

500.00 – PLAN AND PLAT SPECIFICATIONS

500.01 – PURPOSE

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CROSS REFERENCES

Lot Numbering and Revision—See Ohio Revised Code 711.02, 711.06, 711.28, et. seq.

500.01 – PURPOSE The purpose of the provisions of this chapter is to inform the subdivider of the specific information he must provide to permit adequate review, approval, and recording of plats.

500.02 – PRELIMINARY DISCUSSION MAP A map shall be submitted by the subdivider as a basis for informal discussion. The map shall show the following information:

- A. Location Tract boundaries, township and north point.
- B. Existing highways and proposed streets on and adjacent to the tract. (Several alternates if considered).
- C. Statement of how sewage disposal and water supply will be provided.
- D. Utility transmission lines and easements.
- E. Existing zoning districts.
- F. Topography. (U.S.G.S. or better)

500.03 – PRELIMINARY PLAN The subdivider shall furnish the following:

- A. Application for Preliminary Plan Approval
- B. Preliminary Plan Drawing. The plan shall be prepared in accordance with these Subdivision Regulations by a registered surveyor, city planner, landscape architect, or

professional engineer. The plan shall be accurately and clearly drawn. The drawing shall include the proposed plan or alternate plans of the subdivision, and shall show the following:

1. Identification

- a. Proposed name of subdivision (must not duplicate others in the county), township, tract or original lot or section number.
- b. Names, addresses and telephone numbers of owners, subdivider, and registered surveyor, city planner, landscape architect or professional engineer.
- c. Scale (1"=100'), north arrow, and date.

2. Existing Data

- a. Boundary Line Survey Showing bearings and distances as surveyed by a registered surveyor.
- b. Easements Location, width, and purpose.
- c. Streets On and Adjacent to the Subdivision Names, location, right-of-way, and roadway width. Planned public improvements: highways or other major improvements planned by public authorities for future construction on or near the subdivision, including journalized routes for highways.
- d. Utilities On and Adjacent to the Subdivision Location, size and invert elevations of sanitary and storm sewers; location and size of water mains; location of gas lines, fire hydrants, and utility poles. If water mains, sewers, and/or culverts are not on or adjacent to the tract, indicate the direction and distance to and size of nearest ones, showing invert elevation of sewers and culverts.
- e. Ground Elevations on the Subdivision Show contours with an interval of not more than five (5) feet if ground slope is in excess of four percent (4%), and two (2) feet if ground slope is less than four percent (4%).
- f. Subsurface Conditions on the Subdivision Any conditions that are not typical such as abandoned mines.
- g. Other Conditions on the Subdivision:
 - 1) Watercourses and areas subject to flooding.
 - 2) Marshes.

- 3) Rock outcroppings.
- 4) Wooded areas.
- 5) Isolated preservable trees one (1) foot or more in diameter.
- 6) Any structures or other significant features.

h. Other Conditions on Adjacent Land Within 200 feet:

- 1) Approximate direction and gradient of ground slope including any embankments or retaining walls.
- 2) Location and type of buildings, fences, tree lines, etc.
- 3) Railroad lines.
- 4) Power lines and towers.
- 5) Other nearby nonresidential uses of land.
- 6) Owners of adjacent unplatted land. (For adjacent platted land refer to subdivision plat by name, plat book, and pages.)

i. Zoning Requirements:

- 1) District.
- 2) Lot size and yard requirements.
- 3) Proof of any variances or special exceptions that may have been granted.

j. Planned and Public Improvements Highways or other major improvements planned by public authorities for future construction on or near the subdivision.

3. Proposals

- a. Streets Show proposed streets (indicate each street by a letter except where the street is a continuation of an existing street), right-of-way widths, approximate grades and proposed improvements.
- b. Other Rights-of-Way or Easements Location, width and purpose.
- c. Lots Numbers, dimensions, and area of irregular lots in square feet.
- d. Minimum building setback lines.

- e. Land parcels within the subdivision not to be divided into lots.
 - f. Public Sites Reserved or dedicated for parks, playgrounds or other public uses.
 - g. Sites for Other Uses Multi-family dwellings, shopping facilities, churches, industry, or other nonpublic uses exclusive of single-family dwellings.
 - h. Total Site Data Including acreage, number of residential lots, typical lot size and acres in parks and other public uses.
 - i. When extensive changes of topography are contemplated, a plan showing the proposed topography.
 - j. In cases where lots or parcels have previously been transferred without plat, out of the tract sought to be subdivided, such lots or parcels previously transferred should also be numbered in sequence with all new lots created in the proposed subdivision.
4. Other Information The Portage County Building Department or the village engineer or Planning Commission may require such additional information as deemed necessary.
- C. Vicinity Map The map shall show the relationship of the proposed subdivision to existing community facilities that serve or influence it. The vicinity map may be on the same sheet as the preliminary plan drawing. The vicinity map at a scale of 1"=400' shall show:
- 1. Subdivision name; township, tract and original lot or section number; north arrow; and the Ohio State Plane coordinate grid.
 - 2. Existing and proposed main traffic arteries.
 - 3. Parks and playgrounds.
 - 4. Any other significant community features.

500.04 --- IMPROVEMENT PLANS AND SPECIFICATIONS Drawings showing cross sections, profiles, elevations, construction details, specifications and cost estimates, and all calculations and computations for all required improvements shall be prepared by a professional engineer. The improvement plans shall be prepared as directed by the Portage County Building Department or the village engineer and subject to his approval.

If it becomes necessary to modify the improvements as approved due to unforeseen circumstances, the subdivider shall inform the Portage County Building Department or the

village engineer in writing of the conditions requiring the modifications. Written authorization from the Portage County Building Department or the village engineer to make the required modification must be received before proceeding with the construction of the improvement.

At the completion of the construction and before acceptance, the subdivider shall furnish the Portage County Building Department or the village engineer a set of drawings for permanent record, showing the locations, sizes and elevations of all improvements as constructed. "As built" drawings showing all lateral locations, depth and all utility service connections, shall be provided.

500.05 — FINAL PLAT The subdivider shall furnish the following:

- A. Application for final plat approval.
- B. Final Plat Drawing
 1. The final plat shall be approved by a registered professional engineer submitted in both twenty-four (24) by thirty-six (36) inch printed sheet(s) and electronic format and shall be at a scale of not more than 100 feet to one (1) inch. Where necessary, the plat may be on several sheets accompanied by an index showing the entire subdivision.
 2. The final plat shall show the following:
 - a. Identification
 - 1) Name of subdivision (must not duplicate others in the county), township, tract and original lot or section number.
 - 2) Vicinity map at 1"=1,000' scale with north arrow.
 - b. Control Points All dimensions, angles and bearings are to be referred to control points, nearest established street line, section lines or other established point.
 - c. Lines and Boundaries Center lines and right-of-way lines of streets, easements and other rights-of-way, natural and artificial watercourses, streams, shorelines, corporation lines and property lines of all lots and parcels with distances, radii, arcs, chords, and tangents of all curves (nearest one-hundredth (1/100) of a foot), bearings or deflection angles (nearest second).
 - d. Street Name (must not duplicate another in the postal delivery area) and right-of-way width of each street within proposed subdivision and those adjoining.

- e. Building setback lines accurately shown with dimensions.
- f. Lot and Block Identification Lots shall be numbered in consecutive order and when the subdivision is submitted in sections or phases, lots shall be numbered consecutively as each section or phase is submitted. In cases where lots or parcels have previously been transferred, such lots or parcels previously transferred should also be numbered in sequence with all new lots created in the proposed subdivision.
- g. Total Site Data Including acreage, number of residential lots, typical lot size and acres in parks and other public uses.
- h. Land for Public Use Show boundaries and identify the use of all parcels that are to be dedicated or reserved for public use or easements.
- i. Monuments Locations and description of those found, set, or to be set.
- j. Names of recorded owners of adjoining unplatted land and reference to subdivision plats of adjoining platted land by name, volume, and page of Recorder's maps.
- k. Certification and seal by a registered surveyor to the effect that the plat represents a survey made by him that balances and closes, and that the monuments shown thereon exist or shall be set as shown, and that all dimensional and geodetic details are correct.
- l. Notarized certification by the owner or owners of the subdivision and the offer of the dedication of streets and other public areas and that there are no unpaid taxes or special assessments against the land contained in the plat.
- m. Notation For:
 - 1) Certification of Portage County Building Department or the village engineer that required improvements have been satisfactorily installed or adequate financial guarantees have been provided.
 - 2) Approval of plat by chairman and secretary of the Planning Commission.
 - 3) Acceptance of offers of dedication by Council.
 - 4) Proper notations for transfer and recording by the County Auditor and the County Recorder.

- n. Protective covenants.
- o. Marital status of land owners must be shown, and if married, spouse must also sign plat and release dower or courtesy interest in public places.
- p. Release by the mortgage holder, if any, of all interest in all property dedicated to a public use. This may be a separate document.