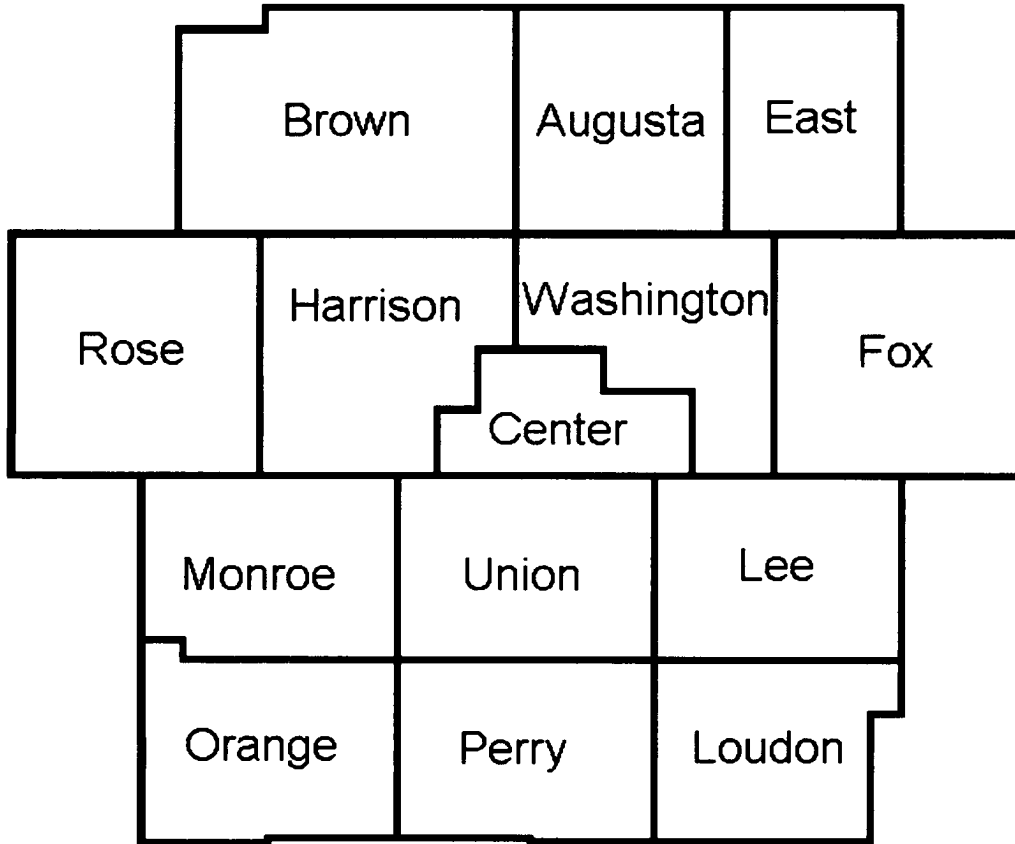


CARROLL COUNTY, OHIO SUBDIVISION REGULATIONS



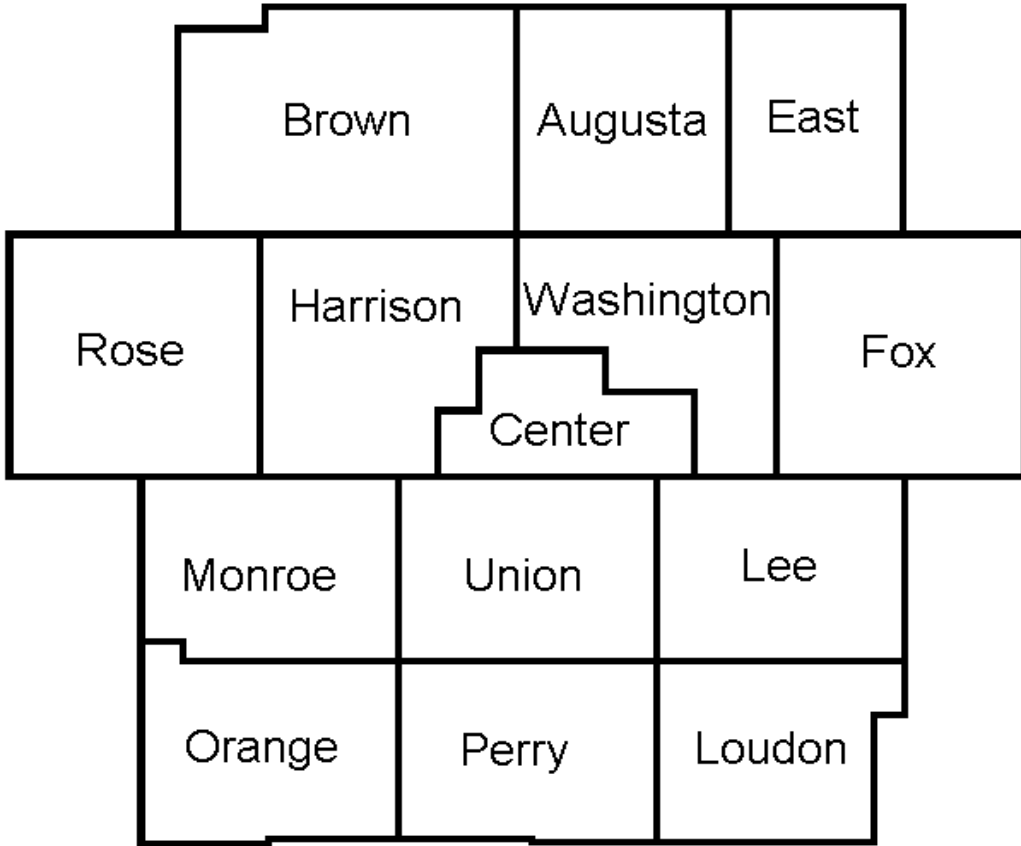
Carroll County Regional Planning Commission
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Carroll County Ohio Subdivision Regulations

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- Updated wording
- Added DPD Regulations
- Added House Numbering

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SECTION I **INTRODUCTION**

1.1 Necessity

Each year throughout the county and on the borders of the municipalities within the county, new subdivisions and new individual lots come into existence; Federal, State, and County highway construction tend to accelerate this development. A portion of the subdivision activity will be used to lay out large tracts for airports, industrial development and institutional uses, but most of it will be used for residential building sites, schools, parks, and neighborhood shopping centers or items commonly known as subdivision platting activity. The regulation of this subdivision activity is becoming widely recognized as a method of insuring sound community growth and serves as a means to help for safeguarding the interests of the home owner, subdivider, and local government.

Regulations controlling land subdivisions are perhaps the most important guiding instrument and undoubtedly require the greatest amount of cooperation between the local government and the developer. These regulations are intended to provide procedures and standards in order to promote a sound working relationship between the governmental officials responsible for community design and upkeep and the prospective land developer.

1.2 Principles of Neighborhood Design

Just as the church was the essential dominant social factor of the medieval city, the focuses of social activity in the modern city are the home, school, and church. With all their specialized communal aids, they constitute the essential nucleus of the neighborhood unit.

In the modern city a neighborhood has physical boundaries and identifiable characteristics. Its pattern is determined by the need for isolating the school and the home from the dangers of high-speed traffic movements, noise, and through-traffic, which, for the most part, should never pass through a neighborhood. Generally, such traffic movements should circumvent the neighborhood and define its physical boundaries. Whatever the traffic filters into the neighborhood should be destined therein and move at a pace which respects the rights of the pedestrian.

Any proposed subdivision should definitely conform to the provision of any overall plan of the area where the subdivision would be located. This enables several subdivisions to be grouped together to form a neighborhood unit.

SECTION II **ADMINISTRATION**

2.1 **Name**

The official name of these regulations and of this document shall be known as the “Subdivision Regulations of Carroll County, Ohio”, and hereinafter referred to as “these regulations”.

2.2 **Administering**

It shall be the responsibility of the Commission to administer these regulations except where specific authority is given to some other county office as set forth in these regulations.

2.3 **General Purposes**

These regulations shall be to guide and regulate the planning, subdividing, and development of land in order to promote and protect public health, safety, and general welfare. It is intended that the provisions of these regulations shall be applied to achieve the following objectives:

1. The proper arrangement of streets or highways in relation to existing or planned streets or highways or to the general plans of the various political subdivisions of the County to ensure development of land to obtain harmonious and stable neighborhoods with safe and convenient vehicular and pedestrian circulation.
2. To provide common grounds of understanding and a sound working relationship for both the county officials interested in and responsible for sound community development and the land owner or his agent who intends to subdivide for whatever purpose.
3. Design to allow ample and convenient space for schools, utilities, access for firefighting equipment, recreation, light, and other public purposes.
4. Ensure accurate surveying of land and the preparation and recording of plats.
5. The assurance that subdivision improvements are properly installed and completed in compliance with the standards contained herein.

2.4 **Authority**

These regulations are enacted under the authority granted in Chapter 711 of the Ohio Revised Code.

2.5 **Effective Date**

These regulations shall be effective following adoption by the Carroll County Regional Planning Commission and the Board of County Commissioners after public hearing and upon certification to the County Recorder in accordance with Chapter 711 of the Ohio Revised Code as amended. These regulations shall in no way affect any subdivision having received preliminary approval by the County Commissioners prior to the effective date provided, however, that no changes to the approved preliminary plan are introduced by the Subdivider.

2.6 **Jurisdiction**

These regulations shall be applicable to all subdivisions of land as hereinafter set forth:

- A. The subdivision of land located in the unincorporated areas of the County except the territory which is within three (3) miles of the corporate limits of a city or within one and one-half (1-1/2) miles of the corporate limits of a Village, either of which has enacted platting jurisdiction of said three miles or one and one-half miles territory as set forth in Section 711.09 of the Ohio Revised Code.
- B. The subdivision of land located in the unincorporated areas of the County within three (3) miles of the corporate limits of a City, or within one and one-half (1-1/2) miles of the corporate limits of a Village, either of which having platting jurisdiction, whenever the Commission and the City or Village Planning Commission of that City or Village shall have entered into an agreement in writing pursuant to section 711.10 of the Ohio Revised Code.

2.7 **Scope**

A. Divisions of land subject to the provisions of these regulations are:

- 1. The division of any parcel into two or more lots, or pieces, any one of which is less than five (5) acres, including any residue of splits.
- 2. The dedication of right-of-way and easements.
- 3. The dedication of open spaces.
- 4. The sale or exchange of parcels between adjoining owners where no additional building sites are created. (See Section 4.2.02)

B. Division of land not subject to the provisions of these regulations are:

- 1. The division of land into parcels of more than five (5) acres each not involving any new streets, roads, or easements of access.

2.8 **Interpretation**

The provisions of these regulations shall be held to be minimum requirements. Whenever these provisions are different from the requirement of other lawfully adopted regulations, the more restrictive rule or higher standard shall prevail.

2.9 **Variances**

“All variances noted in these subdivision regulations shall be subject to final approval only by the Carroll County Regional Planning Commission.” If strict adherence to the letter of these regulations creates extraordinary difficulties or undue hardships because of topographical or other exceptional conditions, the Planning Commission may authorize variations subject to whatever conditions and safeguards found necessary, provided the general intent and spirit of these regulations are enforced.

2.10 **Amendment**

These regulations, or any part hereof, may be amended from time to time by the Regional Planning Commission, provided, however, that no such amendment shall become effective until the Board of County Commissioners holds a public hearing concerning said amendment and subsequently approves it as specified in the appropriate sections of the Ohio Revised Code. (711.32)

2.11 **Separability**

Should any section, clause, or provision of these regulations be declared invalid in a court of law, such action shall in no way effect the validity of these regulations as a whole or any other part thereof.

2.12 **Enforcement**

It shall be the duty of the Commission and its staff, together with other appropriate county offices, to enforce these regulations within all areas under the subdivision jurisdiction of the Commission.

2.13 **Notice**

The enforcement office of the appropriate agency shall serve a written notice or order upon the person responsible whenever he finds that any work is being done or any transactions are being made in violation of the provisions of these regulations or in violation of a detailed statement or plan submitted and approved. Such notice shall direct the discontinuance of any illegal action and the remedying of the condition that is in violation of the provisions and requirements of these regulations.

In case such notice or order is not promptly complied with, the enforcement officer of the appropriate agency shall notify the other public offices, utility companies, and other officials concerned therewith and shall request the same to withhold their approval and stop all services to the property where such violation is concerned and to refuse such services until these regulations are complied with. The enforcement officer of the appropriate agency, in any case may also request the County Prosecutor to institute the

appropriate action or proceedings at law of equity to restrain, correct, remove, or prosecute such violation.

2.14 **Penalty**

Violation of these regulations is subject to the penalties as set forth in Section 711.02 of the Ohio Revised Code or any amendment thereof, which states as follows:

“Whoever willfully violates any rule or regulation adopted by the legislative authority of a municipal corporation or a board of County Commissioners pursuant to Section 711.101 of the Revised Code or fails to comply with any order issued pursuant thereto, shall forfeit and pay not less than ten nor more than one thousand dollars.

Such sum may be recovered with costs in a civil action brought in the Court of Common Pleas of the County in which the land lies relative to which such violation occurred, by the legal representative of the village, city or county, in the name of such village, city, or county and for the use thereof. (10-6-55)”

2.15 **Appeal**

Rights of appeal shall be set forth in Chapter 711.10 or other applicable sections of the Ohio Revised Code.

2.16 **Reconsideration**

Any Subdivider aggrieved by a finding, decision, or recommendation of the Commission may request and receive opportunity to appear before the Commission, or its agent, present additional relevant information and request reconsideration of the original finding decision, or recommendation.

2.17 **Fees**

The Regional Planning Commission shall establish a schedule of fees, charges, expenses for administration of these Regulations. The schedule of fees shall be posted in the office of the Regional Planning Commission and on the Commission’s webpage. Until all applicable fees, charges, and expenses have been paid in full, no action shall be taken on any application, appeal or variance. The subdivider or legal representative shall be responsible for submittal of the plat and payment of fees to any applicable local agency having jurisdiction regarding review and/or approval of any proposed improvements, including water and sanitary sewage facilities; i.e.: County Engineer, County Health District, Sanitary Sewer District, Soil & Water Conservation, EMA Flood Zone, etc. and in addition to the normal fees for the recording of plats. Such fees are determined by each reviewing entity as applicable.

SECTION III **DEFINITIONS**

3.1 Interpretation of Terms or Words

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

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

Alley:

A public right-of-way reserved as a secondary way of access to abutting property whose principal frontage is on some other thoroughfare used for services purposes and not for general travel. Dead-end alleys will not be permitted.

ASTM:

American Society for Testing and Materials

Bench Mark:

An established elevation point, generally identified as “BM” printed on a map. It is preferable to have a “BM” established relative to the U.S.G.S sea level datum. Generally, a concrete monument, deep rod mark or point that is not easily disturbed.

Board:

The Board of Carroll County Commissioners or their designated representatives.

Butt Lot:

A lot whose side line abuts the rear line of another lot.

Carroll County House Numbering Grid System (HNGS):

The numbering system based upon 1000 numbers per mile of roadway in each township section increasing outward from the noted zero-zero point of the county.

City/Village Planning Commission:

The commission established by a municipality for the purpose of controlling platting within the corporate limits of that municipality and within their jurisdiction.

Commission or Planning Commission:

The Carroll County Regional Planning Commission (RPC)

Comprehensive Plan:

The plan, or parts thereof, which has been adopted by the Commission, showing its recommendations for such systems as: parks and recreation facilities, water supply, sewerage and sewage disposal, solid waste disposal, transportation, highways, civic centers and other public improvements which affect the development of the county.

Contiguous Parcels:

Any parcel(s) that does/do not front on a public road (Sec. 5.1. 02) or meets the Regional Planning requirements for parcels and is/are being conveyed to an adjacent owner shall be noted as "CONTIGUOUS PARCEL(S)". The conveyor's' names and ownership on the transfer instrument shall match the receiver's' names and ownership of the adjacent parcel being enlarged. If the parcels were later combined by survey and all RPC Regulations were met, the "CONTIGUOUS PARCEL" notation can be removed from the tract on future transfers.

Contour Line:

A line connecting points of equal elevation long the side of a slope.

Corner Lot:

A lot abutting upon two streets at their intersections.

County:

Carroll County, State of Ohio.

Crosswalk:

A right-of-way, dedicated to public pedestrian use, which cuts across a block or street.

Cul-de-sac:

A short street with only one end open to vehicular traffic and the other end permanently terminated by a safe and convenient vehicular turnaround as required by these regulations.

Dedicated Private Drive (DPD)/Shared Drive:

Legal access to a tract(s) of land if fronting or abutting an existing public road in which landowners share a common access to a roadway, have a recorded Roadway Use Maintenance Agreement (RUMA) for the shared drive, is able to be developed for access by emergency equipment (fire trucks, ambulances, etc.),

provides legal access to land for subdivision purposes, and is subject to the limits of the subdivision regulations.

Dedicated Private Drive (DPD) Subdivision:

A minor or any sized subdivision of 2 to 5 residential parcels that share access to a public road via a platted private drive.

Dead-end Street:

A Street temporarily having only one outlet for vehicular traffic and intended to be extended or continued in the future.

Developable Lot: any parcel of land that may be used for the following purposes – agriculture, recreation, residential, commercial, or industrial. Type and intent of development is determined by the property owner, however development may be restricted due to physical features found on the parcel or by any agency having jurisdiction depending on the type of desired development.

Developer:

Any person, partnership or corporation, or duly authorized agent who commence proceedings under these regulations to affect a subdivision or land hereunder for himself or for another.

Double Frontage Lot:

A lot fronting on two streets other than a corner lot.

Driveway/Private Road:

A private access used for travel by the owner and those having express or implied permission by said owner, but not by other persons, between a street or road to single dwelling unit(s), one (1) multi-family unit, commercial, or industrial building. Use of a driveway as access for other than outlined above will be considered a shared driveway (see definition). All driveways shall be at least three (3) feet from the property line

Easement:

Authorization by a property owner for the use by another, and for a specified purpose, of any designated part of his property. If it is the sole point of access for the lot, it must be a covenant of the deed prior to final approval. Roadways must be adequate for any and all emergency response vehicles and/or equipment to reach all building sites without injury to the said vehicles. Use of easements shall not replace nor supersede the road frontage requirement when new parcels are created.

Engineer:

A registered engineer authorized to practice engineering as defined by Engineer's Registration Act of the State of Ohio.

Expressway:

A divided arterial highway for through traffic with full or partial control of access and generally with grade separations at intersections.

Flag Lot:

A lot where access from the public roadway to the building site or primary portion of the lot is through a corridor of access which is generally wide enough to accommodate a driveway, but too narrow for structures. Flag lots are prohibited unless the lot exceeds five (5) acres and at no point the width of the stem shall be not less than fifty (50) feet. For these regulations, a triangular or “pie-shaped” lot such as typically found at the terminus of a cul-de-sac, shall not be considered a flag lot.

Flood Plain:

That portion of land adjacent to a river, stream or creek channel which is under water when the water overflows its normal channel. Reviews are conducted by County Emergency Management (local FEMA Agency) and must meet their approval prior to final approval by Regional Planning. All properties within or adjacent to flood hazard areas may be evaluated.

Freeway:

An expressway with full control of access.

Frontage:

The linear distance whether straight or curved, along the right-of-way or easement line of a street upon which a lot abuts. The required minimum frontage shall be continuous and not broken into segments per Section 6.1.02.

Frontage Road:

A minor street generally parallel to a major thoroughfare so designed as to intercept, collect, and distribute traffic desiring to cross, enter or leave such thoroughfare, and which provides access to abutting properties.

Grade:

The slope expressed as a percent which indicates the rate of change of elevation in feet per hundred feet.

Highway: A general term denoting a public way for purposes of travel, including the entire area within the right-of-way.

Improvement:

Pavements, curbs, gutters, sidewalks, water mains, sanitary sewers, storm sewers, grading, street signs and plantings, and other items normally associated with the development of raw land into building sites.

Inspection Fee:

A fee charged to the developer by the County or their agent for the inspection of the construction of applicable improvements.

Intermediate Highway:

A highway which carries light traffic volumes and is a part of the local circulation system.

Interior lot:

A lot with only one (1) frontage on a street.

Jog:

An offset in alignment of one of the streets at an intersection.

Key Map:

A drawing at a reduced scale located on a plate to locate and orient the subdivision being shown within its area of the County.

Local Street:

A highway used primarily for access to abutting properties.

Lot:

Any parcel of land containing less than five acres.

Lot Area:

The area of the lot, exclusive of the public and utility right-of-way. (Example: 0.15A for road right-of-way + 4.56A parcel = 4.71A total)

Lot Measurements: A lot shall be measured as follows:

- A. Depth: the average horizontal distance between front and rear lines.

- B. Width: the horizontal distance between the side lot lines at the minimum building set back line

Lot Width to Depth Ratio:

The maximum depth of a lot measured from the right-of-way line shall not exceed five (5) times the average width of the lot. To calculate the average width and the maximum allowable depth of a tract, the following method shall be used:

- a. the acreage is converted to square feet,
- b. divide the conversion by the lot depth from the right-of-way line to the rear lot line on the longest side – resulting in the average width of the lot,
- c. multiply the average width by five (5) to determine the maximum allowable depth of the lot.

Lot of Record:

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

Major Highway:

A highway of two (2) or more lanes which carries a large volume of traffic (usually State and Federal Routes).

Major Subdivisions:

Any subdivision other than a minor subdivision.

Major Thoroughfare Plan:

A highway used as a neighborhood collector.

Minor Highway:

A highway of two (2) or less lanes which carries a small volume of traffic (usually County and Township routes).

Minor Subdivision:

A division of a parcel of land along an existing public street or road into two (2) or more parcels, but not more than five (5) lots, any one (1) of which is under five (5) acres, that does not involve the opening, widening or extension of any street or road, or alteration of any other publicly owned facility. It shall require a metes and bounds description and a plat survey (not recorded in the office of County Recorder) to be approved by the Planning Commission according to O.R.C. Section 711.131. Also known as “lot splits”.

O.A.C.

Ohio Administrative Code, as amended

O.D.O.T

Ohio Department of Transportation

O.R.C.

Ohio Revised Code, as amended.

Pavement:

That portion of a highway having an improved hard surface.

Performance Bond (or Surety Bond):

An agreement by and between a subdivider or developer and a bonding company in favor of the Board of County Commissioners for the amount of the estimated construction cost guaranteeing the completion of physical improvements according to plans and specification within the time prescribed by the developer’s agreement.

Plat:

The map or drawing on which the developer's plan of a subdivision is presented to the Planning Commission (in preliminary form) for approval and, after such approval, is presented (in final form) to the County Recorder.

Rear Lot Line:

The lot line which is most opposite the front lot line. Each lot shall have one rear lot line. In the case of a corner lot with more than one front line, the rear lot line is the lot line which is most opposite the shortest front lot line.

Regulations:

Subdivision Regulations for Carroll County, Ohio.

Reserves:

Parcels of land within a subdivision that are intended for future use.

Right-of-way:

A strip of land dedicated for "Public" or "Private" usage as means of ingress and egress. The width between property lines of a street, alley, crosswalk or easement, ROW.

Subdivider:

Any landowner or his agent who undertakes the subdivision of land. (See Developer)

Subdivision:

In accordance with Section 711.001 of the Ohio Revised Code:

- A. 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, or 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
- B. The improvement of one or more parcels of land for residential, commercial, or industrial structures or groups of structures involving the division or allocation of land for the opening, widening or extension of any street or streets, except private streets serving industrial structures; the division or allocation of land as open spaces for common 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:

A registered surveyor as defined by the Registration Act of the State of Ohio.

Topography:

The features of and on the earth, including relief, vegetation, water along with man-made improvements.

Variance:

See Section II, Paragraph 2.9.

Walkway:

A right-of-way for pedestrian use.

Watercourse:

The natural course or an artificial channel, in which a steady or intermittent flow of water occurs or is provided for.

SECTION IV
PROCEDURE FOR SUBDIVISION APPROVAL

4.1 Pre-Application Discussion

Subdivider and Staff:

Prior to the subdivision of any land, the subdivider may discuss informally with the Planning Staff, the property proposed for subdivision with reference to existing regulations and procedures at this time it shall be determined by the staff whether it is a major or minor subdivision.

4.2 Minor Subdivisions of land for which a plat is not required (Lot Splits).

4.2.01 Subdivision Involving Five Lots or Less:

Whenever a subdivision of a parcel of land shown as a unit on the last preceding tax roll (duplicate) is proposed along an existing public street, not involving the opening, widening or extension of any street or road, and involving no more than five (5) lots including the original tract, the said subdivision may be submitted to the Commission for approval without a plat. If the Commission, acting through its staff, is satisfied that such proposed subdivision is not contrary to applicable platting, subdividing or zoning regulations, and has received approvals from any other applicable reviewing agencies, and all fees derived from the subdivision are paid, shall within fourteen (14) full working days after reviewing all applicable approvals, shall approve or deny such proposed subdivision. Thereafter when the Commission is presented a conveyance of a parcel of said subdivision, the same shall be stamped "APPROVED, NO PLAT REQUIRED, CARROLL COUNTY REGIONAL PLANNING COMMISSION" and signed by the Regional Planning Director or by any other authorized representative.

Lots having the potential for use as a homesite or have an existing homesite will be reviewed by the Board of Health for water and sewage treatment capabilities. Such review may require soil evaluation as determined by the O.A.C. If such subdivision site has not been determined to be suitable for sewage treatment by the Board of Health, a statement so indicating such shall be marked on the deed or instrument of conveyance.

If the proposed minor subdivision is not approved, the applicant may appeal the decision to in writing to the Planning Commission within ten (10) days from the denial. The appeal will be considered by the Planning Commission at the next meeting.

4.2.02 Sale or Exchange of Parcels Between Adjoining Lot Owners

When the sale or exchange of parcels between adjoining lot owners does not create an additional building site or sites as defined by zoning or these regulations or reduce the original tract below the requirements of zoning or these regulations, then the owner may proceed as specified in (1) above.

Although a plat is not required in (1) or (2) above, a drawing, based on a survey showing location of property and giving such other pertinent information as may be necessary, shall be required.

The foregoing procedure for transfer without plat is covered by Section 711.131. O.R.C.

4.2.03 Submittal Materials

The following items shall be submitted:

A. One (1) copy of a survey of the parcel(s) in question showing access for each. Such survey shall be made by a registered surveyor in the State of Ohio, in accordance with the Minimum Standards for Boundary Surveys in the State of Ohio as found in the O.A.C., Chapter 4733-37.

B. A written legal description with sketch of the property and the deed to be approved by the Carroll County Map Dept.

C. A review by the Carroll County Board of Health that the site is suitable or not suitable for home sewage disposal or water supply system, if deemed necessary by the Director.

D. a) Subdivision surveys submitted to the Map Department for approval after these Regulations were adopted must comply regardless of the completion date of the survey.

b) Subdivision surveys that have been approved by the Map Department prior to the adoption of these Regulations are exempt.

CHART OF PROCEDURE STEPS FOR A SUBDIVISION

Action Initiated by Subdivider				Action By Planning Commission
Pre-Application Discussion with familiarization with regulations (Sec. 4.1)	(1)	Pre-Application	(2)	Provide subdivider with information and help
Has a sketch plan prepared and submits it to the Commission (Sec 4.3.1)	(3)		(4)	Reviews sketch plan and makes recommendations
Has a preliminary plat prepared and files it with Commission (Sec. 4.3.2)	(5)	Preliminary Plat	(6)	Staff reviews preliminary plat and makes recommendation (Sec. 4.3.4 & 5)
Has detail improvement plans prepared and approved (Sec. 4.3.7)	(8)		(7)	Acts on preliminary plat and notifies subdivider (Sec. 4.3.4 & 5)
Has final plat prepared and files it with Commission (Sec. 4.3.7)	(9)	Final Plat	(10)	Staff reviews final plat and makes recommendations (Sec. 4.3.8)
Records Final Plat (Sec. 4.3.12)	(13)		(11)	Acts on final plat and notifies subdivider (Sec. 4.3.9 & 10)
			(12)	Board of Commissioners approves plat. (Sec. 4.3.11)

4.3 Major Subdivisions Involving More than Five Lots – Processing Steps

Pre-Application Sketch Plan:

1. Subdivider: Provides pencil or other legible sketch, preferably to scale, showing the tentative layout of the proposed subdivision. Information to be shown on the sketch plan is given in Section 8.1.

The overall feasibility of the subdivision can be determined by consultation of the subdivider and planning staff by making use of the pencil sketch, tax maps, U.S.G.S Topographic Maps, highway maps, soil maps, comprehensive plans, thoroughfare plan,

zoning maps and any other information available without doing field surveying. This enables the subdivider to avoid excessive expenses on a subdivision at the very beginning.

Preliminary Plat:

2. Subdivider: If the pre-application discussion of a major subdivision is favorable, the subdivider shall file in the Commission office, at least fifteen (15) working days before the next scheduled Commission meeting, a written application along with the appropriate fee and 10 copies of a Preliminary Plat covering the entire parcel under consideration, together with plans and other supplemental material as specified in Section 8.2.

3. Staff Procedures:
 - A. Review the application and Preliminary Plat for conformity to Subdivision Regulations, Comprehensive County Plans, Major Thoroughfare Plan, Zoning, if any, and other applicable laws

 - B. Negotiate with subdivider on changes deemed advisable.

 - C. Circulate copies of the plat to other governmental agencies having jurisdiction, (See Appendix for distribution) asking for comments to be returned within ten (10) working days.

 - D. Place summary of staff review on the agenda of the next Commission meeting for official action.

4. Commission: Acts on Preliminary Plat – Gives approval, approval with modifications, or disapproval within thirty (30) days of the date of the meeting.

5. Staff: Notes the action of the Commission on two (2) copies of the Preliminary Plat and attaches any conditions determined, one (1) copy is retained by the Commission and the other is returned to the Subdivider along with written notice of the Commission’s action.

(See Section 8.2 for information which is to be supplied on the Preliminary Plat.)

Detail Design Period

6. Subdivider
 - A. Employs a surveyor to survey the subdivision boundary and prepare the Final Plat

 - B. Employs an engineer to prepare detail construction plans for all proposed improvements (See Section 8.2 & 8.4)

 - C. Submits prints of the construction drawings to the Commission Office, County Engineer, and/or County Health Department for review and works with these offices to make any changes necessary.

 - D. Obtains written approval of the construction drawings from the County Engineer and/or County Health Department.

- E. Provides a guarantee, satisfactory to the Board of County Commissioners, which ensures the construction to completion of all improvements or has already constructed the improvements according to these regulations, has a final construction inspection of them performed by the County Engineer and/or County Health Department and approval certified to the Board of Commissioners. (See Section 7.3)
- F. Provides sufficient assurance of maintenance as set forth in Section 7.7.03 of these regulations.

Final Plat

7. Subdivider: Files in the Commission Office ten (10) copies of the Final Plat which:

- A. Is filed at least fifteen (15) working days before the next regularly scheduled Commission meeting;
- B. Is accompanied by a written application and the appropriate fee;
- C. Conforms to the approved Preliminary Plat but may incorporate changes which were necessitated or resulted from the design of the improvements and which were cleared with the Commission staff and conforms to Section 8.5 of these regulations;
- D. May constitute only that portion of the approval Preliminary Plat which the subdivider intends to record and develop at the time;
- E. Is filed within twelve (12) months of the date of approval of the Preliminary Plat unless an extension was asked for by the subdivider and granted by the Commission;
- F. Is accompanied by seven (7) copies of the approved detail construction drawings covering all proposed improvements.
- G. Prior to the granting of approval of the final plat, the subdivider shall have installed the minimum required improvements, or shall have furnished a performance bond for the amount of the estimated construction cost for the ultimate installation of the improvements. The bond, or cash deposit, will assure the county that the subdivider will faithfully perform and complete the work of constructing such improvements in accordance with these regulations.

8. Staff Procedures

- A. Review Final Plat for conformance with the approved Preliminary Plat, these regulations, Comprehensive Plans of the County, Major Thoroughfare Plan, Zoning, and other applicable regulations;
- B. Negotiate with subdivider on changes deemed necessary;

- C. Distribute copies of the plat to other governmental agencies having jurisdiction (See Appendix) and ask for comments to be returned within ten (10) working days;
 - D. Place summary of staff review on the agenda for the next Commission meeting for official action.
9. Commission: Acts on Final Plat – Gives approval or disapproval along with reasons for refusal in writing within thirty (30) days after plat has been officially filed, otherwise, said plat shall be deemed to have been approved. Approval shall be endorsed on the original tracing of the Final Plat by the Chairman and Director.
10. Staff: Notifies the subdivider in writing of the action taken by the Planning Commission.
11. Board of County Commissioners: Approves the plat and endorses said approval on the original tracing of the Final Plat.
12. Subdivider: Records the Final Plat with the County Recorder within one year of the date of the plat approval by the Carroll County Planning Commission, and provides the County Tax Department with a reproducible copy of the Final Plat.
- 4.4 Replat**
The replat of land for which a plat has been previously recorded shall require same procedure as for a new subdivision (See Section 711.24 of the O.R.C.)
- 4.5 Transfer Without Plat**
See Section 4.2 of these regulations.
- 4.6 Vacations**
Lots and streets in a plat may be vacated by the owner or owners in accordance with the provisions of Section 711.01 through 711.24 and Section 711.39 of the O.R.C.
- 4.7 Annexations**
In accordance with Chapter 709 of the O.R.C.

SECTION V
SUBDIVISION DESIGN STANDARDS

5.1 Lots

5.1.01 General: The lot size, shape, orientation, and minimum setback lines shall be appropriate for the location of the subdivision and for the type of development and use contemplated.

5.1.02 Lots Dimensions: (minimums) Shall be governed by the following table and conditions:

Type of Development	Centralized Water and Sewer Available	Centralized Sewer Available	Neither Centralized Water or Sewer Available
Single Family	75' Continuous Width 9,375 Sq Ft (.215A)	100' Continuous Width 20,000 Sq Ft (.46A)	140' Continuous Width 65,340 Sq Ft (1.50A)
Two Family	95' Continuous Width 13,300 Sq Ft (.305A)	120' Continuous Width 27,600 Sq Ft (.63A)	200' Continuous Width 65,340 Sq Ft (1.50A)
Multi-Family	110' Width 5,000 Sq Ft per dwelling unit	150' Width 14,000 Sq Ft per dwelling unit	To be considered individually
Commercial or Industrial – To be considered individually			

- A. In case of unusual soil conditions or other physical factors which may impair the health and safety of the neighborhood in which a subdivision may be located, upon recommendation of the County Board of Health or the County Engineer, the Commission may require large lot widths and lot areas as deemed necessary or may require the installation of an adequate sewage disposal plant.
- B. Tracts must comply with all requirements of the Sewage Treatment System Rules found in O.A.C. 3701-29-08.
- C. The Width to Depth ratio of a lot shall not exceed 1 to 5.
- D. Rear lot lines shall have a minimum length of 25 feet.
- F. Corner lots for residential use shall have the required extra width or such other provisions as are deemed necessary to permit building setbacks with respect to both streets. Corner lots with no public water or sewer available shall have an additional minimum area of 4,000 square feet (0.092 acres).

5.1.03 Exceptions: Every tract or lot which is not covered under 5.1.02 of the Carroll County Subdivision Regulations shall front upon or abut an existing public road shall have a minimum of fifty (50) feet and shall be located in an area that can be developed for the access by a modern automobile and emergency vehicles,

however, this does not affect the sale or exchange of parcels between lot owners as stated in the Carroll County Subdivision Regulation Section 4.2.02..

5.1.04 Street Frontage: All lots shall abut by their full frontage on a dedicated “Public” or “Private” Street.

5.1.05 Double Frontage Lots: Double frontage lots may be allowed where they are essential to provide separation of residential development from traffic arteries or to overcome specific disadvantages of topography and orientation. Their use, however, should be avoided except as a last resort.

5.1.06 Building Setback Lines: The minimum residential building setback line shall be forty (40) feet for lots fronting on minor streets and fifty (50) feet for lots fronting on secondary and primary streets. Double frontage lots and corner lots shall maintain the required setback distances from all streets right-of-way lines.

5.1.07 Side Yard Requirements:

Residential: Two side yards, each having a minimum width of eight (8) feet and together having a combined minimum of twenty (20) feet shall be required.

There shall be a minimum side yard clearance for every garage and accessory building hereinafter erected, independent of the dwelling unit and not attached, thereto, of at least five (5) feet.

Commercial or Industrial: Side yard requirements for commercial and industrial buildings shall be determined by local zoning resolutions and/or the Ohio State Building Code.

5.1.08 Rear Yard Requirements: There shall be a rear yard clearance between any structure erected and the rear lot line, or alley right-of-way, if present, of five (5) feet.

5.1.09 Lot Numbering: All lots shall be numbered in progressive numbers under one of the following systems:

- A. If a subdivision lies within the three (3) mile jurisdiction of a municipality, the numbering system employed by that municipality shall be used.
- B. For subdivision lying outside the jurisdiction of a municipality, the numbering system of the township shall be used if one exists.
- C. If a subdivision is located in an area where neither (A) nor (B) above apply, the subdivider shall number the lots in a uniform and progressive manner suitable to the general pattern of the development. When several plats are used to completely develop an area and the plat names are the same except

for the number of each plat, the lot number shall be consecutive throughout the series of plats to prevent confusion when lots are transferred.

- D. Lots numbers shall not be used for addressing purposes. Address numbers will be assigned per Section 11.3.

5.2 **Blocks**

5.2.01 **Pattern:** Blocks shall be designed to meet existing topographic conditions, provide adequate building sites, and provide adequate access and traffic circulation.

5.2.02 **Dimensions:** Blocks shall normally provide for two rows of lots and shall normally be not less than 450 feet nor more than 1320 feet in length.

5.2.03 **Walkways:** Walkways with a ten (10) foot right-of-way or easement width may be required through a block to provide access to schools, playgrounds, or other community facilities.

5.3 **Streets**

5.3.01 **Pattern:** All streets and roads shall be arranged in conformity with accepted practice in subdivision design, existing and planned streets, topography, these regulations, and shall provide for public convenience and safety. Local streets shall be arranged to discourage through traffic.

5.3.02 **Major Thoroughfare Plan:** All streets and roads shall conform in right-of-way width and alignment to Carroll County Major Thoroughfare Plan.

5.3.03 **Reservation:** When land is subdivided fronting on an existing street or road, the Commission may require an opening to be reserved for necessary public right-of-way or easement for traffic, utilities and drainage through said subdivision to lands located to the rear in order to prevent landlocking or isolation of such property.

5.3.04 **Extensions:** When an area is being subdivided, the streets shall be extended to the surrounding undeveloped areas in accordance with block requirements. A temporary turnaround may be required.

5.3.05 **Horizontal Alignment:**

- A. Horizontal alignment of street centerlines shall be in accordance with ODOT's Volume One Location and Design Manual, latest edition.

- B. **Intersections:**

- 1. Street intersections shall be in accordance with ODOT's Volume One Location and Design Manual, latest edition.

- 2. Intersections shall have centerline offsets of not less than two hundred (200) feet.

3. Right-of-way lines at street intersections shall be rounded with a radius of not less than fifty (50) feet for arterials, forty (40) feet for collectors, and twenty-five (25) feet for locals. The larger radius shall apply when streets of different classifications intersect.
4. Intersection Sight Distance: To provide adequate sight distance, all proposed driveways and streets within developments reviewed under these Regulations and the existing public streets and highways which they intersect with shall be in accordance with the ODOT's Volume One Location and Design Manual, latest edition. The design speed shall be the current, legal speed limit plus ten (10) miles per hour.

C. Reserve Curves: A minimum tangent length of 100 feet shall normally be required between reverse curves on all but minor and local streets and frontage roads.

D. Classification Table:

Classification	Minimum Right-of-Way Ft.	Minimum Center Line Radius Ft.	Maximum Grade %	Maximum Centerline Deflection without a curve
Expressway or Freeway	Use applicable State or Federal Standards			
Rural Minor Arterial	100	716	6	5°
Rural Major Collector	80	318	7	10°
Rural Minor Collector	60	230	8	10°
Local Rural & Urban Street	50	100	10	10°
Frontage Road	50	100	10	10°

E. Horizontal Curves: A centerline which deflects shall be connected by a curve in accordance with the values in the classification table.

F. Half Streets:

1. Half streets shall be prohibited except under one (1) of the following conditions:
 - A. The Commission finds it will practicable to require the dedication of the other half of the street when the adjoining acreage is subdivided.
 - B. There exists a half street which should logically be continued to a reasonable intersection.
 - C. There exists a dedicated or platted half street adjacent to the tract to be subdivided, the other half shall be platted if deemed necessary, and advisable by the Commission.

2. Where a half street is permitted, the Commission may require provisions to prevent access from abutting property outside the subdivision until the other half of the said street is established as a public street.

G. Dead-end Streets:

1. Permanent:

A. Permanent dead-end streets or cul-de-sacs shall be used only where a continuous street is not practical. A turn-around must have a right-of-way radius of at least fifty (50) feet where parking is prohibited and sixty (60) feet where parking is permitted. The street right-of-way lines and the circumferences of the turnaround shall be joined by an arc with a radius of at least fifty (50) feet. Cul-de-sac pavements shall have a minimum radius of forty (40) feet.

B. Where only single-family residences are involved and where the street does not exceed three hundred fifty (350) feet in length, a T-type back-around may be approved within the normal right-of-way.

2. Temporary:

A. Where streets are extended to the boundary of a subdivision to provide for their proper continuance at such time as the adjacent land is subdivided, they may be terminated with a T-type back-around within the normal right-of-way.

B. If a street extends only one (1) lot past a street intersection, no turn-around is required.

- H. Frontage Roads: Where a subdivision borders on, or contains a railroad right-of-way or limited access highway right-of-way, the Commission may require a frontage road approximately parallel to and on each side of such right-of-way for a distance suitable for necessary traffic circulation.

5.3.06 Vertical Alignment: Profile grades shall be in accordance with the ODOT's Volume One Location and Design Manual, latest edition. The minimum grade on any road or street is 0.5%, except that the 2% steeper grades as provided for in Footnote "B" of table 203-1 of the ODOT Location and Design Manual will not be permitted. In no case shall a street grade be more than 3% within 100 feet of an intersection, except under unusual topographic conditions which would be subject to the approval of the County Engineer.

5.3.07 Street Naming: Names shall meet with the approval of the Regional Planning Commission and the affected Township. Names of new streets shall not duplicate existing dedicated streets. No name shall be similar in spelling or pronunciation to that of an existing street. Changing the roadway designation to differentiate a new street from an existing dedicated street shall not be permitted.

New streets which are extensions of/or in alignment with existing streets shall bear the name of the existing streets. Streets may be renamed as required for the safety and well-being of residents. All new streets shall be named in the following manner:

General Direction	Designation
North – South	Avenue
East – West	Street
Diagonals	Place
Curving and Loops More than 1,320 feet Less than 1,320 feet	Drive Circle or Court
Dead-end or Cul-de-sac	Lane

5.3.08 Devil Strip: Devil strips, reserve strips, or spite strips are prohibited.

5.3.09 Location of Utilities: Whenever possible, utilities shall be located underground along the rear lot lines or in new streets as follows:

Storm Sewer	In curb lawn
Water Line	In curb lawn opposite side from storm sewer
Electric and Telephone	In cub lawn or rear lot line
Gas	In curb lawn on same side as water line
Sanitary Sewer	Located to service lots most economically

5.4 Alleys

Alleys will not be permitted in one and two-family districts except where it is desirable to continue an existing alley to the nearest intersection.

Alleys may be required in apartment, commercial and industrial districts when other definite and assured provision has not been made for services access such as off-street loading, unloading, and parking consistent with and adequate for the uses proposed.

The minimum right-of-way width of an alley shall be twenty (20) feet.

Dead-end alleys are prohibited and sharp changes in alignment shall be avoided.

5.5 Easements

5.5.01 Use: Easements shall be provided for all utilities not located in a street or alley and also for well defined watercourses and proposed drainage ditches.

5.5.02 Width: Utility easements shall have a minimum permanent width of fifteen (15) feet with additional width being provided for during construction if it is needed. Sometimes it is advisable to locate the utility line closer to one side of the easement,

such as four (4) feet on one side and eleven (11) feet on the other, to allow for better accessibility when underground repairs are necessary. Easements for natural watercourses shall be sufficient width to permit maintenance and provide for future flow and be designated “Public Drainage Easement” on the final plat.

5.5.03 Location and Alignment: Easements shall be located along the rear or side lot lines wherever possible. For lots facing curvilinear streets, the rear easement should consist of straight lines with a minimum of points of deflection. No structures, new trees, etc. shall be placed on utility easement.

5.6 Drainage

All necessary drainage facilities including catch basins, underground pipe, culverts, and open ditches shall be constructed to provide for the adequate collection, routing, and discharge of surface and subsurface water either emanating within the subdivision or traversing the subdivision. (See Section VI, “Improvement-Design Standards”, Drainage”

5.7 Public Open Spaces

A. Consideration shall be given to the allocation of areas suitably located and of adequate size of playgrounds, school sites, parks, and other outdoor recreational facilities as indicated on the adopted Comprehensive Plan of the County or when such allocation is considered desirable by the Commission. The recommended minimum size for such open spaces can be expressed as a percentage of the total area of the subdivision; 5% for one-family zones, 8% for two-family zones, and 12% for multiple-family zones. These sites may be available by one of the following methods:

1. Dedication to public use along with acceptance by the appropriate governmental body for responsibility of maintenance.
2. Reservation of land for the use of property owners by deed or covenants.

B. Due regard shall be shown for preserving historical sites and outstanding natural features such as scenic spots, watercourses, exceptionally fine groves of trees, of similar community assets.

5.8 Trees

It is recommended that all subdividers plant trees on each lot and make a strong effort to preserve existing trees in conformity with good esthetic practices. When planted, trees shall be located on the outside of any street right-of-way or utility easement and in such manner as to not impair visibility at intersections.

5.9 Subdivision Name

The subdivision name shall not duplicate or be similar to existing subdivisions in Carroll County or with any previously planned subdivision under consideration by the

Commission. Adjoining plats which are submitted by the same owner and which together comprise all the area shown on a preliminary plat may use the same subdivision name with consecutive plat numbers. Lots shall be numbered as in Section 5.1.08.

5.10 Suitability of the Land for Development

Developers should take into consideration the following factors when planning the development:

1. Flooding/Flood Hazard
2. Improper drainage
3. Seasonal water table limitations
4. Adverse earth/soil formations or topography
5. Rock formations
6. Utility easements
7. Inadequate water supply
8. Inadequate access
9. Or other features or conditions which will reasonably be harmful to the safety, health and general welfare of the present or future inhabitants of the subdivision and/or its surrounding areas.

The Planning Commission will review the above factors during the review process. If it is determined that potential issues are found or may exist during the review process, such land shall not be subdivided or developed unless adequate methods are formulated by the developer and approved by the Planning Commission to solve the problems created by the unsuitable land conditions. In such cases, other county departments such as the County Engineer, General Health District, Soil and Water Conservation District, and Emergency Management Agency may be consulted. Fees derived from such consultation will be the responsibility of the developer.

SECTION VI **IMPROVEMENTS DESIGN STANDARDS**

6.1 Roadway Items

- 6.1.01 Curb and Gutter: The requirement of curb or curb and gutter will vary in accordance with the characteristic of the area and the density of development involved. In urban or suburban areas curbs are necessary to control storm water runoff and to clearly define driving and parking areas. Where curbs exist on abutting properties, their extension will ordinarily be required throughout the proposed subdivision.
- 6.1.02 Open Ditches: Open ditches shall be designed according to Section 6.2 and shall be of the shape shown in the typical sections.
- 6.1.03 Paving: Pavement structures shall be selected to correspond to the classification of the proposed street. Four typical pavements and roadway sections entitled, "A", "B", "C", and "D" are shown and described in the appendix. The County Engineer may approve other pavement structures if, in his opinion, they provide as adequate a street as those shown, and subject to approval of the Regional Planning Commission pursuant to Section 2.9.

The type of pavement to be used in an allotment shall be governed by the conditions shown in the following table:

Lot Width	Pavement Type
75 to 100 feet with public water and sewer	Type "A"
100 to 150 feet with centralized sewer	Type "B" or "C"
140 feet upward without centralized water and sewer	Type "C" or "D"

PAVEMENT DESIGN POLICY

- A. The pavement design for street improvements shall be as outlined in the Ohio Department of Transportation's Pavement Design & Rehabilitation Manual, latest edition, and in accordance with Appendix A.
- B. The integrity of the pavement structure depends upon the structural stability of the subgrade. All soil subgrades shall be prepared in accordance with the Ohio Department of Transportation's Construction and Material Specifications.
- 6.1.04 Intersections: Pavement at intersections shall be constructed with a radius of not less than thirty-five (35) feet measured to the face of curb or edge of pavement.

Streets shall be designed to intersect at 90 degrees, more or less. Streets shall remain in the right angle of intersection for no less than 100 feet beyond the point of intersection.

Sight distance is a direct function of the design which greatly influences the level of service on rural thoroughfares. Minimum stopping sight distance must always be provided as a safety requirement. Passing And decision sight distance influence operational capability which provides the selected level of service. Provision for adequate sight distance on rural thoroughfares where both high speeds and high volumes can be factors is complex. The developer shall comply with the ODOT Design Standards.

Multiple intersections involving junctions of more than two street shall be avoided.

The minimum pavement radius at intersections shall be 30 feet; the minimum right-of-way radius shall be 20 feet.

- 6.1.05 Cul-de-sac: The paved area in a cul-de-sac shall have a minimum radius of 40 feet when parking is not allowed and 50 feet when parking is allowed.

Cul-de-sac streets shall not exceed 1,200 feet in length. The closed end shall be a paved turnaround having a minimum radius of 40 feet to the outer pavement edge and a radius of 50 feet to the right-of-way line. The minimum frontage or lot width shall be measured at the required structure setback line on any cul-de-sac.

- 6.1.06 T-Turn Around: The dimensions of T-Turn-Around shall be determined with the assistance of the County Engineer. Pavement shall be of the same materials as that of the street involved.

6.1.07 Special Street Types

1. Permanent dead-end streets: shall not be permitted. Temporary dead-end streets shall be permitted only as a part of a continuing street plan, and only if a temporary turnaround satisfactory to the Commission in design, maintenance, and removal is provided, and the street has a surfaced turning area equal in diameter to two (2) times the width of said street at its termination. Dead -end streets longer than 200 feet shall be permitted only after approval by the Commission.
2. Dedication of half-streets: shall not be permitted. Where a dedicated or platted half-street exists adjacent to the tract being subdivided, the other half shall be platted.
3. Where a subdivision adjoins a major thoroughfare, a marginal access street shall be designed to control access to the thoroughfare from lots fronting on it. Access is controlled in the interest of public safety and to maintain the design capacity of the street system., Points of access to the thoroughfare shall be spaced at a minimum interval of 1.320 feet. A planting strip having a

minimum width of 20 feet shall be provided between the pavement of the arterial street and the pavement of the marginal access street. The minimum width of the marginal access right-of-way shall be 28 feet.

4. State highways: before any subdivision plat is approved affecting any land within 300 feet of the centerline of the proposed new highway or a highway for which changes are proposed, as described in the certification to local officials by the ODOT Director, or any land within a radius of 500 feet from the point of intersection of said center line with any public road or highway, the Regional Planning Commission shall give notice, by registered or certified mail to the ODOT District 11 Deputy Director. The Regional Planning Commission shall not give final approval of the subdivision plat for 120 days from the date the notice is received by the District 11 Deputy Director. If the District 11 Deputy Director notifies the regional Planning Commission that the State shall proceed to acquire the land needed, then the Regional Planning Commission shall refuse to approve the subdivision plat. If the District 11 deputy Director notifies the Regional Planning commission that acquisition at this time is not in the public interest or upon the examination of the 120-day period or any extension thereof agreed upon by the highway director and property owner, the Regional Planning Commission may, if application is in conformance with all provisions of this regulation, approve the subdivision plat.

6.1.08 Sidewalks: Sidewalks shall be provided where they are required for the convenience and protection of the public such as in the vicinities of schools, recreation areas, commercial developments, churches and other appropriate high-density locations. Sidewalks shall be parallel to and one foot inside the right-of-way line. The standard minimum section for sidewalks shall be:

- A. Five (5) feet in width
- B. Four (4) inches thick with six (6) inches thick across driveways
- C. Sub-base of four (4) inches of slag, cinders, or other suitable granular material
- D. Cross slope of $\frac{1}{4}$ inch per foot
- E. Constructed of Class "C" Portland Cement Concrete (Section 7.1) or equal

6.1.09 Guardrail: Type and location of guardrail shall be as required by the County Engineer.

6.2 DESIGN AND CONSTRUCTION REQUIREMENTS FOR DRAINAGE OF STORM WATER

New commercial sites, industrial sites and subdivisions shall be protected from flood hazard and inundation by storm water as well as existing, downstream properties. Existing watercourses either originating in or flowing through a new commercial site, industrial site or subdivision shall be received and discharged from the development as nearly as possible at the rate, which existed prior to construction. Runoff from a new commercial site, industrial site or subdivision shall be drained to an adequate outlet. This outlet or termini location must be approved by the County Engineer and shall consist of a ditch, stream, river, storm sewer, pond, lake or dedicated public drainage easement.

The hydraulic design and construction of drainage facilities shall be subject to the approval of the County Engineer. Grading within a new subdivision shall provide positive drainage for all lots. Depth of flow or ponding within a new subdivision shall not exceed a level which would cause inundation of foundations or basements of residences.

A Storm Water Management Report and construction plans are required as part of the design information submitted to the County Engineer for new commercial sites, industrial sites and subdivisions. These documents must be signed and sealed by a registered Professional Engineer licensed to practice by the State of Ohio. For commercial or industrial sites this report should be included as part of the Site Plan Submittal, but can be submitted separately at a later date. For new subdivisions this report must be included with the Construction Plan Submittal. In both cases, approval of this report must be obtained from the County Engineer before final approval of either submittal can be given. The information contained in this report is necessary for the County Engineer to check and verify that the requirements of Section 6.2 of these regulations are met.

The following paragraphs in this section list the design and construction requirements for drainage-related improvements as well as summarizing what information shall be included in a Storm Water Management Report. Not all of the following requirements may be required for all sites proposed for development, but depends on the individual site's characteristics and what measures will be used for conveyance of storm water from the site.

6.2.01 Storm Water Collection Systems

A. Storm Sewers, Catch Basins and Manholes:

1. Storm sewers as well as their end treatments shall be designed and constructed in accordance with the design criteria and requirements given in the current edition of the Ohio Department of Transportation's Location and Design Manual Volume Two. Additional requirements pertaining to construction shall be in accordance with the current edition of the Ohio Department of Transportation's Construction and Material Specifications.
2. Storm sewer spreadsheet calculations must be provided that are neatly prepared and readable. This spreadsheet does not have to be in the same format as the spreadsheet given in the appendix of the ODOT manual, but must contain the same information.

3. A storm sewer drainage drawing must be provided. This drawing shall be prepared using CADD software and the County's GIS drawings as a base map. Field surveying shall be performed, when determined necessary by the County Engineer, to ensure that this drawing is an accurate representation of actual field conditions. The overall scale of this drawing must be such that all of the following information is neatly presented and can be clearly read:
 - a. Existing and proposed elevation contours shall be shown on this drawing with the contour interval used not exceeding a two-foot (2') interval. Contour lines shall be labeled with numeric text frequently enough to provide for a drawing that can be easily read and interpreted.
 - b. All of the individual surface areas that drain to each intercepting structure of the storm sewer system must be identified.
 - c. The path of the hydraulically most distant point shall be indicated in each individual drainage area where the time of concentration is greater than ten (10) minutes. The portion of this path that is overland sheet flow, shallow concentrated flow, open channel flow, or pipe flow shall be indicated by using different colors and/or line types. Calculations showing how the time of concentration was determined for each area where the time of concentration is greater than ten (10) minutes must be provided either on this drawing or on separate sheets.
 - d. The various types of surface areas within each of the individual drainage areas that have different runoff coefficient values must be indicated. This shall be done by using different colors of shading or another method as long as the information can be easily understood and read. Calculations showing how the weighted runoff coefficient was determined for each individual drainage area must be provided either on the drawing or on separate sheets.
4. A downstream outlet must be provided for all proposed storm sewers such as an existing ditch, stream, river, storm sewer, pond, lake, or dedicated public drainage easement. The downstream outlet shall be adequate to accommodate the flow of storm water from the proposed storm sewer.

B. Open Water Carriers:

1. An open water carrier is an open channel or a roadside ditch. Open water carriers as well as their associated linings and bank stabilization shall be designed in accordance with the design criteria and requirements given in the current edition of the Ohio Department of Transportation's Location and Design Manual Volume Two with the following exception:
 - a. Roadside ditches shall have a minimum longitudinal slope of two percent (2%). Roadside ditches with less than two percent (2%) slope

- must be approved by the County Engineer and shall be lined with concrete or another type of material approved by the County Engineer.
- b. Additional requirements pertaining to construction of open water carriers shall be in accordance with the current edition of the Ohio Department of Transportation's Construction and Material Specifications.
2. Spreadsheet calculations must be provided that are neatly prepared and readable. This spreadsheet does not have to be in the same format as the ditch computation sheet given in the appendix of the ODOT manual, but must contain the same information.
 3. An open water carrier drainage drawing must be provided. This drawing shall be prepared using CADD software and the County's GIS drawings as a base map. Field surveying shall be performed, when determined necessary by the County Engineer, to ensure that this drawing is an accurate representation of actual field conditions. The overall scale of this drawing must be such that all of the following information is neatly presented and can be clearly read.
 - a. Existing and proposed elevation contours shall be shown on this drawing with the contour interval used not exceeding a two-foot (2') interval. Contour lines shall be labeled with numeric text frequently enough to provide for a drawing that can be easily read and interpreted.
 - b. All of the individual surface areas that drain to each intercepting section of the open water carrier system must be identified.
 - c. The path of the hydraulically most distant point shall be indicated in each individual drainage area where the time of concentration is greater than ten (10) minutes. The portion of this path that is overland sheet flow, shallow concentrated flow or open channel flow shall be indicated by using different colors and/or line types. Calculations showing how the time of concentration was determined for each area where the time of concentration is greater than ten (10) minutes must be provided either on this drawing or on separate sheets.
 - d. The various types of surface areas within each of the individual drainage areas that have different runoff coefficient values must be indicated. This shall be done by using different colors of shading or another method as long as the information can be easily understood and read. Calculations showing how the weighted runoff coefficient was determined for each individual drainage area must be provided either on the drawing or on separate sheets.
 4. An adequate downstream outlet must be provided for all proposed open water carriers such as an existing ditch, stream, river, storm sewer, pond,

lake, or dedicated public drainage easement. The downstream outlet shall be able to accommodate the flow of storm water from the proposed open water carrier.

Culverts:

1. Culverts as well as their end treatments shall be designed in accordance with the design criteria and requirements given in the current edition of the Ohio Department of Transportation's Location and Design Manual Volume Two. Additional requirements pertaining to construction shall be in accordance with the current edition of the Ohio Department of Transportation's Construction and Material Specifications.
2. Culvert design calculations must be provided that are neatly prepared and readable. These calculations do not have to be in the same format as the culvert computation given in the appendix of the ODOT manual, but must contain all of the same information at a minimum.

Bridges:

1. Bridges are defined as those drainage structures having a span of ten feet or greater and shall be designed in accordance with the design criteria and requirements given in the current edition of the Ohio Department of Transportation's Bridge Design Manual. Additional requirements pertaining to construction shall be in accordance with the current edition of the Ohio Department of Transportation's Construction and Material Specifications. The Carroll County Engineer must approve all bridges. The developer must consult with the County Engineer upon the earliest opportunity when a bridge is being considered as part of the development.

C. Pavement Drainage:

1. Pavement drainage shall be designed in accordance with the design criteria and requirements given in the current edition of the Ohio Department of Transportation's Location and Design Manual Volume Two with the following exceptions:
 - a. For Type 3 Concrete Curb and Gutter, the allowable depth of flow at the curb is permitted to be to the top of the curb.
 - b. For catch basins located in street pavement sag vertical curves, both the grate and window opening capacities may be used for calculating the flow into the structure rather than just the grate.

Pavement drainage spreadsheet calculations must be provided that are neatly prepared and readable. This spreadsheet does not have to be in the same format as the gutter spread and inlet capacity spreadsheet given in the appendix of the ODOT manual, but must contain all of the same information. The same drawing as required for the design of the storm sewer system may be referenced in this section.

6.2.02 Storm Water Runoff Control

- A. The flow rate of storm water from a developed site must be controlled so that the following criteria are met:
1. The peak flow of storm water from the developed site at an appropriately selected point of analysis on the earth's surface shall not exceed the peak flow of storm water from the pre-developed site at the same point of analysis for the same year frequency storm. This requirement applies for all storms with a frequency of one hundred (100) years and less.
 2. The peak flow of storm water from the site during construction at an appropriately selected point of analysis on the earth's surface shall not exceed the peak flow of storm water from the pre-developed site at the same point of analysis for the same year frequency storm. This requirement applies for all storms with a frequency of ten (10) years and less. When determining the area of land disturbed during construction, an allowance shall be included for lots that are also under construction at the same time the streets are being constructed.
 3. The flow of storm water from the developed site shall be drained to an adequate outlet. This outlet must be approved by the County Engineer and will consist of a ditch, stream, river, storm sewer, pond or lake having sufficient capacity to accommodate flow from the developed site.
 4. The flow of storm water from the developed site must not cause flooding to proposed buildings within the development or to existing downstream homes, buildings, places of business or other structures.
 5. Surface water draining from an existing watershed area cannot be diverted, channeled, piped or otherwise rerouted into another watershed area unless approved by the County Engineer.
- B. Control of storm water runoff from a developed site may be accomplished using a control structure such as a storm water management basin, underground storage tanks or pipes, storage on pavement areas, storage on roof areas or a combination of these types of control measures. The primary purpose of any storm water runoff control structure is to temporarily store water during a storm and release it at a rate that meets the criteria given previously.
1. The two methods that are permitted for use to determine the peak flow rate of storm water from a site as well as for determining the required storage volume of a runoff control structure are the Modified Rational Method and the Soil Conservation Service Methods. The Modified Rational Method may be used for drainage areas up to one hundred (100) acres in size. Another method may be used by the developer's engineer if approved by the County Engineer.

2. A narrative must be provided in this section of the Storm Water Management Report, which clearly describes the method used as well as the design values used and any assumptions made.
3. Drainage drawings for both the pre-developed and post-developed sites must be provided. These drawings shall be prepared using CADD software and the County's GIS drawings as a base map. Field surveying shall be performed, when determined necessary by the County Engineer, to ensure that this drawing is an accurate representation of actual field conditions. The overall scale of this drawing must be such that all of the following information is neatly presented and can be clearly read:
 - a. Existing and proposed elevation contours shall be shown on this drawing with the contour interval used not exceeding a two-foot (2') interval. Contour lines shall be labeled with numeric text frequently enough to provide for a drawing that can be easily read and interpreted.
 - b. Select where the point(s) of analysis will be located. The point of analysis is a selected location on the earth's surface where storm water from the pre-developed and post-developed sites flow to. There is one point of analysis for each drainage area. For larger sites there may be several drainage areas and thus several points of analysis that have to be evaluated. The County Engineer must approve the point(s) of analysis selected.
 - c. Outline each of the individual surface areas that drain to the point(s) of analysis on both the pre-developed and post-developed drainage maps. The entire surface area draining to a point of analysis must be indicated and may include surface areas outside the boundary of the site proposed for development.
 - d. The path of the hydraulically most distant point shall be indicated in each individual drainage area. The portion of this path that is overland sheet flow, shallow concentrated flow, open channel flow, or pipe flow shall be indicated by using different colors and/or line types. Calculations showing how the time of concentration was determined for each area must be provided either on this drawing or on separate sheets.
 - e. Indicate the various types of surface areas within each of the individual drainage areas that have different runoff coefficient or curve number values. This shall be done by using different colors of shading or another method as long as the information can be easily understood and read. Calculations showing how the weighted runoff coefficient or curve number for each drainage area must be provided either on the drawing or on separate sheets.

4. Calculations must be provided showing how the volume required for the storm water runoff control structure was determined. Calculations must be neatly prepared and readily understood.
5. Calculations must be provided showing how the storm water runoff control structure's outlet device was designed. Calculations must be neatly prepared and readily understood.
 - a. An outlet device utilizing a weir type flow regulator is preferred in most cases because of their ease of design and because of a weir being less likely to clog with debris than an orifice or grate type of flow regulator. An outlet device utilizing a weir type flow regulator is also very easy to utilize as a multi-stage outlet device. Other multi-stage outlet devices may be used if approved by the County Engineer.
 - b. Outlet devices should be constructed of reinforced concrete and be a fixed structure or non-operable. The structure shall be constructed such that the public health, safety and welfare are protected. Location of the outlet device shall be selected for ease of maintenance.
 - c. Discharge velocities shall be controlled to prevent scouring and erosion of the downstream ditch, stream, river, storm sewer, pond, lake or dedicated public drainage easement.
- C. All runoff control structures must have an emergency overflow provided in case the outlet device means of discharge should become blocked or exceeded. The emergency overflow must be designed such that the flow of storm water from the developed site does not cause flooding to proposed buildings within the development or to existing downstream homes, buildings, places of business or other such improvements.
- D. All runoff control structures and their associated outlet device shall be subject to the approval of the County Engineer. Unless approved otherwise by the County Engineer, only detention, retention or infiltration basins are acceptable runoff control structures for new subdivisions.
 1. **Detention Basins:**
 - a. For safety considerations, the interior side slopes of a detention basin shall not exceed a 4:1 slope unless a fence with at least one gate is installed around the basin's perimeter. The type of fence and gate installed as well as the size, number and location of the gate(s) shall be approved by the County Engineer.
 - b. The minimum bottom slope of a detention basin shall be a minimum of two percent (2.00%) at any location unless approved otherwise by the County Engineer.

- c. The minimum top width of the side embankments shall be eight (8) feet for non-vehicular traffic and twelve (12) feet for vehicular traffic.
 - d. An emergency spillway shall be provided. The bottom elevation of the spillway shall be a minimum of one-foot below the lowest elevation of the basin's top of embankment. The water elevation in the basin for all storms with a frequency of one hundred (100) years or less may not exceed the bottom elevation of the emergency spillway.
 - e. For basins that receive all or a portion of the area it drains from new public streets being created as part of the development, a permanent public storm water runoff control structure easement shall be provided around the perimeter of the basin. The limits of this public easement shall extend ten (10) feet past the basins outside top of embankment.
 - f. For basins that receive all or a portion of the area it drains from new public streets being created as part of the development, a permanent 20-foot (20') wide public access easement shall be provided to the detention basin from the nearest public street for maintenance vehicles to access the basin. This public access easement shall coincide with a public drainage easement where possible.
 - g. Design and construction of detention basins shall be in accordance with the requirements given in the Ohio Natural Resources Conservation Service's Standard 378, latest edition except as modified in previous items "a" thru "f".
2. **Retention Basins:** The criteria listed for detention basins shall also apply to retention basins with the following additional requirements:
- a. Provisions shall be made to prevent the water in the retention basin from becoming stagnant through the use of a properly designed aeration device or other approved method as approved by the County Engineer.
 - b. Provisions shall be made for draining the retention basin to allow for periodic cleaning or other maintenance. Drain facilities may be an integral part of the outlet device or may be a separate structure.
3. **An infiltration basin, dry well or infiltration trench:** These can be used to control storm water runoff by allowing some or all of the storm water to infiltrate into the ground thereby not only reducing the rate of flow, but also the volume. Design of infiltration basins shall be done in accordance with requirements given in Chapter 9 of the "Stormwater Collection Systems Design Handbook" written by Larry Mays and published by

McGraw-Hill. Other design methods may be used if approved by the County Engineer.

- a. Only soil classes with infiltration rates greater than 0.30 in/hr. can be considered for use as a dry well or infiltration trench.
 - b. The infiltration rate for an existing soil must be tested and certified by a Registered Professional Engineer licensed to practice in the State of Ohio and must be approved by the County Engineer.
 - c. For safety considerations, the interior side slopes of an infiltration basin shall not exceed a 4:1 slope unless a fence with at least one gate is installed around the basin's perimeter. The type of fence and gate installed as well as the size, number and location of the gate(s) shall be approved by the County Engineer.
 - d. For basins that receive all or a portion of the area it drains from new public streets being created as part of the development, a permanent public storm water runoff control structure easement shall be provided around the perimeter of the basin. The limits of this public easement shall extend ten (10) feet past the basin outside top of embankment.
 - e. For basins that receive all or a portion of the area it drains from new public streets being created as part of the development, a permanent 20-foot (20') wide public access easement shall be provided to the detention basin from the nearest public street for maintenance vehicles to access the basin. This public access easement shall coincide with a public drainage easement where possible.
4. **Underground Storage Tank or Pipes:**
- a. An underground storage tank or pipes shall be of sufficient strength to carry all surface loads due to vehicles or other potential surface loading. The load bearing capacity of the soil must also be taken into account to ensure surface loads will be supported.
 - b. An access hatch shall be provided of sufficient size to provide for maintenance access to the underground storage tank or pipes.
5. **Pavement Area Storage:**
- a. Pavement storage usually involves the temporary shallow ponding of water on a portion of a parking lot. The maximum depth of water allowed at the deepest point is eight (8) inches, but in no case shall it be greater than the finished floor elevation of any adjacent building structure.

- b. The minimum slope of a parking lot surface is one percent (1.00%) and the maximum slope is ten percent (10.00%).
 - c. Provisions to prevent flooding of any adjacent building structure shall be included for the overflow of storm water due to the outlet structure becoming clogged or from storms greater than one hundred (100) year frequency.
6. **Roof Top Storage:**
- a. Roof top storage can be provided on flat rooftops of buildings utilizing roof drain release features and roof storage parapets. The building structure must be able to support the weight of the water when fully loaded plus the required local building code snow loading.
 - b. A minimum roof slope of 0.25% shall be provided.
 - c. Overflow drains shall be provided for the overflow of storm water due to the roof drains becoming clogged or from storms greater than one hundred (100) year frequency. Roof and overflow drains shall be in compliance with the local building code and the National Plumbing Code.

6.2.03 Erosion Control and Water Quality Measures

- A. Erosion control and water quality measures shall be designed and constructed in accordance with requirements of the Ohio Department of Transportation Supplemental Specification 832 (ODOS SS832), Temporary Erosion and Sediment Control and the Ohio Department of Natural Resources Rainwater and Land Development Manual, latest edition (ODNR RLDM).
- B. Erosion Control Plans are required as part of the Construction Plan and Site Improvement Plan submittals. For commercial sites these plans should be included as part of the Site Improvement Plan submittal, but can be submitted separately at a later date. For new subdivisions these plans must be included with the Construction Plan submittal. The Erosion Control Plans must be approved prior to the start of any soil disturbing activities and before the Construction Plan submittal can be approved.
- C. Calculations for erosion control measures that require size determination as well as the other documentation required by ODOT SS832 and the ODNR RLDM. Regulations must be provided in a section of the Storm Water Management Report.

6.2.04 Easements for Drainage Purposes

- A. The limits of public drainage easements and public storm water runoff control structure easements must be shown on the recorded final plat for new subdivisions.

- B. The minimum width of a public drainage easement for storm sewers and open water carriers in new subdivisions shall be twenty (20) feet in width. For storm sewers equal to or greater than thirty-six (36) inches in diameter, a minimum thirty (30) foot wide drainage easement shall be required. For open water carriers having a flow rate equal to or greater than that of a thirty-six (36) inch diameter storm sewer, a minimum thirty (30) foot wide drainage easement shall be required. This easement shall be shown on both the final plat and the construction plans, and shall be labeled "Public Drainage Easement." Wherever possible, public drainage easements shall be placed along and adjacent to lot boundary lines, and in straight alignment without angle points.
- C. The minimum width of a public drainage easement for open water carriers in new subdivisions draining areas greater than one-half (1/2) square miles shall have a sufficient width to contain the top width of the channel plus twenty (20) feet along one side and thirty (30) feet along the opposite side. This easement shall be shown on the final plat and on the construction drawings, and shall be labeled "Public Drainage Easement."
- D. Gas, oil, communication, water, telephone, power and other private utility easements shall not overlap public drainage easements, except where such easements intersect or when approved by the County Engineer.

6.2.05 Construction Plans

- A. Construction plans for new subdivisions shall generally conform to the criteria and requirements given in the current edition of the Ohio Department of Transportation's Location and Design Manual, Volume Three. All construction plans shall be stamped with the seal of a Professional Engineer registered by the State of Ohio. Such construction plans shall be subject to approval of the County Engineer prior to the construction of any public drainage improvements within a new subdivision.
- B. Construction plans for new commercial sites and industrial sites shall be of sufficient detail to clearly show the site's existing conditions as well as the site's proposed layout, grading, utilities and storm water collection system. All construction plans shall be stamped with the seal of a professional engineer registered by the State of Ohio. Such construction plans shall be subject to approval of the County Engineer and the Planning Commission prior to the start of any of the site's proposed drainage improvements.

6.3 Sanitary Facilities

- 7.3.01 Public System: If a proposed subdivision can be served by the reasonable extension of existing public sanitary servers, as determined by the Commission and provided the authority administering the sewage system will agree to an extension of their services, the subdivider shall employ this method for disposal

of sanitary waste. Laterals shall be run from the collector to a point inside the lot lines.

6.3.02 Private System: Where a public sanitary sewer system is not available, the proposed subdivision may be serviced by one of the following:

A. Group Disposal System (Package Plant):

A disposal system shall have the design and plant site approved by the agency with jurisdiction given under Ohio Revised Code; not limited to either the Ohio Environmental Protection Agency, Ohio Department of Health, or the Carroll County Health District.

B. Individual Sewage Treatment System:

Individual lot disposal systems may be used if such use is approved by the agency with jurisdiction given under Ohio Revised Code; not limited to the Ohio Environmental Protection Agency, Ohio Department of Health or the Carroll County General Health District. When this method is used, lots shall conform to the requirements of Section 5.1.02.

6.3.03 Sewer Lines: Minimum size of any public sanitary sewer shall be eight (8) inches with manholes at all points of grade change or alignment change and at intervals not to exceed four hundred (400) feet. Sewer pipe shall meet A.S.T.M. Designation C200-65T with joints meeting Designation C425-66T. Manhole sections shall meet A.S.T.M. Designation C478-67 and gaskets between sections shall meet A.S.T.M. Designation C443-67. Subsequent later editions of A.S.T.M. Designations which require better quality shall be used for sewer pipe and manholes as they are issued and printed.

6.4 Water Supply

6.4.01 Public System: If a proposed subdivision can be served by the reasonable extension of existing public water lines, as determined by the Commission and provided the authority administering the water system will agree to an extension of their services, the subdivider shall employ this method to provide a water supply. Service lines shall be run to a point inside the lot lines.

6.4.02 Private System: Where a connection to an existing public water supply system cannot be made, water supply may be accomplished by one of the following:

A. A group distribution system with its own source and treatment facilities. The design of such a system is subject to approval by the agency with jurisdiction given under the Ohio Revised Code; not limited to the State Board of Health; Carroll County General Health District or the Ohio Environmental Protection Agency.

- B. Individual Wells: Where individual wells are to be used, the subdivider shall supply acceptable evidence of the availability of water. The subdivider may be required to make one or more test wells in the area to be platted if such evidence is deemed not acceptable. The availability of water shall have the approval of the County Health Department. Copies of logs of existing wells within the area may be submitted to the County Health Department for approval in lieu of drilling test wells.

6.5 Utilities

It shall be the responsibility of the subdivider to work with the various private and public utility companies (electric, sewer, water, telephone, gas) to secure those services desired.

6.6 Monumentation

Subdivision shall be monumented by the subdivider having his surveyor set iron pins at all lot corners and control points of streets. Iron pins used for this shall be a minimum of five-eighths (5/8) inch in diameter and thirty (30) inches long and shall meet the requirements of O.A.C.4733-37-03. In addition, larger iron pins shall be set as required by the most recent applicable section of the O.R.C. (See Section 711.03 O.R.C. in Appendix). It is recommended the iron pins at the lot corners be set after the construction of improvements if such construction is likely to disturb them.

6.7 Traffic Control

6.7.01 All required signage, pavement markings, as well as temporary traffic control for construction shall conform to the Ohio Manual of Uniform Traffic Control Devices for Streets and Highways (OMUTCD), current edition.

SECTION VII
IMPROVEMENTS CONSTRUCTION AND ACCEPTANCE

7.1 Materials and Construction Procedures

7.1.01 Specifications: Unless otherwise indicated on the plans, materials and procedures shall meet the requirements and shall be in accordance with the current volume of the "Construction and Material Specifications", and the current "Standard Construction Drawings" from O.D.OT. The materials will be referred to by material grade or section number of the same current volume.

7.1.02 Field Construction and Engineering: All items of work covered and stipulated in the construction plans shall be performed in accordance with the lines, grades, typical sections, and dimensions shown. The setting and marking of all line, profile, and grade stakes necessary for the proper execution of the work in accordance with the plans shall be performed only by the engineer or surveyor.

7.2 Inspection

Inspection shall be required for sanitary sewer systems, water supply systems, storm sewers and drainage facilities, curbs, gutters, subgrade, pavements and sidewalks.

7.2.01 Responsible Officials: The County Engineer or his representative and the County Health Department shall be responsible for the inspection of construction of work falling under their respective jurisdictions.

7.2.02 Notification: The subdivider shall notify the responsible county official three (3) days prior to the start of construction.

7.2.03 Fees: The subdivider shall pay to the County Engineer and/or the County Health Department a fee to defray the total cost of inspection of construction of the improvements, such fee to be determined by the office involved.

7.3 Guarantee

In lieu of actual construction (according to the procedures and requirements of these regulations) of the required improvements before requesting approval of the final plat, a subdivider shall provide the Board with a guarantee for the completion of said improvements.

7.3.01 Type of Guarantee: Guarantees may be by one of the following methods:

- A. A performance bond in favor of the Board furnished by a reputable bonding company;
- B. A cash bond (10% of total estimated costs) deposited with the Board.

7.3.02 Amount of Guarantee: The amount of the guarantee shall be equal to the County Engineer's estimate of the cost of construction of all improvements at prevailing

rates plus the combined estimates from the County Engineer and the County Health Department for the construction inspection.

7.3.03 Term of Guarantee: Guarantees shall be for the satisfactory completion of all improvements within a period of two (2) years from the date of the guarantee.

7.3.04 Release of Guarantee: As work progresses, a reduction in the bond or partial return of cash to the subdivider equal to the estimated costs of improvements satisfactorily completed may be authorized by the Board upon the written recommendation of the office responsible for inspection.

7.4 **Special Assessments**

In the case of partially dedicated streets, streets not wholly within the proposed subdivision or streets where other adjacent property owners are involved, the subdivider may petition the Board of County Commissioners to have the necessary improvements constructed and assessments levied against the property as provided in Section 5559 of the O.R.C.

7.5 **Over-Size Improvements**

7.5.01 Over-size: The utilities, pavements and other land improvements for the proposed subdivision shall be designed over-size and/or with extensions provided to serve nearby land which is an integral part of the neighborhood service or drainage area as determined by the County (City, Village) Engineer.

7.5.02 Cost of Over-Size Improvements: The subdivider shall be required to pay for only that part of the construction costs for the arterial streets, trunk sewers or water lines which are to serve the proposed subdivision as determined by the County (City, Village) Engineer. The County (City, Village) shall pay the difference between the cost of required improvements for the proposed subdivision and improvements required to service the surrounding areas as determined in Section 7.5.01 of these regulations.

7.6 **Extensions to Boundaries**

The subdivider may be required by the Commission to extend the necessary improvements planned for his subdivision to the boundaries of his subdivision.

7.7 **Acceptance**

The approval of the plat by the Regional Planning Commission shall not be deemed to be an acceptance of the dedication of any public street, highway, or other way dedicated in such plat.

The County Engineer shall check the construction by stages and if the Engineer finds that such street is constructed in accordance with the specifications set forth on the approved plat and that such street is in good repair, then such finding, endorsed with acceptance on

the approved plat, shall recommend to the County Commissioners acceptance of the street for public use by the County.

The developer shall notify the County Engineer 24 hours prior to the start of all street construction activity.

7.7.01 Request: The subdivider, upon completion of all improvements, shall request in writing a final inspection by the County Engineer and/or County Health Department.

7.7.02 Final Construction Inspection: The County Engineer and/or the County Health Department shall make a final inspection at the end of construction of improvements under their respective jurisdiction as required under Section 711.091 of the O.R.C.

7.7.03 Maintenance Guarantee: A maintenance guarantee shall be posted by one of the methods listed in Section 7.3.01. If these regulations, to guarantee the maintenance of all improvements for a period of one year after the date of completion as determined by the final construction inspection by the County Engineer and/or County Health Department.

7.7.04 Amount: The amount of the maintenance guarantee shall be five (5) percent of the estimated cost of the improvements but in no case less than one thousand (\$1,000) dollars.

7.7.05 Duties: During the maintenance bond period, the subdivider shall be responsible for:

1. Routine maintenance of all improvements and shall repair all failures due to faulty construction as soon as they come apparent.
2. Make repairs due to erosion or abuse by Utility Companies;
3. Repair failures for all other reasons.

7.7.06 Resolution: The Board of County Commissioners shall by resolution accept all public right-of-ways after receipt of a written notice of a satisfactory final construction inspection by the County Engineer and the posting of a maintenance guarantee by the subdivider.

7.7.07 Final Release: At the end of the maintenance period, the Board shall release the maintenance bond upon written notice of a satisfactory final inspection by the County Engineer and/or Health Department.

7.8 Private Roads and Streets

Any dedicated "Private" roads or streets that provides ingress or egress to any lot fronting on such private road or street in any Major Subdivision in Carroll County shall be constructed to the same Engineering Design Standards as provided in these regulations (Section V & VI) and the means of maintenance shall be approved by the Regional Planning Commission and such maintenance agreement shall be outlined on the Plat, and be recorded in the County Recorder's Office.

SECTION VIII **PLAN REQUIREMENT**

8.1 Sketch Plan

As set forth in Section 4.3.1 of these Regulations, a sketch plan or sketch is useful in the pre-application discussion. The sketch plan should be drawn in pencil or legible format on paper to scale, if possible, and should contain the following information:

- A. Location of the boundary in relation to the nearest existing public highway;
- B. Pertinent information in relative to location, environment and available services such as water and sewer lines;
- C. The proposed layout of streets and lots;
- D. Significant topographic features which may affect the design of the subdivision;
- E. Scale, north arrow and date;
- F. Name, address and phone number of subdivider;
- G. Name, address and phone number of engineer or surveyor if used.

The person in the Commission office who discussed the sketch plan with the subdivider shall sign and date the sketch plan and attach to it any comments or decisions made concerning it.

8.2 Preliminary Plat

The preliminary plat differs in format and legal status from the final plat. The preliminary plat is somewhat flexible and slight modifications can be made between the preliminary plat and the final plat by the subdivider and staff working together to solve problems which may arise during the “detail design period”. Design of the preliminary plat usually encompasses the preliminary engineering of improvements in order to determine their effect on the layout and arrangement of streets and lots. Section 5 and Section 6 of these regulations list the standards to be used when designing the preliminary plat.

8.2.01 Properties of Preliminary Plat:

- 1. Material: The Plat may be drawn in pencil on paper or other material from which copies can be easily reproducible ~~blue line prints can be made.~~
- 2. Scale: The Plat shall be drawn to a scale of not less than one-inch equals one hundred feet (1” = 100’).
- 3. Size: Size of individual sheets is optional as long as the Preliminary Plat is clearly legible (preferably 24” X 36”).

4. Prepared by: Shall be prepared by an engineer or a surveyor and signed by him.

8.2.02 Identification Data to be shown on Preliminary Plat:

1. Proposed name of subdivision (shall not duplicate other names in the county) along with county, township, section and/or quarter section or unincorporated municipality.
2. Names, address, and telephone numbers of the owners, subdivider, and engineer or surveyor preparing the preliminary plat.
3. North point, scale, and date.
4. Vicinity Map (insert) showing area within one-half mile radius.

8.2.03 Data concerning Existing Item to be Shown on Preliminary Plat:

1. Boundary line, shown by a heavy line with bearings (if known) and distances and their source (deed or survey).
2. Name of owners of adjacent tracts and names of adjacent major plats.
3. Distance from boundary to nearest existing road.
4. Easements with their location, width, and purpose.
5. Zoning classification of area inside proposed plat and of the surrounding area.
6. Topographical data including:
 - A. Existing buildings and structures and their future status;
 - B. Watercourses, woods, etc;
 - C. Surface conditions as flood plains, strip mines, etc;
 - D. Existing roads or railroads;
 - E. Historic sites;
 - F. Any unusual natural features;
 - G. Contours at five (5) foot intervals if slope is eight (8) percent or greater or at two (2) foot intervals for slopes less than eight (8) percent.
7. Gross area by deed or scale
8. Location and sizes of existing sanitary sewers, storm sewers, water lines, and other available utilities.

8.2.04 Data Concerning Proposed Items to be Shown on Preliminary Plat:

1. Streets with names and widths
2. Cross walks, open spaces, playgrounds, etc.
3. Lot lines with scaled lengths and approximate area of lots.
4. Lot Numbers.
5. Setback lines.
6. Easements with widths and purposes (Same as 8.2, 8.3, 8.4)
7. Improvements:
 - A. Approximate grades of streets;
 - B. Approximate location of drainage facilities;
 - C. Approximate location of water and sewer lines and other utilities.
8. Preliminary drainage information.

It may be necessary to submit supplementary drawings to adequately show the proposed drainage facilities in a preliminary manner. Drainage areas should be outlined with outlets designated.

8.2.05 Utility Agreements / Provisions for Maintenance and Operations

It is the responsibility of the subdivider to obtain the necessary agreements and easements or make the necessary arrangements when he wishes to extend public or municipal sewer or water lines or other services to serve his proposed subdivision. Evidence of the successful negotiation for these services shall be required when their use is proposed.

Where the subdivision contains sewer, sewage treatment plants, water supply systems, storm water drainage systems, storm water retention ponds, park areas, street trees or other physical facilities necessary or desirable for the welfare of the area and which are of common use and benefit and which are of such character that the County or other public agency does not desire to maintain them, provisions shall be made by trust agreements, which are part of the deed restrictions and which are acceptable to the Regional Planning Commission for the proper and continuous maintenance and supervision of such facilities by the lot owners in the subdivision.

8.2.06 Spaces for Approvals:

Spaces for approvals on preliminary plat shall be as follows:

Approved this ____ day of _____, _____, according to adopted motion of the Regional Planning Commission dated _____.

Director, Carroll County
Regional Planning Commission

Approved this _____ day of _____, ____.

Carroll County Engineer

Approved this _____, day of _____, ____.

Carroll County Health Department

8.3 Detail Construction Plans

8.3.01 General: During the Detail Design Period (see procedure steps in Section 4.3) the subdivider's engineer shall prepare the detail construction plans to cover all improvements. Said plans must be submitted and approved by the County Engineer and/or County Health Department before submission of the final plat. Section 6 of these regulations lists the "Design Standards of Improvements" to be used as a basis for plan development.

8.3.02 Street Plan and Profile Sheets and Supplemental Drawings:

Standard plan and profile sheets shall be used to show all proposed street or road construction. Other improvements can also be shown on these sheets. The following information shall be shown:

1. Name of subdivision, county, township and section
2. Names and address of subdivider and engineer;
3. Street name, bearing, width, stations, horizontal curve data and relation to lot corners.
4. Horizontal and vertical scale (preferably 1" = 50' horizontal and 1" = 5' or 10' vertical).
5. Bench mark based on sea level datum.
6. Original ground profile and elevations.
7. Proposed grade with elevations.
8. Typical section.
9. Alignment and profile or proposed sanitary sewers, storm sewers, and culverts.
10. Invert and top elevations of manholes and catch basins and invert elevations of the ends of culverts.
11. Alignment, profile, and typical section of proposed channels.
12. Location of water lines and appurtenances.

13. Space provided for approval by proper authorities, namely:
 - A. County Engineer
 - B. County Health Department
 - C. Regional Planning Commission
14. Estimated quantities for the proposed improvement may be shown in table form on the plan and profile sheets or they may be supplied on separate sheets.

8.4 Drainage Plans and Calculations

Drainage plans and calculations shall be prepared by the subdivider's engineer and submitted for approval during the "detail design period". Design standards for Drainage Facilities are given in Section 6.2 of these regulations. If the preliminary drainage information shown on the street plan and profile sheets are not sufficient to clearly show the necessary proposed drainage facilities, special plans for this purpose may be necessary. In any case drainage calculations shall be submitted which provide information as outlined below.

8.4.01 Hydraulic Calculations: Hydrologic calculations for all critical points within the system showing:

1. Tributary drainage areas within the subdivision shown on a map. Large areas outside the subdivision may be calculated using U.S.G.S. Stream Stats.
2. Design flow calculations listing times of concentration, intensity, and run-off coefficients.

8.4.02 Hydraulic Design: Hydraulic design shall be shown by use of plan and profile of all drainage ways, conduits, and culverts, including a cross section of open channels showing design flow depth, sizes and types of conduits and culverts, drainage structures, and easement widths. Supporting calculations for downstream channel capacities as they affect overflow or backwater within the subdivision may be required. A list of the reference sources used for the hydrologic and hydraulic calculation should be included to aid in checking the calculations.

8.4.03 Drainage Plans: When separate drainage plans are necessary, they should show the following information:

1. The same identification as the preliminary plat.
2. Boundaries and streets as on preliminary plat with some lot lines if they are necessary.
3. Existing drainage facilities with pertinent information.
4. Tributary areas with acreage (where scale will permit) with the streams, ditches, swamps, etc.

5. Acreage of large tributary areas given with a brief description of their location relative to the subdivision.
6. Flood plains and high-water levels.
7. Proposed drainage facilities with pertinent data such as invert elevations.
8. Drains or outlets to natural drainage courses.
9. Any necessary drainage easements inside and outside the subdivision.
10. Erosion and Sediment Control Plan

8.5 **Final Plat**

The final plat is a map on which the subdivider's final arrangement of lots and streets is presented for approval by the various authorities and which is finally recorded in the plat records of the County. It is of a legal form prepared by a surveyor, and shows all the information necessary to establish the local of lots within the subdivision when such lots are transferred or for any other reason. Properties of and information to be shown on the final plat include, but are not limited to the following:

NOTE: EVERY PLAT SHALL BE SUPERIMPOSED ON A SURVEY OF THE LANDS OF THE DEDICATORS FROM WHICH SUCH PLAT IS DRAWN, AND SHALL CONTAIN AN ACCURATE BACKGROUND DRAWING OF ANY METES-AND-BOUNDS DESCRIPTIONS OF THE LANDS OF THE DEDICATORS FROM WHICH SUCH PLAT IS DRAWN (O.R.C. Sec. 711.02).

8.5.01 Properties:

1. Material: The Final Plat shall be legibly drawn with black permanent ink on line, mylar or other acceptable drafting materials from which legible photographic copies can be made.
2. Scale: Not less than one-inch equals one hundred feet. (1" = 100')
3. Size: Size of individual sheets shall be twenty-four by thirty – six inches. (24" X 36")
4. Prepared by: Shall be prepared by a Surveyor.

8.5.02 Identification of Plat:

1. Name of Subdivision
2. Quarter Section, Section, Township, County and State.
3. Vicinity Map (insert) showing area within one-half mile radius.

8.5.03 Information:

1. Conforms to Preliminary Plat, containing all or part of the area shown by it and conforms to the Design Standards as set forth in Section 5 of these regulations.
2. Boundary of Subdivision shown by a heavy line with all lines of proposed or adjoining streets, all lot lines, all open spaces, all easement lines

differentiated from each other. Replats to show eliminated lot lines differently front new lot lines.

3. Accurate distances, bearings, and curve data of all required lines, widths of streets and easements. Linear dimensions shown to nearest one-hundredth of a foot.
4. The point of departure of one street from another.
5. Subdivision located relative to section line or other control.
6. All Section, Half Section, Township, County, Corporation, and other similar lines designated.
7. Minimum building setback lines where required.
8. Names of proposed and adjoining streets and the purposes of easements and other lands provided for public use.
9. Identification of each lot number.
10. Identification of adjoining land.
11. Location and description of survey monuments found, set, or to be set. (See Section 6.6 of regulations)
12. North points and scale.
13. Total acreage of lots platted, total area of streets dedicated, total area to be dedicated as parks or open spaces, total area of land within plat boundary and the total number of lots.
14. The surveyor shall submit with the final plat a copy of the calculated closure of the plat boundary. The plat boundary closure should be based on a field traverse which closed with a precision on one (1) in ten thousand (10,000) or better before balancing.
15. Adhering to O.A.C 4733-37.

8.5.04 Certification:

Spaces shall be provided for signatures of persons involved with the final plat including:

1. Provision for certification by the surveyor
2. Notarized certification by the owner and the offer of the dedication of streets and other public areas.
3. Provision for approval by the Carroll County Regional Planning Commission.

4. Provision for approval of construction of all improvements by the County Engineer.
5. Provisions for approval by the County Health Department where public water and sanitary sewerage facilities are not available.
6. Provision for approval of plat by the Board of County Commissioners.
7. Provisions for County Auditor's transfer.
8. Provision for County Recorder's acceptance of plat for record.

The suggested wording to accompany a Final Plat drawing is as follows:

Situated in Section ____, _____ Township, Range _____, Carroll County Ohio, containing _____ acres and being the same tract as conveyed by _____ to _____ by recorded deed recoded in Volume _____, Page _____ of the Carroll County Records of Deeds.

We (I) _____, Owner(s) of the land indicated on this plat do hereby manifest our approval of the subdivision of lots ____ to ____ inclusive, and dedicated the streets and land for open space as shown hereon forever. We (I) further certify that the plat is a subdivision of all (part) of the land and that all monuments as required by Subdivision Regulations are or will be placed. We (I) also agree to be held and firmly bound and do hereby bind myself (ourselves), heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents to construct at my (our) expense all improvements as required by the Carroll County Subdivision Regulations in accordance with plans on file with the Carroll County Regional Planning Commission and bearing the signatures of approval of the Carroll County Engineer and the Carroll County Health Department. These improvements will be installed within a period of two years from the date of approval of this plat.

As witness our (my) hand this _____ day of _____, _____.

WITNESSES: _____

OWNERS: _____

Before me, a Notary Public in and for said County, personally appeared the above signed _____ who acknowledge(s) that they are (he or she is) the owner(s) of the land shown on the accompanying subdivision as shown above, and that the signing of the above, and that the signing of the above certificate is their (his or her) own free act and deed.

In witness whereof I have hereunto set my hand and affixed my official seal the _____ day of _____, _____.

 Notary Public

I do hereby certify that I have surveyed the area and prepared the plat shown hereon and that said plat is correct.

Registered Surveyor Number _____

Approved this ____ day of _____, ____.

Carroll County Engineer

Approved this ____ day of _____, ____.

Carroll County Health Department

Approved this ____ day of _____, ____.

According to adopted motion of the Carroll County Regional Planning Commission dated _____.

Chairman
Carroll County Regional Planning Commission

Planning Director

Approved this ____ day of _____, ____.

(Approval of this plat for recording does not constitute an acceptance of the dedicated of any public road, street, or other public land dedicated on this plat, Section 711.041, O.R.C.)

Carroll County Commissioners

Transferred this ____ day of _____, ____.

Carroll County Auditor

Recorded Number _____

Filed for record this ____ day of _____, ____ at ____ a.m./p.m.

Recorded this ____ day of _____, ____ in Plat File _____ Folder _____
Pocket _____.

Carroll County Recorder

SECTION IX
DEDICATED PRIVATE DRIVE (DPD) SUBDIVISIONS

9.1 Purpose and Intent

9.1.01 Intent: The use of the Dedicated Private Drive is NOT to circumvent the Carroll County Major Subdivision Regulations. A DPD may be used as an alternative to pipe stem lots. Dedicated Private Drives shall not be used to avoid the construction of a major subdivision or the construction of public roads.

9.1.02 Use: DPDs may be used to provide frontage access to tracts of land that the RPC determines do not lend themselves either alone or in conjunction with adjacent property to be further subdivided or in instances rendering it not feasible to construct a public street by reason of conditions, including without limitation: unique parcel shape, severely constrained topography, drive access, permitting regulations, limited public road frontage and other mitigating circumstances.

9.1.03 Dedicated Private Drives; Drives may only be allowed when the RPC has determined that conditions exist on or around the site which will be better served through its use rather than individual points of access.

9.2 Comprehensive Plan Policies:

The creation of dedicated private drive subdivisions in Carroll County under the Subdivision regulations shall be consistent with the Carroll County Comprehensive Plan.

9.3 Applicability:

The following criteria are intended to minimize the amount of roadway conflicts caused by excessive and unmanaged driveways and prevent the creation of landlocked parcels (tracts that do not front on a public road). These criteria shall guide the decision of the RPC Director when approving DPDs.

9.3.01 DPDs shall only be permitted where adequate sight distance is available, according to the standards of the applicable review agency (county, state, township, municipality).

Note: The residential driveway permit must be obtained separately from the county engineer (county roads), township trustees (township roads), ODOT (state roads), municipality (village). The location of the DPD shall be approved by the applicable agency before or when the preliminary plat is submitted, A copy of the approved permit shall be included with DPD submission

9.3.02 DPDs may be permitted for at least two but no more than five lots with no more than one residence per lot as classified below:

Class 1 – Shared Point of Access – for two lots only. A point of access is the point at which a driveway intersects a public road and is the area within the public road right of way.

Class 2 – 2 to 3 lots.

Class 3 – 4 to 5 lots.

9.3.03 The proposed lots served by the DPD must meet RPC regulations. (See Sec. 4.2 minor subdivisions). These lots can be recorded with the DPD or at a later date according to the RPC regulations in effect at the time of recording the minor subdivision.

9.3.04 DPD's cannot be part of a major subdivision.

9.3.05 The DPD shall be private, placed within a defined access easement. Fee ownership of the easement is maintained by the abutting owners.

9.3.06 Driveways: The original developer(s) of a DPD are responsible for the initial installation of the driveway to the size and material specifications as in Section 9.4. Lot splits on the DPD will not be approved by the RPC until the owner(s) of the DPD has installed the entire driveway to meet the appropriate driveway standards in these regulations and have submitted a signed, sworn, and notarized statement that they have installed the driveway to the specifications.

9.4 Dedicated Private Driveway Design Standards

The following design standards are mandatory minimums for Dedicated Private Drives. These are drive standards and do not meet the standards for a publicly dedicated road. For this reason, Carroll County shall NOT approve and accept for dedication as a public road for any DPD unless it has been constructed or improved to meet standards in effect at the time and separately approved by the appropriate government agency.

RPC approval to install will expire after one year. The DPD must be recorded within that year or shall be resubmitted with fee for the review process.

9.4.01 General:

A. The minimum DPD width is 50'. Topography may dictate a greater width. Minimum driving width is 16'. Any lot subdivided prior to the date of this

section being adopted, providing it has at least 25' on a public road and complies with permitting regulations, may apply for a DPD without complying with the 50' public road frontage requirement.

- B. The DPD shall not serve as a connector to or for any other DPD or public/private road. The use of such private drive is limited to the owners of the lots in the DPD subdivision. It cannot be used for access to/from or for the benefit of any property other than the lots in the DPD subdivision.
- C. The centerline of the DPD must be the lot abutment line whenever possible. If the DPD has lots only on one side of the DPD and the other side is the subdivision boundary of the owner/developer's property line boundary, each lot shall consume all of the DPD that abuts such lot.
- D. At the point of access to the public road, the centerline of the DPD shall be a minimum of 130 feet apart from the centerline of another DPD or pipestem driveway. The centerline of a DPD shall be a minimum of 30 feet from the centerline of an existing driveway.
- E. DPDs cannot intersect each other.
- F. DPDs cannot be connected.
- G. The DPD right of way acreage must be consumed by the lots served by the DPD.
- H. A Recorded Maintenance Use Agreement (RUMA) is required which includes the signatures of owners of all lots served by the DPD. This shall be established in perpetuity for all lots sharing a Dedicated Private Drive, recorded with reference language placed on the deeds for all lots with access to the DPD. A reference note to the recorded agreements(s) shall be placed on the subdivision plat. Thereafter, all conveyances of lots on the DPD shall contain a reference to the maintenance agreement, set out the recording information for the same and contain a statement that the grantee herein for himself, his heirs, and his assigns agrees to accept the conveyance subject to such agreement and abide by the terms and conditions thereof. Language shall be included that states a maximum of (5) five parcels with one single family residence per parcel.
- I. The property owners(s) shall install and maintain reflective and visible markers clearly stating "Private Drive" and show the addresses with numbers a minimum of 3" tall, at the intersection of the public road and

the DPD. Reflective and clearly visible 3” tall address markings shall be installed also at each individual drive location for all purposes.

- J. There shall be no future subdividing of the DPD’s original lots except for the sale or exchange of parcels between adjoining lot owners, where that sale or exchange does not create additional structure sites.
- K. Each lot shall contain no more than (1) one single family residence, together with necessary and appropriate other structures. Each lot served by the DPD shall be used only for residential and/or agricultural purposes, and no commercial or manufacturing activity shall be permitted.
- L. The DPD shall be designed to follow the current Carroll County or the appropriate agency’s Access Management Standards.
- M. The DPD shall be designed to follow the current Carroll County Engineers Driveway Permit Specifications, see Appendix, or the appropriate agency’s driveway specifications.
- N. The DPD shall be designed for emergency access for fire & EMS services equipment.
- O. Where a bridge is to provide access, it shall be constructed and maintained to accommodate a (10) ten-year rated storm and be able to support emergency vehicles and equipment. The RPC reserves the right to require the property owner(s) at their cost, to have the bridge designed and certified by a licensed Professional Engineer in the State of Ohio to AASHTO HS-20 load standards. If a culvert is not located in a public right of way, the developer/property owner shall retain a Professional Engineer to properly size and design the culvert and appurtenances.
- P. The DPD shall have a minimum 13’6” vertical clearance to allow for adequate access for emergency equipment. The maintenance agreement shall include language which will insure the continued existence of this clearance.
- Q. If a cul-de-sac is used as a turnaround, it shall be designed with a minimum centerline turning radius of 50’ and 60’ right-of-way and meet the design standards specified in the Appendix.
- R. A DPD may be used as a utility easement. See Section 5.5.

9.4.02 Design Standards

Class 1 Dedicated Private Drive – Shared Point of Access DPDs

- A. The Class I DPD is located in the public road right of way. After that, it diverges into two (2) separate and individually owned and maintained driveways. See the Appendix.
- B. Shall follow all of the General Standard listed in Section 9.4.

Class 2 Dedicated Private Drives – Two to three parcels

- A. Shall follow all the General Standards listed in Section 9.4
- B. If there are existing residences already located on the parcel to be subdivided an existing private driveway surface and grade is acceptable “as is” if all property owners agree. Any extension of the existing private drive when it is platted as a DPD must meet the standards of a Class 3 DPD. The existing drive may need modified where it meets the public road to meet current access management regulations and the appropriate government entity’s driveway standards.

Class 3 Dedicated Private Drives – Four to five parcels.

- A. Shall follow all of the General Standards listed in Section 9.4
- B. Minimum driving surface width shall be 16’ with an additional 2’ of clear unobstructed berm and adequate drainage on each side.
- C. Design and construction requirements for driveway surface shall be Item 204 -Sub-grade compaction. Item Special – 6” aggregate base, using No. 1 and No. 2 aggregate, 304 Spec. * Item 304 – 2” Aggregate base as finish.
- D. Maximum grade:
 - a. Paved (asphalt concrete, Portland concrete) shall not exceed 15% and follow ODOT Table 203-1 for maximum grades. A centerline profile will be required
 - b. Loose stone driveway surface shall not exceed 12%.
- E. The DPD will be designed by a Professional Engineer (PE) and the plans and specifications approved by the county engineer’s office. An as-built drawing will be prepared by the engineer who designed the original plans, certifying completion in substantial compliance with said plan. If both a Professional Surveyor (PS) and a Professional Engineer (PE) were involved with the design, then both must certify the as-built.

9.5 General Procedure and Requirements for Submittal

The following procedures shall be followed when submitting, reviewing and approving proposed DPD subdivisions.

9.5.01 1. Preliminary Sketch and Meeting

A. Procedure: The DPD developer/property owner(s) and/or engineer/surveyor shall meet with the RPC Director to discuss the planned DPD.

B. Submittal requirements:

Items to bring to this meeting include at a minimum:

- Copy of current tax map overlaid on aerial photograph that shows the parcel to be subdivided.
- Plan View and Centerline Profile of the proposed DPD
- Proposed lots with proposed numbers and their approximate acreages.

9.5.02 Preliminary Plat and Interagency Review

A. Procedure: The property owner and/or engineer/surveyor shall submit the permit fee, completed application and seven (7) copies of a preliminary plat, profile, cross sections, typical section, and maintenance agreement to the RPC office. This information will be sent to the following agencies listed below for their review:

- Township Trustees
- Carroll County Health Department
- Carroll County Soil & Water Conservation District
- Carroll County Engineer or applicable agency for access
- Carroll County Map Office
- Carroll County EMS/Floodplain Department
- Fire Department with jurisdiction to subject subdivision
- Any other agency deemed necessary by the RPC Director

B. Review Periods:

There will be a ten (10) day review period for the above listed agencies. At the end of the ten (10) day review period, the RPC director will review the preliminary plan and all comments received and within fourteen (14) full working days send a notice to the DPD owner and engineer/surveyor requesting the submittal of the final plat with any/all necessary changes resulting from the review comments.

*NOTE - If access is to a state route, then ODOT approval is required. This review will take longer than 10 days.

C. The approval of the preliminary plat will expire in twelve (12) months from the day signed by the RPC Director.

9.6 Submittal Requirements

1. One (1) copy of a completed DPD subdivision application signed and dated by the applicant. The application is available from the Carroll County Regional Planning office or on the RPC website.
2. Design Plans for the DPD, included but not limited to centerline profile, existing and proposed cross sections, typical pavement section, drainage calculations, storm water plans and culvert/bridge plans.
3. Seven (7) copies of a preliminary plat of the proposed DPD subdivision prepared by a professional surveyor. The form for the preliminary plat shall be:
 - Maximum size for a plat shall be 24"x36" per the County Recorder's Office.
 - Scale shall be 1" = 30', 1" = 50', 1" = 100', or 1" = 200'. Other scales may be approved by the RPC Director.
 - If more than one sheet is required, each sheet shall be numbered and the relation of one sheet to another shall be clearly shown.
4. The preliminary plat must include:
 - Vicinity Map of area within a scope which shows the DPD abutting a public road.
 - Signature & Date Line for Surveyor, Owner(s), RPC Director, Map Office, Auditor and Recorder.
 - The public road with name and number that the DPD abuts.
 - Maintenance Agreement with signature lines for all property owners or a copy of the Maintenance Agreement if it is to be recorded separately and a place to reference the volume and page on the plat.
 - Proposed lots (if lots are to be recorded with the PDP plat) showing total acreage, acreage in DPD right of way, and lot numbers.
 - All current parcel boundaries, length of courses and bearings in accordance with the Carroll County Conveyance Standards and the Ohio Minimum Standard for Surveys per Chapter 4733.37 of the Ohio Administrative Code.
 - DPD right of way (minimum of 50') with bearings and distances.
 - One residence per lot.
 - Centerline of DPD
 - 2' Contour on DPD

If any part of the property to be served by the DPD is in the FEMA designated flood hazard areas and floodways they shall be shown where it exists on the property and shall include the following note: "Flood Hazard Note:

Approximate limits of Flood Hazard Area Zone __ as shown on Flood Insurance Rate Map # _____ with an effective date of _____. If no Base Flood Elevation has been determined, state “No Base Flood Elevation has been determined for this area”.

- Installation Statement as shown in Section 09.7.01
- Show portions of the site identified on maps made available by the Ohio Department of Resources as subject to previous mining activity and subject to potential mining subsidence. These maps can be found at www.ohiodnr.gov.

9.7 Final Plat

A. Procedure

A DPD final plat can be for the DPD only or it can include the parcels to be served.

1. If lots (parcels) are to be included on the DPD plat, they must be recorded at the same time as the DPD. If the parcels are minor subdivisions (under 5 acres in size) the proper forms must be submitted simultaneously to RPC for review and approval.

The final plat shall include the following:

- Incorporate all the requirements listed in the preliminary plat and any review comments.
 - Show lots with bearings, distances, total acreage, acreage in DPD right of way, and lot numbers and lot owners' names:
 - All parcel boundaries length of courses and bearings will be in accordance with the Carroll County Conveyance Standards and the Ohio Minimum Standards for Surveys per Chapter 4733-37 of the Ohio Administrative Code.
2. If only the DPD is to be recorded, then the final plat shall incorporate all other requirements listed in the preliminary plat and review comments EXCEPT proposed lots with total acreage, acreage in DPD right of way and lot numbers.
 3. Allow fourteen (14) seven business days for the RPC Director to sign the DPD Final Plat. Once the Director has signed the plat, the applicant shall take the plat to the Map Office. Allow at least two (2) business days for the Map Office to process and sign. The applicant can then take the Final Plat to Auditor's office and then to the Recorder's office. These last two steps will be done on the same day. Applicant is responsible for all filing fees.
 4. The approval of the Final Plat will expire in twelve (12) months from the date signed by the RPC Director, if it has not been recorded.

B. Submittal Requirements

One original plat shall be on mylar or other easily reproducible material. It shall be legibly drawn in permanent black ink and follow the requirements for a preliminary plat

except that the final plat may be drawn on a larger sheet and reduced for recording but the reduced copy must be legible and in no case shall be reduced larger than 24”x 36”.

9.7.01 Required Installation Statement

The Dedicated Private Drive Installation Statement shall appear on the final plat as shown below:

Installation Statement

The owner(s) of this dedicated private drive plat will install the dedicated private drive within (30) days of recorded date of this plat and in accordance with the Dedicated Private Drive Standards as specified in the Carroll County Regional Planning Regulations.

IN WITNESS WHEREOF, we hereunto acknowledge the above mentioned and set our hands

This _____ day of _____, 20_____

_____ Owner(s)

_____ Owner(s)

Sworn and subscribed before me on _____ Date

_____ Notary Public

SECTION X
ADDRESSING OF PARCELS & LOTS

10.1 Authority

The function of naming streets, designating street numbers and the development of an orderly system and process to do so serves the common good of all citizens. O.R.C. 303.21 states that “The board of county commissioners may designate street names and assign house numbers to buildings along streets in unincorporated areas. The owners of such buildings shall number or renumber such buildings in accordance with the numbers assigned by the county commissioners.” The board of county commissioners has vested this authority with the RPC.

10.2 Procedure

The RPC Director shall assign house numbers according to the established HNGS. Odd numbers will be assigned to the northern side of easterly/westerly directional streets and the western side of northerly/southerly directional streets. Even numbers will be assigned to the southern side of easterly/westerly directional streets and the eastern side of northerly/southerly directional streets. Numbers will be assigned as best to fit in with the established house numbering of the area.

10.3 Major and DPD Subdivisions

Lots within a proposed major or DPD subdivision shall be assigned house numbers at the time the subdivision is platted and approved. Numbers shall be assigned based upon the Carroll County Numbering Grid and fit in best as possible with the established numbering of that area.

10.4 Renumbering/Renaming

Housing numbers and street names may be reassigned/changed as required for the safety and well-being of residents. This may include, but is not limited to: new development, the subdivision of property(ies), sale of property(ies), 9-1-1 requests, property owner request, subdivision boards of directors, Homeowner's Associations (HOA), etc. The RPC shall establish a procedure for the renumbering of properties and the renaming of roadways.

At a future time, the County Commissioners may determine the need to renumber the entire county; at which time property owners will be required to accept the new number assigned per O.R.C. 303.21.

10.5 Procedure for Renumbering Buildings/Renaming Public Roadways

10.5.1 Procedure to renumber buildings:

1. The RPC Director shall contact, by certified mail, the property owner of the new number which shall take effect within 30 days of notification.
2. Property owner may appeal the change within 10 days of receipt of the change notification by written notice to the RPC Director.
3. A meeting of the Regional Planning Commission Board of Directors shall hear the appeal and shall issue a ruling. If the appeal is denied, the change will become effective 30 days after the meeting.
4. The RPC Director shall notify the U.S. Postal Service, 9-1-1 Emergency Services and all other county/State offices as needed of the change.

10.5.2 Procedure to Rename Roadways

1. The RPC Director shall contact by certified mail or via published legal notice in a newspaper of record, all property owners with parcels abutting the roadway on which the proposed renaming shall occur, 9-1-1 emergency services, the local authority having jurisdiction over the roadway, and the U.S. Postal Service.
2. A public hearing on the proposed name change will be held by the Regional Planning Commission within 30 days of written/published notice of the planned renaming. At the conclusion of the hearing, the Commission shall vote upon the proposed name change. If approved, it shall become effective 30 days after the hearing.
3. The RPC Director shall notify the public, via a published legal notice in a newspaper of record, of the name change and the effective date. All County/State/Federal entities requiring notification of said change will be contacted via regular mail.

APPENDIX

APPENDIX

Carroll County Major Thoroughfare Plan (State Highway Department Classifications)	A
List of Offices to Review Plans	B
Cornerstone; Permanent Markers (711.03 of OR.C.)	C
Stopping Sight Distance of Crest, Vertical Curves	D
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Local Commercial Business Center	L
Sample Planned Industrial Development	M
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*NOTE: These are samples of applications. Actual applications may change depending on changes in requirements, changes in the O.R.C. or requests from approving agencies. See the RPC Director for the most up-to-date form.

CARROLL COUNTY
MAJOR THOUGHFARE PLAN
(State Highway Department Classifications)

NAME	FROM	TO
Rural Minor Arterials (100 foot Right-of-Way)		
S.R. 43	Stark County Line	Amsterdam
Rural Major Collectors (80 foot Right-of-Way)		
S.R. 183	S.R. 43	Minerva
S.R. 183	Tuscarawas County Line	Magnolia
S.R. 212	Tuscarawas County Line	Harrison County Line
S.R. 39	Tuscarawas County Line	Columbiana County Line
S.R. 9	Carrollton	Columbiana County Line
S.R. 9	S.R. 43	Harrison County Line
S.R. 332	Harrison County Line	Carrollton
Rural Minor Collectors (60 foot Right-of-Way)		
S.R. 542	S.R. 212	Magnolia
C. 26	S.R. 542	Stark County Line
C. 69	S.R. 542	S.R. 171
C. 20	S.R. 542	Stark County Line
C. 68	S.R. 43	Stark County Line
C. 32	S.R. 183	Stark County Line
C. 14	C. 15	C. 18
C. 18	C. 14	Columbiana County Line
S.R. 171	Stark County Line	S.R. 9
C. 71	S.R. 9	S.R. 39
S.R. 524	Jefferson County Line	Mechanicstown
C. 11	Carrollton	Sherrodsville
C. 12	S.R. 9	S.R. 524
C. 12	Mechanicstown	C. 14
C. 12	C. 14	Columbiana County Line
C. 14	C. 12	C. 25
C. 19	S.R. 332	Leesville Lake
C. 22	Petersburg	Leesville Lake
C. 22	Leesville	Leesville Lake
C. 25	C. 14	Columbiana County Line
S.R. 644	Columbiana County Line	Columbiana County Line
S.R. 164	Jefferson County Line	Jefferson County Line
S.R. 164	S.R. 212	Amsterdam
Old S.R. 39	Tuscarawas County Line	Sherrodsville
C. 59	Harrison County Line	S.R. 164
T. 116	S.R. 212	Leesville Dam
C. 23	Magnolia	S.R. 171
Local Rural and Urban (50 foot Right-of-Way)		
The Township and County roads and Municipal streets in the County which are not listed in any of the previous classifications are included in this classification. Most new streets in proposed subdivisions will likely also be in this classification.		

LIST OF OFFICES TO RECEIVE PLANS

Offices to Receive Copies of	Plat		Construction Drawings	
	Preliminary	Final	Preliminary	Final
Planning Commission	2	2	1	1
County Engineer	1	1	2	1
County Health Department	1	1	1	1
County Prosecutor	1	1	-----	-----
Township Trustees	1	1	-----	1
Gas Company	1	1	-----	1
Telephone Company	1	1	-----	1
Power Company	1	1	-----	1
House Numbering and Street Naming	1	1	-----	-----
totals	10	10	4	7

NOTE:

A list of proposed Street Names shall be filed with the Postmaster of the appropriate U.S. Post Office from which mail will receive final distribution.

711.03 CORNERSTONE; PERMANENT MARKERS

At the time of surveying and laying out a village, or subdivision or addition to a municipal corporation, the proprietor of such village, or subdivision or addition, shall plant at the corner of the public ground or lot, if there is such, and if there is none, then at the corner of one of the in-lots and at the corner of each out-lot, a good and sufficient stone, of such size and dimensions and in such manner as the surveyor provided for under Section 711.01 of the Revised Code directs, for a corner from which to make future surveys, and the point at which it may be found shall be designated on the plat. Such proprietor shall direct the surveyor to place and set at least four permanent markers in each plat of ten lots or less. In a village or in a subdivision, addition, or allotment having more than ten lots, whether within or without a municipal corporation, the proprietor shall cause to be placed as many additional permanent markers as the surveyor deems necessary to properly control his original survey. Such permanent markers shall be placed in a manner so that the line of sight between such markers can be observed from one marker to the other. Such markers shall be made of either stone or concrete at least four inches in diameter, or four inches square, and properly marked. The markings on such markers shall consist of a cross cut with the legs of the cross at least three inches long and at least one-eighth inch deep. Solid iron pins of at least one inch diameter may also be used as permanent markers. All stone, concrete, or iron pin markers shall be at least thirty inches long and the bottom of such markers shall be at least thirty inches below finished grade.

If the location of a permanent marker is originally determined to be in an area of solid rock it may be relocated and offset from its original position. Such relocation must be noted on the plat. These and all other markers shall be designated on the plat before it is presented for record, but setting of such markers shall not be required prior to completion of construction necessary to the improvement of the land.

D

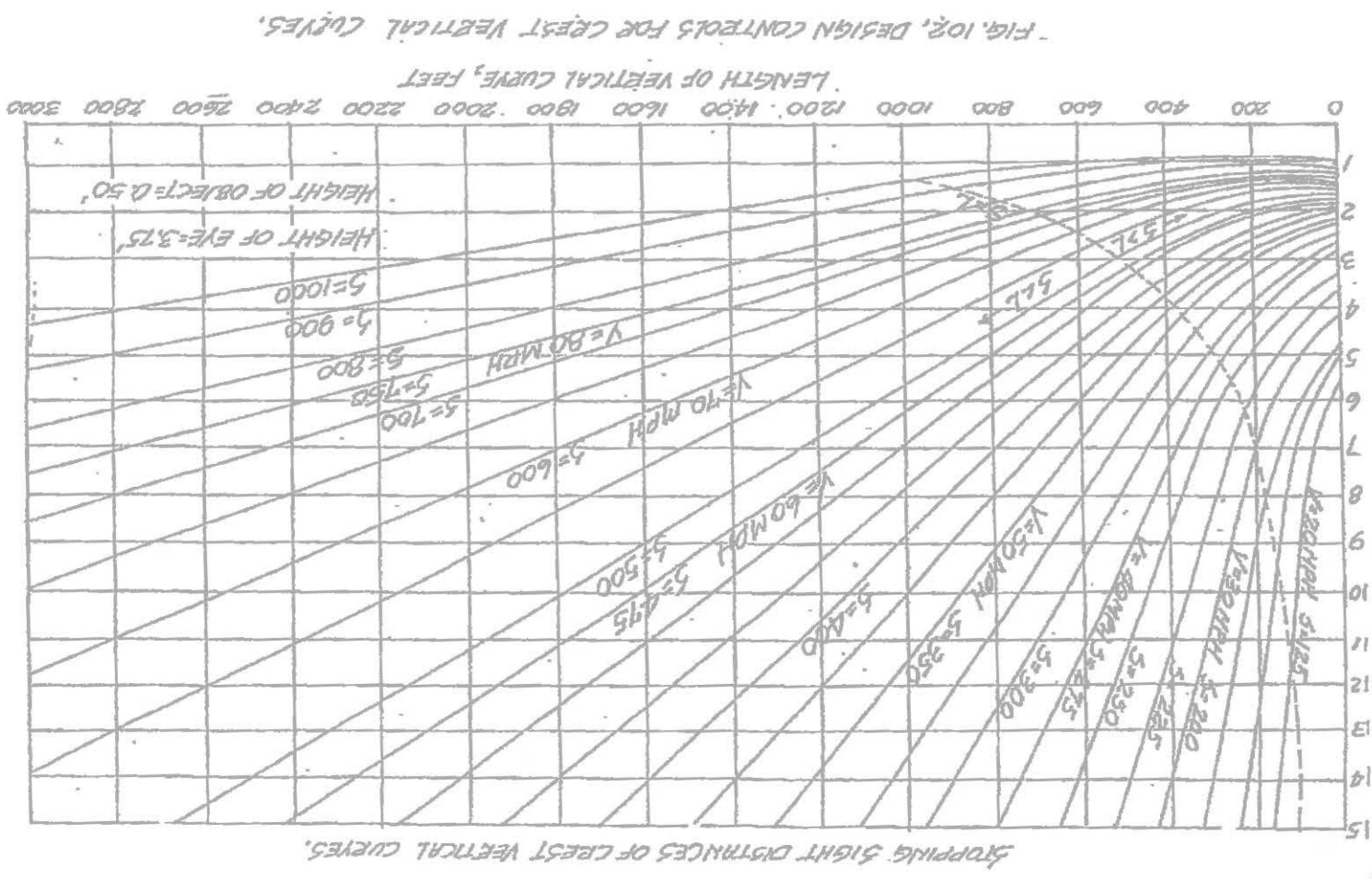


FIG. 102, DESIGN CONTROLS FOR CREST VERTICAL CURVES.

TYPICAL SECTIONS - DESCRIPTIONS

TYPE "A"

Type "A" streets are intended to be the highest class which is likely to be constructed in a subdivision or in a commercial area. Type "A" streets have curbs and storm sewer facilities to drain the pavement surface. They may have one or two sidewalks. Widths of Type "A" streets are set up to be multiples of 12 foot travel lanes and 8 foot parking lanes. The pavement structure consists of an 8 inch aggregate base and 3 inches of asphaltic concrete or equal structure approved by the county Engineer

TYPE "B"

Type "B" streets do not have curbs or storm drainage systems other than open ditches and culverts. Pavements are usually not wide enough to permit on pavement parking. Pavement structures are equivalent to Type "A".

TYPE "C"

Type "C" streets are the minimum which will be permitted to serve as local "Public" residential streets either in rural or urban areas. Pavement structure consists of double seal and chip over the 8 inch aggregate base.

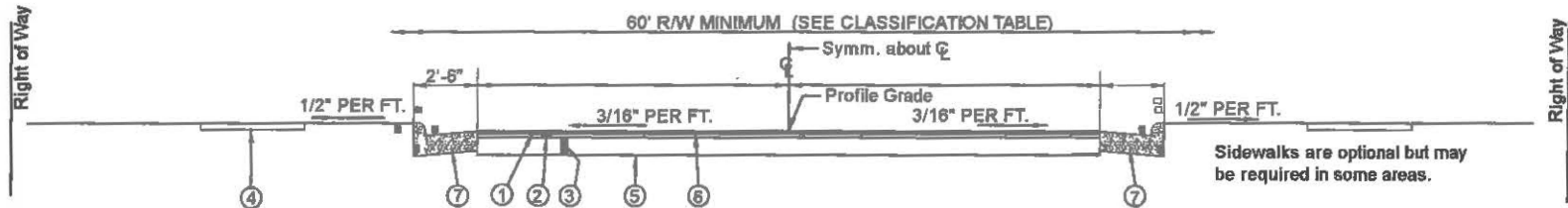
TYPE "D"

Type "D" streets are the minimum which will be permitted to serve as local "Private" residential streets either in rural or urban areas. Street construction to be the same as Type "C" street with the exception that the double seal and chip pavement may be omitted.

APPLICATION FOR FINAL PLAT APPROVAL

Carroll County, Ohio

CARROLL COUNTY TYPICAL SECTION "A"



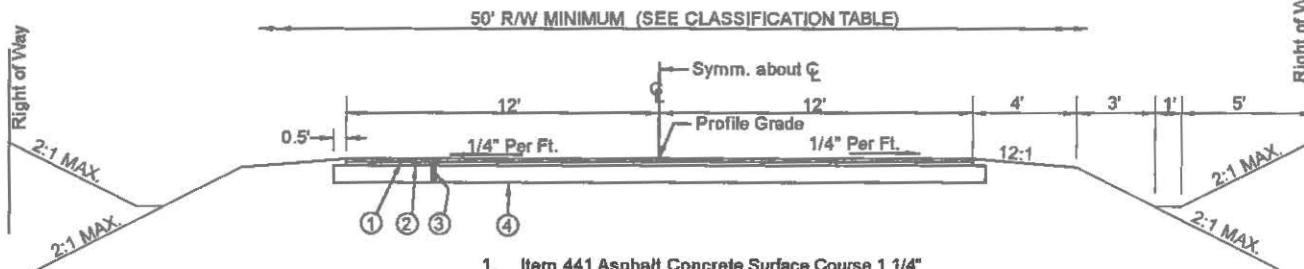
Sidewalks are optional but may be required in some areas.

1. Item 441 Asphalt Concrete Surface Course 1 1/4"
2. Item 441 Asphalt Concrete Intermediate Course 1 3/4"
3. Item 304 Aggregate Base 8"
4. Item 608 Concrete Walk 4"
5. Item 204 Subgrade Compaction
6. Item 407 Tack Coat
7. Item 609 Type 2 Combination Curb & Gutter

POSSIBLE PAVEMENT WIDTHS (W)
 Parking Both Sides - 40'
 Parking One Side - 32'
 No Parking - 24'

Current ODOT Standards shall be used

CARROLL COUNTY TYPICAL SECTION "B"

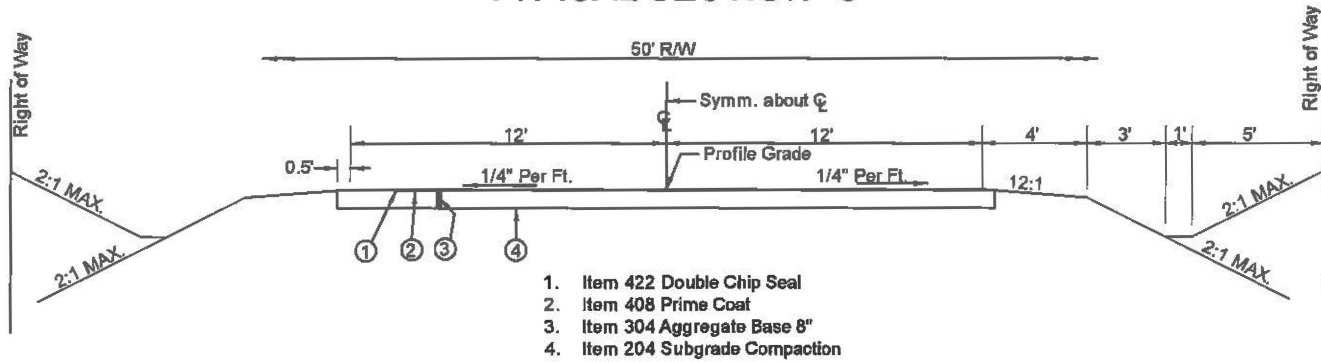


1. Item 441 Asphalt Concrete Surface Course 1 1/4"
2. Item 441 Asphalt Concrete Intermediate Course 1 3/4"
3. Item 304 Aggregate Base 8"
4. Item 204 Subgrade Compaction

Current ODOT Standards shall be used

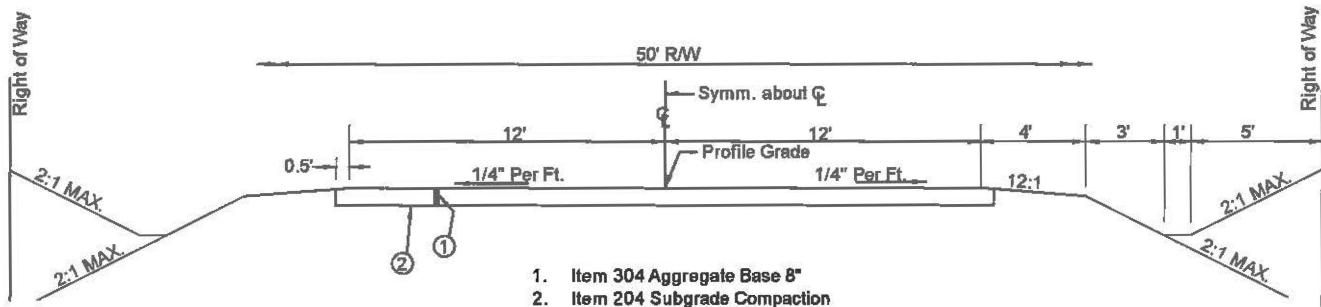
E-1

CARROLL COUNTY TYPICAL SECTION "C"

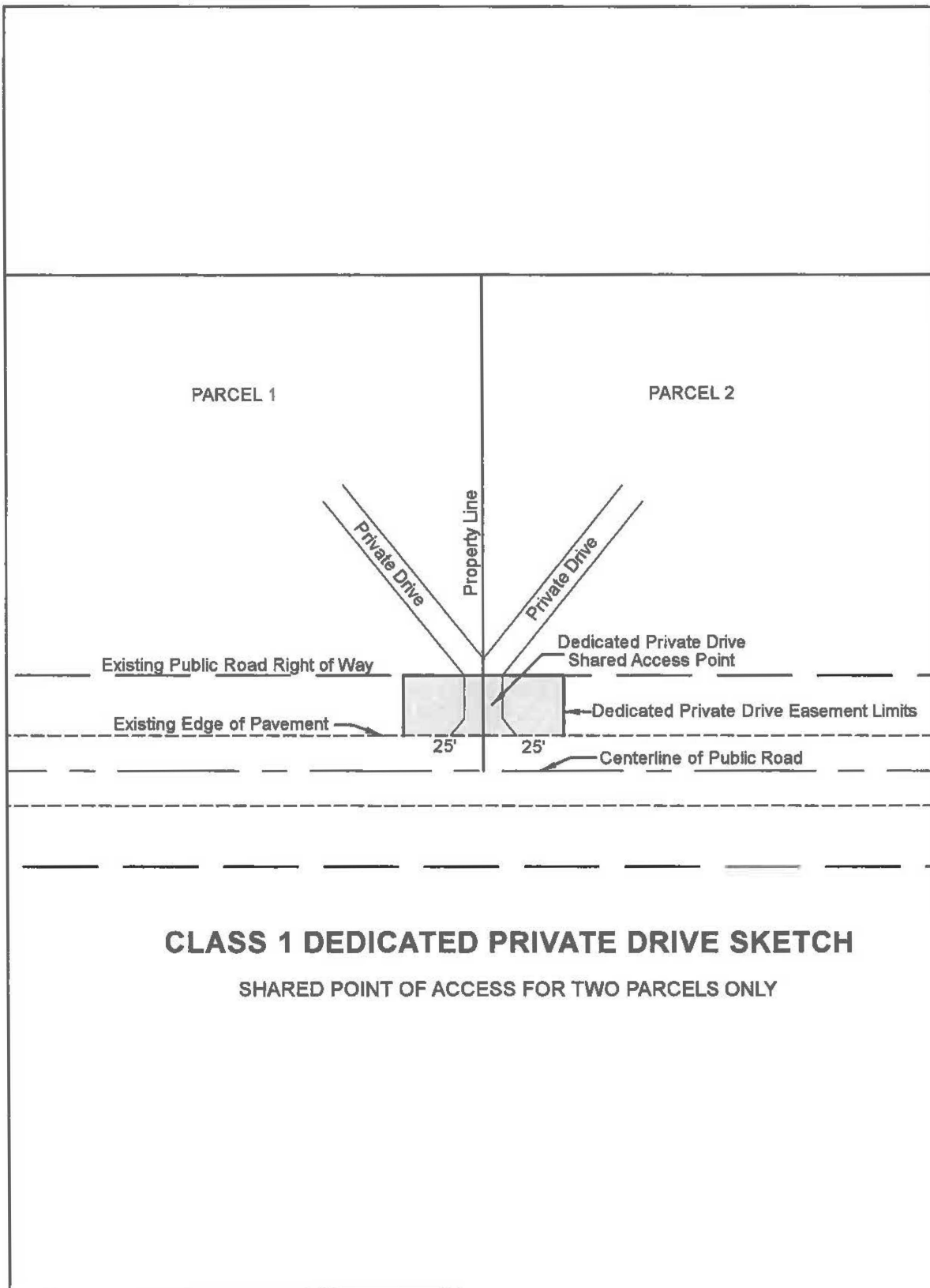


Current ODOT Standards shall be used

CARROLL COUNTY TYPICAL SECTION "D"



Current ODOT Standards shall be used

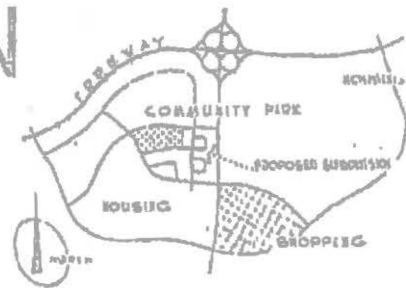


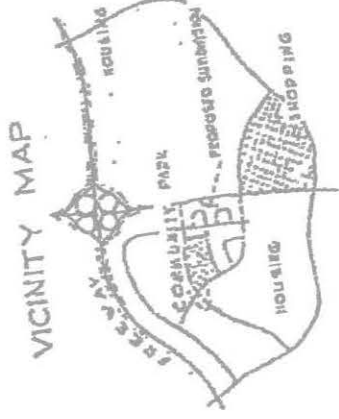
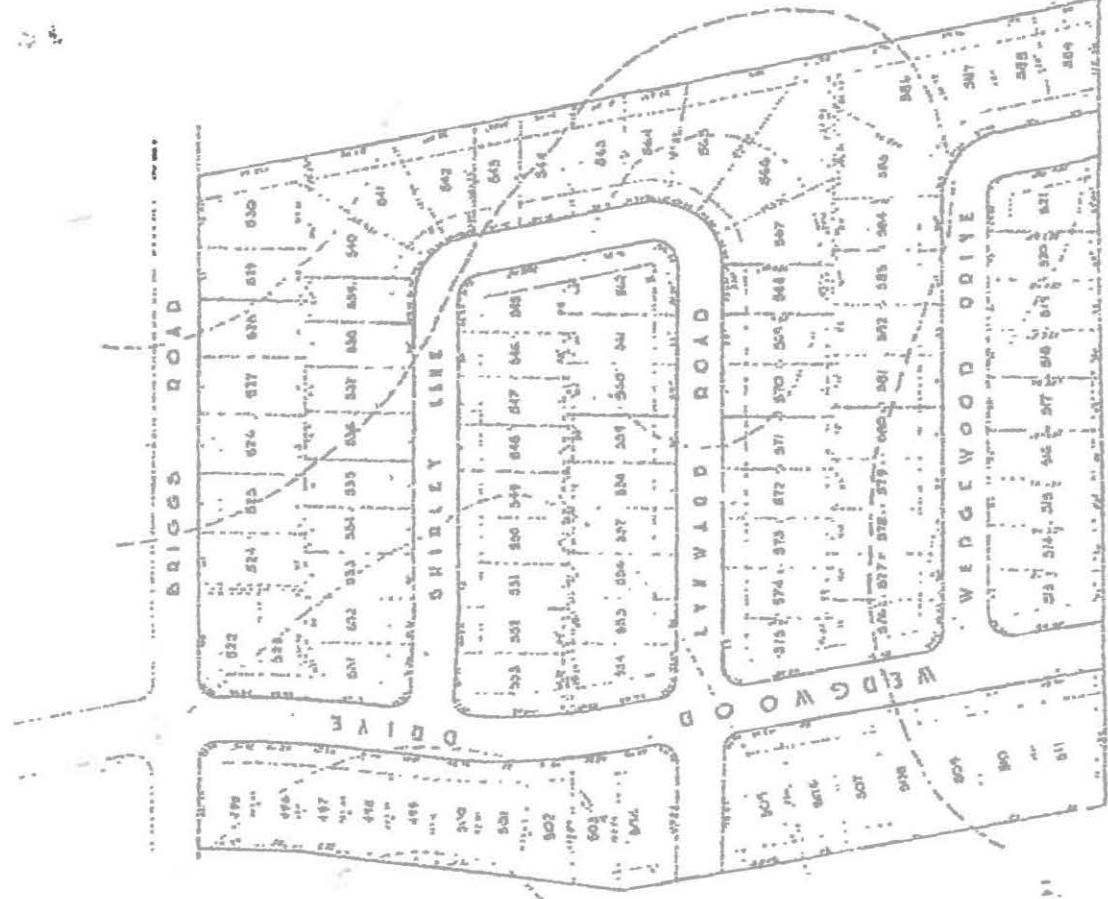
PROPOSED SUBDIVISION



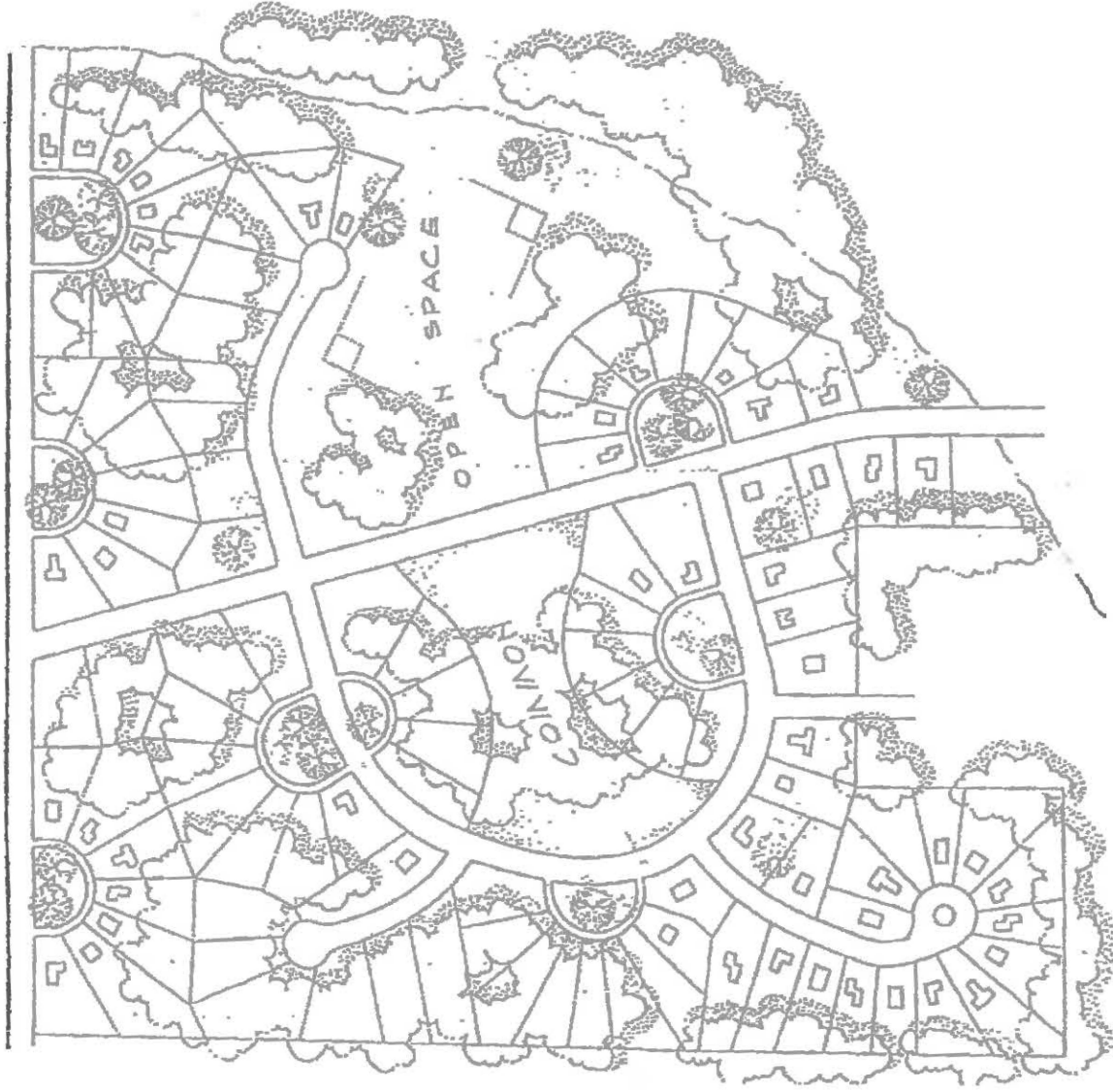
VICINITY MAP

EXAMPLE PREAPPLICATION SKETCH

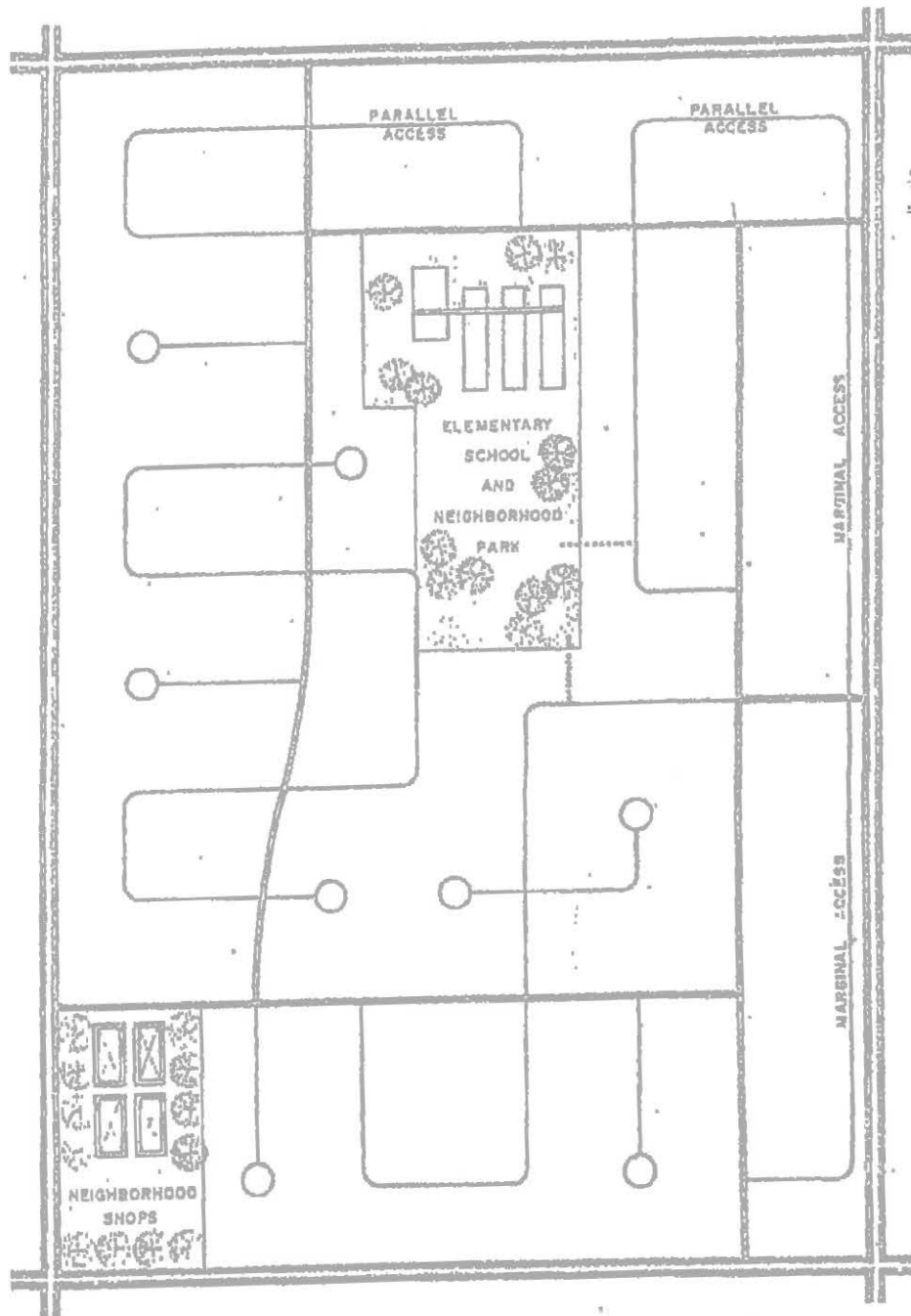









EXAMPLE
**PRELIMINARY
 PLAT**



CLUSTER SUBDIVISION

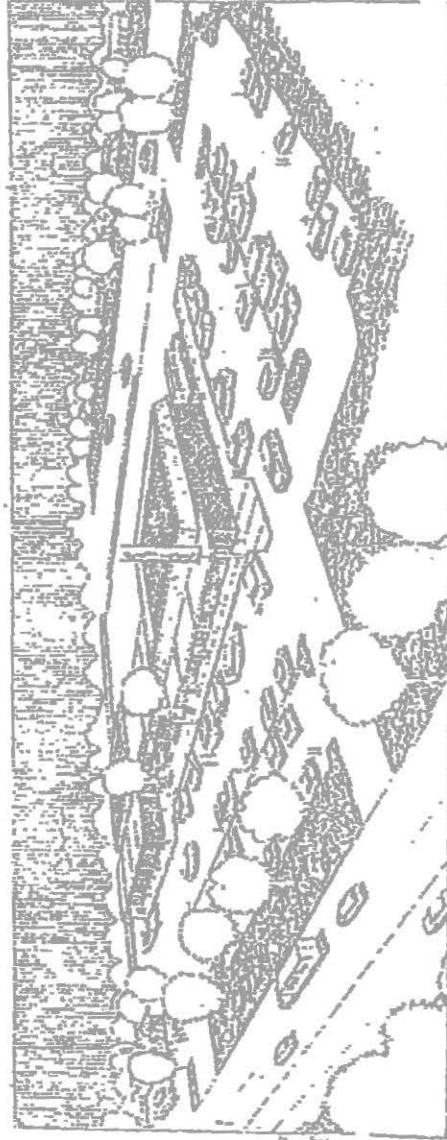
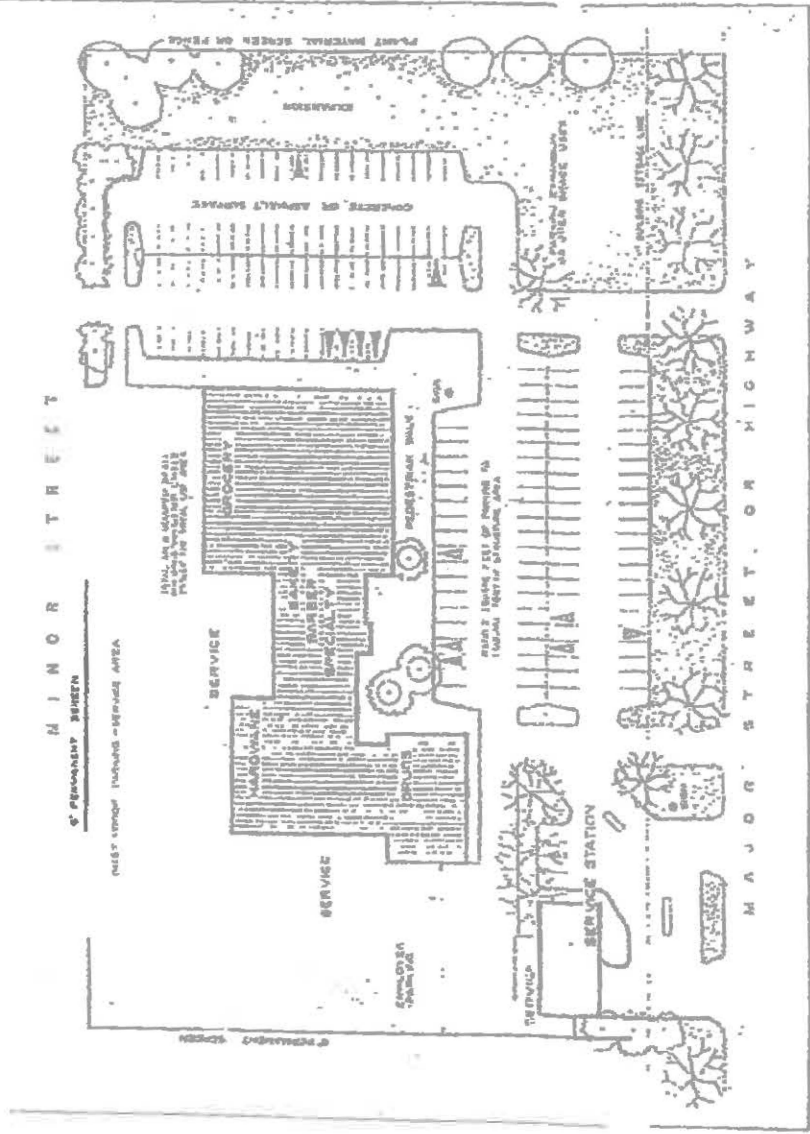


PRINCIPLES OF A PLANNED RESIDENTIAL NEIGHBORHOOD

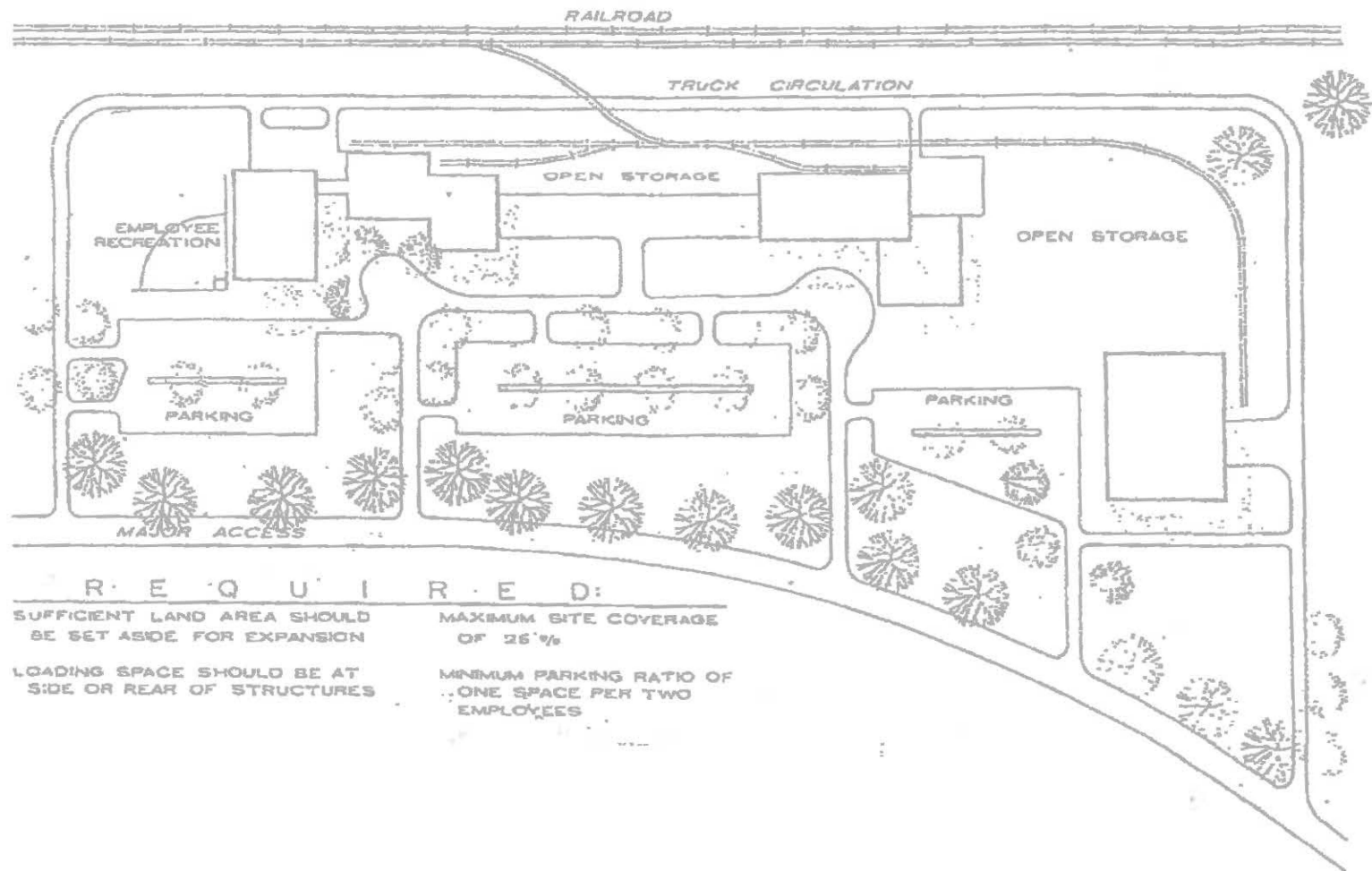
-  MAJOR STREETS
-  COLLECTOR STREETS
-  LOCAL STREETS
-  CUL-DE-SAC
-  PEDESTRIAN ACCESS

LOCAL BUSINESS CENTER

ILLUSTRATION OF PLANNING PRINCIPLES



PLANNED INDUSTRIAL DEVELOPMENT



R E Q U I R E D:

SUFFICIENT LAND AREA SHOULD
BE SET ASIDE FOR EXPANSION

LOADING SPACE SHOULD BE AT
SIDE OR REAR OF STRUCTURES

MAXIMUM SITE COVERAGE
OF 25%

MINIMUM PARKING RATIO OF
ONE SPACE PER TWO
EMPLOYEES

Application for Tentative Approval of Preliminary Plat
Carroll County, Ohio

Date _____ Application No. _____

1. Name of Applicant _____

Address _____

Phone _____

2. Name of Surveyor or Engineer _____

Address _____

Phone _____

3. Name of Subdivision _____

4. Location Description: Section _____ Township _____

Range _____ VMS _____

5. Proposed Use _____

6. Present Zoning District _____

7. Proposed Zoning Changes, if any _____

8. Number of Lots _____, Area of Parcel _____

9. Do you propose deed restrictions? _____ Yes _____ No

If Yes, please attach a final copy

10. What type of Sewage Disposal; do you propose to use? _____

If "on lot" type of sewage disposal is proposed include a letter from the County Board of Health approving a specific type of sewage disposal.

11. List all proposed improvements and utilities and state your intention to install or to post a performance guarantee prior to actual installation.

IMPROVEMENT INSTALLATION GUARANTEE

a. _____

b. _____

c. _____

d. _____

Application for Final Plat Approval
Carroll County, Ohio

Date _____ Application No. _____

1. Name of Applicant _____
Address _____
Phone _____
2. Name of Surveyor or Engineer _____
Address _____
Phone _____
3. Name of Subdivision _____
4. Date Preliminary Plat was approved _____
5. Was a Zoning change requested? _____ Yes _____ No
If yes the plat may not be approved until it conforms with the local zoning.
Include a certification of zoning, compliance if a change was requested.
6. Have all required improvements been installed? _____ Yes _____ No
If No, include detailed estimates of cost and a statement relative to the method of
improvement guarantee. All estimate must be approved by the responsible County Official. -
7. Do you propose deed restrictions? _____ Yes _____ No
If Yes, please attach a final copy
8. List all other materials submitted with this application.

<u>Item</u>	<u>No.</u>
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____
f. _____	_____
g. _____	_____
h. _____	_____

CARROLL COUNTY REGIONAL PLANNING COMMISSION

Application for Minor Subdivision Approval

Applications must be completed within 1 year of initial filing with the RPC

Property Information

Owners Name: _____

Purchasers Name: _____

Parcel ID #: _____

Contact Person: _____ Phone: _____

Township/Range/Section: _____

Road Name: _____

Split Size: _____ Original Acreage: _____

Intended Use: _____

NOTE: PROPERTY BOUNDARIES MUST BE STAKED PRIOR TO HEALTH DEPARTMENT INSPECTION!!!

**Carroll County General Health District: 330-627-8022
(Preliminary Site Review)**

- | | | |
|-------------------------------------------------|-----------|----------|
| 1. Is new tract served by central water supply? | Yes _____ | No _____ |
| 2. Is new tract served by central sewer system? | Yes _____ | No _____ |
| 3. Is this property in or abut a flood zone? | Yes _____ | No _____ |

Comments: _____

County Sanitarian

Required Driveway Permit

Before a driveway is constructed contact the appropriate authority for advice, guidance and required approvals.

State Route – 330-627-4660 County Road – 330-627-2345 Township Road – Call Twp Trustees

**Carroll County Regional Planning Commission
330-627-5611**

Date Received: _____ Review Fee: _____

To Health Dept: _____ Health Dept Return: _____

To Map Office (Deed Review): _____ Final Review Date: _____

IMPORTANT: Minor Subdivision approval is provided for convenience. It does not in any way relieve the applicant from meeting all lawful regulations, including but not limited to the requirements of the Carroll County Subdivision Regulations, Carroll County Health District and the Carroll County Engineer.

Carroll County Regional Planning Commission

Date Deed Stamped: _____

Signature

Comments: _____

Title

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

1. The proposed subdivision is along an existing dedicated public street or road and involves no opening, widening or extension of any street.
2. No more than (5) lots are involved after then original parcel has been completed subdivided.
3. The subdivision is not contrary to applicable platting, subdividing, or zoning regulations.
Variance can only be requested by appearance before the entire Regional Planning Commission.
4. The property has been surveyed and a sketch and legal description is submitted in accordance with the minimum standards for instruments or transfer of real estate by the Carroll County Auditor.
5. Approval is granted, where applicable, by the agencies listed above.

Buyer/Grantee Certificate

This is to certify that I (we) _____
are aware of the regulation and/or guidelines relating to the acquisitions of property in Carroll County and are familiar with and understand the contents of this application.

Address: _____
Date: _____

Thank you for your cooperation

Please take this form and the approved Deed to the County Auditor's Office for transfer and then to the County Recorder's Office for final recording.

CARROLL COUNTY REGIONAL PLANNING COMMISSION

Application for Subdivision Variance

This application shall be completed by the applicant. The application shall be submitted by the First Monday of every month to be placed on the next regularly scheduled Planning Commission meeting. A separate application is required for each variance requested.

Date Submitted: _____ **Application Number:** _____

Fee Paid: _____ **Receipt Number:** _____

Applicant Name: _____

Address: _____
Street

City State Zip Code Telephone Number

Property Owner: _____

Address: _____
Street

City State Zip Code Telephone Number

Description of Property:

Township: _____ **Quarter Section:** _____

Acreage: _____ **Parcel Number:** _____

Proposed Acreage(s): _____ **Street Frontage:** _____

Description of Variance Requested: _____

Justification for the Variance:

On a separate page, please prepare a statement indicating why the variance from the Subdivision Regulation is being requested. Include such items as:

1. Exceptional topographical or other conditions peculiar to this particular parcel of land.
2. Why a literal interpretation of the Regulations would deprive the applicant of the rights enjoyed by other property owners.
3. That the peculiar conditions do not result from previous actions of the applicant.
4. That the requested Variance is the minimum variance that will allow a reasonable division of the land.
5. Below please provide a sketch of the area involved.

Signature of Applicant

Applicant's Printed Name

SKETCH

Date Request Received: _____ By: _____

Planning Commission Meeting Date: _____

Staff Recommendations: Approval Approval with Conditions Denial

Staff Comments: _____

Subcommittee Recommendations: Approval Approval with Conditions Denial

Subcommittee Comments: _____

Action by RPC: Approval Approval with Conditions Denial

Reason for Denial/Conditions of Approval/Comments: _____

Chairman, Regional Planning Commission