio Department of Transportation (ODOT) current edition, as well as any supplemental specifications as may be issued by ODOT, the County Engineer and the Department of Environmental Services shall govern the construction of all improvements set forth by the approved construction plans and these Regulations.

### **602.2 CONSTRUCTION SURVEYING AND LAYOUT**

#### **602.2.1 ROADWAY**

All roadway pavement elevations shall be staked no further than every twenty-five (25) feet. With approval of the County Engineer, roadway

pavement elevations may be staked at intervals not to exceed fifty (50) feet. All hubs, stakes and other survey markers used to indicate pavement elevations shall be offset no more than 4.0 feet from the proposed back of curb, where applicable, or proposed edge of pavement.

## **603 INSPECTION**

The requirements of Section 603 apply only to roads that are to become public roads. For roads that are to remain private, refer to Article 700 for design and inspection requirements.

### **603.01 DEVELOPER SHALL COMPLY FOR PUBLIC ACCEPTANCE**

As a prerequisite for subdivision improvements to be accepted for public ownership and maintenance, the developer shall comply with all inspection requirements of these Regulations.

### **603.02 INSPECTION REQUIRED FOR PUBLIC OWNERSHIP**

No proposed roadway or storm water management improvement that has been constructed without County-provided inspection shall be accepted or dedicated to public maintenance and ownership.

### **603.03 APPROVAL OF CONSTRUCTION PLANS REQUIRED FOR INSPECTION**

No County inspection shall be provided for any proposed subdivision until the County Engineer and Department of Environmental Services have approved the final construction plans for said subdivision as provided for in Section 601.04.

### **603.04 INSPECTION FEES**

The developer shall pay to the County Engineer, Department of Environmental Services, and other County departments, fees as prescribed by each department to defray the costs of County-provided inspection, materials and systems testing, and related engineering and administrative costs.

All inspection fees shall be paid in full by the developer upon billing. Subdivisions shall not be recommended for conditional or final acceptance until all inspection fees are paid in full.

It shall be the responsibility of the developer to contact each respective County department to obtain the current fee schedule.

## **603.05 PRECONSTRUCTION NOTIFICATION**

The developer shall notify each appropriate County department in writing at least 2 working days before the construction of improvements is to begin. Failure to notify each appropriate department will result in no County inspection being provided; all improvements constructed without County-provided inspection are subject to Section 603.02.

## **603.06 AUTHORITY OF INSPECTOR**

The inspector for each County department shall be authorized to inspect the construction work and the preparation, fabrication, and manufacture of materials. Inspectors shall be authorized to notify the developer of construction work that does not conform to the specifications of the approved construction plans or the requirements of these Regulations. Inspectors shall not be authorized to waive or alter requirements of the approved construction plans or these Regulations. The developer shall not deny the inspector access to the proposed subdivision at any time while the proposed improvements are under construction.

## **604 ACCEPTANCE**

### **604.01 CONFORMITY OF IMPROVEMENTS**

All improvements constructed by the developer for the proposed subdivision shall be in accordance with and conform to the approved preliminary plan, the approved construction plans, and the requirements of these Regulations. Any subdivision not constructed in accordance with the aforementioned documents shall not be recommended for conditional or final acceptance.

### **604.02 RECORD DRAWINGS**

Once construction of the proposed subdivision improvements has been completed, a final set of construction plans ("record drawings") showing all changes and deviations made from the approved construction plans during the course of construction shall be submitted to the County Engineer, the Department of Environmental Services, and, if applicable, the Erie County Health Department.

The developer shall measure or cause to be measured all dimensions and elevations, where applicable, of water lines, sewer lines, storm water management facilities, roadway pavements, curbs and gutters, open

ditches, and all related facilities, appurtenances, equipment, and structures that deviate from the dimensions and elevations shown on the approved construction plans. In cases where design dimensions differ from field dimensions, the field dimensions shall be written next to the design dimensions, and the design dimension shall then be crossed out. Such design dimensions shall not, however, be completely obliterated, but shall remain legible and easily discernible.

All record drawings shall be printed or drawn in black, reproducible ink on Mylar media. The record drawings shall meet all other requirements regarding plan contents as specified in Section 601 of these Regulations. Record drawings shall be submitted in digital format when requested or required by the appropriate government department.

### **604.03      GUARANTEE FOR INSTALLATION OF IMPROVEMENTS**

All proposed improvements as described and set forth by the approved preliminary plan, approved construction plans, and these Regulations, should be completed prior to the approval and recording of the final plat.

In cases where the developer wishes to record the final plat before the construction of the proposed improvements is completed, the developer shall ensure their completion by providing a performance guarantee as specified in Section 604.04 and as required by the procedures of a subdivider's agreement as established by Erie County.

### **604.04      PERFORMANCE GUARANTEE FOR INSTALLATION OF IMPROVEMENTS**

To ensure and guarantee the complete and proper construction of all proposed improvements in cases where construction has not been completed before the approval and recording of the final plat, the developer shall furnish a performance guarantee. Such a performance guarantee shall be in conformance with the procedures of a subdivider's agreement and shall be by means of one of the following methods:

- a. Escrow account agreement
- b. Secured construction loan agreement
- c. Certificate of deposit agreement
- d. Irrevocable stand-by letter of credit

The developer shall provide one of the above, executed by a surety company or financial institution and equal to 110 percent of the total estimated cost for construction of the proposed improvements as provided for in Section 601.16. The performance guarantee shall be in

favor of the Board of County Commissioners. The term of the performance guarantee shall be not longer than 2 years.

## **604.05 PROGRESSIVE (PHASED) INSTALLATION**

After preliminary plat approval and approval of construction plans have been granted as detailed in these Regulations, the developer may elect to construct improvements on only a portion of the entire proposed subdivision. Following construction, the developer may submit to the Commission a final plat for the improved portion of the subdivision for approval and recording. The developer shall make all necessary arrangements for the completion of all improvements as provided for in Section 604 and submit final plat(s) for the remaining portion(s) of the proposed subdivision for approval and recording.

## **604.06 CONDITIONAL ACCEPTANCE**

### **604.06.1 CONDITIONAL ACCEPTANCE, INTRODUCTION**

Conditional acceptance for public ownership and maintenance means that the improvements shall be accepted for public ownership on the condition that such improvements remain in satisfactory condition as required by these Regulations at the time of expiration of the maintenance guarantee specified in Section 604.07.

### **604.06.2 CONDITIONAL ACCEPTANCE, REQUIREMENTS AND PROCEDURE**

The developer shall ensure that all improvements are in acceptable condition according to the requirements of these Regulations once the construction of improvements has been completed. All repairs and alterations necessary to ensure compliance with these Regulations shall be complete and in satisfactory condition.

Upon completion of construction, the developer shall request, in writing, the conditional acceptance of such improvements by the Board of County Commissioners, the respective Township Trustees, and all other applicable government officials.

Conditional acceptance shall be subject to the satisfactory compliance of the following requirements:

- a. Satisfactory inspection by the County Engineer and Department of Environmental Services as per Section 604.06.3

- b. Satisfactory inspection by other applicable government agencies.
- c. No outstanding plan review or inspection fees, as per Sections 601.05 and 603.04.
- d. Delivery of the required record drawings, as per Section 604.02.
- e. Provision of a maintenance guarantee, as per the requirements of Section 604.07.

During the period of conditional acceptance, the developer shall comply with all requirements of Section 604.07.

When all of the above have been completed to the satisfaction of the Commission, the Board of County Commissioners shall pass a resolution conditionally accepting the subdivision improvements.

### **604.06.3 PROCEDURE FOR INSPECTION FOR CONDITIONAL ACCEPTANCE**

Upon completion of the construction of improvements for a proposed subdivision, the developer shall request in writing an inspection for conditional acceptance by the County Engineer. Upon inspection, if the improvements are found to not be in accordance with the standards specified by these Regulations and the specifications of the construction plans as approved by the County Engineer, then the County Engineer shall provide a list of items not in compliance with these Regulations and the approved construction plans. The developer shall correct all deficiencies specified by the County Engineer. When all specified items have been corrected and remedied by the developer, the procedures detailed in this section shall be repeated and another inspection conducted. Only when the County Engineer's inspection has been completed and the County Engineer is satisfied that all improvements are in compliance with these Regulations and the approved construction drawings, shall the inspection requirement for conditional acceptance be considered fulfilled.

The procedure for all sanitary sewer and water lines shall be the same as that detailed above, except that the Department of Environmental Services shall be the inspector of such facilities

### **604.07 MAINTENANCE GUARANTEE**

The developer shall provide a maintenance guarantee by means of one of the following:

- a. Irrevocable stand-by letter of credit

b. Insurance company maintenance bond

The developer shall provide one of the above, executed by a surety company or financial institution, in the amount of 50 percent of the estimated cost as specified in Section 601.16. The guarantee shall be in favor of the Board of County Commissioners and shall guarantee maintenance and repair of improvements. The term of the bond shall be no less than 12 months, but may, depending upon the date and season of construction completion, be extended to not more than 18 months at the discretion of the County Engineer.

The developer shall be responsible for snow and ice removal during the period of the maintenance guarantee. During the period of the maintenance guarantee, the developer shall be responsible for repairing or replacing any unsatisfactory improvements or portions thereof, or the County or respective Township may, at their discretion, use the maintenance guarantee to make necessary repairs or replacements of unsatisfactory improvements. All repairs and replacements, whether by the developer or the County or respective Township, shall conform to the requirements of these Regulations.

At the termination of the period of the maintenance guarantee, the County Engineer and Department of Environmental Services shall perform a final inspection of all improvements in accordance with the requirements of Section 604.08.

## **604.08 PROCEDURE FOR FINAL INSPECTION**

The developer shall request in writing a final inspection of roads by the elected Erie County Engineer, per section 711.091 of the Ohio Revised Code (ORC), 60 calendar days before the expiration of the term of the maintenance guarantee. If the improvements are found not to be in accordance with the standards specified by these Regulations and the specifications of the construction plans as approved by the ERPC contracted engineer then the elected Erie County Engineer shall provide a list of items not in compliance with these Regulations and the approved construction plans.

When all items on the list have been corrected and remedied by the developer in accordance with these Regulations and the approved construction plans, a new inspection shall be timely conducted. Only when either the elected Erie County Engineer's inspection has been completed and said elected Erie County Engineer is satisfied that all improvements are in compliance with these Regulations and approved

ERPC contracted engineer construction drawings or the Board of County Commissioners is satisfied that all improvements are in compliance with these Regulations and the approved construction drawings shall final inspection be considered complete and satisfied with such endorsement on the approved plat by either the elected County Engineer or the Board of County Commissioners.

The developer shall request a final inspection of all sanitary sewer and water lines by the Department of Environmental Services. The developer shall request a final inspection of all other required improvements by the county engineer responsible for the required engineering review, administration and approval of the subdivision application and plat. Otherwise the procedure for all the inspections shall be the same as that detailed above.

## **604.09 FINAL ACCEPTANCE**

At the termination of the period of the maintenance guarantee, if the developer has complied with all requirements of these Regulations and the improvements are determined to be in satisfactory condition according to the procedures of Section 604.08 and ORC 711.091, then the Board of County Commissioners shall pass a resolution accepting and dedicating the roadway improvements, rights-of-way, and public utilities to public use and maintenance.



## ARTICLE 700

### PRIVATE ROADS: DESIGN AND CONSTRUCTION

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#### 701 INTRODUCTION

The developer may construct private roads, to be owned and maintained by a private entity, as an alternative to publicly dedicated and maintained roads. Proposed subdivisions with private roads shall comply with all requirements of this Article.

All subdivisions with privately maintained and dedicated roads shall comply with all other requirements of these Regulations except as noted in this Article.

#### 702 REVIEW BY THE COMMISSION

The use of private roads instead of publicly dedicated and maintained roads shall be subject to the review of the Commission as a part of the process for the preliminary plat set forth in Article 300.

#### 703 DESIGN OF PRIVATE ROADS

The design of private roads shall comply with all requirements and specifications of Article 500, except as noted below.

##### 703.01 EXCEPTIONS—ROADWAY

All roadway facilities that are to be privately maintained shall be placed within private rights-of-way. All new private streets shall be identified with appropriate signage.

##### 703.02 EXCEPTIONS—STORM WATER FACILITIES

Nothing in this section shall be construed as preventing such facilities from being dedicated to Erie County per Ohio Revised Code Section 6131.63.

All storm water management facilities shall be designed according to the procedures and specifications of Article 500 and the current *Erie County Stormwater Management Rules, Regulations, and Erosion Control Manual*, with the following exceptions:

## **Condominium Development**

The storm water management facilities shall be constructed entirely within the common areas of such development. If any part of the storm water management facilities is outside of such common area, then access easements shall be provided to allow for maintenance of the storm water management system by the condominium association, membership, or assigns.

## **Subdivision with Private Roads**

All storm water management facilities shall be within easements meeting the requirements of Article 500. Such easements shall be plainly indicated on the recorded plat of such subdivision. The wording of such easement shall grant all current and future owners, heirs, and assigns within the subdivision rights of access to allow for the continuous maintenance of the storm water management facilities. The easement shall also include wording clearly indicating that all financial obligations incurred in the course of such maintenance shall be solely borne by the affected property owners within the development.

### **703.03 EXCEPTIONS—PUBLIC UTILITIES**

All public utilities shall be placed in public easements meeting the requirements of Article 500; however, the minimum width of each easement shall be no less than 20 feet. Each easement should be centered on the utility placed therein. Provision shall be made for additional rights of access or easements to allow suitable access to such public utilities, as required or specified by the political subdivision responsible for said public utilities. All easements for public utilities shall be plainly indicated on the recorded plat of such subdivision.

## **704 CONSTRUCTION OF PRIVATE ROADS**

### **704.01 CONSTRUCTION PLANS**

All construction plans for private roads shall conform to the requirements of Section 601.

### **704.02 CONSTRUCTION OF IMPROVEMENTS**

The construction of all improvements within a subdivision with private roads shall conform to the requirements of Section 602.

## **704.03 INSPECTION OF CONSTRUCTION WORK**

### **704.03.1 BY COUNTY**

The County shall provide inspection only for improvements that are to be publicly owned and maintained.

### **704.03.2 BY DEVELOPER**

A professional engineer shall, on the behalf of the developer, direct and supervise the inspection of all improvements that are to be privately owned and maintained. The engineer shall maintain inspection reports for the construction of improvements, and shall sign and stamp each report and shall certify that the construction of improvements is in conformance with the construction plans and these Regulations.

All testing of materials used in construction shall be as required by the latest edition of the *Construction and Material Specifications* of the Ohio Department of Transportation (ODOT) and shall be conducted by an independent, ODOT-approved testing laboratory.

The developer shall submit two sets of copies of all inspection reports and material test results to the County Engineer.

## **704.04 RECORD DRAWINGS**

For improvements within a private subdivision, a final set of construction plans ("record drawings") for such improvements shall be submitted in conformance with the requirements of Section 604.02. The professional engineer of Section 704.03.2 responsible for construction inspection shall certify that such record drawings show all field modifications and deviations made from the approved construction plans.

## **705 APPROVAL OF FINAL PLAT**

### **705.01 IMPROVEMENTS TO BE COMPLETED BEFORE PLAT APPROVAL**

All proposed improvements shown on the construction plans conforming to Section 704.01 shall be completed and in place prior to the approval of the final plat. The professional engineer responsible for construction inspection per Section 704.03.2 shall sign and stamp the final plat and shall certify that the construction of improvements indicated thereon is

complete and conforms to the construction plans and the requirements of these Regulations, using the following text:

Certification of Improvements.

I, [engineer name], hereby certify that the improvements for [development] are complete and in place, and that such improvements conform to the *Subdivision Regulations of Erie County, Ohio* adopted on [date of adoption], and to the construction plans for said development.

[stamp]

[signature]

[date]

The failure to complete improvements shall be cause for the Department of Environmental Services to refuse installation of water meters until all improvements are completed.

## **705.02      APPROVAL OF FINAL PLAT**

The approval of the final plat shall conform to all requirements of Section 705 and the applicable sections of Articles 300 and these regulations. Approval of condominium final plats shall conform to the applicable requirements of these Regulations as well as Ohio Revised Code Section 5311.

## ARTICLE 800

### FLOOD PLAIN REGULATIONS

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#### 801 INTRODUCTION

On January 29, 1976, the Board of County Commissioners passed a Flood Damage Prevention Resolution in order to become a participant in the regular program of the Federal Flood Insurance Program, and to protect the public's health, safety, and general welfare.

#### 802 DEFINITIONS

The *regional flood* is the same as the *100-year or 1% chance flood* as defined by Federal Emergency Management Agency (FEMA) publications; the *regulatory flood plain* is the same as the *100-year or 1% chance flood plain* as defined by FEMA publications.

For the definitions of all terms used in this Article, refer to the *Definitions* section of Article 100.

#### 803 FLOOD PLAIN DETERMINATION

Areas of regulatory flood plain shall be determined by the *Flood Boundary and Floodway Maps* prepared for the National Flood Insurance Program by the Federal Emergency Management Agency. The flooding potential of a proposed development shall be determined by using these maps.

The developer should meet with the Commission to evaluate the areas prone to the regional flood and the degree and extent of the regulatory flood plain. The Commission shall note any restrictions upon the types of land uses within proposed development that shall be followed.

#### 804 GENERAL INTENT

The Commission shall have the power to:

1. Restrict or prohibit the subdivision of land for uses which are dangerous to health, safety, or property in times of regional flood, or which, with reasonable anticipated improvements, will cause excessive increases in regional flood elevations or flow velocities;

2. Require that each subdivision lot in areas vulnerable to regional floods be provided with a safe building site and reasonable access, and that, at the time of their construction, all roadway and public utility improvements serving such lots be installed with protection against regional flood damage;
3. Protect individuals from purchasing land which is unsuitable for development because of regional flood hazards, by prohibiting the subdivision of land unprotected from regional flood hazards; requiring that all areas of regulatory flood plains be delineated on all plats; and by reserving through deed restrictions such regulatory flood plain areas that are not suitable for development.

## 805

### DESIGN AND CONSTRUCTION REQUIREMENTS

The design and construction of all improvements within the regulatory flood plain shall be subject to the requirements of the *Flood Damage Prevention and Flood Plain Building Regulations* of Erie County, Ohio, adopted on July 20, 1998, and maintained by the Commission.

In addition to all other design and construction requirements set forth in these Regulations, the following shall apply to those developments involving the regulatory flood plain:

1. The floodway and regulatory flood plain boundaries shall be clearly indicated on both the preliminary and final plats;
2. The elevation of the regional flood shall be indicated on both the preliminary and final plats.
3. Building sites shall not be permitted within the floodway.
4. Building sites are permitted outside of the floodway and within the regulatory flood plain only if:
  - a. The sites are filled to an elevation greater than the elevation of the regional flood; or,
  - b. The first habitable floor of each building structure located on the site is at an elevation greater than that of the regional flood.
5. All filled areas shall extend beyond the limits of the intended building site and shall be properly drained and sloped.
6. The Department of Environmental Services, if public utilities are to be provided, or the Erie County Health Department, if no public utilities are to be provided, shall determine if adequate means for water supply and waste disposal can be provided for each building site within the regulatory flood plain. Neither water supply permit nor a household sewage treatment system permit shall be issued if properties within the regulatory floodplain do not possess enough area at least one foot above the regional flood elevation without using fill in

- which to site a water system or sewage system. If adequate means cannot be supplied, the Commission shall not approve the subdivision.
7. The County Engineer shall require that the appropriate storm water management facilities and the elevations of all roadway facilities within the regulatory flood plain are adequate based on the developer's analysis of the flood plain.

**806**

## **WARNING AND DISCLAIMER OF LIABILITY**

The degree of flood protection required by these Regulations shall be considered reasonable for regulatory purposes. These Regulations do not imply that neither areas outside of the delineated regulatory flood plain nor the land uses permitted within the regulatory flood plain will be free from flooding or flood damages. These Regulations shall not create any liability on the part of Erie County, or any officer or employee thereof, for any flood damages that result from the reliance on these Regulations or any administrative decision lawfully made thereunder.

## ARTICLE 900

### FINAL PLAT ACTIONS VARIANCES, ENFORCEMENT, FEES

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#### 900 RECORDING OF PLAT

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

#### 901 REVISION OF PLAT AFTER APPROVAL

No changes, erasures, modifications or revisions shall be made in any plat of a subdivision after approval has been granted by the Commission and endorsed in writing on the plat, unless said plat is first resubmitted and approved by the Commission in accordance with Article 300.

#### 902 SALE OF LAND WITHIN SUBDIVISIONS

No owner or authorized agent of any land located within a subdivision shall transfer or sell any land by reference to or by the use of a plat of the subdivision before such plat has been approved and recorded in the manner prescribed in these Regulations.

#### 903 VARIANCES

Where the Commission finds that unnecessary hardship may result from strict compliance with these Regulations, due to exceptional topographic or other physical conditions, it may vary the regulations so as to relieve such hardship, provided such relief may be granted without detriment to the public interest and without impairing the intent and purpose of these Regulations. Such variations shall not have the effect of nullifying the intent and purpose of these regulations, the Comprehensive Plan or a Zoning Resolution.

The Trustees of the respective Township shall have the power to veto any decision of the Commission regarding variances. Such veto shall be exercised only at the regular or special meeting of the Commission during which the said variance is considered and voted upon. The reason(s) for the veto shall be so stated during the meeting and documented in the minutes of the Commission.



In granting variances, the Commission may require such conditions as will substantially secure the purpose and intent of these Regulations. Variances shall not be granted for procedural requirements or for actions due to the applicant acting with or without knowledge of the applicable regulations and requirements.

Any variance granted shall be entered in the minutes of the Commission and shall set forth the reason(s) that justify said variance.

A fee, as approved by the Commission and the Board of Erie County Commissioners, shall be paid to the Commission upon filing for a variance.

## **904 APPEAL**

Any person who believe (s)he has been aggrieved by these Regulations or the action of the Commission, has the right of appeal as set forth in Chapter 711 of the Ohio Revised Code.

## **905 FEES**

Fees in the amount approved by the Commission and the Board of Erie County Commissioners shall be paid to the Commission for the following.

1. Minor subdivisions (administrative approvals) as designated in Article 200 of these Regulations to be paid upon approval.
2. Preliminary plan filing fee.
3. Final plat filing fee.
4. Variance fee to be paid at the time of the filing of the application for variance.

The aforementioned fees shall be paid in legal tender or by check or money order made payable to the Erie Regional Planning Commission. No final plat nor application for variance shall be considered filed until such fees have been paid. Failure to pay the fee for minor subdivisions (administrative approval) within a reasonable period of time shall result in the suspension of privileges of the developer and shall cause said fees for future minor subdivisions to be paid in advance.

## **906 VIOLATIONS OF RULES AND REGULATIONS**

The following penalties shall apply to the violations of these regulations:

*Whoever violates any rule or regulation adopted by the Board of County Commissioners for the purpose of setting standards and requiring and securing the construction of improvements within a subdivision or fails to*

*comply with any order pursuant thereto, shall forfeit and pay not less than ten (\$10.00) dollars nor more than one thousand (\$1,000.00) dollars. Such sum may be recovered with costs in a civil action brought in the Court of Common Pleas of Erie County.*

# APPENDIX A

## TRIP GENERATION RATES

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The following select trip generation rates have been compiled for use in calculating the traffic that may be generated by a proposed development. All data presented in this Appendix are from *Trip Generation, 6<sup>th</sup> Edition* (1997), publication IR-016D, compiled and produced by the Institute of Transportation Engineers (ITE). The data are reproduced here by permission of the ITE.

The land uses and trip rates listed herein are listed for informational purposes only, and are listed without guidelines for proper application. Using only the trip rates reproduced herein is not sufficient for the proper technical design of transportation facilities. The user of these reproduced rates assumes all risk for the design of such facilities.

*Trip Generation* is an Informational Report of the Institute of Transportation Engineers. The information in *Trip Generation* and reproduced here has been obtained from the research and experience of transportation engineering professionals. ITE Informational Reports are prepared for informational purposes only and do not include recommendations on the best course of action or the preferred application of the data presented herein.

It is recommended that a transportation engineering professional be consulted in the determination of design traffic volumes. It is also recommended that a complete copy of *Trip Generation* be consulted, as it includes a significant amount of essential data not reproduced in this Appendix. Copies of *Trip Generation* may be obtained by contacting the ITE at the following address:

**Institute of Transportation Engineers**

1099 14th Street N.W.  
Suite 300 West  
Washington, DC 20005-3438  
ATTN: Publications Order Dept.

More information may also be obtained from the ITE via phone (202) 289-0222 or online at [www.ite.org](http://www.ite.org)

## RESIDENTIAL LAND USES

Land Use	Description	Unit	Trip Ends per Unit
210	Single-family detached housing	Dwelling unit	9.57
221	Low-rise apartment	Occupied dwelling unit	6.59
222	High-rise apartment	Dwelling unit	4.20
230	Residential condominium/townhouse	Dwelling unit	5.86
240	Mobile home park	Occupied dwelling unit	4.81
260	Recreational homes	Dwelling unit	3.16
270	Residential planned unit development	Dwelling unit	7.50

## INDUSTRIAL LAND USES

Land Use	Description	Unit	Trip Ends per Unit
110	General light industrial	1000 S.F. gross floor area	6.97
120	General heavy industrial	1000 S.F. gross floor area	1.50
130	Industrial park	1000 S.F. gross floor area	6.96
140	Manufacturing	1000 S.F. gross floor area	3.82
150	Warehousing	1000 S.F. gross floor area	4.96

## LODGING LAND USES

Land Use	Description	Unit	Trip Ends per Unit
310	Hotel	Rooms	8.23
311	All suites hotel	Rooms	4.90
320	Motel	Rooms	5.63
330	Resort hotel—Saturday	Occupied rooms	13.43

## OFFICE LAND USES

Land Use	Description	Unit	Trip Ends per Unit
710	General office building	1000 S.F. gross floor area	11.01
715	Single-tenant office building	1000 S.F. gross floor area	11.57
750	Office park	1000 S.F. gross floor area	11.42

## RETAIL AND COMMERCIAL LAND USES

Land Use	Description	Unit	Trip Ends per Unit
813	Free-standing discount superstore	1000 S.F. gross floor area	46.96
814	Specialty retail center	1000 S.F. gross leasable area	40.67
815	Free-standing discount store	1000 S.F. gross floor area	56.63
820	Shopping center	1000 S.F. gross leasable area	42.92
831	Quality restaurant	1000 S.F. gross floor area	89.95
834	Fast-food restaurant with drive-through	1000 S.F. gross floor area	496.12

# FORMS

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**PRELIMINARY PLAT CHECKLIST AND APPLICATION**

**FINAL PLAT CHECKLIST AND APPLICATION**

**SUBDIVISION VARIANCE**

**FEE SCHEDULE**

## PRELIMINARY PLAN CHECKLIST

### 1. GENERAL

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | a. Twelve (12) full sized prints and one (1) half-scale quarter sized print. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | b. Design prepared by a registered engineer.                                 |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | c. Adequate preliminary drawings of improvements.                            |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | d. Narrative and drainage and sediment control plan.                         |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | e. A legible vicinity map.   |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | f. Drawn at 1" = 100' or greater (eg. 1" = 50').                             |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | g. Size of sheets 24" x 36".   |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | h. No ditto marks ( " ) used.  |

### 2. PLAN DETAIL

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | a. Name of subdivision does not duplicate/resemble another subdivision in Erie County.               |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | b. Location by section, township, range, county and state.   |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | c. Name and address of owner and engineer preparing plan.  |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | d. Scale of plan.  |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | e. Date.   |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | f. North point.  |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | g. Location, width, centerline and names of existing and planned roadways and rights-of-way.         |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | h. Railroad and utility rights-of-way and easements.   |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | i. Parks and open spaces.  |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | j. Permanent buildings.  |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | k. Section, corporation and school boundaries.   |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | l. Existing and proposed sewer, water lines, culverts, utilities easements.                          |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | m. Names of adjacent subdivision and owners of adjoining parcels.                                    |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | n. Zoning classification and minimum building setback lines on all lots and other sites.             |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | o. Existing contours at an interval of not more than two (2) feet.                                   |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | p. Natural and man-made physical features shown.   |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | q. Boundary of plan indicated.   |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | r. Layout, numbers and dimensions of lots.   |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | s. Dedication or reservation of land indicated.  |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | t. Intended uses of property.  |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | u. Flood hazard elevation for the area to be subdivided and identification of any flood plain areas. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | v. Soil information.   |

Following official ERPC action any amendments to the preliminary plan shall be resubmitted to ERPC staff.

## PRELIMINARY PLAN QUESTIONNAIRE

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

Township: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

---

The following specific questions relating to this subdivision should be answered and this form included with the presentation of a sketch plan. This form must be included with an application for Preliminary Plan Approval.

- a. Total number of acres in proposed subdivision? \_\_\_\_\_
- b. Total number of lots anticipated? \_\_\_\_\_
- c. Will new roadways and/or rights-of-way be created? ☐ Yes ☐ No
- d. Roadways and/or rights-of-way to be dedicated to:  
☐ Public ☐ Use of Property Owners
- e. Will any additional right-of-way be dedicated along existing roadways?  
☐ Yes ☐ No
- f. Name of road \_\_\_\_\_.
- g. The subdivision will be served by (check those that apply):  
Individual Water Supply \_\_\_\_\_  
Public Water Supply \_\_\_\_\_  
Individual Septic System \_\_\_\_\_  
Public Sewer System \_\_\_\_\_  
Other \_\_\_\_\_ Specify \_\_\_\_\_
- h. What type of storm drainage will be used? \_\_\_\_\_
- i. Is any land other than roadways and/or rights-of-way to be dedicated for public use?  
☐ Yes ☐ No
- j. Will any natural drainage course be affected by the proposed subdivision?  
☐ Yes ☐ No
- k. What is the present use of the land? \_\_\_\_\_
- l. Proposed use of the land? \_\_\_\_\_
- m. Current zoning \_\_\_\_\_  
Proposed zoning district \_\_\_\_\_
- n. Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questionnaire prepared by: \_\_\_\_\_

Title: \_\_\_\_\_

## APPLICATION FOR PRELIMINARY PLAN APPROVAL

(For Regional Planning Office Use Only)

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

Processing Fee: \$ \_\_\_\_\_

Check Number: \_\_\_\_\_

Placed on Agenda for: TAC \_\_\_\_\_  
ERPC \_\_\_\_\_

Time: \_\_\_\_\_ am/pm  
Time: \_\_\_\_\_ am/pm

### APPLICATION IS HEREBY MADE TO THE ERIE REGIONAL PLANNING COMMISSION FOR APPROVAL OF THE PRELIMINARY PLAN OF THE BELOW DESCRIBED SUBDIVISION:

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

Section: \_\_\_\_\_ Township and Range: \_\_\_\_\_

Township of: \_\_\_\_\_

Name of Principal Owners: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Surveyor: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Engineer: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Legal Representative (if any): \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Accompanying this application are twelve (12) prints and one half-scale/quarter-sized print of the proposed Preliminary Plan. It is further understood by the applicant that said application for Preliminary Plan approval must meet the requirements of Article 300 of the Erie County Subdivision Regulations and consideration of said application is contingent upon meeting the requirements of these regulations. Official filing of the application shall not be considered made until these requirements have been met, at which time the application shall be placed on the agenda by the staff of the Commission.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

### FOR ERPC USE ONLY

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

Processing Fee: \$ \_\_\_\_\_

Check Number: \_\_\_\_\_

Placed on Agenda for: TAC \_\_\_\_\_ ERPC \_\_\_\_\_



### APPLICATION FOR FINAL PLAT APPROVAL

APPLICATION IS HEREBY MADE TO THE ERIE REGIONAL PLANNING COMMISSION FOR APPROVAL OF THE FINAL PLAT OF THE BELOW DESCRIBED SUBDIVISION:

Name of Subdivision: \_\_\_\_\_  
Section: \_\_\_\_\_ Township and Range: \_\_\_\_\_  
\_\_\_\_\_ Township

Name of Principal Owners: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name of Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name of Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name of Legal Representative: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Accompanying this application are twelve (12) full sized and one half-scale/quarter-sized copy prints of the proposed final plat. It is further understood by the applicant that said application for final plan approval must meet the requirements of the Erie County Subdivision Regulations and consideration of said application is contingent upon meeting the requirements of these Regulations. Official filing of the application shall not be considered made until these requirements have been met, at which time the application shall be placed on the agenda by the staff of the Commission.

\_\_\_\_\_  
Signature of the Owner or Authorized Agent

\_\_\_\_\_  
Date

Following official ERPC action any amendments to the final plat drawing shall be resubmitted to ERPC staff. Both Performance and Maintenance Financial guarantees shall also be submitted to ERPC staff.

## FINAL PLAT CHECKLIST

### 1. GENERAL

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

- a. Submitted within twenty-four (24) months of approval or conditional approval or preliminary plan or granted extension.
- b. Improvements completed or assurance given as required.
- c. Application form properly completed.
- d. Plat prepared in waterproof ink on Mylar or other material of equal durability at a scale of 1" = 100' or greater.
- e. Sheets are 24" x 36" or less with ½" border and 1 ½" binding.
- f. Improvement plan meets the requirements of these Regulations and the respective County and Township agencies.
- g. Drainage and sediment control plan approved by the County Engineer.

### 2. PLAT DETAIL

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

- a. Name of subdivision.
- b. Locational description.
- c. Owner and/or agent, surveyor, engineer names, address and phone numbers.
- d. Date and scale of plan.
- e. North point.
- f. Adequate survey data and complete metes and bounds description.
- g. Names of adjoining owner(s) or subdivisions.
- h. Survey lines must close within the limit of minimum standards of Ohio Administrative Code 4733.37.
- i. Name of streets and house numbers.
- j. Location and purpose of easements and rights-of-way.
- k. Lot numbers.
- l. Dedication of lots and purpose.
- m. Excepted parcel so marked "Not Included in this Plat."
- n. Building envelope (setback lines) shown and properly located.
- o. Location and description of survey monuments.
- p. Previous lot lines in case of replat.
- q. Flood plain information and elevation of the area to be subdivided.
- r. Zoning classification.

### 3. CERTIFICATIONS

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

- a. Certificate of surveyor and engineer.
- b. Certificate of ownership and dedication with notarization.
- c. Certificate that all taxes have been paid.
- d. Approval of respective Township Trustees if new roadway construction is involved.
- e. Approval of respective Township Zoning Inspector.
- f. Approval of Department of Environmental Services
- g. Approval of Erie County Health Department where sewer and/or water is not available.
- h. Approval of County Engineer.
- i. Approval of Erie Regional Planning Commission
- j. Approval of County Commissioners.
- k. Auditor's certificate of transfer.
- l. Recorder's certificate.

**ERIE REGIONAL PLANNING COMMISSION  
SANDUSKY, OHIO 44870**

**APPLICATION FOR SUBDIVISION VARIANCE**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_

1. Locational Description:

\_\_\_\_\_

\_\_\_\_\_

2. Subdivision Regulations section to be varied: \_\_\_\_\_

3. Nature of Variance Requested: Describe generally the nature of the variance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Justification of Variance: On a separate sheet, attach a statement explaining why the variance from requirements of the subdivision regulations is requested. The following items shall be addressed by the developer.

- a. Exceptional topographical or other conditions peculiar to this particular parcel of land;
- b. Why a strict interpretation of the regulations would deprive the applicant of rights enjoyed by other property owners;
- c. That the peculiar conditions do not result from previous actions of the applicant;
- d. That the requested 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 RECEIVED: \_\_\_\_\_

ACTION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FEE DUE: \_\_\_\_\_

