

# 203 Major Subdivision

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## 203.01 Purpose and Intent

It is the purpose and intent of Huron County to ensure the creation of sound neighborhoods that are sensitive to the County’s rural character, responsive to the environmental constraints, appropriate to available supporting infrastructure and consistent with the Huron County Comprehensive Land Use Plan, as defined in Section 201.02 of the Subdivision Regulations. In meeting the policies, standards, and requirements of the Subdivision Regulations, developers/subdividers are expected to create outstanding residential neighborhoods that are unique to Huron County’s character and quality of life. The neighborhoods should add to the quality of life valued by County residents, including enhanced social interaction and aesthetics. It is the priority of Huron County that the Planning Commission, County Staff, developers, subdividers, and builders work together to create quality rural neighborhoods.

## 203.02 Comprehensive Land Use Plan Policies

The Huron County Comprehensive Land Use Plan establishes development policies relative to development patterns, intensity, and other factors which directly relate to major subdivisions. Those policies are structured based upon geographic location.

In conjunction with addressing general land use patterns, the Comprehensive Land Use Plan also identified infrastructure, community appearance, and other locally defined development priorities. Major and minor subdivisions shall meet these standards within the scope of the Subdivision Regulations.

Please refer to Huron County Comprehensive Land Use Plan, adopted April, 2007, specifically Chapter 9, Summary of Recommendations.

## 203.03 Subdivision Types

Huron County seeks to promote creative approaches to designing and constructing residential neighborhoods, as recommended in the Comprehensive Land Use Plan. A major subdivision application shall indicate the type of subdivision proposed by the developer as provided for in this Section. Design standards provided herein must be reflected in deliberations on the submittal. The following major subdivision types are permitted in Huron County per the Subdivision Regulations.

**A. Rural Subdivision**

A Rural Subdivision is a low density, conventional neighborhood designed as a smaller, self-contained development. The street system is typically curvilinear. Rural Subdivisions will only be approved in the absence of central utility services and are expected to be developed with on-site water and wastewater systems. Therefore, a rigorous assessment of natural features is required.

**B. Semi-Rural Subdivision**

A Semi-Rural Subdivision is a low density, conventional neighborhood design with a curvilinear street pattern. Semi-Rural Subdivisions are expected to accommodate traditional suburban-style development patterns. If the developer proposes a subdivision without central utilities, then a rigorous assessment of natural features is required.

**C. Open Space Subdivision**

An Open Space Subdivision is a clustered neighborhood design with a gross density comparable to nearby Rural and Semi-Rural subdivisions. The Open Space Subdivision sets aside a substantial amount of permanent open space as a reserve on the plat and is a self-contained development. Depending on the design, the investment in supporting infrastructure can be less than a Rural and Semi-Rural subdivisions. Open Space Subdivisions are preferred as an alternative to Rural Subdivisions in the Conservation Areas designated in the Comprehensive Land Use Plan and a higher density is permitted herein as an incentive. Stub streets are generally not required in this subdivision type.

**D. Village Cluster Subdivision**

A Village Cluster Subdivision is a traditional neighborhood design with compact development in a pedestrian-friendly environment, typically with a grid street pattern and centered on common open space (e.g. village green) of two to five acres in size. It should be located within one-quarter mile of arterial collectors and/or have direct access to major collectors, creating nodes of activity that can be adequately supported by the road network.

The Village Cluster Subdivision should build upon the historic pattern of Huron County's villages and communities, with their common areas, grid street patterns, lots with shallow front yards, and other human-scale amenities. The Village Cluster Subdivision should be located adjacent to an existing community or in close proximity to a major road intersection (e.g. two county highways), creating the sense of a crossroads community. The village green should be abutted by roads and not the rear of individual lots, thereby making it completely accessible to the public. Village greens could include a gazebo, landscaping, and other passive features. Lots opposite

to the village green could be set aside for non-residential uses such as churches, schools, and other public buildings.

## 203.04 Development Standards

### A. General

The following general development standards apply to all subdivision types:

1. All major subdivisions shall have frontage on a public road.
2. The standards of Section 206, Planning Principles and Design Standards, shall be met by all subdivisions.
3. The standards of Section 207, Environmental Planning Standards, shall be met by all subdivisions.

### B. Subdivision Type

The following table summarizes minimum development standards by individual subdivision type:

**Table B: Lot Standards by Major Subdivision Type**

| Subdivision Type | Central Sanitary | Minimum Lot Size | Minimum Lot Frontage | Minimum Front Yard <sup>1</sup> |
|------------------|------------------|------------------|----------------------|---------------------------------|
| Rural            | No               | 1.5 acres        | 150 ft               | 35 ft                           |
| Semi-Rural       | Yes              | 15,000 sq.ft.    | 80 ft                | 30 ft                           |
|                  | No               | 1 acre           | 150 ft               | 35 ft                           |
| Open Space       | Yes              | 10,000 sq.ft.    | 70 ft                | 25 ft                           |
|                  | No               | 1 acre           | 150 ft               | 35 ft                           |
| Village Cluster  | Yes              | 8,000 sq.ft.     | 60 ft                | 20 ft                           |
|                  | No               | 1 acre           | 150 ft               | 35 ft                           |

<sup>1</sup> Front and side yards may be modified by slope - see Table H, 207.13

Note: Minimum frontage on a cul-de-sac is 60 feet, and all lot lines shall be radial.

Note: Individual townships may have minimum standards more restrictive than the above.

**Table C: Public Improvement Standards by Major Subdivision Type**

| <b>Subdivision Type</b> | <b>Minimum Lot Size</b> | <b>Curb and Gutter</b> | <b>Road Cross-Section<sup>1</sup></b> | <b>Street Sidewalks</b> | <b>Lighting</b> |
|-------------------------|-------------------------|------------------------|---------------------------------------|-------------------------|-----------------|
| Rural                   | 1.5 acres               | No                     | Figure 6-3 or 6-4                     | No                      | No              |
| Semi-Rural              | 15,000 sq.ft.           | Yes                    | Figure 6-1 or 6-2                     | Yes                     | Yes             |
|                         | 1 acre                  | No                     | Figure 6-3 or 6-4                     | No                      | No              |
| Open Space              | 10,000 sq.ft.           | Yes                    | Figure 6-1 or 6-2                     | Yes                     | Yes             |
|                         | 1 acre                  | No                     | Figure 6-3 or 6-4                     | No                      | No              |
| Village Cluster         | 8,000 sq.ft.            | Yes                    | Figure 6-1 or 6-2                     | Yes                     | Yes             |
|                         | 1 acre                  | No                     | Figure 6-3 or 6-4                     | No                      | No              |

<sup>1</sup>Refer to Engineering Code

Note: See Table E for right-of-way.

Note: Individual townships may have minimum standards more restrictive than the above.

**C. Homeowners Association**

A Homeowners Association is a viable tool for owning and maintaining various aspects of a subdivision, including but not limited to common areas, open space, private roads, sidewalks, and landscape elements (e.g. gateways, buffers, detention and off road right of way drainage systems). Major Subdivisions with private dedicated features such as these shall provide for a Homeowners Association in conjunction with the Preliminary Plat and Final Plat.

**1. Definition**

A Homeowners Association, whether or not incorporated, operates under and pursuant to recorded covenants or deed restrictions. This shall be done per O.R.C. Chapter 5312. Through these covenants or restrictions each owner of a lot/parcel within the respected Major Subdivision is automatically a member as a condition of ownership. Each member is typically subject to a charge or assessment for a pro-rated share of expenses of the association, which may become a lien against the lot/parcel of the member.

**2. Roles and Responsibilities**

Permanently protected open space created through the subdivision process shall remain undivided and shall be owned and managed by a Homeowners Association as approved by the County Planning Commission. The association shall be responsible for maintenance, insurance and taxes on common areas including open space, recreational facilities, private roads, common access drives, private community water and sewer systems, and detention and retention basins.

**3. Submission**

The proposed Homeowners Association document shall be submitted by the developer/subdivider before the Preliminary Plat. Provision for the establishment of the association shall be made before any lot in the Major Subdivision is sold. Once established, the association has clear legal authority and obligation to maintain and exercise control over common space and facilities. As each lot/parcel is sold, the purchaser must become a member of the association and this membership shall be written into the deed and run with the land in perpetuity. Any Homeowners Association must be maintained in perpetuity to meet the obligations of this document.

**4. Bylaws**

The developer/subdivider shall provide a description of the Homeowners Association before the submittal of the Final Plat including its bylaws and methods for maintaining open space. The bylaws outlining the rules and regulations of the association shall be drafted in concurrence with the Subdivision Regulations. The final draft of the bylaws shall be filed with the Final Plat and recorded with the County Recorder's Office.

## 203.05 General Procedures

### A. Applicability

Before any land is subdivided the owner of the property proposed to be subdivided, or his/her authorized agent, shall apply for and secure approval of the proposed subdivision in accordance with the following procedures, which include the following steps:

1. Pre-application meeting
2. Posting of sign
3. Concept Plan
4. Homeowners Association documents and bylaws
5. Preliminary Plat and Construction Drawings
6. Final Plat

Unless otherwise provided for, all development proposals which meet the definition of a Major Subdivision shall be processed in accordance with the procedures provided for in this chapter.

At the earliest stage in the approval process, the developer/subdivider shall place one public notice in a newspaper of general circulation in Huron County and shall have placed on the site a sign notifying the public of the submittal. The public notice shall announce the project by name and location, developer/subdivider information, stage of the process, list the County Planning Department and telephone number, and the date and time of the next public meeting of the Planning Commission at which the project is to be considered.

Placement of the sign shall occur within five (5) days of receipt of acceptance of the application by the Administrative Officer. The notice sign shall be a minimum 30 inches by 40 inches in area and erected on site, outside of, but within 25 feet of the right-of-way, readily legible from the most traveled thoroughfare adjacent to the property. The Planning Commission will not consider the plat until this notice has been posted in accordance with the provisions of this section.

The wording of the sign must include the following:

“This site is being reviewed for development. For more information please contact the developer, (*insert developer’s name*) at (*insert developer’s phone number*) or the Huron County Planning Department at (*insert phone number*).

The following is an example of the sign.

**THIS SITE IS BEING REVIEWED FOR DEVELOPMENT.  
FOR MORE INFORMATION  
PLEASE CONTACT THE DEVELOPER,  
NAME OF COMPANY AT XXX-XXX-XXXX  
OR THE HURON COUNTY PLANNING DEPARTMENT  
AT 419-668-4113 Ext. 3**

The sign must be maintained throughout the review process until the beginning of construction or the Final Plat recording of the phase of the project. The developer/subdivider shall remove the sign within 10 days of the beginning of construction or recording of the Final Plat.

The following graphic depicts the time line and process for submitting and processing a Major Subdivision:

TRC = Technical Review Committee

AO = Administrative Officer

| <b>Concept Plan</b>                                 | <b>Preliminary Plat</b>                                                                        | <b>Construction Documents</b> | <b>Final Plat</b>                                         |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------|
| 1. Preapplication Meeting with TRC                  | 1. Preapplication Meeting with TRC                                                             | (See Engineering Code)        | 1. Preapplication Meeting with Technical Review Committee |
| 2. Concept Plan Submittal                           | 2. Preliminary Plat Submittal, Construction Drawings to Co. Engr, & County Planning Commission |                               | 2. Final Plat Submittal                                   |
| 3. AO Certification of Application                  | 3. AO Certification of Complete Application                                                    |                               | 3. AO Complete Application                                |
| 4. TRC Review of Concept Plan 10 days before step 5 | 4. TRC Review of Preliminary Plat 10 days before Step 5                                        |                               | 4. TRC Review of Final Plat 10 Days before Step 5         |
| 5. Planning Commission Public Meeting               | 5. Planning Commission Public Meeting                                                          |                               | 5. Planning Commission Final Public Meeting               |
| 6. Planning Commission Final Decision               | 6. Planning Commission Final Decision                                                          |                               | 6. Planning Commission Final Decision                     |
|                                                     |                                                                                                |                               | 7. Final Plat Recorded Within 12 months of Approval       |

## **B. Concept Plan**

The Concept Plan is a required submittal by a developer/subdivider that must be reviewed and approved by the Planning Commission prior to the submittal of a Preliminary Plat. The Concept Plan is not an official plat as defined by Ohio Revised Code 711.01. The Concept Plan shall address the entire development.

### **1. Preapplication Meeting**

The developer/subdivider shall meet with the Technical Review Committee prior to submitting a formal Concept Plan for consideration by the Planning Commission. However, a preliminary Concept Plan drawing should be brought to the meeting. The purpose of this meeting is to discuss early and informally the following items, at a minimum:

- a. The development process and effect of these and other related regulations including drainage, sewerage, water, and storm water requirements.
- b. The criteria and standards contained therein.
- c. The preliminary Concept Plan and general conceptual suitability of the proposed subdivision per the Subdivision Regulations.
- d. The Comprehensive Land Use Plan and other relevant planning documents.

Following the conclusion of the meeting, the Administrative Officer shall forward to the developer/subdivider a written summary of the results of the Preapplication Meeting, including the recommendations of the Technical Review Committee and all related comments.

### **2. Concept Plan Submittal**

The developer/subdivider shall submit a Concept Plan which meets the submittal requirements of Section 203.06 of the Subdivision Regulations and shall not submit the plan unless the following conditions are met:

- a. The Concept Plan is in accordance with the comments received from Technical Review Committee at the Preapplication Meeting or shall clearly demonstrate the reasons why the plan is not in accordance with their comments.
- b. The payment of fees per the Subdivision Regulations.

The Concept Plan shall be submitted at least 20 calendar days before a scheduled meeting of the Planning Commission. The Concept Plan shall not be placed on the agenda of the Planning Commission's next scheduled meeting unless and until a complete application package has been certified by the Administrative Officer.

### **3. Concept Plan Review**

Upon certifying receipt of a complete application package, the Administrative Officer shall circulate the Concept Plan to the Technical Review Committee and any other relevant public agencies and individuals for review and comment. The Technical Review Committee and any other relevant public agencies and individuals shall have 10 days to review documents. Such review and comment shall be due to the Planning Department no later than 10 calendar days prior to the Planning Commission meeting at which the Concept Plan is scheduled to be considered.

The Administrative Officer shall submit to the Planning Commission a written summary of all comments with a recommendation to approve, approve with modifications, or disapprove the Concept Plan no less than five calendar days before the meeting. In recommending approval or approval with modifications, the Administrative Officer and the Technical Review Committee can recommend conditions that should be met by the developer/subdivider in submitting a Preliminary Plat.

Notification shall be given by the Administrative Officer by first class mail of a Planning Commission meeting to review a proposed Concept Plan no later than 10 days prior to the meeting. Those to be notified shall include the Planning Commission members, the applicant, the trustees of the township(s) where the proposed development is situated, any other relevant public agencies, and all owners of property within a 1,000 foot buffer of the subject parcel. Developer will be responsible for obtaining a list of property owners and their mailing addresses and is encouraged to contact the Huron County Map Department for assistance.

### **4. Planning Commission Consideration**

The Planning Commission shall consider the Concept Plan at a regularly scheduled public meeting. The Administrative Officer shall present the proposal, comments, and a recommendation. The developer/subdivider shall present their comments regarding the proposal and the Administrative Officer's recommendation. The general public shall be permitted opportunity to comment. The Planning Commission may call experts to answer questions and provide additional comment.

The Planning Commission shall approve, approve with modifications, or disapprove the Concept Plan within 45 calendar days of the receipt of a certified application package unless a continuation of the Commission's deliberations is agreed to by the applicant. In making a motion to approve, the Commission shall base its approval on all of the following criteria, which shall be cited in its decision:

- a. The Concept Plan fulfills the purposes and intent of the Comprehensive Land Use Plan.
- b. The Concept Plan is in concurrence with the purposes, intent, standards, and requirements of the Subdivision Regulations.
- c. The public's health, safety, and general welfare will not be adversely impacted by the proposal.

The approval of a Concept Plan by the Planning Commission shall be effective for a maximum period of 12 months.

### **C. Preliminary Plat**

The Preliminary Plat is a required submittal by a developer/subdivider that must be reviewed and approved by the Planning Commission prior to submittal of a Final Plat. The Preliminary Plat is not an official plat as defined by Ohio Revised Code 711.01. The Preliminary Plat shall address the entire development.

#### **1. Preapplication Meeting**

The developer/subdivider shall meet with the Technical Review Committee prior to submitting a Preliminary Plat for consideration by the Planning Commission. The purpose of this meeting is to discuss informally the following items at the minimum:

- a. Review the Planning Commission action on the Concept Plan.
- b. The development process and effect of these and other related regulations, including drainage, detention and retention basins, sewerage, water, storm water, soil erosion, transportation, and open space requirements.
- c. The criteria and standards contained herein.
- d. The general suitability of the proposed subdivision per the Subdivision Regulations.
- e. The Comprehensive Land Use Plan, Thoroughfare Plan, and other relevant planning documents.

Following the conclusion of the meeting, the Administrative Officer shall forward to the developer/subdivider a written summary of the results of the Preapplication Meeting, including the recommendations of the Technical Review Committee and all attached comments.

In summary the following signatures are to be provided on the Preliminary Plat documents: (1) 203.05 C, 5, the Administrative Officer of the Huron County Planning Commission; (2) 203.06, B, 2, d., 5, County Health Commissioner; (3) 203.06 B, 2, e. , 3, County Health Commissioner; (4) 203.06 B, 2, f., 5 County Engineer; (5) 203.06, B, g. ,4 County Engineer; and (6) 203.06 B, h., 3 Huron County Soil & Water Conservation District.

## **2. Preliminary Plat Submittal**

The developer/subdivider shall submit a Preliminary Plat which meets the submittal requirements of Section 203.06 of the Subdivision Regulations and shall not submit the Plat unless the following conditions are met:

- a. The Preliminary Plat is in accordance with the Concept Plan.
- b. The Preliminary Plat is in accordance with the comments received from Technical Review Committee at the Preapplication Meeting and the Concept Plan meeting, or shall clearly demonstrate the reasons why the Plat is not in accordance with their comments.
- c. The Preliminary Plat is submitted within 12 months of approval of the Concept Plan.
- d. The payment of fees per the Subdivision Regulations.
- e. A draft of the Development Agreement (see 203.06, C, 2).

The Preliminary Plat shall be submitted at least 20 calendar days before a scheduled meeting of the Planning Commission. The Preliminary Plat shall not be placed on the agenda of the Planning Commission's next scheduled meeting unless and until a complete application package has been certified by the Administrative Officer, including the payment of fees.

## **3. Preliminary Plat Review**

Upon certifying receipt of a complete application package, the Administrative Officer shall circulate the Preliminary Plat to the Technical Review Committee and any other relevant public agencies and individuals for review and comment. The Technical Review Committee and any other relevant public agencies and individuals shall have 10 days to review documents. Such review and comment shall be due to the Planning Department no later than 10 calendar days prior to the Planning Commission meeting at which the Preliminary Plat is scheduled to be considered.

The Administrative Officer shall submit to the Planning Commission a written summary of the comments received from the Technical Review Committee and other relevant public agencies and individuals, with a recommendation to approve, approve with modifications or disapprove the Preliminary Plat no less than five calendar days before the meeting. In recommending approval or approval with modifications, the Administrative Officer and Technical Review Committee shall indicate the developers/subdividers responsiveness in addressing conditions placed by the Planning Commission at the Concept Plan meeting, on the approval with modifications.

Notification shall be given by the Administrative Officer by first class mail of a Planning Commission meeting to review a proposed Preliminary Plat no later than 14 days prior to the meeting.

Those to be notified shall include the Planning Commission members, the applicant, the trustees of the township(s) where the proposed development is situated, any other relevant public agencies, and all owners of property within a 1,000 foot buffer of the subject parcel. Developer will be responsible for obtaining a list of property owners and their mailing addresses and is encouraged to contact the Huron County Map Department for assistance.

#### **4. Submission to State Highway Director**

Before any plat is approved affecting any land within 300 feet of the centerline of a proposed new state highway or a state highway for which changes are proposed as described in the certification to local officials by the State Highway Director of any land within a radius of 500 feet from the point of intersection of said centerline with any public road or highway, the Planning Commission shall give notice, by registered or certified mail to the Highway Director. The Commission shall not approve the plat for 120 days from the date of notice received by the Highway Director. If the Highway Director notifies the Commission that the proposed acquisition at this time is not in the public interest for a highway or upon the expiration of the 120-day period or any extension thereof agreed upon by the Highway Director and the property owner, the Commission shall, if the plat is in conformance with all provisions of these regulations, approve the plat. *(See the Ohio Revised Code, Section 5511.01.)*

#### **5. Planning Commission Consideration**

The Planning Commission shall consider the Preliminary Plat at a regularly scheduled public meeting. The Administrative Officer shall present the proposal, comments, and a recommendation. The developer shall present its comments regarding the proposal and the Administrative Officer's recommendation. The general public shall be permitted opportunity to comment. The Planning Commission may call experts to answer questions and provide additional comment.

The Planning Commission shall approve, approve with modifications, or disapprove the Preliminary Plat within 45 calendar days of the receipt of a certified application package unless a continuation of the Commission's deliberations is agreed to by the applicant. In making a motion to approve, the Commission shall base its approval on all of the following criteria, which shall be cited in its decision:

- a. The Preliminary Plat fulfills the purposes and intent of the Subdivision Regulations.
- b. The Preliminary Plat is in concurrence with the relevant

- c. recommendations and policies of the Comprehensive Land Use Plan. The Preliminary Plat meets the standards and requirements of the Subdivision Regulations.
- d. The public's health, safety, and general welfare will not be adversely impacted by the proposal.
- e. Payment of all fees as required.

The developer/subdivider shall submit a reproducible original Preliminary Plat meeting the approval and conditions of the Planning Commission to the Administrative Officer for approval and signature. The Plat shall meet the submittal requirements of Section 203.06.

The approval of a Preliminary Plat by the Planning Committee shall be effective for a maximum period of 12 months. If, after this 12-month-period, any phase(s) or portion(s) of the original approved Preliminary Plat has not received Final Plat approval, then no Final Plat approval will be given unless one six-month extension of the Preliminary Plat approval is requested in writing to and granted by the Planning Commission. The Planning Commission may grant no more than one six-month extension.

**D. Construction Documents**

Two sets of construction documents for all improvements shall be provided to the County Engineer's Office for review and written approval per the Engineering Code. One additional set of Construction Drawings shall be provided to the Huron County Planning Commission for review, comment or approval. The drawings shall be submitted at the same time as the Preliminary Plat.

**E. Final Plat**

The Final Plat is a required submittal by a developer/subdivider that must be reviewed and approved by the Planning Commission prior to recording. The Final Plat shall address one or more phases of the approved Preliminary Plat. A Final Plat shall not be accepted by the Administrative Officer unless and until a 100% performance bond for the work to be completed has been approved by the County Commissioners and/or all improvements per the Development Agreement (203.06, C, 2) have been completed, inspected by the County Engineer's Office, and are ready for acceptance by the County Commissioners.

**1. Preapplication Meeting**

The developer/subdivider shall meet with the Technical Review Committee prior to submitting a Final Plat for consideration by the Planning Commission. The purpose of this meeting is to discuss informally the following items at a minimum:

- a. Review of approval regarding the Preliminary Plat.
- b. The development process and effect of these and other related regulations.
- c. The criteria and standards contained therein.

Following the conclusion of the meeting, the Administrative Officer shall forward to the developer/subdivider a written summary of the results of the Preapplication Meeting, including the recommendations of the Technical Review Committee and all attached comments.

## **1. Final Plat Submittal**

The developer/subdivider shall submit a Final Plat which meets the submittal requirements of Section 203.06 of the Subdivision Regulations and shall not submit the Plat unless the following conditions are met:

- a. The Final Plat is in accordance with the Preliminary Plat as approved by the Planning Commission.
- b. The Final Plat is in accordance with the comments received from Technical Review Committee at the Preapplication Meeting.
- c. The County Engineer has approved the Construction Documents and the Huron County Commissioners have approved the Development Agreements, including security, applicable ditch maintenance agreements, etc.
- d. Homeowner, development and performance agreements, as required, have been received and approved by the County Prosecutor's Office. The Final Plat is in accordance with the requirements of Section 203.06 herein.
- e. Maintenance bonding requirement shall be met.
- f. Payment of all fees as required.

Final Plat for each phase of the subdivision must be submitted within 12 months of approval of the Preliminary Plat for that phase, unless one extension has been granted by the Planning Commission not to exceed six months.

The Final Plat shall be submitted at least 20 calendar days before a scheduled meeting of the Planning Commission. The Final Plat shall not be placed on the agenda of the Planning Commission's next scheduled meeting unless and

until a complete application package has been certified by the Administration Officer.

**2. Final Plat Review**

Upon certifying receipt of a complete application package, the Administrative Officer shall circulate the Final Plat to the Technical Review Committee and any other relevant public agencies and individuals for review and comment. Such review and comment shall be due to the Planning Department no later than 10 calendar days prior to the Planning Commission at which the Final Plat is scheduled to be considered.

The Administrative Officer shall submit to the Planning Commission a written summary of the comments with a recommendation to approve, approve with modifications, or disapprove the Final Plat no less than five calendar days before the meeting. In recommending approval or approval with modifications, the Administrative Officer shall indicate the developer's/subdivider's responsiveness in addressing conditions placed by the Planning Commission on the approval of the Preliminary Plat.

Notification shall be given by the Administrative Officer by first class mail of a Planning Commission meeting to review a proposed Final Plat no later than 14 days prior to the meeting. Those to be notified shall include the Planning Commission members, the applicant, the trustees of the township(s) where the proposed development is situated, any other relevant public agencies, and all owners of property within a 1000 foot buffer of the subject parcel. Developer will be responsible for obtaining a list of property owners and their mailing addresses and is encouraged to contact the Huron County Map Department for assistance.

**3. Planning Commission Consideration**

The Planning Commission shall consider the Final Plat at a regularly scheduled public meeting. The Administrative Officer shall present the proposal, comments and a recommendation. The developer/subdivider shall present their comments regarding the proposal and the Administrative Officer's recommendation. The general public shall be permitted opportunity to comment. The Planning Commission may call experts to answer questions and provide additional comment.

The Planning Commission shall recommend final approval or disapproval of the Final Plat within 45 calendar days of the receipt of a certified application

package unless a continuation of the Commission's deliberations is agreed to by the applicant. In making a motion to approve, the Commission shall base its approval on all of the following criteria, which shall be cited in its decision:

- a. The Final Plat fulfills the purpose and intent of the Subdivision Regulations.
- b. The Final Plat meets the standards and requirements of the Subdivision Regulations.
- c. The Final Plat is in concurrence with the approved Preliminary Plat.

The approval of a Final Plat by the Planning Commission shall be effective immediately following the meeting at which approval was given, but it may not be recorded until all signatures have been placed on the plat.

If the Final Plat is disapproved, the developer/subdivider must refile the plat with the required corrections, or the developer/subdivider may file within sixty (60) days of disapproval a petition in the Huron County Court of Common Pleas to reconsider the action of the Planning Commission.

#### **4. Recording of the Final Plat**

Once a Final Plat has been approved by the Planning Commission, the original tracing shall be returned to the developer/subdivider for any and all modifications as required of the Commission. Once complete, the original tracing shall be forwarded to the Administrative Officer for processing. All Final Plats must be recorded within twelve (12) months of the date of approval of the Planning Commission. Final Plats may not be recorded until all required signatures of officials have been placed on the Final Plat. **If not recorded, all Final Plats shall officially expire within twelve (12) months of having been signed by the appropriate County/Township officials.**

Once the Final Plat has been properly signed, the applicant can file the Final Plat with the County Tax Map Office, which shall process the Final Plat within ten (10) working days of its submittal, prior to its recording. Once processed by the Map Office, the Final Plat will be forwarded to the County Recorder's Office, which will have ten (10) working days to complete recording of the Final Plat.

### **203.06 Submittal Requirements**

All submittal requirements as stipulated herein shall be prepared in response to the requirements of the Subdivision Regulations. Applicants shall rely upon the Administrative Officer for interpretation. Plans shall be prepared by the appropriate design professional to the satisfaction of the Planning Commission. The application required at each submittal stage of the subdivision process shall be notarized.

**A. Concept Plan Submittal**

**1. Application**

An application form shall be completed by the developer/subdivider and submitted with the Concept Plan and required Supplemental Information. A total of fifteen (15) copies of the application and supporting material shall be submitted. The Planning Department shall provide the application form. The required fees shall be paid at the time of application submittal.

The Administrative Officer shall certify the receipt of a complete application package.

**2. Concept Plan**

The Concept Plan shall be drawn on 24-inch by 36-inch sheets to a scale of not less than one inch equals 200 feet or other scale approved by the Administrative Officer. The Concept Plan shall be submitted with a USGS Quadrangle Map(s). The Concept Plan shall contain the following information at a minimum:

**a. Base Information**

The following base information shall be provided on all sheets:

1. Name and address of property owner, land planner, landscape architect, engineer, surveyor, and developer.
2. Adjoining property owners, deed references and/or recorded subdivision names, recording references, and adjoining property structures within 200 feet, or as specified by the Administrative Officer.
3. Vicinity Map (section and range).
4. North arrow.
5. Title block shall be in the lower right-hand corner. The title block shall include the title "Concept Plan", sheet title, proposed subdivision name, developer and preparer, scale of the plan, tax map and parcel numbers, date and revisions numbered and dated.

**b. Existing Conditions**

The following information shall be provided in map and text form to indicate existing conditions on the subject site. These conditions may be superimposed on the most current and legible aerial photograph:

1. Existing generalizing natural features including: the limits of the 100 year flood plain (elevations and boundaries), hydric soils, prime agricultural soils, wetlands, woodlands, species habitat, archaeological, historical and cultural resources, streams, and steep slopes. The developer/subdivider shall calculate the 100-year storm flooding levels for drainage areas greater than 50 acres and show the area of flooding on the map.
2. Existing generalized land use, structures, buildings, underground mines, all transmission lines, gas and oil wells, and water wellheads.
3. Existing utilities, including: water, sanitary sewer, storm sewer, underground drainage tile, electric, natural gas, cable TV, etc.
4. Existing streets and roads.
5. Existing parks and recreational facilities.
6. Comprehensive Land Use Plan recommendations for the subject site and applicable zoning districts.
7. Appropriate documentation from County and State regulatory agencies as appropriate, such as known underground storage tanks, landfills, and wetland clearances.

**c. Soils Map**

The appropriate pages from the Huron County Soil Survey, <http://websoilsurvey.nrcs.usda.gov>, or appropriate equal shall be included with the Concept Plan with the subject site clearly denoted. Photos shall be enlarged to match the scale of the other submittals. Most submittals will be 1"=200', which would require 6.6 times enlargement of the soil survey.

**d. Proposal**

The following improvements shall be indicated on a sketch of the subject property and with accompanying text indicating minimum development standards:

1. Proposed changes to existing natural features.
2. Proposed generalized lot layout and building sites.
3. Proposed utilities, including: water, sanitary sewer, and storm water facilities.

4. Proposed roads and sidewalks.
5. Proposed parks and recreation facilities, if applicable
6. Responsible jurisdictions for fire, police, emergency medical services, and school district.
7. Location of the subdivision relative to extra-territorial jurisdictions.
8. Proposed zoning if applicable.
9. Location of proposed detention and retention areas.

**3. Supplemental Information**

The developer shall submit reasonable supplemental information as requested by the Administrative Officer to assist the Planning Commission in its deliberations.

**B. Preliminary Plat Submittal**

**1. Application**

An application form shall be completed by the developer/subdivider and submitted with the Preliminary Plat and required Supplemental Information. A total of fifteen (15 ) copies of the application and supporting material shall be submitted. The application form shall be provided by the Huron County Planning Department. The required fees shall be paid at the time of application submittal.

The Administrative Officer shall certify the receipt of a complete application package which meets the requirements of the Subdivision Regulations prior to scheduling the application on the Planning Commission agenda.

**2. Preliminary Plat**

The Preliminary Plat shall be drawn on ~~24-inch by 36-inch sheets~~ to a scale of not less than one inch equals 200 feet. When more than one sheet is required, an index shall be incorporated into the title block. The Preliminary Plat shall contain the following information at a minimum. The Administrative Officer may approve the consolidation of the submittal requirements provided the intent of this section is met.

**a. Base Information**

The following base information shall be provided on the Preliminary Plat sheets:

1. Name, address and telephone number of developer, property owner, land planner, landscape architect, engineer and/or surveyor.
2. Adjoining property owners, deed references and/or recorded subdivision names, recording references and adjoining property structures within 200 feet or as specified by the Administrative Officer.
3. Vicinity Map (township, section and range)
4. The ownership, acreage and boundaries of all adjacent properties within 200 feet of the subdivision or as specified by the Administrative Officer. If a recorded subdivision adjoins the subject site, the subdivision name, lot numbers, block numbers, recording number, and any offsite areas affected by this subdivision and shown on the map, shall be indicated with dashed lines.
5. North arrow
6. Title block shall be in the lower right-hand corner. The title block shall include the title "Preliminary Plat", sheet title, proposed subdivision name, developer and preparer, scale of plan, tax map and parcel numbers, sheet index, date and revisions numbered and dated.
7. Boundary of the proposed subdivision clearly indicated by a heavy line with bearings and distances.
8. Existing topography at two (2) foot intervals for slopes under 10 percent and at five (5) foot intervals for slopes 10 percent or greater. Contour lines shall be indicated 50 feet beyond the subdivision boundary.
9. A minimum of two major control monuments within the subdivision shall have Ohio State Plane raw coordinates and elevation data shown. Horizontal control shall be based upon NAD83(1986) or HARN, and vertical control shall be based upon NAVD88 or NGVD29 adjusted to NAVD88.
10. Proposed zoning if applicable.

**b. Existing Conditions Map**

The Existing Conditions Map and text shall indicate in dashed lines for the subdivision and all property within 200 feet of the subdivision, or as specified by the Administrative Officer, the following conditions depicted to scale and which may be superimposed on the most current and legible aerial photograph:

1. Existing generalized natural features including: the limits of the 100-year flood plain (floodway and floodway fringe depicted separately, including elevations and boundaries), hydric soils, prime agricultural soils, wetlands, wooded areas, landmark trees, vegetative fence rows, streams, steep slopes, and ravines with buffers indicated as required by the Subdivision Regulations. The developer/subdivider shall calculate the 100-year storm flooding levels for drainage areas greater than 50 acres and show the area of flooding on the map. Flood area outside the boundary of the proposed subdivision shall be also shown on the map.
2. Existing generalized land use, structures, buildings and drainage structures.
3. Existing zoning
4. Existing utilities, including: water, sanitary sewer and storm water facilities, existing underground drainage tile (indicating approximate pipe sizes and directions of slope), underground transmission lines, oil and natural gas wells, water wellheads, electric and telephone poles, street lights, fire hydrants, landfills, public utility easements, and information relating to whether the property was tiled or drained.
5. Existing streets and roads, including: locations, widths and names. Streets and easements which have been preliminarily approved or recorded but which remain unimproved shall be indicated with dashed lines.
6. Existing community facilities, including parks and recreation facilities.
7. Location and approximate age of any burial grounds, historical, archaeological, and cultural resources.
8. Comprehensive Land Use Plan recommendations for the subject site and applicable zoning districts and standards.
9. The professional preparing the Preliminary Plat shall certify as to the accuracy and field verification of features and utilities listed.

**c. Proposed Subdivision Plan**

The following proposed improvements are to be superimposed on top of the Existing Conditions Map, all of which shall be superimposed on a current legible aerial photograph:

1. Proposed generalized building envelopes and soils clearly demarcated from the Huron County Soil Survey, as amended,

- <http://websoilsurvey.nrcs.usda.gov>, or appropriate equal.
2. Proposed layout of all proposed and existing lots with approximate dimensions and minimum area in square feet (acres if lot size is greater than 100,000 square feet), section number, phase number, building lines, lot frontages, and required setbacks.
  3. Lot numbers in numerical order throughout the entire subdivision.
  4. The location, dimensions, use, and area of all property proposed to be reserved or temporarily reserved for public use, or reserved for the use of all property owners in the subdivision and the location, dimensions, and purposes of any proposed easements.
  5. Total number of lots, area of lots and parcels, area of public roadways, areas of open space dedications, and total area of the subdivision.

**d. Proposed Environmental Plan**

The following are to be superimposed on top of the proposed street system, utility system, lot lines, building sites and on-site utility areas (including household sewage treatment systems) or alternative technologies per the standards of the County Health Department and/or Ohio Environmental Protection Agency as applicable) and all of which shall be superimposed on a legible aerial photograph:

1. Soils map indicating type and locations according to the Huron County Soil Survey, as amended, <http://websoilsurvey.nrcs.usda.gov>, or appropriate equal, drawn to scale within the boundary, with mapping symbols and a legend.
2. Proposed alterations to the existing generalizing natural features indicated on the Existing Conditions Map. The applicant shall certify on the plan that the proposed alterations are the only available alternative to modifications to the proposed subdivision plan. This certification, however, does not prevent the Planning Commission from requesting modifications.
3. All appropriate documentation from County and State regulatory agencies.
4. Location of National Pollution Discharge Elimination System (NPDES) per Ohio Environmental Protection Agency Regulations.
5. A signature block for the County Health Commissioner shall be provided on the Plan.

**e. Proposed Water and Wastewater Plan**

The following improvements are to be superimposed on top of the Existing Conditions Map, all of which shall be superimposed on a legible aerial photograph:

1. Proposed water system, including location of on-site wells.
2. Proposed wastewater system, including location of on-site treatment and disposal facilities (including household sewage treatment systems or other technologies) per Health Department standards.
3. A signature block for the County Health Commissioner shall be provided on the Plan.

If a private wastewater system is to be used, location of facilities (e.g. household sewage treatment systems, etc.) per the standards of the Health Department shall be shown on the Plan for each parcel. Percolation tests or other requirements of the Health Department shall be provided. Water well locations shall be indicated for each parcel.

**f. Proposed Storm Water Management Plan**

The following improvements are to be superimposed on top of the Existing Conditions Map, all of which shall be superimposed on a current legible aerial photograph:

1. Proposed drainage and storm water management systems, including: the type of structures, drainage easements, proposed changes in topography, the 100-year flood plain (floodway and floodway fringe shall be indicated separately) and flooding levels for drainage areas greater than 50 acres. Any proposed deviations from standards shall be indicated. Justification shall be provided for any variations to the preferred storm water management measures in favor of less preferred measures unless predetermined by the County Engineer's Office, of which documentation shall accompany the Plan.
2. All related watershed boundaries within one mile of the subdivision, indicating in which watershed the subdivision is located, and all known underground drainage tile systems. This may be presented as a map insert.
3. A preliminary storm drainage study including an evaluation of drainage structures and/or drainage systems, both upstream and downstream, affected by the drainage from the area

covered by the Preliminary Plat, as directed by the County Engineer's Office.

4. Preliminary grading plan for the entire area covered by the Preliminary Plat.
5. A signature block for the County Engineer's Office shall be provided on the Plan.

**g. Proposed Circulation Plan**

The condition improvements are to be superimposed on top of the Existing Conditions Map, all of which shall be superimposed on a legible aerial photograph:

1. Proposed streets and roads, including: widths of rights-of-way and pavements, tentative horizontal curve data, and typical cross sections of each type of street proposed.
2. Proposed sidewalks and bike paths, including: locations, widths of rights-of-way, surface widths, and typical cross sections.
3. Proposed locations of street trees and landscape features per the Landscape and Street Tree Plan.
4. A signature block for the County Engineer shall be provided on the plan.

**h. Proposed Erosion and Sedimentation Control Plan**

The following improvements are to be superimposed on top of the Existing Conditions Map, all of which shall be superimposed on a current legible aerial photograph:

1. Locations and extent of tentative erosion and sedimentation control measures, as required by the Ohio Environmental Protection Agency Nonpoint Discharge Elimination System.
2. Preliminary grading plan for the entire area covered by the Preliminary Plat.
3. A signature block for the County Soil & Water Conservation District shall be provided on the Plan.

**i. Proposed Landscape and Street Tree Plan**

The following improvements are to be superimposed on top of the Existing Conditions map and all of which shall be superimposed on a current legible aerial photograph:

1. Frontage street trees

2. Buffers
3. Entry features
4. Street medians

**j. Proposed Preliminary Plat**

The Preliminary Plat shall be a composite set of drawings of subsections 203.06,B,2,a thru i of the Subdivision Regulations.

The Preliminary Plat drawings may be combined into fewer sheets as long as the clarity of the information is not compromised.

**B. Construction Documents Submittal**

The Preliminary Plat shall include a set of construction drawings and specifications of improvements. This shall be a set of construction plans prepared by a registered professional engineer that shall include typical sections, plan and profile views, construction details, estimates of quantities, and further information as described in the Engineering Code.

**1. Drawings**

A set of construction drawings and specifications for all improvements shall be provided to the County Engineer's Office per the Engineering Code.

**2. Development Agreement**

A draft of the Development Agreement shall be submitted with the Preliminary Plat, containing the following information and conforming with these regulations:

- a. A summary of all proposed improvements, including but not limited to:
  1. Water, sanitary sewer, and storm water management facilities.
  2. Streets, curbs and gutter, sidewalks, bike paths, traffic control improvements, fire hydrants, street lighting, and street trees.
  3. Landscape buffers, entry features, and landscape easements.
  4. Open space dedications, or fees in lieu of the dedication and conservation easements.
- b. The performance agreement with appropriate surety guaranteeing installation of all required public improvements, as required by the County Commissioners. The agreement also requires the applicant to sign an agreement regarding compliance with all applicable environmental protection and management requirements, including limited to all plans

- submitted and approved with the Preliminary Plat.
- c. A drainage ditch maintenance agreement with Huron County Commissioners and Huron County Soil & Water Conservation District.
  - d. Maintenance bond required for roadway prior to acceptance per the Engineering Code.

## **D. Final Plat Submittal**

### **1. Application**

An application form shall be completed by the developer/subdivider and submitted with the Final Plat. A total of fifteen (15) copies of the application and supporting material shall be submitted. The application form shall be provided by the Huron County Planning Department. The required fees shall be paid at the time of application submittal.

The Administrative Officer shall certify the receipt of a complete application package which meets the requirements of the Subdivision Regulations prior to scheduling the application on the Planning Commission agenda.

### **2. Final Plat**

The Final Plat shall conform to the Huron County Engineer's and the Huron County Auditor's Requirements for All Instruments of Conveyance in Huron County, Ohio. It shall be legibly drawn in waterproof ink on Mylar or other material of equal permanence. If more than one sheet, then each sheet shall be numbered and an index provided on the front of the first sheet (*see relevant portions of the Engineering Code*). All signatures on the Final Plat shall be made using permanent black ink.

The Final Plat shall contain the information required in the Engineering Code. All actual dimensions and geometric lengths should be listed separately on the actual plat and on an attached table.

The following supplementary information shall be supplied in addition to these requirements:

- a. A minimum of two major control monuments shall have Ohio State Plane raw coordinates and elevation data shown. Horizontal control shall be based upon NAD83(1986) or HARN, and vertical control shall be based upon NAVD88 or NGVD29 adjusted to NAVD88.

- b. If a zoning change is involved, certification from the city, village, or township zoning inspector shall be required indicating that the change has been approved.
- c. Certification shall be required showing that any improvements specifically required by the Planning Commission have been either installed and approved by the proper officials and agencies, or that surety has been furnished assuring installation and initial maintenance of the required improvements.
- d. Maintenance bond requirements per the Engineering Code.
- e. Final copy of all proposed covenants, restrictions, homeowners agreement, and Development Agreement
- f. Two (2) permanent bench mark structures shall be added to each and every subdivision before final approval is granted . See Section 600.22a, Huron County Engineering Code, page 48.