



ROSS COUNTY
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ROSS COUNTY DEVELOPMENT PLAN AND REVIEW POLICY

For Non-Subdivision Development

Ross County Board of Commissioners

Resolution #

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ARTICLE I – ADMINISTRATIVE

1.1 TITLE

This policy shall be known and may be cited as the “Ross County Development Plan and Review Policy”

1.2 ADOPTION

The Ross County Board of Commissioners with the concurrence of the Ross County Planning Commission adopted these regulations as the minimum standards for the review of development.

1.3 ADMINISTRATION AND COORDINATION

Staff of the Ross County Planning Commission shall administer and coordinate this policy with relevant County departments, agencies, and the developer.

1.4 APPLICABILITY

- A. These regulations shall apply to all commercial and industrial development in unincorporated Ross County.
- B. These regulations do not apply to subdivisions as defined in the Ross County Subdivision Regulations, as amended. Subdivisions and development requiring a Record Plat shall be reviewed under authority of the Ross County Planning Commission and is subject to the Ross County Subdivision Regulations, as amended.

1.5 PURPOSE

The purpose of this policy is to:

- A. Establish a coordinated and efficient development plan review process to implement the standards contained in the *Ross County Stormwater Management and Sediment Control Regulations* and the *Ross County Access Management Regulations*;
- B. Provide a clear and efficient process for developers to follow;
- C. Promote and maintain the health, safety and welfare of the citizens of Ross County

1.6 CONFORMITY TO ADOPTED PLANS

Developments shall conform to official plans adopted by the Ross County Board of Commissioners, Ross County Planning Commission, or official plans adopted by the township in which the project is located. Official plans include but are not limited to the Thoroughfare Plan, Active Transportation Plan, Land Use or Comprehensive Plan, Housing Study, and local Zoning.

1.7 DEFINITION OF DEVELOPMENT

For the purpose of this policy, development is any commercial or industrial development or redevelopment of land that is subject to the *Ross County Stormwater Management and Sediment Control Regulations* or the *Ross County Access Management Regulations*.

1.8 ENGINEERED PLANS REQUIRED

Plans stamped by a professional engineer and compliant with the *Ross County Stormwater Management and Sediment Control Regulations* and the *Ross County Access Management Regulations* are required.

1.9 TECHNICAL REVIEW COMMITTEE ESTABLISHED

The Ross County Board of Commissioners with concurrence of the Ross County Planning Commission hereby establishes a Technical Review Committee (TRC) whose purpose is to review development plans for compliance with applicable regulations and official plans referred to in this policy. The County Engineer (or designee), Planning Commission Secretary (or designee), the Chief Building Official (or designee), a representative of the Ross County Soil and Water Conservation District, and township Zoning Administrator, if any shall serve on the TRC. Utilities shall be included in the review process but are not part of the TRC unless said utility is provided by Ross County.

The TRC does not have authority to issue building permits or to issue variances. The process for variances or appeals from applicable regulations are described in the *Ross County Stormwater Management and Sediment Control Regulations* and/or the *Ross County Access Management Regulations*

ARTICLE II – PLAN REVIEW AND CONTENT

2.1 PLAN REVIEW PROCESS

A. Pre-application Consultation and Sketch Plan Option

The applicant may choose to submit a sketch plan and confer with Planning Commission staff and other review agencies prior to submitting a formal application and required plans. The intent of this option is to familiarize the developer with requirements and to answer any questions. The consultation shall be scheduled within 10-days of the request.

B. Development Plan Review

The Technical Review Committee (TRC) and any relevant utilities shall hold a review session within 21-days of submission to determine if development plans are compliant with the Ross County Stormwater Management and Sediment Control Regulations and the Ross County Access Management Regulations and other official plans. This review shall include any comments or issues from utilities. Plans found not in compliance may resubmit or applicants may appeal to the appropriate board or commission for a variance.

C. Application for Building Permit

Upon issuance of a letter of compliance from the TRC, the applicant may submit application and plans to the Building Department for building plan approval; or to expedite the process, the applicant may submit building plans to the Building Department concurrent with the development plan review.

2.2 DEVELOPMENT PLAN APPLICATION

A complete development plan application shall consist of the following elements:

- A. Application Form (4 Paper Copies and pdf)
- B. Development Plan (4 Paper Copies and pdf)
- C. Applicable Fee as determined by the Ross County Board of Commissioner

2.3 DEVELOPMENT PLAN CONTENT

A professional engineer shall prepare, sign, and seal the development plan. The development plan shall consist of the following:

- A. Existing Conditions:
 1. Location by section, range and township, or VMS number and township.
 2. Site topography
 3. Parcel information including owners. Adjacent land owners
 4. Structures
 5. Utilities
 6. Right of way, easements, streets, and driveways
 7. Special Flood Hazard Area boundary, streams and water features, wetlands, and any other significant natural feature.
 8. Historic features
- B. Future Conditions - Site Layout and Utility Plan showing:
 1. Proposed Name of Development.
 2. Phasing plan, if any. Current phase should be bold.
 3. Name of adjacent subdivisions, and adjacent landowners, extending at least 100 ft. beyond the boundary of the proposed development.
 4. A north arrow, legend, bar scale, date of plan, and vicinity map.
 5. Location and dimensions of proposed and existing buildings, parking and loading areas, sidewalks etc.
 6. Location and dimensions of all existing and proposed easements and right of way.
 7. Identification of any Special Flood Hazard Area and any other important natural features.
 8. Type of water supply and wastewater disposal proposed, location and dimension of all proposed utilities, water mains and connection, and sewer lines, and associated easements.
 9. Location size and type of drainage facilities including storm sewer system, drainage tiles, culverts, and detention and retention basins and any associated easements.
 10. Locations and dimensions of all access connections.
 11. Landscaping, Lighting and Signage drawings (as necessary)
- C. Grading Plan (may be part of Stormwater Management and Sediment Control Plan)
- D. Detail drawings, typical sections, plan and profile views, as applicable.
- E. Demolition Plan, if any.
- F. Stormwater Management and Sediment Control Plan compliant with the *Ross County Stormwater Management and Sediment Control Regulations* (May be attached to Site and Layout Plan if preferred by project Engineer).
- G. Show compliance with the *Ross County Access Management Regulations*. This may include a traffic impact study or a limited traffic analysis depending on the scope, location, and traffic generation of the project.