



Commissioners of Ross County

THE GREAT SEAL COUNTY OF OHIO • THE STATE'S FIRST CAPITAL

2 NORTH PAINT STREET, SUITE H, COURTHOUSE • CHILLICOTHE, OHIO 45601

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RESOLUTION 023-23

RESOLUTION TO ADOPT THE AMENDMENT TO ACCESS MANAGEMENT REGULATIONS AND REPEAL ARTICLE IX OF THE ROSS COUNTY SUBDIVISION REGULATIONS

WHEREAS, the County Engineer in cooperation with the Planning Commission developed the amendment to Access Management and recommends its adoption pursuant to ORC 5552, and:

WHEREAS, Article IX of the Ross County Subdivision Regulations is duplicative;

NOW THEREFORE BE IT RESOLVED that the Ross County Access Management Regulations 2023 Amendment is hereby adopted and effective immediately. Article IX of the Ross County Subdivision Regulations is repealed.

Approved this 28 day of August 2023.



Dwight A. Garrett, President



James E. Lowe, Vice President



Jack A. Everson, Commissioner



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RESOLUTION 024-23

RESOLUTION TO ADOPT THE ROSS COUNTY STORMWATER MANAGEMENT AND SEDIMENT CONTROL REGULATIONS AND TO REPEAL ARTICLE VIII EROSION SEDIMENT AND STORMWATER CONTROL OF THE ROSS COUNTY SUBDIVISION REGULATIONS

WHEREAS, the Planning and Development Department and the Ross Soil and Water Conservation District developed new regulations and recommends its adoption as authorized by Revised Code 307.79 and 307.37 and the rules of 1501: 15-1-01 and 02 of the Ohio Administrative Code.

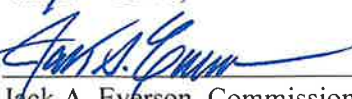
WHEREAS, Article VIII Erosion Sediment and Stormwater Control of the Ross County Subdivision Regulations is duplicative;

NOW THEREFORE BE IT RESOLVED that the Ross County Stormwater Management and Sediment Control Regulations is hereby adopted and effective immediately. Article VIII Erosion Sediment and Stormwater Control of the Ross County Subdivision Regulations is repealed.

Approved this 28 day of August 2023.


Dwight A. Garrett, President


James E. Lowe, Vice President


Jack A. Everson, Commissioner



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RESOLUTION 025-23

RESOLUTION TO ADOPT THE ROSS COUNTY DEVELOPMENT PLAN AND REVIEW POLICY FOR NON-SUBDIVISION DEVELOPMENT AND TO REPEAL SECTION 4.7 COMMERCIAL REVIEW OF THE ROSS COUNTY SUBDIVISION REGULATIONS

WHEREAS, The Planning and Development Department developed the new non-subdivision development review policy in order 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;

WHEREAS, Section 4.7 Commercial Review of the Ross County Subdivision Regulations is duplicative

NOW THEREFORE BE IT RESOLVED the Ross County Development Plan and Review Policy for Non-Subdivision Development is hereby adopted and effective immediately. Section 4.7 Commercial Review of the Ross County Subdivision Regulations is repealed.

Approved this 28 day of August 2023.


Dwight A. Garrett, President


James E. Lowe, Vice President

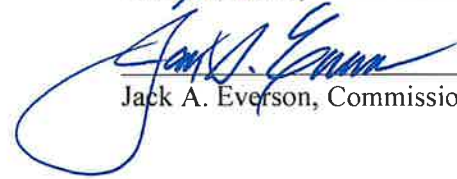

Jack A. Everson, Commissioner

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ARTICLE I

GENERAL PROVISIONS, ADMINISTRATION AND ENFORCEMENT

1.1 TITLE

These regulations shall be known and may be cited and referred to as the "2017 ROSS COUNTY SUBDIVISION REGULATIONS" and shall hereinafter be referred to as "these regulations".

1.2 POLICY

- A. It is the declared policy of Ross County to consider the subdivision of land and its subsequent development as subject to the control of Ross County, pursuant to the Ross County Land Use and Development Plan for orderly, planned, efficient, and economical development.
- B. Land to be divided shall be of such character that it can be used safely for building purposes, and shall not be subdivided until adequate facilities and improvements such as drainage, water, sewerage, and public open space are provided or, a performance bond is filed to assure that the subdivider will make the required improvements.
- C. The existing and proposed public improvements shall conform with and be related to proposals shown in the Ross County Land Use and Development Plan (including its components: the Ross County Land Use and Development Strategy, the Ross County Thoroughfare Plan, the Ross County Sewer Plan, the Floodplain Regulations, the Access Management Regulations, the Ross County Stormwater Management Plan, and any existing or future zoning provisions) and development programs of Ross County, and it is intended that these regulations shall supplement and facilitate the enforcement of the provisions and standards contained in these and other county policies and regulations.

1.3 PURPOSE

These regulations are adopted as minimum requirements for the regulation and control of land subdivision within Ross County. These regulations are intended to:

- A. Establish standards for logical, sound, and economical development;
- B. Provide for adequate light, air, and privacy, to secure safety from fire, flood, and other danger, to prevent population congestion and overcrowding of the land, to provide orderly expansion and extension of community services and facilities at minimum cost and maximum convenience;
- C. Provide for the proper arrangement of streets and highways in relation to those existing or planned, and to provide for the most beneficial relationship between use of land, buildings, traffic, and pedestrian movements;
- D. Ensure appropriate development with regard to natural features; and

- E. Ensure appropriate surveying of land, preparing and recording of plats, and the equitable handling of all subdivision plats by providing uniform procedures and standards for observance by both the county and the subdividers.

1.4 ADMINISTRATION

The Ross County Planning Commission shall administer these regulations.

1.5 EFFECTIVE DATE

These regulations shall become effective from and after the date of its approval and adoption by the Ross County Planning Commission and Ross County Board of Commissioners after public hearing and certification to the Ross County Recorder. Henceforth, any other regulations previously adopted by the Ross County Board of Commissioners or Ross County Planning Commission, shall be deemed to be repealed. These regulations shall in no way affect any subdivision having received preliminary approval prior to the effective date, provided, however, that no changes to the preliminary plat, as approved, are introduced by the Subdivider.

1.6 DEFINITION OF A SUBDIVISION

For the purposes of these regulations, a subdivision shall be as defined by Chapter 711 of the Ohio Revised Code (ORC), as from time to time amended.

1.7 MINOR SUBDIVISIONS

SUBDIVISIONS INVOLVING FIVE OR FEWER LOTS OF LESS THAN FIVE ACRES (FOUR LOTS PLUS THE RESIDUAL) WHICH DO NOT INVOLVE OPENING, WIDENING, OR EXTENDING STREETS, ARE HEREINAFTER REFERED TO AS MINOR SUBDIVISIONS

1.8 LARGE LOT DEVELOPMENT

DIVISIONS OF LAND WITHIN THE SIZE RANGE OF FIVE (5) ACRES TO TWENTY (20) ACRES WHICH DO NOT INVOLVE OPENING, WIDENING, OR EXTENDING STREETS, ARE HEREINAFTER REFERED TO AS LARGE LOT DEVELOPMENTS

1.9 MAJOR SUBDIVISIONS

SUBDIVISIONS INVOLVING MORE THAN FIVE LOTS F LESS THAN FIVE ACRES AND/OR INVOLVING THE OPENING, WIDENING, OR EXTENSION OF STREETS, AND AS DEFINED IN CHAPTER 711 OF THE ORC.

1.10 JURISDICTION

These regulations shall be applicable to all subdivisions of land within the unincorporated area of the County, and within the three-mile limit of the City of Chillicothe. The City of Chillicothe Planning Commission shall have the final approval of the proposed plat within such three-mile limit in accordance with the agreement attached hereto in Appendix V.

1.11 RELATION TO OTHER LAWS

- A. The provisions of these regulations shall supplement any and all laws of the State of Ohio, resolutions of the County and Townships, or any and all rules and regulations promulgated by authority to such law or resolution relating to the purpose and scope of these regulations. Whenever the requirements of these regulations are at variance with the requirements of these resolutions, the most restrictive or that imposing the higher standards shall govern except as provided in Section 1.10 of these regulations.
- B. If a proposed subdivision should be located in an area that is zoned under municipal, county or township plan, it shall meet the requirements of the zoning plan as well as the provisions of these regulations.
- C. Whenever the regulations of the General Health District or the State Environmental Protection Agency affect the design or development of a subdivision, such regulations or ordinances shall be observed.

1.12 MODIFICATIONS, VARIANCES

- A. Hardship: Where the Ross County Planning Commission finds that extraordinary and unnecessary hardship may result from strict compliance with these regulations due to unusual topographic and other exceptional conditions, it may vary the regulations so as to relieve such hardship, provided such relief may be granted without detriment to the public interest. Such variations shall not have the effect of nullifying the intent and purpose of these regulations, the comprehensive plan, or the zoning resolution, if such exists. In granting variances or modifications, the Ross County Planning Commission may require such conditions as will, in its judgment, secure substantially the objective of the standards or requirements so varied or modified.
- B. An application shall be denied if an owner requests it merely for his or her own convenience, including, but not limited to, cases where land is not usable due to error or poor assumptions on the owner's part, or when the only supporting evidence is that compliance would add to development costs.
- C. Conservation Subdivision & Planned Unit Development: In the event that plans are submitted for a conservation subdivision, complete community, planned unit development, or for a subdivision based upon concepts of land development, the Ross County Planning Commission may modify these regulations as it deems necessary

provided that the proposed subdivision is in accord with the intent and spirit of these regulations.

1.13 SEVERABILITY

If, for any reason, any clause, sentence, paragraph, section or other part of these regulations should be decided by a Court of competent jurisdiction to be invalid, such judgment shall not affect the validity of these regulations as a whole, or any part thereof, other than the part so held to be invalid.

1.14 AMENDMENTS

These regulations may be amended, after public hearings and other requirements as specified in the appropriate sections of the ORC.

1.15 FEES

- A. Filing Fees: At the time of submitting a preliminary plan, the subdivider shall pay to the Treasurer of the County a fee to defray the costs of processing the plan. The fee shall be based upon the current fee schedule adopted by the Ross County Board of Commissioners.
- B. Inspection Fees: After approval of preliminary plans, the subdivider shall pay to the Treasurer of the County a fee for the cost of inspecting improvements. The fee shall be based upon the current fee schedule adopted by the Ross County Board of Commissioners.

1.16 COMPLIANCE WITH REGULATIONS

- A. General: No subdivision of any lot, tract or parcel of land shall be effected, no street, sanitary sewer, storm sewer, water main or other facilities in connection therewith shall be laid out, constructed, opened or dedicated for public use or travel or for the common use of occupants of buildings abutting thereon, except in accordance with the provisions of these regulations.
- B. Guarantee of Improvements: No final plan for a subdivision may be approved or recorded until the improvements required by these regulations have either been guaranteed or constructed, as specified in Article IV.
- C. Sale of Lot Forbidden: No lot or any interest in a lot in a subdivision may be sold or transferred until a final plat has been approved and recorded.

ARTICLE II MINOR SUBDIVISIONS

2.1 DEFINITION OF MINOR SUBDIVISION/ LOT SPLIT

Pursuant to ORC 711.131 a minor subdivision/lot split means “a proposed division of a parcel of land along an existing public street, not involving the opening, widening, or extension of any street or road, and involving no more than five lots after the original tract has been completely subdivided, may be submitted to the planning authority having approving jurisdiction of plats under section 711.05, 711.09, or 711.10 of the Revised Code for approval without plat.”

2.2 MINOR SUBDIVISION POLICIES

- A. An original tract consists of all land shown as a unit or as contiguous units on the last preceding general tax list and duplicate of real and public utility property.
- B. Minor subdivision lots shall have adequate public road frontage as required by these regulations in Section 2.4(C) and Article V
- C. Minor subdivisions shall not be granted within any floodway noted in the latest Special Flood Hazard Area (SFHA) in Ross County. A minor subdivision may be granted within these areas if a NON-DEVELOPMENT restriction is placed on the deed.
- D. Minor Subdivisions may or may not be granted when the proposed division is located near a dam listed with or could be listed with the Ohio Dam Safety Program. For more information see ODNR’s Dam Safety Program Website at <http://water.ohiodnr.gov/safety/dam-safety#ABO>
- E. Minor subdivisions shall not be approved without preliminary access (driveway) approval. Some exceptions apply when there is an existing driveway or no access is needed. Section 1.07 of Access Management (incorporated herein as Appendix VI), Ross County, Ohio states that “Prior to any lot split approval, or the transfer of any applicable lot that is not subject to a lot split approval, the owner of said parcel shall make application to the Ross County Planning and Building Department, for preliminary access approval to County and Township roads.”
- F. Minor subdivisions shall not be approved without Health District certification.
- G. The Ross County Planning Commission, or its designee, shall not approve a minor subdivision proposed along a State Highway System without access approval from the Ohio Department of Transportation, District 9.
- H. Final minor subdivision plans shall not be reviewed or approved without a metes and bounds description and survey certified by a professional surveyor licensed in the State of Ohio. Said survey must meet the Minimum Standard for Boundary Surveys, set forth in the Ohio Administrative Code chapter 4733-37 and must be approved by the County Engineer or designee.
- I. Pursuant to ORC 711.131, If the authority acting through a properly designated representative finds that a proposed division is not contrary to applicable platting, subdividing, zoning, health, sanitary, or access management regulations, regulations adopted under division (B)(3) of section 307.37 of the Revised Code regarding existing surface or subsurface drainage, or household sewage treatment rules adopted under

section 3718.02 of the Revised Code, it shall approve the proposed division within seven business days after its submission and, on presentation of a conveyance of the parcel, shall stamp the conveyance "approved by (planning authority); no plat required" and have it signed by its clerk, secretary, or other official as may be designated by it. The planning authority may require the submission of a sketch and other information that is pertinent to its determination under this division.

2.3 MINOR SUBDIVISION APPROVAL PROCEDURE AND REQUIREMENTS

A. Preliminary Minor Subdivision Sketch and Review:

The landowner or their representative may submit a preliminary sketch to the Ross County Planning Commission or its designee.

1. Sketch drawing on a tax map (tax map can be obtained at the Engineers Map Office).
2. Air Photo (air photo can be obtained at the Engineers Map Office).
3. Stake the proposed access point on the property and apply for preliminary access approval. Please note that minor subdivisions located along a state or federal highway shall not be approved without an ODOT access permit.
4. Obtain preliminary approval from the Health District (See Health District guide in Appendix VII of these regulations).

B. Final Minor Subdivision Submission Requirement:

1. Legal Description and survey plat meeting requirements of OAC chapter 4733-37 and Ross County Transfer and Conveyance Standards.
2. Preliminary access approval.
3. Floodplain certification (if applicable).
4. Health District Lot Certification for any lot less than five acres including the residual of the original parcel if less than five acres.
5. Deeds.
6. Zoning letters from any Township, County, or Airport Zoning Authority.
7. Ohio Department of Transportation access permit for minor subdivisions proposed along a State or US Highway.

2.4 MINIMUM LOT AREA AND LOT FRONTAGE REQUIREMENTS

- A. For Minor Subdivisions without access to public sewer and/or public water, Minimum lot area shall be based on the results of a soil evaluation and Health District Review performed under OAC chapter 3701-29 (See Health District guide in Appendix VII of these regulations).
- B. Minimum lot sizes For Minor Subdivisions with public sewer and public water shall be:
- 8,000 square feet for Single/Double/Triple Family Development
2,500 square feet for Multifamily Development
- C. Minimum lot frontage is based on the Ross County Thoroughfare Plan as amended. All minor subdivisions, other than those served by an approved private access easement, shall have their full frontage on a public street. The minimum frontage shall not be less than that required in Article V.

Table One: Minimum Lot Frontage by Road Classification

Road Classification	Minimum Lot Frontage
Limited Access	Not applicable (no access permitted)
CLASS I	320 ft. or 420 ft Combined Frontage (shared access)
CLASS IIa	320 ft. or 420 ft Combined Frontage (shared access)
CLASS IIb	230 ft. or 330 ft. Combined Frontage (shared access)
CLASS III	60 ft. with Central Sewer and Public Water 80 ft with Central Sewer but no Public Water 100 ft with No Central Sewer

2.5 LOT DEPTH TO WIDTH RATIO AND FLAG LOTS

- A. Lot depth to width ratio shall not exceed 4 to 1, with the width being measured along the public right of way line and depth being measured where the rear lot line is furthest from the public right of way line.
- B. Flag Lots are prohibited, but may be permitted if the intent of the subdivider is to preserve arable land. The responsibility of proof is placed on the landowner to provide adequate information to the Ross County Planning Commission or its designee.
- C. Partitioning existing flag lots that do not meet minimum road frontage in Table One above, and/or that do not meet the four to one lot depth to width ratio, to develop interior land, may be approved if all access management standards and access easement standards are met. The existing frontage may not be divided in these cases.

2.6 ADJOINING PARCEL RESTRICTIONS

- A. Access Management, Lot Area, and Health District requirements may be waived if the deed for the new lot contains the following language:

“RESTRICTION: This parcel has been approved as an ADJOINING PARCEL TRANSFER/LOT ADD-ON and in the future shall be transferred only with the adjoining _____ acre tract, Parcel Number _____, as recorded in Deed Volume_____, Page _____. The combined adjoining parcels shall be considered a single development site for the Ross County Planning Commission and the Ross County Health District review purposes. This restriction shall run with the land and may be modified only upon written approval of the Ross County Planning Commission.”
- B. Proposed minor subdivisions with adjoining parcel restrictions shall meet criteria contained in Section 2.5 of these regulations.

2.7 NON-DEVELOPMENT PARCEL RESTRICTION

- A. Health District approval may be waived if the following restriction is included on the deed of the proposed lot:

“This parcel shall not be used for any type of use that necessitates a sewage treatment facility on the premises. This restriction shall run with the land and may be modified only upon the joint written approval of the Ross County Planning Commission and the Ross County Health District.”

- B. Proposed minor subdivisions located within any floodway noted in the latest Special Flood Hazard Area in Ross County may be approved if there will be no structures erected on the site and a non-development restriction is placed on the deed.

2.8 ACCESS EASEMENT STANDARDS

The Ross County Planning Commission shall permit minor subdivisions to incorporate private ingress/egress easements for lot access. If the following requirements are not met, the proposed subdivision must meet major subdivision standards contained in these regulations. These easements and parcels involved shall meet the following standards:

- A. Easements shall provide access to no more than five parcels.
 B. Parcels with road frontage shall meet minimum road frontage standards contained in Section 2.4 of these regulations regardless of acreage and shall meet Access Management standards (See Section 2.5 for certain exceptions)
 C. Easements shall be designed to avoid sharp turns, and steep slopes so that emergency vehicles can access residents along the easement.
 D. The following easement design standards shall apply:

	Level 0% to 4% Slope	Rolling 4.1% to 8% Slope	Hilly 8.1% to 15% Slope
Easement Width	50 feet	50 feet	50 feet
Maximum Length	1,500 feet	1,500 feet	1,000 feet

- E. The easement shall be legally described and shown on the plat. The legal description and plat of the easement shall be attached as an exhibit to the deed.
 F. A maintenance agreement shall be attached as an exhibit, separate instrument, or incorporated within the deed. If extending or modifying an existing easement of access for use by additional parcels, all parties subject to and benefiting from the easement shall sign the maintenance agreement for filing with the deed.
 G. The Planning Commission shall not approve the conveyance if an owner grants/conveys an easement to himself. Under the “doctrine of easement merger,” the easement is terminated when one party acquires fee simple title to both the servient and dominant estates; therefore, the transaction would be void.
 H. Extension of, or modification of an existing easement to serve additional lots shall meet the above standards and therefore, must be approved by the Planning Commission.

- I. Easements used to gain access to parcels used for agriculture or for the purposes of providing access to public utilities are exempt from the regulations found in this section.

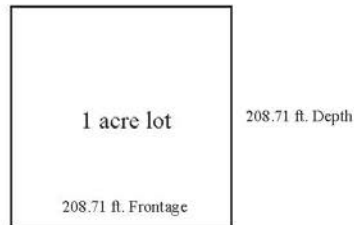
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2.9 SELECTED EXAMPLES OF HOW THE REGULATIONS APPLY TO MINOR SUBDIVISION

ACCEPTABLE

NOT TO SCALE

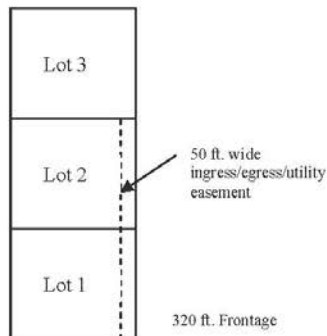
Example 1



Class III Road

This one-acre lot fronts on a Class III road and has more than enough road frontage (100 ft. is required if no central sewage). The depth to width ratio is 1 to 1.

Example 2

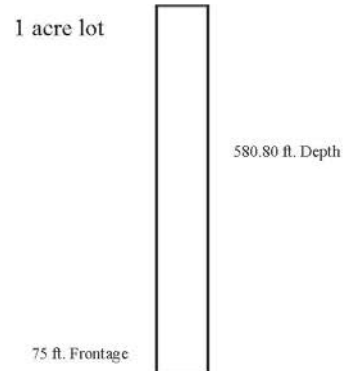


Class IIa Road

These lots utilize a 50 ft. wide easement for access. Lot 1 fronts on a Class IIa road and has adequate road frontage (320 ft. is required).

NOT ACCEPTABLE

Example 1



Class III Road

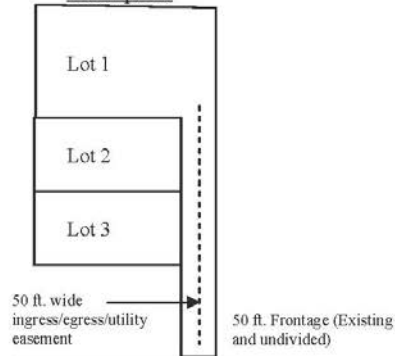
This one-acre lot fronts on a Class III road and does not have adequate road frontage (100 ft. is required if no central sewage. See section 2.4.2) and it exceeds lot depth to width ratio requirements. The depth to width ratio is 7.74 to 1 (see Section 2.4.3).

ACCEPTABLE

NOT ACCEPTABLE

NOT TO SCALE

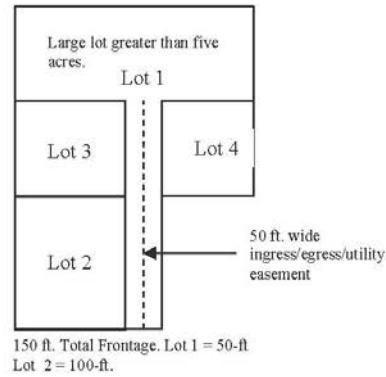
Example 3



Class IIb Road

These lots utilize a 50 ft. wide easement for access AND meets access management AND meets easement design standards AND the frontage is existing AND not being divided (Meets Section 2.5(C)... the flag lot grandfather clause)

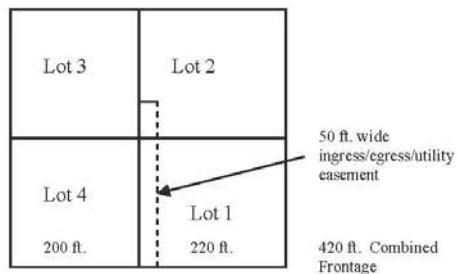
Example 2



Class IIa Road

These lots utilize a 50 ft. wide easement for access. But... it divides the frontage which is already inadequate (320-ft required). If the frontage was NOT divided, this scenario would be acceptable (this scenario would not meet the rule in Section 2.5(C)... the flag lot grandfather clause)

Example 4

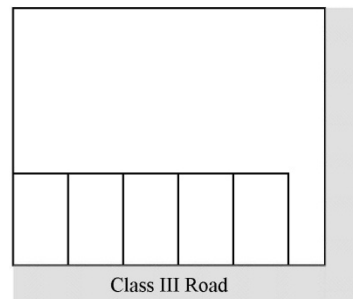


Class IIa Road

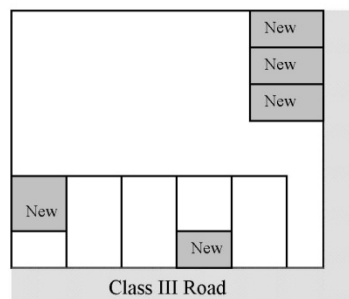
These lots utilize a 50 ft. wide easement for access. Lot 1 and Lot 4 front on a Class IIa road and has adequate road frontage (420 ft. of combined frontage is required).

2.10 EXAMPLE OF “ORIGINAL TRACT” AND HOW IT APPLIES TO YOUR PROPERTY

Let us assume that a person owns a 100-acre parcel. It is located on a Class III road in a township without zoning. The owner decides to split five four-acre lots in the year 2005.



Then after having sold all of the five lots, and after one year and a day has gone by the remainder of the 100-acre parcel (now 80-acres) can be split again. After the new 4-acre lots have been on record for year and a day, these could potentially be split depending on various factors. For example:



ARTICLE III LARGE LOT DEVELOPMENT

3.1 DEFINITION OF LARGE LOT DEVELOPMENT

Pursuant to ORC 711.133, large lot development means, a proposed division of a parcel of land along an existing public street, not involving the opening, widening, or extension of any street or road, and involving the establishment of any lot within the size range of from **five acres to twenty acres**, and shall be submitted to the planning authority having approved jurisdiction of plats under ORC 711.05, 711.09, or 711.10 for approval without a plat.

3.2 LARGE LOT DEVELOPMENT POLICIES

- A. An original tract consists of all land shown as a unit or as contiguous units on the last preceding general tax list and duplicate of real and public utility property.
- B. Large Lot Development partitions shall have adequate public road frontage as required by these regulations in **Article V and other requirements listed in Article II Sections 2.6 through 2.8**.
- C. Pursuant to ORC 711.133 a proposed division of a parcel of land along an existing public street, not involving the opening, widening, or extension of any street or road, and involving the establishment of any lot that meets acreage requirements under division (B) of this section, to be submitted to the planning authority having approving jurisdiction of plats under section 711.05, 711.09, or 711.10 of the Revised Code for approval without plat in accordance with this section. The rules shall provide that, if the authority acting through a properly designated representative finds that a proposed division is not contrary to any applicable zoning, health, sanitary, or access management regulations, regulations adopted under division (B)(3) of section 307.37 of the Revised Code regarding existing surface or subsurface drainage, including, but not limited to, rules governing household sewage disposal systems, or regulations adopted under division (D) of this section, it shall approve the proposed division within the applicable timeframe listed in division (F) of this section and, on presentation of a conveyance of the parcel, shall stamp the conveyance "approved by (planning authority); no plat required" and have it signed by its clerk, secretary, or other official as may be designated by it. For purposes of this division, "household sewage disposal system" has the same meaning as in section 3709.091 of the Revised Code.
- D. In accordance with division (C) of ORC 711.133 parcels of land to be used for agricultural or recreational purposes are exempt from approval requirements. However, on the presentation of a conveyance of such a parcel, the authority's designated representative shall stamp the conveyance "no approval or plat required under ORC 711.133; or agricultural or recreational use only" and have it signed by its clerk, secretary, or other official as the authority may designate.
- E. Large lot development approval shall not be granted within any floodway noted in the latest Special Flood Hazard Area (SFHA) in Ross County. Large lot developments may be granted within these areas if a NON-DEVELOPMENT restriction is placed on the deed.

- F. Large Lot Development shall not be approved without preliminary access (driveway) approval. Some exceptions apply when there is an existing driveway or no access is needed. Section 1.07 of Access Management (incorporated herein as Appendix VI), Ross County, Ohio states that “Prior to any lot split approval, or the transfer of any applicable lot that is not subject to a lot split approval, the owner of said parcel shall make application to the Ross County Planning and Building Department, for preliminary access approval to County and Township roads.”
- G. The Ross County Planning Commission, or its designee, shall not approve a Large Lot subdivision proposed along a State Highway System without access approval from the Ohio Department of Transportation, District 9.
- H. Final large lot development plans shall not be reviewed or approved without a metes and bounds description and survey certified by a professional surveyor licensed in the State of Ohio. Said survey must meet the Minimum Standard for Boundary Surveys set forth in Ohio Administrative Code chapter 4733-37 and must be approved by the County Engineer or designee.
- I. Regulations contained in this article (Article III) shall apply to a parcel only if there are no applicable zoning regulations for lot frontage or width to depth ratios that apply to the parcel.
- J. Large lot development approval procedure and submission requirements are the same as those listed in Article II, Section 2.3 except that Health District approval is not required. However, please note that it is highly recommended that the landowner should still coordinate ALL divisions of land for residential purposes with the Health District.

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ARTICLE IV MAJOR SUBDIVISIONS

4.1 DEFINITION OF MAJOR SUBDIVISION

As defined in the O.R.C. 711.001(B), subdivision means either of the following:

1. The division of any parcel of land shown as a unit or as contiguous units on the last preceding general tax list and duplicate of real and public utility property, into two or more parcels, sites, or lots, any one of which is less than five acres for the purpose, whether immediate or future, of transfer of ownership, provided, however, that the following are exempt:
 - a. A division or partition of land into parcels of more than five acres not involving any new streets or easements of access;
 - b. The sale or exchange of parcels between adjoining lot owners, where that sale or exchange does not create additional building sites;
 - c. If the planning authority adopts a rule in accordance with section 711.133 of the Revised Code that exempts from division (B)(1) of this section any parcel of land that is four acres or more, parcels in the size range delineated in that rule.
2. The improvement of one or more parcels of land for residential, commercial, or industrial structures or groups of structures involving the division or allocation of land for the opening, widening, or extension of any public or private street or streets, except private streets serving industrial structures, or involving the division or allocation of land as open spaces for common use by owners, occupants, or leaseholders or as easements for the extension and maintenance of public or private sewer, water, storm drainage, or other similar facilities.

4.2 OUTLINE OF APPROVAL PROCEDURES

The following generalized approval procedure is required for all proposed subdivisions. A detailed review and approval process is attached in Appendix VIII. If the proposed subdivision is located within three-miles of the City of Chillicothe a modified review and approval procedure must be followed per agreement with the Chillicothe Planning Commission.

1. Pre-Application Conference and Sketch Plan
2. Submit Preliminary Plan
3. Submit Final Plat and Construction Plans
4. Guarantee or Complete Improvements
5. Record Signed Plat

4.3 PRE-APPLICATION CONFERENCE AND SKETCH PLAN

Prior to preparing a preliminary plan and submitting an application for preliminary plan approval, consultation with Planning Commission staff and submission of a sketch plan is highly recommended. Sketch Plan should include an air photo showing existing parcel lines, proposed lots and public improvements, and generally to scale. A sketch plan shall not constitute formal submission for Planning Commission review and approval.

4.4 PRELIMINARY PLAN

Pursuant to division (B) of ORC 711.10, the Ross County Planning Commission requires submission of a preliminary plan for each plat sought to be recorded. The subdivider having determined to proceed with a preliminary plan shall submit the items set forth below to obtain preliminary approval. All items submitted shall be prepared by either a registered surveyor and/or a registered professional engineer, as is appropriate.

- A. The preliminary plan shall include all phases of development intended for a tract of land over time. For example, the subdivider may want to complete “Block A” of a subdivision within a year, and complete “Blocks B and C” over the next five years. All blocks shall be shown on the preliminary plan even though only a portion is being platted.

B. Official Filing Date

The Preliminary Plan shall be considered officially filed after it has undergone a Technical Review under division D(1) below. The subdivider will be notified within five (5) working days as to the date of official filing. The Planning Commission shall review the preliminary plan at one of its regularly scheduled meetings within 30-days of official filing as specified in ORC 711.10(B)

C. Submission Requirements:

1. Application for Preliminary Plan Review (1 Paper or 1 Digital Copy)
2. Preliminary Plan (15 Paper Copies; or 1 Digital Copy and 3 Paper Copy)
3. Preliminary Erosion, Sediment, and Stormwater Control Plan (3 Paper Copies and 1 Digital Copy)

D. Review Process:

1. Technical Review: County staff and other review agencies, as appropriate, shall review and comment upon the preliminary plan prior to the Planning Commission meeting. The subdivider is encouraged to attend all meetings concerning review of the preliminary plan. These comments shall be forwarded to the Planning Commission for consideration at the scheduled meeting.
2. At the regularly scheduled meeting, the Planning Commission shall give its approval, its approval with conditions, or its disapproval of each preliminary plan. The commission’s decision shall be in writing, shall be under signature of the secretary of the commission, and shall be issued within thirty-five (35) business days after the submission of the preliminary plan to the commission. The disapproval of a preliminary plan shall state the reasons for disapproval.
3. It is the sole responsibility of the applicant to submit plans to any city or village authority that exercises extraterritorial subdivision review authority granted by the

state, and to submit plans to any public or private utility company. The City of Chillicothe exercises extraterritorial jurisdiction (within three-miles of city boundary)

E. Application

The subdivider or his or her representative shall file an application for preliminary plan approval with the Ross County Planning Commission office. Appendix I contains the preliminary plan approval application.

F. Preliminary Plan Content

The preliminary plan shall include the following information:

1. The proposed name of the subdivision.
2. Location by section, range and township.
3. Boundaries of the entire proposed subdivision shall be drawn in heavy continuous lines with its acreage, and the boundaries of future development phases shall be delineated.
4. Name, address, and telephone number of the owner, subdivider, professional engineer, and professional surveyor with appropriate numbers and seals.
5. A north arrow, legend, bar scale, date of plan, and vicinity map.
6. Name of adjacent subdivisions, and owners of adjoining parcels, extending at least 200 ft. beyond the boundary of the proposed subdivision.
7. Topographic contours, with elevations referenced to U.S.G.S (NGVD 1983) datum, with intervals no greater than 2 feet at 5% slope, no greater than 5 feet for slopes over 5% and less than or equal to 15%, and no greater than 10 feet for slopes greater than 15%.
8. Location, width, and names of existing and proposed streets, all rights- of-ways, easements, parks, buildings, corporation and township lines, wooded areas, water courses, drainage patterns, and water bodies.
9. Location of floodways and floodplains.
10. Layout, number, dimensions, and acreage of each lot.
11. Parcels of land reserved for public use or reserved by covenant for residents of the subdivision.
12. Type of water supply and wastewater disposal proposed, location and dimension of all proposed utilities and sewer lines, easements, drainage tiles, water mains, culverts, within or adjacent to the tract.

G. Preliminary Erosion, Sediment, and Stormwater Plan

A preliminary erosion, sediment, and stormwater plan shall be submitted along with the preliminary plan. This requirement shall apply to major subdivisions, except when 5,000 square feet or less of area is disturbed and no public streets or other public facilities are being created, improved, or extended. Detailed erosion, sediment, and stormwater control regulations can be found in Article VIII of these regulations.

H. Relation to State Highways

Any plan within 300 feet of the centerline of a state highway for which changes are proposed, or any land within a radius of 500 feet of the point of intersection of said centerline with any public road or highway, requires that the Planning Commission give notice by registered or certified mail to the state highway director. The Planning Commission shall not approve the plan for one hundred and twenty (120) days from the date that said notice is received by the director. If the director notifies the Planning Commission that he intends to acquire the subject property as part of the proposed highway project, the Planning Commission shall refuse to approve the subdivision plan.

I. Approval Period

The approval of the preliminary plan shall be effective for a maximum period of twenty-four (24) months and shall guarantee that the terms under which the approval was granted will not be affected by changes to these regulations. Successive twenty-four (24) month extensions may be granted upon written application. Such application shall be filed before the expiration of the previous approval period.

J. Public Notice

The applicant shall erect a sign in full view of the public at the subdivision site stating that a preliminary plan for a subdivision has been filed with the Ross County Planning Commission. The sign must meet applicable zoning requirements, if any.

4.5 FINAL PLAT AND CONSTRUCTION DRAWINGS

The subdivider having received approval of a preliminary plan and having addressed any revisions to the preliminary plan as required by the planning commission, shall submit the items set forth below to obtain final approval.

A. General

1. The final plan shall generally conform to the preliminary plan and shall incorporate all changes required by the Ross County Planning Commission. Also, it may constitute only that section of the approved preliminary plan which the subdivider proposed to record and develop at the time, provided that such section conforms with all requirements of these regulations.
2. Ownership of reserve areas used for storm water facilities shall be placed into indivisible equal shares among those who own lots in the subdivision. The County shall not take ownership of this type of reserve area. Easement over said reserve areas shall be granted to the County for maintenance purposes if a storm water maintenance district is formed. The obligation to pay the maintenance fees shall pass with the title of each lot in the maintenance district.

B. Final Plat Submission Requirements

1. Application (1 Paper Copy or digital)
2. Final Plat (15 Paper Copies; or 1 Digital and 3 Paper Copies)
3. Engineering Drawings (3 Paper Copies)
4. Development agreement, improvement assurances, and inspection fees (if any)

C. Review Process

1. Planning Commission staff, Ross County Engineer, Ross County Soil and Water Conservation District, and other Township, County, or State officials, as appropriate, shall review and comment upon the final plat, final erosion, sediment, and stormwater control plan, and engineering drawings prior to the Planning Commission meeting. These comments shall be forwarded to the Planning Commission for consideration at the scheduled meeting.
2. At the regularly scheduled meeting, the Planning Commission shall give its approval, its approval with conditions, or its disapproval of the plat in compliance with Division C of Section 711.10 of the Revised Code.
3. It is the sole responsibility of the applicant to submit plans to any city or village authority that exercises extraterritorial subdivision review authority granted by the state, and to submit plans to any public or private utility company.

D. Application

The subdivider or his or her representative shall file an application for final plat approval with the Ross County Planning Commission office. Appendix I contains the final plat approval application.

E. Final Plat Content

The final plan shall include the information set forth hereafter. The size of the map shall be not less than 14 inches by 22 inches or more than 30 inches by 40 inches. The scale shall be measured so that one (1) inch represents no greater than 100 feet. More than one sheet with careful matching should be used where necessary, rather than the use of small scale maps. The final plat must show the following:

1. The name by which the subdivision will be recorded.
2. The location of the subdivision by section, range, municipality, township, or other legal description; county and state; show all corporation and section lines.
3. Graphic scale, north point and date of the survey.
4. The plat boundaries with lengths of courses to hundredths of a foot and bearing to half minutes.

5. Bearings and distances to the nearest established street lines, municipal, township, county or section lines or corners, and permanent monuments, which shall be accurately described or located on the plat.
6. The names and locations of abutting subdivisions and the owners of record (as of the last preceding tax roll) of adjacent parcels of unsubdivided land.
7. The accurate location of all existing and proposed streets and alleys within the subdivision including names, bearings or angles of intersection, right-of-way and pavements widths, lengths of all arcs, radii, points of curvature and tangent bearings. Also, show the location, name and width of right-of-way and pavement for any known abutting street or alley.
8. The accurate location of all easements, including the width, use and notations to indicate whether easements are dedicated or reserved and to show the limitations of each easement. Also show the same information for any known abutting easements.
9. The location of all lots, showing the lot lines with accurate dimensions to hundredths of a foot; accurate bearings or angles to street, alley or crosswalk lines; building setback lines and lot numbers. When lots are located on a curve, the lot width at the setback line should be shown.
10. The total area of the subdivision in acres and fractions of an acre, including the acreage of land in lots, streets and other rights-of-way and land to be dedicated or reserved for public use. Also, show the total lineal feet of all streets and other rights-of-way.
11. Protective covenants and deed restrictions, if any, for all sections of the plat.
12. Certification that the applicant(s) is(are) the owner(s) or agent(s) of the owner(s), of the land under consideration, and acknowledgment by the owner(s), or agent(s) of his(her)(their) adoption of the plat and dedication of streets and other public areas.
13. Certification by the surveyor that the survey was made by him\her and that the details of the plat are accurate. He\she shall also certify that all monuments and property markers are correctly drawn and actually in place or will be placed.
14. Certification of approval of the following where applicable:
 - a. Street, drainage, or other engineering plans and installments by the County Engineer
 - b. Provisions for sanitation by the health officer having jurisdiction.
 - c. Permit to install sewerage facilities and proof that the appropriate sewage treatment provider will accept wastewater from the subject subdivision.
 - d. Acknowledgment by appropriate county official that bond, certified check or other documents, to assure improvements have been received, in accordance with Section 7.2
 - e. Acknowledgment by appropriate county official that the inspection fee has been received.
 - f. Statement of acceptance of streets and other public areas and facilities by Ross County Board of Commissioners.

F. Final Erosion, Sediment, and Stormwater Plan

A final erosion, sediment, and stormwater plan shall be submitted along with the final plat and engineering drawings. This requirement shall apply to major subdivisions, except when 5,000 square feet or less of area is disturbed and no public streets or other public facilities are being created, improved, or extended. Detailed erosion, sediment, and stormwater control regulations can be found in Article VIII of these regulations.

G. Engineering Drawings

The final engineering drawings shall be a set of construction and utility plans prepared by a registered engineer. The size of the sheet shall be not less than 22' X 30" or more than 30" X 40". The plan-profile shall be prepared at a scale of 50 feet to the inch (horizontal) and five feet to the inch (vertical), or larger. The plans shall include typical sections, plan and profile views, construction details and estimates of quantities. If a pipe system of storm sewers is not required, the alternative surface drainage system, designed in accordance with the standards and requirements of these Regulations, shall be shown.

H. Recording the Final Plat

After the final plat has been approved by the Ross County Planning Commission and the necessary approvals endorsed in writing thereon, together with all required certifications and completion of improvements or assurance of improvements, the subdivider shall cause the final plat as approved by the Ross County Planning Commission and signed by the Secretary/Clerk of the Commission to be presented for filing in the offices of the Ross County Auditor and Recorder no later than thirty (30) days after the date of approval unless an extension is agreed to by the Ross County Planning Commission. Failure to record on time may cause the final plat to be declared null and void by the Ross County Planning Commission. The size of the sheet(s) of the plat to be recorded shall be as required by the Ross County Recorder and shall meet the Recorder's requirements for legibility.

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4.6 PLAT AMENDMENTS

Subdividing lots within a platted subdivision (recorded plats) requires a plat amendment. In accordance with ORC 711.24 changes to recorded plats involving resubdivision or other changes that may adversely impact owners of lots within the subdivision may require the signatures of the lot owners in the subdivision.

A recorded plat shall be amended according to the following procedure:

- A. A preliminary application shall be made with the Ross County Planning Commission. This application shall consist of a legible drawing of proposed amendments to the plat; information concerning existing utilities; and a copy of the plat as previously approved by the Planning Commission.
- B. The Ross County Planning Commission will notify the Ross County Engineer, and the General Health District of the proposed amendment(s).
- C. The applicant shall mail Certified letters to all other persons owning property in the subject plat. These letters will notify the property owners of the proposed amendment and inform them of the opportunity to notify the Ross County Planning Commission if they feel that the proposed amendment would be injurious to their property. The letters will state that this notification may be in person at a Planning Commission meeting to be held on a given date or may be forwarded in writing to the Planning Commission offices by a given date.
- D. The Ross County Planning Commission will hear the application at its next regular meeting, at which it will determine if the proposal meets County requirements as laid out in these Regulations and ensure that it is not unduly injurious to neighboring property owners. If it meets these tests, the Commission will approve the proposal.
- E. Transfer of property between adjoining owners within a recorded subdivision may be processed as a minor subdivision (lot split) if it does not involve the creation of any subdivision lot as a separate building tract.

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5.5 BLOCKS

A. The

Development Type	Minimum Lot Setbacks		
	Class I Road	Class II Road	Class III Road
Single/Double/Triple Family	40 ft.	35 ft.	25 ft.
Multi-Family	50 ft.	40 ft.	35 ft.
Commercial/Industrial	50 ft.	45 ft.	40 ft.

arrangements of blocks shall conform to the street design criteria set forth in Article VI of these regulations.

- B. As applicable to grid-type layout with intersecting streets, block lengths shall not exceed 1800 feet in length except where topographic conditions require longer blocks, nor shall they be less than 400 feet in length. In the case of a block of single lot depth, with lots backing onto a limited access thoroughfare or on to developed non-residential land such as railroads, such block may exceed the above maximum length.
- C. Where blocks are over nine hundred (900) feet in length, a cross walk easement not less than ten (10) feet in width at or near the halfway point may be required, if necessary, to provide proper access to schools, recreational areas, shopping centers and other facilities.

5.6 LOTS

Lot arrangement, design and dimensions shall be such that all lots will provide satisfactory building sites. Driveway access shall be from a dedicated public street or private street meeting public standards. All lots shall be in compliance with any applicable zoning resolution.

- A. All lots shall conform to or exceed the requirements of these subdivision regulations.
- B. The planning commission, upon recommendation from the Health District may increase the size of any or all lots in the subdivision, or may deny approval of the subdivision.
- C. Each lot shall front on a public thoroughfare or approved private street except those approved under section 2.4.7 of these regulations. The minimum lot sizes, widths, setbacks, and frontage shall be as specified as follows:

1. Lot Area Requirements:

- For subdivisions without access to public sewer and/or public water, Minimum lot area shall be based on the results of a soil evaluation and Health District Review performed under OAC chapter 3701-29 (See Health District guide in Appendix VII of these regulations).
- Minimum lot sizes For subdivisions with public sewer and public water shall be:
8,000 square feet for Single/Double/Triple Family Development
2,500 square feet for Multifamily Development

2. Setback Requirements:

3. Lot Frontage Requirements

Minimum lot frontage is based on the Ross County Thoroughfare Plan, and Article IX of these regulations.

Minimum Lot Frontage by Road Classification

Road Classification	Minimum Lot Frontage
Limited Access	Not applicable (no access permitted)
CLASS I	320 ft. or 420 ft Combined Frontage (shared access)
CLASS IIa	320 ft. or 420 ft Combined Frontage (shared access)
CLASS IIb	230 ft. or 330 ft. Combined Frontage (shared access)
CLASS III	60 ft. with Central Sewer and Public Water 80 ft with Central Sewer but no Public Water 100 ft with No Central Sewer

D. Lot Depth to Width Ratio

Lot depth to width ratio shall not exceed 4 to 1, with width being measured along the public right of way line (or along the setback line in the case of lots fronting cul-de-sacs) and depth being measured where the rear lot line is furthest from the front lot line.

E. Lot Orientation

1. Residential lots shall front on a dedicated public street (existing or proposed) or on private street meeting public street standards. All side lot lines where practicable should be at approximate right angles to street lines or radial to curving street lines, unless a variation from these rules will give a better street or lot plan. Variations are permitted to accommodate barriers such as streams and existing utility easements. However, side lot lines shall not deflect more than (30) degrees from the perpendicular in relation to street centerlines. A side lot line shall maintain the same angle of deflection between the front lot line and the minimum building setback line as established by the zoning resolution or these Regulations.
2. The lot line common to the street right-of-way shall be the front line. All lots shall face the front line and a similar line across the street. Wherever feasible, lots shall be arranged so that the rear line does not abut the sideline of an adjacent lot.

F. Double Frontage Lots and Access to Lots

1. Double frontage and reversed frontage lots shall be avoided except where necessary to provide separation of residential development from traffic arterials or

to overcome specific disadvantages of topography and orientation. Residential lots abutting arterial or collector streets, where marginal access streets are not desirable or possible to attain, shall be designed as reverse lots or with side lot lines parallel to the major traffic streets. These requirements may be waived by mutual consent of the planning commission and the county engineer.

2. Lots may not be created by dividing land at the end of stub streets in adjacent subdivisions, such stub streets being intended to promote continuity of street systems in adjoining subdivisions.
3. Fifty (50) feet (minimum) of additional lot depth or a buffer strip may be required where a residential lot in a subdivision backs up to a railroad right-of-way, a high pressure gasoline or natural gas line, open drainage ditch, an arterial street or interstate highway, an industrial area or other existing land use which may have a detrimental effect on the residential use of the property, and where no local street is provided at the rear of such lot.

G. Easements

1. Location of utility line easements within the road right-of-way shall be located outside of the improved portion of the roadway. Utility easements may also be located along the front of line or centered on the rear or side lot line as necessary for utility lines. Easements shall give access to every lot, park or public grounds. Such easements shall be a total of not less than twenty (20) feet wide.
2. Recommendations on the proposed layout of telephone and electric company easements should be sought from all of the utility companies serving the area. It shall be the responsibility of the subdivider to submit copies of the preliminary plan to all appropriate public utility companies.
3. Easements shall be provided for storm drainage purposes. Such easements shall conform substantially with the lines of any natural water course, channels, streams or creeks which traverse the subdivision or for any new channel which is established to substitute for an existing natural watercourse, channel, stream or creek. Such easements shall be of sufficient width to provide adequate area for maintenance, however shall not be less than twenty (20) feet. Provisions of an easement in no way make any political subdivision responsible for maintenance of storm water facilities.
4. Whenever practicable, the utilities shall be placed underground, according to the standards of the appropriate utility company.
5. The location of mailboxes and similar structures in the right-of-way of a public or private street shall be constructed so as to not create a hazard to the public and shall be constructed pursuant to standards of the Ohio Department of Transportation.

5.7 STANDARDS FOR NONRESIDENTIAL SUBDIVISIONS

- A. In addition to the principles and standards in these Regulations, the applicant shall demonstrate to the satisfaction of the commission that the streets, parcels, blocks, and lot patterns proposed are specifically adapted to the uses anticipated and take into account

other uses in the vicinity.

- B. Proposed industrial parcels shall be suitable in area and dimension to the types of industrial development anticipated.
- C. Every effort shall be made to protect adjacent residential areas from potential nuisance from a proposed commercial or industrial subdivision, including the provision of extra depth in parcels backing up on existing or potential residential development and provisions for a permanently landscaped buffer strip when necessary.
- D. Blocks intended for commercial and industrial subdivisions shall be designed specifically for such purposes and shall include adequate provision for parking, loading and delivery services. Such blocks shall not be less than (250) feet in width and not less than (500) feet in length.
- E. Lots intended for other non-residential use shall be specifically noted and designed for such purposes, and shall have adequate provisions for off-street parking, setbacks, and loading and unloading areas.

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ARTICLE VI

STREET DESIGN AND CONSTRUCTION STANDARDS

6.1 GENERAL PURPOSE

The arrangement, character, extent, width, grade, construction and location of all streets shall conform to the Ross County Thoroughfare Plan, or subsequent amendments thereto, and shall be considered in their relation to existing and planned streets, topographical conditions, and public convenience and safety; and in their appropriate relation to the proposed uses of the land to be served by such streets. The street pattern shall discourage through traffic in the interior of a subdivision. The subdivider shall provide within the boundaries of the subdivision plat, the necessary right-of-way for the widening, continuance, or alignment of such streets in conformity with the Major Thoroughfare Plan.

6.2 STREET NAMES

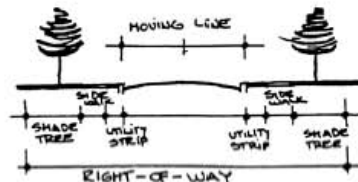
The subdivider at all intersections shall erect street name signs or numbers of a type in use throughout the county. Names of new streets shall not duplicate or nearly duplicate those of existing or platted streets, irrespective of the use of the suffix "street," "avenue," "circle," "boulevard," "drive," etc., and shall be displayed at each street intersection with street signs of the type established by the county. When a new street is a direct extension of an existing street, the name shall remain the same.

6.3 RIGHTS-OF-WAY

6.3.1 The right-of-way shall be measured from lot line to lot line and shall be sufficiently wide to contain the cartway, curbs, sidewalks, utilities, graded areas and shade trees, if required.

6.3.2 The right-of-way of a new street that is a continuation of an existing street shall in no case be continued at a width less than that of the existing street.

6.3.3 The right-of-way for roads shall be in accordance with the major thoroughfare plan, and shall provide for future development.

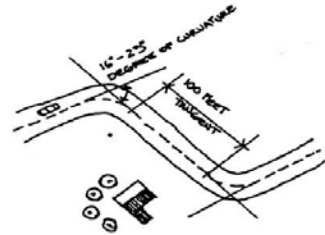


6.3.4 Right-of-Way Standards by Type of Road

Street Type	R-O-W Width (Feet)
Collector	60
Industrial	60-80
Local	50-60
Cul-de-Sac or Loop	50-60

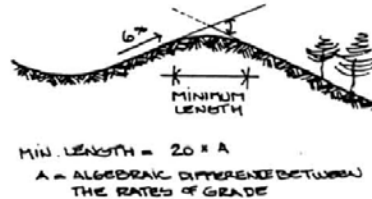
6.4 HORIZONTAL ALIGNMENT

When there is an angle of deflection of more than ten (10) degrees between two (2) centerline tangent sections of a street, a curve of adequate radius shall connect them. Between reverse curves, a minimum tangent of one hundred (100) feet shall be introduced.



6.5 VERTICAL ALIGNMENT

- 6.5.1 All changes of grade shall be connected by vertical curves of a minimum length in feet equal to twenty (20) times the algebraic difference in the rate of grade for arterial and industrial streets; for collector and local streets, fifteen (15) times.
- 6.5.2 Minimum vertical visibility shall conform to the Ohio Department of Transportation regulations in effect on the date of approval of the preliminary plat.
- 6.5.3 No street grade shall be less than 0.6 percent and in no case shall a street grade be more than three (3) percent within one hundred (100) feet to an intersection.
- 6.5.4 A minimum stopping sight distance of two hundred (200) feet.



6.6 SPECIAL STREET TYPES

- 6.6.1 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, is provided and provisions for maintenance and removal are advanced.
- 6.6.2 Dedication of new 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.

- 6.6.3 Where a double-tiered subdivision adjoins an arterial street or highway, direct vehicular access onto the arterial highway shall not be permitted.
- 6.6.4 Alleys shall not be approved in residential subdivisions, except where justified by extreme conditions. Alleys may be required in commercial and industrial districts if other provisions cannot be made for adequate service access. The minimum widths for alleys shall be twenty (20) feet for the right-of-way and eighteen (18) feet for the pavement width.

6.7 STREET DESIGN STANDARDS FOR CUL-DE-SACS AND LOOP-TYPE LOCAL STREETS (SEE PLATES I THROUGH VI IN ARTICLE VII)

TERRAIN CLASSIFICATION DEVELOPMENT DENSITY	LEVEL (0-4%) LOW MED HI			ROLLING (4-8%) LOW MED HI			HILLY (8-15%) LOW MED HI		
Right-of-way (ft)	50	50	60	50	50	60	50	50	60
Min. Pavement Width/ft curbed	20	28	28	20	28	28	20	28	28
uncurbed	20	20	20	20	20	20	20	20	20
Sidewalk Width (ft) (If required)	4	4	4	4	4	4	4	4	4
Minimum Stopping Sight Distance (ft)	See Appendix F			See Appendix F			See Appendix F		
Maximum Grade	4%	4%	4%	4%	4%	4%	4%	4%	4%
Maximum Cul-de-sac Length**	2000			1000			500		
Minimum Cul-de-sac Radius Pavement	40	40	40	40	40	40	40	40	40
Minimum Cul-de-sac Radius (ROW)	50	50	50	50	50	50	50	50	50
Minimum Center Line Radius of Streets with an Angle of Turn of:	50	50	50	50	50	50	50	50	50
(1)Between 80 and 100	200	200	200	200	200	200	200	200	200
(2)Less than 80 or More than 100	200	200	200	200	200	200	200	200	200

**6.7 STREET DESIGN STANDARDS FOR ALL LOCAL STREETS EXCEPT
CUL-DE-SACS AND LOOP-TYPE STREETS**
(SEE PLATES I THROUGH VI IN ARTICLE VII)

TERRAIN CLASSIFICATION	LEVEL (0-4%)			ROLLING (4-8%)			HILLY (8-15%)		
DEVELOPMENT DENSITY	LOW	MED	HI	LOW	MED	HI	LOW	MED	HI
Right-of-way (ft)	*50	*50	60	*50	60	60	*50	60	60
Min. Pavement Width/ft									
curbed	20	28	28	20	28	28	20	28	28
uncurbed	20	20	20	20	20	20	20	20	20
Sidewalk Width (ft) (If required)	4	4	4	4	4	4	4	4	4
Minimum Stopping Sight Distance (ft)	See Appendix F			See Appendix F			See Appendix F		
Maximum Grade	4%	4%	4%	8%	8%	8%	15%	15%	15%
Minimum Center Line Radius of Streets with an Angle of Turn of:	50	50	50	50	50	50	50	50	50
(1)Between 80 and 100	200	200	200	200	200	200	150	150	150
(2)Less than 80 or More than 100									

6.8 COLLECTOR STREET DESIGN STANDARDS (SEE PLATES I THROUGH VI IN ARTICLE VII)

TERRAIN CLASSIFICATION	LEVEL (0-4%)	ROLLING (4-8%)	HILLY (8-15%)
DEVELOPMENT DENSITY	LOW MED HI	LOW MED HI	LOW MED HI
Right-of-way Width (ft)	60 60 60	60 60 60	60 60 60
Min. Pavement Width (ft)			
curbed	32 38 38	32 38 38	32 38 38
uncurbed	24 24 24	24 24 24	24 24 24
Sidewalk Width (ft) (If required)	4 4 4	4 4 4	4 4 4
Minimum Stopping Sight Distance (ft)	See Appendix F	See Appendix F	See Appendix F
Maximum Grade	4% 4% 4%	8% 8% 8%	12% 12% 12%
Minimum Spacing when intersecting with an arterial (ft)	1320 1320 1320	1320 1320 1320	1320 1320 1320
Minimum Center Line Radius	350 350 350	230 230 230	150 150 150

6.9 STREETS FOR COMMERCIAL SUBDIVISIONS

Streets serving business developments and accessory parking areas shall be planned to connect with arterial streets so as not to generate traffic on residential streets. The intersections of driveways from parking areas with arterial or collector streets shall be located so as to cause the least possible interference with traffic movement on the streets, and shall be located not less than one hundred (100) feet from the intersection of an arterial or collector street with any other street, and shall be spaced not less than two hundred (200) feet from each other. The Ross County Planning Commission may require marginal access streets to provide maximum safety and convenience.

6.10 STREETS FOR INDUSTRIAL SUBDIVISIONS

Collector streets for industrial subdivisions shall be planned to serve industrial areas exclusively and shall connect with arterial streets so that no industrial traffic will be directed into any residential streets. The intersections of service streets from parking areas with arterial or collector streets shall not be less than one hundred (100) feet from the intersection of the arterial or collector street with any other street. Streets shall be planned to be extended to the boundaries of any adjoining land planned for industry, except for severe physical conditions or if the Ross County Planning Commission finds such extension is not in accord with the approved plan of the area.

ARTICLE VII**IMPROVEMENT STANDARDS AND SPECIFICATIONS****7.1 IMPROVEMENT STANDARDS AND SPECIFICATIONS**

- 7.1.1 Minimum improvements and construction standards required for all subdivisions shall be as set forth in this Article. All work on improvements shall be done under the supervision and inspection of the Ross County Engineer. The subdivider, as specified in Section 1.15, shall pay all inspection costs
 - 7.1.2 Prior to the final approval by the Ross County Planning Commission, the Ross County Engineer, as specified in Section 4.5 shall approve the engineering drawings and specifications for the required improvements.
 - 7.1.3 Prior to the final plat being signed by the Ross County Planning Commission, the required improvements shall be completed according to specifications as determined by the Ross County Engineer or assurance of said improvements provided as specified in Section 7.2.
 - 7.1.4 Oversize and Off-Site Improvements
 - A. If adequate utilities, streets and drainage outlets are not available within or at the boundary of the subdivision, the subdivider shall, prior to final plat approval, make all necessary provisions including the securing of necessary easements and tap-in privileges to connect the subdivision system to the existing system.
 - B. The subdivider may be required to provide reasonable easements for the required improvements to the boundary of the proposed subdivision to serve adjoining land.
 - C. The Ross County Planning Commission may require the utilities and facilities and other land improvements to have greater capacity than is required for the subdivision or to extend off-site to serve nearby land when the existing or proposed character of the area warrants such improvements, as determined by the Ross County Planning Commission. No excess capacity or off-site service extensions shall be required of the subdivider, unless the Ross County Board of Commissioners takes action for an equitable sharing of costs.
 - D. If streets or utilities are not adequate at the boundary of a proposed subdivision, and if the Ross County Planning Commission finds that the improvement or extension of these facilities would not be warranted as a special assessment to the intervening properties or as a county or township expense until some future time, the subdivider may be required to obtain necessary easements or rights-of-way and
-

construct and pay for such improvements or extensions. Such improvements shall be available for use by subdividers of adjoining land.

7.1.5 Monumentation

Monumentation (as defined in Section 4733-37-03 of the Ohio Administrative Code) shall be as specified in the Ohio Revised Code.

7.1.6 Street Improvements

- A. All materials, construction procedures, and standards shall be in accordance with the current Construction and Materials Specifications of the State of Ohio Department of Transportation or to the specifications of the Ross County Engineer. (See Plates I thru VII at the end of this Article)
- B. Pavement type shall be optional except that only one type may be used from edge to edge at any point. Continuity of type is encouraged to avoid patchwork appearance.
- C. Construction shall be accomplished in such a manner that cutting of finished pavement will not be required for utility easements.

7.1.7 Sidewalks

Sidewalks may be required along at least one side of the street within one-half mile of a school, park, or other use which generates pedestrian traffic, except that pedestrian ways may be located on dedicated land not adjacent or parallel to the street if, in the opinion of the Ross County Planning Commission, the pedestrian way provides equal or better pedestrian circulation and access. The width of the dedicated land shall be not less than ten (10) feet.

7.1.8 Street Name Signs

The Ross County Engineer shall erect street signs, and the costs of materials and installation shall be reimbursed to Ross County by the developer.

7.1.9 Internal Drainage

- A. No tile may outlet into a roadside ditch except as approved by the Ross County Engineer or Ohio Department of Transportation.
 - B. An easement of access shall be required when off-site outlets are necessary.
-

7.1.10 Water Supply

- A. A central water supply and distribution system or connection to an existing system, which provides a water supply to each lot shall be required in the event the Ross County Planning Commission determines that individual water supplies from private wells are not adequate or sufficient for the intended uses of the subdivision.
- B. The design of water systems together with the preparation of drawings and specification and the construction thereof, shall comply with the following requirements:
 - 1. Those of the Ohio Environmental Protection Agency.
 - 2. Any public or private water company involved.
 - 3. The approval of the Ross County Engineer.
 - 4. Water lines shall be located in the public right-of-way or in easements provided for that purpose.
 - 5. Where dead-ends occur, hydrants shall be installed to allow occasional cleaning.

7.1.11 Individual Wells

In the event that a centrally supplied distribution system is not required, the provision for water supply by individual wells may be approved, provided that the requirements of the Ross County General Health District Board and these regulations are met.

7.1.12 Sanitary Sewage Disposal

- A. A central sanitary sewerage system, including a lateral connection to each lot, shall be required in the event the Ross County General Health District determines that individual lot disposal systems are inadequate for the intended use of the subdivision.
 - B. The design of sanitary sewerage systems, together with the preparations of drawings and specifications and the construction thereof, shall comply with the requirements of the State Environmental Protection Agency and municipality, county, sewer district or regional sewer districts involved, the Ross County Engineer, and these regulations.
-

7.2 COMPLETION/ASSURANCE OF IMPROVEMENTS

Improvements shall be completed after the Planning Commission has approved the final plat, but before all necessary approvals are endorsed in writing on said plat, and shall be in accordance with the Planning Commission's decision and to the satisfaction of the County Engineer. All street, sanitary sewer, stormwater facilities, and other public improvements, including lot improvements on the individual lots of the subdivision, shall be made as required in these regulations, specified in the final subdivision plat and as approved by the Planning Commission. Dedication of public improvements to Ross County, free and clear of all liens and encumbrances on the dedicated property and public improvements. Such improvements will be constructed and completed in a satisfactory manner and within a period specified by the Ross County Engineer, but such period shall not exceed two (2) years unless mutually extended.

- 7.2.1. The subdivider may choose to record the subdivision plat before improvements are made by providing a surety bond. Under this option, the subdivider shall have file with the Ross County Board of Commissioners a surety bond, cashier's check or certified check for one hundred and ten percent (110%) of the installation costs of the improvements, which shall be approved by the Ross County Engineer, guaranteeing to Ross County that such improvements will be constructed and completed in a satisfactory manner and within a period specified by the Ross County Engineer, but such period shall not exceed two (2) years unless mutually extended. The bonds or checks shall not include the installation costs of the individual home wells, driveway pipe and individual home sewage treatment facilities. Said bond or checks shall be approved by the Ross County Engineer and shall be made payable to, and enforceable by Ross County and shall provide that the subdivider, their heirs, successors and assigns, their agent(s) or servant(s) will comply with all applicable terms, conditions, and requirements of these regulations. Upon completion of the improvements and approval of same in writing by the Ross County Engineer, and with the presentation of letters of certification of payment in full of all contractors, sub-contractors, suppliers of materials, engineers, surveyors, and all inspection fees or other fees incurred by the installation of the improvements by the subdivider, the bonds shall be released in writing by the Ross County Treasurer, or the cashier's or certified check may be returned to the developer.
- 7.2.2. When a portion of the improvements has, upon inspection by the Ross County Engineer, been completed, a reduction in the bonds or partial withdrawal of funds may be authorized by the Ross County Engineer, provided, however, that such reduction shall not reduce the balance of the bond below the re-estimated completion costs as of the date of reduction,
-

2008 ROSS COUNTY SUBDIVISION REGULATIONS

provided further, that all other requirements of this section have been properly executed.

- 7.2.3 In the event the developer fails to complete the installation of all improvements according to the terms and conditions of the subdivision approval, the County, upon proper notice, may complete same and appropriate such portion of money or bonds posted for the faithful performance of said work.

7.3 INSPECTION PROCEDURES

Under either of the above options, Section 4.5.7, each phase of construction work shall be inspected and approved by the appropriate officer having jurisdiction before the work is continued. No street, sidewalk, sub grade pavement course, trench pipe or other installation shall be covered before it has been inspected and approved. The subdivider shall inform the official's office that the work is ready for inspection no less than eight (8) working hours in advance of the time they expect it to be obscured by further work.

7.4 MAINTENANCE BOND

No final plat shall be approved unless the subdivider shall have filed with the Ross County Commissioners a surety bond, cashier's check or certified check for twenty-five percent (25%) of the estimated costs of the improvements to guarantee the correction of any construction defects occurring within one (1) year after the construction thereof has been approved by the Ross County Engineer. Said bond or checks shall be approved by the Ross County Engineer and shall be made payable to, and enforceable by Ross County. The Ross County Engineer shall notify the Ross County Commissioners that the subject improvements are in satisfactory condition before said bond or check is returned.

7.5 TEMPORARY IMPROVEMENTS

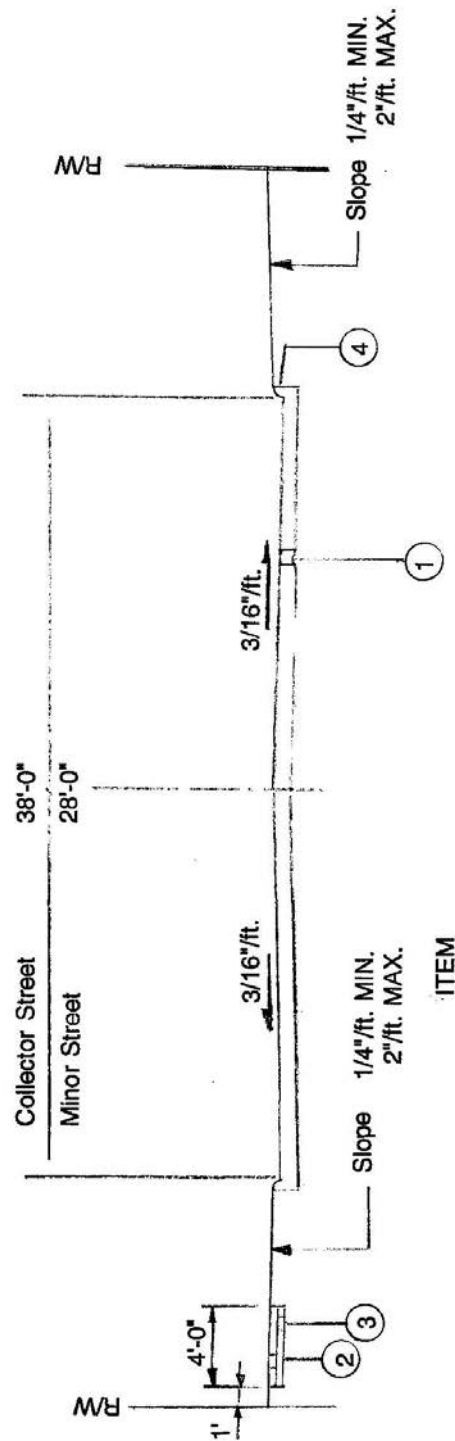
The applicant shall build and pay for all temporary improvements required by the Ross County Planning Commission and/or the Ross County Engineer and shall maintain those temporary improvements for the period specified by the planning commission. Prior to construction of any temporary facility or improvement, the subdivider shall file a separate performance guarantee with the county in the appropriate amount as determined by the Ross County Engineer for the facilities, which shall ensure that the temporary facilities will be properly constructed, maintained, removed or, if necessary, replaced with acceptable permanent improvements.

[illegible]

FOR ITEM DESCRIPTION SEE: STATE OF OHIO
DEPARTMENT OF TRANSPORTATION, CONSTRUCTION
AND MATERIAL SPECIFICATIONS.

PLATE I

MINIMUM TYPICAL CURBED SECTION PAVEMENT TYPE 452



ITEM

- ① 452 Plain Portland Cement Concrete Pavement (7" Collector - 6" Minor).
- ② 608 4" Concrete Walk.
- ③ 304 4" Subbase.
- ④ 609 Concrete Curb.

FOR ITEM DESCRIPTION SEE: STATE OF OHIO
DEPARTMENT OF TRANSPORTATION, CONSTRUCTION
AND MATERIAL SPECIFICATIONS.

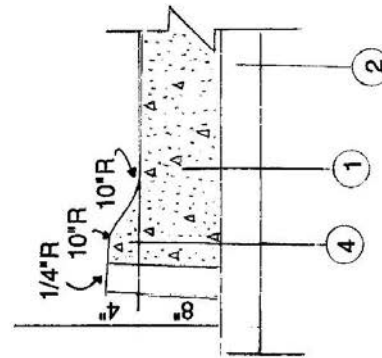
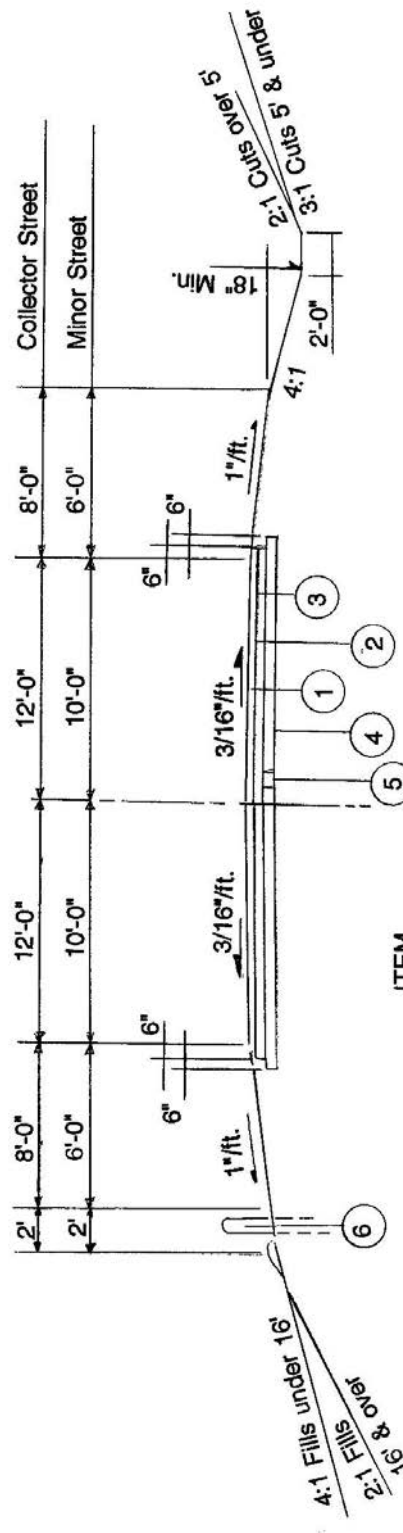


PLATE II

MINIMUM TYPICAL UNCURBED SECTION



ITEM

- 1 Asphalt Concrete (AC-20) (1 1/4" Collector - 1" Minor), Surface Course.
- 2 Asphalt Concrete (AC-20) (1 1/2" Collector - 1 1/2" Minor)
- 3 408 Bituminous Prime Coat, Primer 20, MC-30 applied at the rate of 0.40 gal. per sq. yd.
- 4 304 Aggregate Base (6" collector - 4" Minor).
- 5 304 Subbase (6" Collector - 4" Minor).
- 6 606 Guard Rail Type 4.

FOR ITEM DESCRIPTION SEE: STATE OF OHIO
DEPARTMENT OF TRANSPORTATION, CONSTRUCTION
AND MATERIAL SPECIFICATIONS.

PLATE III

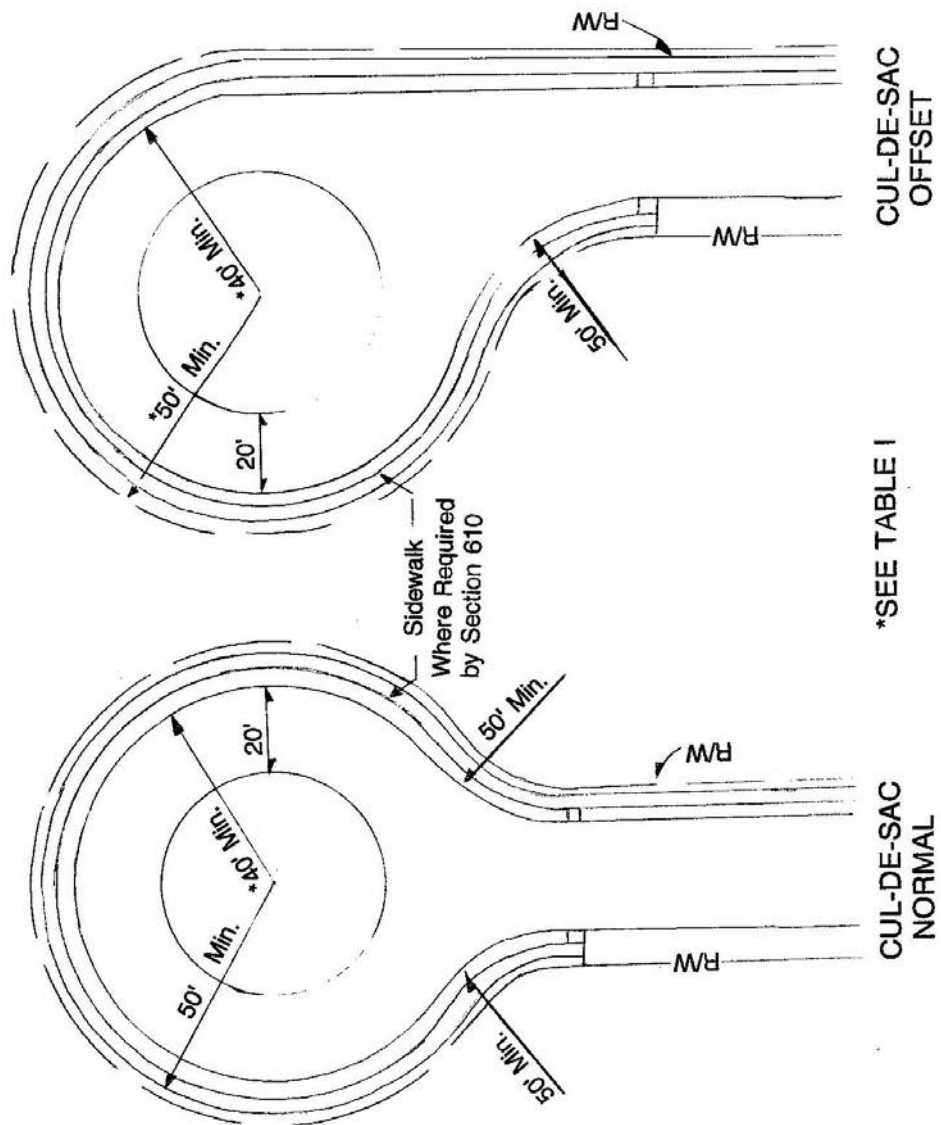
DEAD END STREET TERMINII

PLATE VI

APPENDIX I

APPLICATIONS:

- 1.0 Application for Minor Subdivision Approval.**
 - 2.0 Application for Large Lot Development Approval.**
 - 3.0 Application for Approval of Preliminary Plan (Major Subdivision).**
 - 4.0 Application for Approval of Final Plat (Major Subdivision).**
 - 5.0 Application for Approval of Final Commercial Development Plan (Major Subdivision).**
-

**APPLICATION FOR MINOR SUBDIVISION APPROVAL
ROSS COUNTY, OHIO**

Date: _____ Approval Date _____
Grantor: _____ Township _____
Grantee: _____ Road _____
Contact: _____ Parcel Number _____
Phone Number: _____ Access Permit No. _____
Fax Number: _____ Lot Split Certification _____

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

- A. An original tract consists of all land shown as a unit or as contiguous units on the last preceding general tax list and duplicate of real and public utility property.
- B. Per section 711.131 of the Ohio Revised Code, a proposed division of a parcel of land along an existing public street, not involving the opening, widening, or extension of any street or road, and involving no more than five lots after the original tract has been completely subdivided, may be submitted to the planning authority having approving jurisdiction of plats under section 711.05, 711.09, or 711.10 of the Revised Code for approval without a plat.
- C. Minor subdivision lots shall have adequate public road frontage as required by these regulations in Section 2.4.2.
- D. Minor subdivisions shall not be granted within any floodway noted in the latest Special Flood Hazard Area (SFHA) in Ross County. A minor subdivision may be granted within these areas if a NON-DEVELOPMENT restriction is placed on the deed.
- E. Minor subdivisions shall not be granted without **preliminary access approval**, and **Health District certification**.
- F. Final minor subdivision plans shall not be reviewed or approved without a metes and bounds description and survey certified by a professional surveyor licensed in the State of Ohio. Said survey must meet the Minimum Standard for Boundary Surveys, Administrative Code 4733-37 and must be approved by the County Engineer or designee.
- G. The Ross County Planning Commission, or its designee, shall not approve a minor subdivision proposed along a State Highway System without access approval from the Ohio Department of Transportation, District 9.

SIGNATURE OF APPLICANT
(or representative)

Office Use Only

Checklist

Number of Splits _____

Number of Lots < 5 acres _____

Number of Lots > 5 acres _____

Total Acres Split _____

Remainder OK___ N___

4 to 1 Ratio OK___ N___

Plat Rule OK___ N___

Floodplain Y___ N___

Road Frontage

Class I___ Class IIa___ Class IIb___ Class III___

Zoning Y___ N___

Easement Y___ N___

Easement Width___ No. Lots___

Comments:

**APPLICATION FOR LARGE LOT DEVELOPMENT APPROVAL
ROSS COUNTY, OHIO**

Date: _____ Approval Date _____

Grantor: _____ Township _____

Grantee: _____ Road _____

Contact: _____ Parcel Number _____

Phone Number: _____ Access Permit No. _____

Fax Number: _____ Health District Certification _____

Large Lot Development approval may be granted only under the following conditions:

- A. An original tract consists of all land shown as a unit or as contiguous units on the last preceding general tax list and duplicate of real and public utility property.
 - B. Per section 711.133 of the Ohio Revised Code, a proposed division of a parcel of land along an existing public street, not involving the opening, widening, or extension of any street or road, and involving the establishment of any lot within the size range of from **five acres to twenty acres**, are to be submitted to the planning authority having approved jurisdiction of plats under section 711.05, 711.09, or 711.10 of the Revised Code for approval without a plat. If the authority acting through a properly designated representative finds that a proposed division is not contrary to any applicable zoning, health, sanitary, Special Flood Hazard Area, or access management regulations, regulations adopted under division (B)(3) of section 307.37 of the Revised Code regarding existing surface or subsurface drainage, including, but not limited to, rules governing household sewage disposal systems, or regulations adopted under division (D) of section 711.133 of the Revised Code, it shall approve the proposed division within the applicable timeframe listed in division (F) of section 711.133 of the Revised Code and, on presentation of a conveyance of the parcel shall stamp the conveyance "approved by (the planning authority); no plat required" and have it signed by its clerk, secretary, or other official as designated by it.
 - C. Per Division C of Section 711.133 of the Revised Code, parcels of land to be used for agricultural or recreational purposes are exempt from approval requirements. However, on the presentation of a conveyance of such a parcel, the authority's designated representative shall stamp the conveyance "no approval or plat required under R.C. 711.133; or agricultural or recreational use only" and have it signed by its clerk, secretary, or other official as the authority may designate.
 - D. Large lot development parcels are subject to the road frontage requirements in **Article II, Section 2.4.2**, and other requirements listed in **Article II, Sections 2.4.4 through 2.4.7**.
 - E. Large lot development approval shall not be granted within any floodway noted in the latest Special Flood Hazard Area (SFHA) in Ross County. Large lot developments may be granted within these areas if a NON-DEVELOPMENT restriction is placed on the deed.
 - F. Large lot development approval shall not be granted without **preliminary access approval**, and **Health District certification**.
 - G. Final large lot development plans shall not be reviewed or approved without a
-

metes and bounds description and survey certified by a professional surveyor licensed in the State of Ohio. Said survey must meet the Minimum Standard for Boundary Surveys, Administrative Code 4733-37 and must be approved by the County Engineer or designee.

- H. The Ross County Planning Commission, or its designee, shall not approve a large lot development proposed along a State Highway System without approval from the Ohio Department of Transportation, District 9.
- I. Regulations contained in this article (Article III) shall apply to a parcel only if there is no applicable zoning regulations for lot frontage or width to depth ratios that apply to the parcel.
- J. Large lot development approval procedure and submission requirements are the same as those listed in **Article II, Section 2.3.**

SIGNATURE OF APPLICANT
(or representative)

Office Use Only

Checklist

Number of Tracts _____

Total Acres Split _____

Remainder OK ___ N ___

Floodplain Y ___ N ___

Road Frontage

Class I ___ Class IIa ___ Class IIb ___ Class III ___

Zoning Y ___ N ___

Easement Y ___ N ___

Easement Width _____ No. Lots _____

Comments:

**APPLICATION FOR APPROVAL OF MAJOR SUBDIVISION
PRELIMINARY PLAN
ROSS COUNTY, OHIO**

Date _____

1. Name of Applicant _____

Address _____

Phone _____

2. Name of Surveyor _____

Contact Person _____

Address _____

Phone _____

3. Name of Engineer _____

Contact Person _____

Address _____

Phone _____

4. Name of Subdivision _____

5. Location (Sec., Twp. No., Range, Township) _____

6. Subdivision Plan:

Type of Development _____

Number of Lots _____

Total Area _____

Type of Sewage Disposal _____

Deed Restrictions? _____

Submission Materials (No. Copies): Preliminary Plan ____
Preliminary Drainage ____
Relevant Studies ____

Signature of Applicant

OFFICE USE ONLY

Date of Meeting to be considered at _____

Action by Planning

Commission _____

Date _____

Signature

Major Subdivision Preliminary Plan Checklist

- ☐ Application (1 Copy)
- ☐ Preliminary Plan (15 Copies)
- ☐ Preliminary Erosion, Sediment, and Stormwater Control Plan (3 Copies)
- ☐ Plans Sent to Township and/or Other Gov't. Agencies, and Utilities by Planning Department.

Preliminary Plan Content:

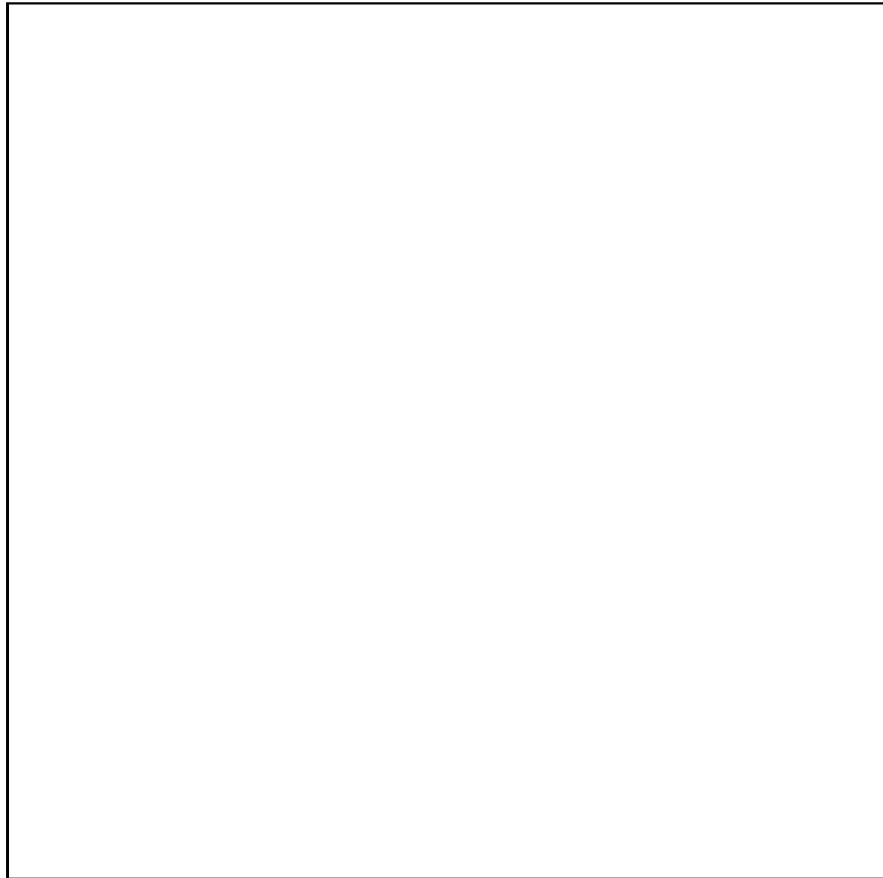
- ☐ The proposed name of the subdivision.
 - ☐ Location by section, range and township.
 - ☐ Boundaries of the entire proposed subdivision shall be drawn in heavy continuous lines with its acreage, and the boundaries of future development phases shall be delineated.
 - ☐ Name, address, and telephone number of the owner, subdivider, professional engineer, and professional surveyor with appropriate numbers and seals.
 - ☐ A north arrow, legend, bar scale, date of plan, and vicinity map.
 - ☐ Name of adjacent subdivisions, and owners of adjoining parcels, extending at least 200 ft. beyond the boundary of the proposed subdivision.
 - ☐ Topographic contours, with elevations referenced to U.S.G.S (NGVD 1983) datum, with intervals no greater than 2 feet at 5% slope, no greater than 5 feet for slopes over 5% and less than or equal to 15%, and no greater than 10 feet for slopes greater than 15%.
 - ☐ Location, width, and names of existing and proposed streets, all rights-of-ways, easements, parks, buildings, corporation and township lines, wooded areas, water courses, drainage patterns, and water bodies.
 - ☐ Location of floodways and floodplains.
 - ☐ Layout, number, dimensions, and acreage of each lot.
 - ☐ Parcels of land reserved for public use or reserved by covenant for residents of the subdivision.
-

-
- ☐ Type of water supply and wastewater disposal proposed, location and dimension of all proposed utilities and sewer lines, easements, drainage tiles, water mains, culverts, within or adjacent to the tract.

Preliminary Erosion, Sediment, and Stormwater Plan:

- ☐ Site boundaries and adjacent lands which accurately identify the site location.
- ☐ Lakes, streams, wetlands, channels, ditches, and other watercourses on and immediately adjacent to the site.
- ☐ Floodways and/or Zone A of the Floodplain as determined on the Flood Insurance Rate Map (FIRM), and indicating the map panel number.
- ☐ All off-site drainage onto or through the project site.
- ☐ Location and dimensions of storm water management components on or adjacent to site.
- ☐ Locations dimensions of structures, roads, highways, paved easements, and other impervious areas.
- ☐ Site topography [refer to Section 4.4.4(G)].
- ☐ Preliminary Post Construction Site Plan
- The layout of all proposed lots
 - The street layout with preliminary grades.
 - The proposed drainage pattern.
 - Proposed storm water control facilities including but not limited to culvert location, storm sewers, open channels, catch basins, outflows, and retention and detention ponds etc.
- ☐ Conforms to Design Standards (Article V)
- ☐ Conforms to Street Design and Construction Standards (Article VI)
- ☐ Conforms to Improvement Standards and Specifications (Article VII)
- ☐ Conforms to Road Frontage and Access Standards (Article IX)
-

Comments:



**APPLICATION FOR APPROVAL OF MAJOR SUBDIVISION FINAL PLAT
ROSS COUNTY, OHIO**

Date _____

1. Name of Applicant _____

Address _____

Phone _____

2. Name of Surveyor _____

Contact Person _____

Address _____

Phone _____

3. Name of Engineer _____

Contact Person _____

Address _____

Phone _____

4. Name of Subdivision _____

5. Date Preliminary Plan Approved _____

6. Revised Preliminary Plan Submitted? Y ____ N ____ (must be before action on final plat)

7. Subdivision Plat:

Type of Development _____

Number of Lots _____

Total Area _____

Lineal Feet of Streets _____

Area Dedicated for Public _____

Type of Sewage Disposal _____

Submission Materials (No. Copies): Final Plat ____
Final Sed., Eros., Drainage Plan ____
Relevant Studies ____
Construction Drawings ____
Improvement Assurance ____

OFFICE USE ONLY

Date of Meeting to be considered at _____

Action by Planning

Commission _____

Date _____

Signature

Major Subdivision Final Plan Checklist

- ☐ Application (1 Copy)
- ☐ Final Plat (15 Copies)
- ☐ Final Erosion, Sediment, and Stormwater Control Plan (3 Copies)
- ☐ Engineering Drawings (3 Copies)
- ☐ Plans Sent to Township and/or Other Gov't. Agencies, and Utilities
- ☐ Completion/Assurance of Improvements

Final Plat Content:

- ☐ The name by which the subdivision will be recorded.
 - ☐ The location of the subdivision by section, range, municipality, township, or other legal description; county and state; show all corporation and section lines.
 - ☐ Graphic scale, north point and date of the survey.
 - ☐ The plat boundaries with lengths of courses to hundredths of a foot and bearing to half minutes.
 - ☐ Bearings and distances to the nearest established street lines, municipal, township, county or section lines or corners, and permanent monuments, which shall be accurately described or located on the plat.
 - ☐ The names and locations of abutting subdivisions and the owners of record (as of the last preceding tax roll) of adjacent parcels of unsubdivided land.
 - ☐ The accurate location of all existing and proposed streets and alleys within the subdivision including names, bearings or angles of intersection, right-of-way and pavements widths, lengths of all arcs, radii, points of curvature and tangent bearings. Also, show the location, name and width of right-of-way and pavement for any known abutting street or alley.
 - ☐ The accurate location of all easements, including the width, use and notations to indicate whether easements are dedicated or reserved and to show the limitations of each easement. Also show the same information for any known abutting easements.
 - ☐ The location of all lots, showing the lot lines with accurate dimensions to hundredth of a foot; accurate bearings or angles to street, alley or crosswalk lines;
-

building setback lines and lot numbers. When lots are located on a curve, the lot width at the setback line should be shown.

- ☐ The total area of the subdivision in acres and fractions of an acre, including the acreage of land in lots, streets and other rights-of-way and land to be dedicated or reserved for public use. Also, show the total lineal feet of all streets and other rights-of-way.
- ☐ Protective covenants and deed restrictions, if any, for all sections of the plat.
- ☐ Certification that the applicant(s) is(are) the owner(s) or agent(s) of the owner(s), of the land under consideration, and acknowledgment by the owner(s), or agent(s) of his(her)(their) adoption of the plat and dedication of streets and other public areas.
- ☐ Certification by the surveyor that the survey was made by him\her and that the details of the plat are accurate. He\she shall also certify that all monuments and property markers are correctly drawn and actually in place or will be placed.
- ☐ Certification of approval of the following where applicable:
6. street, drainage, or other engineering plans and installments by the County Engineer
 7. provisions for sanitation by the health officer having jurisdiction.
 8. permit to install sewerage facilities and proof that the appropriate sewage treatment provider will accept wastewater from the subject subdivision.
 9. acknowledgment by appropriate county official that bond, certified check or other documents, to assure improvements have been received, in accordance with Section 4.5.7.
 10. Acknowledgment by appropriate county official that the inspection fee has been received, in accordance with Section 4.5.8.
 6. Statement of acceptance of streets and other public areas and facilities by Ross County Board of Commissioners.
- ☐ **Note on the plat stating: "Ownership of the reserve area shall be into indivisible equal shares among all lot owners in the storm water maintenance district of the subdivision. There shall be inserted into each deed passing title to any of the land herein by the owner or developer a note indicating as such."**
-

Final Erosion, Sediment, and Stormwater Plan

- ☐ Post Construction Site Plan
- ☐ Site Specific Sediment and Erosion Control Plan/Construction Phase
- ☐ Stormwater Management Control Plan/Post-Construction Phase
- ☐ Financial Security
- ☐ Permanent Ground Surface Cover
- ☐ Final Inspection: Notice of Permanent Stormwater Control Measures

Other Standards

- ☐ Conforms to Design Standards (Article V)
- ☐ Conforms to Street Design and Construction Standards (Article VI)
- ☐ Conforms to Improvement Standards and Specifications (Article VII)
- ☐ Conforms to Road Frontage and Access Standards(Article IX)

Comments:

APPENDIX II**REQUIRED STATEMENTS AND SIGNATURES TO BE AFFIXED ON THE PLAT**

REQUIRED STATEMENTS:

Situated in Virginia Military Survey Number ____ (or Section _____, Township _____, Range _____,) Township of _____, County of Ross, Ohio, containing _____ acres and being the same tract as conveyed to _____ described in the Deed recorded in Deed Book _____, at Page _____ Ross County, Ohio.

The undersigned _____ hereby certifies that the attached plat correctly represents their _____, a subdivision of lots _____ to _____ inclusive, do hereby accept this plat of same and dedicate to public use as such all or parts of the roads, boulevards, cul-de-sacs, parks, planting strips, etc., shown herein and not heretofore dedicated.

IN WITNESS THEREOF, _____ day of _____, 20 ____.

Witness _____ Signed _____
 _____ Signed _____

I do hereby certify that I have surveyed the premises and prepared the attached plat and that said plat is correct. I further certify that all monuments and boundary markers are correctly drawn and actually in place or will be placed.

 Surveyor No. _____

STATE OF OHIO, COUNTY OF ROSS ss:

Before me, a Notary Public, in and for said County and State personally came _____, who acknowledged the signing of the foregoing instrument to be his/her/their voluntary act and deed for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this _____ day of _____, 20 ____.

 Notary Public, State of Ohio
 My Comm Exp: _____

REQUIRED APPROVALS:**Outside the subdivision platting jurisdiction of the City of Chillicothe**

Approved this ____ day of _____, 20 ____.

Ross County Engineer

Dated: _____

Approved this ____ day of _____, 20 ____.

Ross County General Health District

(If sewer or water systems are not available)

Approved this ____ day of _____, 20 ____.

Township Zoning Board
(Where applicable)

Approved this ____ day of _____, 20 ____.

Chairman, Ross Co. Planning Comm._____
Secretary, Ross Co. Planning Comm.

The land for roads, boulevards and other improvements herein described to public use are hereby accepted as such for the County of Ross, State of Ohio.

This acceptance becomes void unless this plat is filed for transfer and recording within 30 days after the date of such action.

Ross County Board of Commissioners

Transferred this ____ day of _____, 20__.

Ross County Auditor

Filed for Record this ____ day of _____, 20__ at _____. Recorded
this ____ day of _____, 20__, in Plat Book ____, Page ____.

Ross County Recorder

**Within the subdivision platting jurisdiction of the City of Chillicothe outside
the corporation limits**

Approved this ____ day of _____, 20__.

Ross County Engineer

Dated _____

Approved this ____ day of _____, 20__.

Ross County General Health District

(if sewer or water systems are unavailable)

Approved this ____ day of _____, 20__.

Township Zoning Board
(Where applicable)

Approved this ____ day of _____, 20__.

Secretary
Chillicothe Planning Commission

The land for roads, boulevards and other improvements herein described to public use are hereby accepted as such for the County of Ross, State of Ohio.

This approval and acceptance becomes void unless this plat is filed for recording within 30 days after the date of such action.

Ross County Board of Commissioners

Transferred this ____ day of _____, 20____.

Ross County Auditor

Filed for Record, this ____ day of _____, 20____ at _____.

Recorded this ____ day of _____, 20____, in Plat Book _____, at Page _____.

Ross County Recorder

APPENDIX III**DEFINITIONS****ALLEY**

An unnamed public or private dedicated right-of-way less than twenty 22 feet wide serving as a secondary means of access to the property.

APARTMENT

Four (4) or more dwelling units in one (1) structure.

BLOCK

A parcel of land bounded or intended to be bounded on all sides by a street or streets.

BUILDING SETBACK LINE

A line indicating the minimum horizontal distance permitted between a street right-of-way line, easement, or other public use.

COMMISSION

The Ross County Planning Commission.

COUNTY

Ross County, State of Ohio.

COUNTY BOARD OF COMMISSIONERS

Administrative authority of Ross County.

COUNTY ENGINEER

The Engineer of Ross County, or his designated agent.

CUL-DE-SAC

A short local street, having (1) end open to motor traffic, the other end being terminated by a vehicular turn-around.

DEAD END STREET

A street right-of-way having one (1) outlet for motor traffic and not containing a permanent vehicular turnaround.

DEDICATION OF LAND

The transfer of private property to public ownership upon written acceptance.

DITCH

A drainage course with an earth or artificial bottom throughout most of its length.

DRIVEWAY

A way for vehicular traffic over a lot in private ownership

EASEMENT

A grant by the owner of land for a specific use such as public utilities.

ENGINEER

An individual authorized to practice civil engineering as defined by Occupations-Professions of the State of Ohio, due to his or her registration in said state.

FLOODPLAIN

Any land area susceptible to being inundated by flood waters from any source.

FLOODPROOFING

Protective measures added to or incorporated in a building that is not elevated above the base flood elevation to prevent or minimize flood damage.

FLOODWAY

The stream channel and that portion of the adjacent floodplain which must remain open to permit passage of the base flood.

FLOODWAY FRINGE

The portion of the floodplain lying on either side of the floodway.

FRONTAGE

Frontage shall mean the minimum frontage required by the appropriate subdivision or zoning regulations whichever is greater. Frontage further means that portion of a lot or tract of land, which directly abuts a public road and has access thereto.

IMPROVEMENTS

Street pavements, with or without curb and gutter, sidewalks, sanitary, storm, and water lines, erosion control, or any other appropriate items.

LAND USE PLAN

The long range plan for the desirable use of land in Ross County as officially adopted, and as amended from time to time by the Planning Commission.

LOT

For the purposes of these regulations, a lot is a parcel of land of sufficient size to transfer.

LOT, AREA

The area of the lot exclusive of the right-of-way.

LOT, CORNER

A lot abutting upon two (2) or more streets at their intersection.

LOT, DEPTH

The average horizontal distance between the front and rear lot lines.

LOT, FLAG OR PIPESTEM

A lot which does not meet minimum frontage or width depth ratio requirement, and which is configured in such a way as the bulk of the lot is connected to said lot's means of access by a narrow strip of land (a "pipestem" or "panhandle") which is part of said lot.

LOT INTERIOR

A lot other than a corner lot with only one front on a street.

LOT, WIDTH

The horizontal distance between side lot lines measured along the chord length at the minimum setback line in the case of lots facing cul-de-sacs, and along the right-of-way line in all other cases.

LOT, THROUGH

A through lot is a lot other than a corner lot with frontage on more than one (1) street.

MAY

May is permissive and not mandatory.

PERFORMANCE BOND

An agreement by and between a contractor and a bonding company in favor of the subdivider or by and between a subdivider and bonding company in favor of the County, guaranteeing the completion of physical improvements.

PLANNED UNIT DEVELOPMENT

Any development of a tract of land for a complex of buildings which are planned as an entirety.

PLAT

A drawing of the subdivision prepared for recording in accordance with these regulations.

PLAT FINAL

A final map of the subdivider's plan of subdivision, or an area which has or is about to be subdivided by means of recording a final plat.

PRELIMINARY PLAN

A tentative subdivision plan, in lesser detail than a final plan, showing approximate street and lot layout on a topographic map as a basis for consideration prior to preparation of a final plan. A preliminary plan also requires other plans, supplemental data, and comments as set forth in these regulations.

RIGHT-OF-WAY

The land between property lines utilized as street, alley, or crosswalk.

SHALL

Shall is mandatory and not permissive.

SPECIFICATIONS AND STANDARDS

Those specifications and standards, as determined by the Board of Ross County

Commissioners, which shall govern the construction of the subdivision within the jurisdiction of these regulations.

SUBDIVIDER

Any person, persons, or corporation or duly authorized agent who undertakes the subdivision of land.

STORM WATER FACILITIES

All facilities, channels, and areas, which serve to convey, filter, store, and/or receive stormwater, either on a temporary or permanent basis.

STREET

The full width between property line bounding every public way.

STREET, COLLECTOR

A street which carries traffic from minor streets to arterial or major streets, including the principal entrance streets of a residential development and streets for circulation within such a development as designated on the thoroughfare plan.

STREET, COMMERCIAL-INDUSTRIAL

A public thoroughfare designated for a particular use, such as serving commercial-industrial Areas.

STREET, LOCAL OR MINOR

A local street is a short or low volume street, or cul-de-sac. The primary purpose of a local street is to conduct traffic to and from dwelling units to other streets within the hierarchy.

STREET, MAJOR AND MINOR ARTERIAL

A principal or heavy traffic street of considerable continuity and used primarily as a traffic artery for intercommunication among large areas as designated on the thoroughfare plan.

STREETS, MARGINAL ACCESS

A minor street which is generally parallel and contiguous to an expressway, freeway, parkway, or any other major street, and is so designed as to intercept, collect, and distribute traffic desiring to cross, enter, or leave such traffic artery and which provides access to abutting properties and protection from through traffic.

SURVEYOR

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

SWALE

A natural or constructed shallow watercourse for collecting water within a lot or several lots.

VICINITY MAP

A drawing at a reduced scale, located on the final map, which shows enough of the general area around the subdivision in question so as to locate and orient said subdivision.

COOPERATIVE AGREEMENT BETWEEN THE CHILLICOTHE PLANNING
COMMISSION AND THE ROSS COUNTY PLANNING COMMISSION FOR THE
REVIEW AND APPROVAL PROCESS OF MAJOR AND MINOR SUBDIVISION PLAT
WITHIN THREE-MILE EXTRATERRITORIAL JURISDICTION OF THE CITY OF
CHILLICOTHE

This agreement is made and entered into this 18 day of October, 2016,
by and between the Ross County Planning Commission and the Chillicothe Planning
Commission.

Whereas the Chillicothe Planning Commission adopted a plan for the major
streets and thoroughfares and for parks and other open public grounds of the city or any
part of it, and for the unincorporated territory within three miles of the corporate limits of
the city or any part of it, then no plat of a subdivision of land within that city or territory
shall be recorded until it has been approved by the city planning commission and that
approval endorsed in writing on the plat. R.C. 711.09(A)(1)

Whereas the townships located in the unincorporated territory within three miles
of the corporate limits of the City of Chillicothe have not adopted zoning, the City of
Chillicothe retains jurisdiction over the said three mile extraterritorial area of the county
for purposes of approving plats pursuant to R.C. 711.09(A)(2)

Whereas R.C. 711.10(C) permits a county planning commission and a city
planning commission to cooperate and agree by written agreement that the approval of
a plat by the city planning commission as provided in R.C. 711.09, shall be conditioned
upon receiving advice from or approval by the county planning commission.

Whereas R.C. 711.10(B) states that a "county or regional planning commission
may require the submission of a preliminary plan for each plat sought to be recorded. If
the commission requires this submission, it shall provide for a review process for the
preliminary plan. Under this review process, the planning commission shall give its
approval, its approval with conditions, or its disapproval of each preliminary plan. The
commission's decision shall be in writing, shall be under the signature of the secretary
of the commission, and shall be issued within thirty-five business days after the
submission of the preliminary plan to the commission. The disapproval of a preliminary
plan shall state the reasons for the disapproval. A decision of the commission under this
division is preliminary to and separate from the commission's decision to approve,
conditionally approve, or refuse to approve a plat under division (C) of this section."

Whereas R.C. 711.09(C) requires the approval of a plat be endorsed on the plat
within thirty (30) days after the submission of the plat for approval or within such further
time as the applying party may agree to; otherwise that plat is deemed approved, and

the certificate of the planning commission, as to the date of the submission of the plat for approval and the failure to take action on it within that time, shall be issued upon demand and shall be sufficient in lieu of the written endorsement or other evidence of approval required by this section.

Whereas R.C. 711.09(C) states approval of a plat shall not be an acceptance by the public of the dedication of any street, highway, or other way or open space shown upon the plat.

Whereas the Ross County Planning Commission and the Chillicothe Planning Commission desire to enter into a cooperative agreement regarding the review and approval process for major and minor subdivision plats for the unincorporated territory within three-miles of the corporate limits of the City of Chillicothe.

The Ross County Planning Commission and the Chillicothe Planning Commission, in consideration of the foregoing and subject to the terms and conditions set forth below agree to the following review and approval process for major and minor subdivision plats located in the unincorporated territory within three-miles of the corporate limits of the City of Chillicothe:

A. Major Subdivision Review and Approval Process:

1. Optional Sketch Plan – Staff review
2. Preliminary Plan – Staff review (defined in Section C below)
3. Preliminary Plan – Ross County Planning Commission review
4. Final Plans and Plat – Staff review
5. Final Plan and Plat – Ross County Planning Commission review
6. Final Plan and Plat – Chillicothe Planning Commission review
7. The approval of each planning commission shall be endorsed on the plat within thirty (30) days after the submission of the final Plan and Plat for approval or within such further time as the applying party agrees. All extensions of time agreed to by the applying party must be in writing and signed by the party and each planning commission's designated representative.
8. No plat shall be endorsed as "approved" unless:
 - a. the final plat meets County Engineer and County Auditor Transfer and Conveyance Standards;

- b. public improvements are constructed and inspected to meet county improvement standards and a maintenance bond is filed; or when applicable, a development agreement and a surety/performance bond is filed with the Ross County Board of Commissioners prior to construction; and
 - c. all conditions of approval, guarantees, agreements and the like have been met.
 - 9. Other Certifications and Signatures as applicable.
 - 10. Final plan/plat shall be recorded by the developer/owner with the Ross County Recorder in accordance with Chapter 711 of the R.C. and other applicable laws.
- B. Minor Subdivision/Lot Split and Large Lot Development Review and Approval Process
 - 1. Minor subdivisions or lot splits shall be reviewed and approved by the Ross County Planning Commission in all unincorporated areas of Ross County.
 - 2. "Access Management" of Ross County, Ohio shall govern all access to all divisions of land and new access within the area.
- C. Staff review shall include:

Chillicothe Planning Commission Chairperson (or designee), City of Chillicothe Engineer (or designee), Ross County Planning Commission Chairperson (or designee), Ross County Engineer (or designee), Ross County Planning Commission Secretary, representative from Ross County Soil and Water District, representative from Ross County Health District (when applicable), and representative from Ohio Department of Transportation (when applicable).

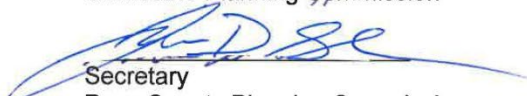
Signed:


Secretary
Chillicothe Planning Commission

10-12-16
Date


Chairperson
Chillicothe Planning Commission

10-12-16
Date


Secretary
Ross County Planning Commission

10-18-16
Date


Chairperson
Ross County Planning Commission

10-18-16
Date

Approved as to Form:


Chillicothe Law Director

Date


Ross County Prosecutor

9/26/2016
Date

**ENVIRONMENTAL HEALTH**

150 East Second Street
Chillicothe, Ohio 45601
Phone: 740.775.1158 Fax: 740.779.9615

Steps for Obtaining Approval of Subdivision and New Lots

1. The applicant must clearly stake the proposed corners/property lines on site. All vegetation including crops must be mowed or harvested prior to the health district site review.
2. The applicant must obtain a soil evaluation in accordance with OAC 3701-29-07 from a professional soil scientist for each proposed lot under 5 acres. A list of professional soil scientists can be provided.
3. The Applicant must submit the application with appropriate fee, the soil evaluation, and a scaled drawing including:
 - a). The acreage of the proposed lot and the total land area of the proposed subdivision/lot split.
 - b). Proposed lot lines with detail on site conditions including vegetation and drainage features.
 - c). All relevant information regarding previous land use including existing and proposed easements or right-of-ways, utilities, structures, wells, foundations, roads, drainage features and waterways.
 - e). Topographic detail with contour lines sufficient to determine slope and adequate length along contour for sewage treatment areas. This topo map is usually included in the soil report.

Anyone proposing a lot split/subdivision may use previously prepared drawings such as a survey, aerial photograph or soil evaluation for preliminary review.

4. The health district will conduct an on-site visit using the submitted materials to determine compliance with OAC 3701-29. If the health district determines that the provisions of the rule can be met, preliminary approval of the lot will be given.
5. Upon receiving preliminary approval, a survey prepared by a professional surveyor shall be obtained and submitted to the health district for final approval of the lot split.

www.rosscountyhealth.com info@rosscountyhealth.com
Equal Opportunity Employer



ENVIRONMENTAL HEALTH

150 East Second Street
Chillicothe, Ohio 45601
Phone: 740.775.1158 Fax: 740.779.9615

Steps for Obtaining a Sewage Treatment System Installation Permit

1. The first step is to obtain a **soil evaluation** from a professional soil scientist. A list of professional soil scientists can be provided.
2. When the soil evaluation is completed, the soil report is given to a designer or a registered installer for preparation of a **design plan**. The designer will be required to lay out the system on the site using flags or marking paint.
3. Take the design plan and the soil evaluation with you to the health department where you will complete a **Site Review Application**. The site review application form with fee is then submitted to the health district for review.
4. If the minimum specifications for the soil evaluation and design plan are met, EH staff conducts an on-site review with the submitted information. If the system layout complies with applicable regulations, the health district will issue a **Site Review Approval**. The lot must be staked and property lines clearly marked at this time. Primary and secondary sewage treatment areas must be protected from disturbance. The designer and/or installer may be required to be present during the site review inspection.
5. The Site Review Application is approved. The sanitarian informs client that the Installation Permit can be issued. The **Site Review Approval is valid for a period of five years** provided there are no changes to the site conditions or the design, including the source.
6. The applicant purchases the **Installation Permit** and **Operation Permit** and assures that the system will be installed in accordance with the approved site review. The system must be installed by a registered installer.

www.rosscountyhealth.com info@rosscountyhealth.com

Equal Opportunity Employer

MAJOR SUBDIVISION REVIEW PROCESS:

- I. PRE-APPLICATION CONFERENCE AND SKETCH PLAN REVIEW – Prior to preparing a preliminary plan and submitting an application for preliminary plan approval, consultation with Planning Commission staff and submission of a sketch plan is highly recommended. Sketch Plan should include an air photo showing existing parcel lines, proposed lots and public improvements, and generally to scale. A sketch plan shall not constitute formal submission for Planning Commission review and approval.
- II. PRELIMINARY PLAN – The subdivider having determined to proceed with a preliminary plan shall submit Plans obtain preliminary approval. All items submitted shall be prepared by either a registered surveyor and/or a registered professional engineer, as is appropriate.
 - a. Contents of Preliminary Plan:
 - i. Preliminary stormwater and sediment and erosion control plan
 - ii. Preliminary Plat showing all future phases of development.
 - b. Staff Review prior to Planning Commission Meeting
 - i. Official Filing Date Begins
 - ii. Chillicothe Planning Commission staff involved if within three-miles of city limit.
 - c. Ross County Planning Commission Review at Regular Monthly Meeting. The Commission shall give its approval, its approval with conditions, or its disapproval of each preliminary plan. This action will be forwarded in writing to the Chillicothe Planning Commission if within three-mile limit.
- III. FINAL PLAT AND CONSTRUCTION DRAWINGS – The final plan shall generally conform to the preliminary plan and shall incorporate all changes required by the Ross County Planning Commission.
 - a. Contents of Final Plan and Plat:
 - i. Construction drawings for all public and private improvements
 - ii. Final Stormwater, Sediment and Erosion Control Plans
 - b. Staff Review prior to Planning Commission Meeting
 - i. Official Filing Date begins
 - ii. Chillicothe Planning Commission staff involved if within three-miles of city limit.
 - c. Ross County Planning Commission: At the regularly scheduled meeting, the Planning Commission shall give its approval, its approval with conditions, or its disapproval of the plat in compliance with Division C of Section 711.10 of the Revised Code.
 - d. Final Plat Approval by Chillicothe Planning Commission (Developers responsible for submission to Chillicothe Planning Commission if within three mile limit)
 - e. Construct Improvements; or File a Surety Bond for 110% of construction cost
 - f. File 25% Maintenance Bond
 - g. Obtain signatures and certifications on final plat
 - h. Record Plat

9/1/2016

TRANSFER AND CONVEYANCE STANDARDS

TRANSFER AND CONVEYANCE STANDARDS
OF THE ROSS COUNTY AUDITOR
AND THE ROSS COUNTY ENGINEER
ADOPTED PURSUANT TO OHIO REVISED CODE SECTION 319.203

EFFECTIVE JUNE 2, 1997

In addition to the requirements as set forth in the Ross County Land Conveyance Standards as adopted under Ohio Revised Code 319.203, all new metes and bounds descriptions, and all requirements for plats of survey must incorporate the principles and minimum standards of good surveying, engineering, and draftsmanship as defined and amended by Administrative Code Chapter 4733-37 pursuant to Chapter 119 of the Revised Code and the State Board of Registration for Professional Engineers and Surveyors of the State of Ohio.

Charles R. Ortman
Ross County Engineer

Tom Spetnagel Jr.
Ross County Auditor

PROCEDURE FOR SUBMITTAL OF LEGAL DESCRIPTIONS/CONVEYANCES
OF REAL PROPERTY FOR REVIEW BY COUNTY ENGINEER & COUNTY AUDITOR

I. General And Specific Requirements For All Documents of Transfer

A. Pre-Approval

1. It is recommended and preferred that all applicable descriptions be verified or "pre-approved" by the map office no less than two working days prior to transfer.
2. Descriptions in land contracts shall be presented for approval to avoid potential problems when the contract is satisfied and a deed is made.

B. New Descriptions

1. All new pre-approved descriptions for property under five acres will need Board of Health and Planning Commission approval prior to transfer. This includes land contracts.
2. If the description is a new split within a village/city jurisdiction, and if required to do so, it will need village/city approval prior to submission to the map office for transfer.

C. Existing Descriptions

1. All existing descriptions, including land contracts, are recommended to be reviewed and checked prior to transfer.

D. Parcel Identification Numbers

1. The document of transfer shall include the parcel identification number(s) of the land and the current site address of the property, if any.

E. Measurement

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TRANSFER AND CONVEYANCE STANDARDS

1. All measurements will be documented in the Old English (U.S. Foot) System. Because of ODOT requirements, metric measurement may also be included, when applicable.

F. All corrective deeds shall explain the corrective action being taken in the deed.

G. All documents transferring an interest in real property that are subject to O.R.C. 319.20, including all court orders and certificates of transfer, shall contain all of the following:

1. Reference to Prior Instrument of Record.

A reference to the volume and page of the record of the next preceding recorded instrument by or through which the grantor claims title as required by O.R.C. 319.20.

2. Tax Mailing Address of Grantee.

A statement of the complete tax mailing address of the grantee or any one of the grantees, as required by O.R.C. 319.20.

3. Identification of Interest Conveyed.

The grantor shall inform the County Auditor in writing whether the grantor is conveying less than the grantor's current interest in the land.

4. Instruments to Conform to Law.

All deeds and other instruments transferring an interest in Real Property shall conform to the laws of Ohio or to the law of the place where the instruments were executed.

5. Document of Transfer Shall Include Parcel Number and Address.

The document of transfer shall include the County Auditor's parcel number(s) of the land and the current site address of the property, if any.

6. Conveyance Forms.

No instruments will be transferred unless accompanied by a properly completed DTE 100 or DTE 100EX conveyance form and DTE 101 and DTE 102, when applicable.

7. Original Required.

The document of transfer must have the original signature of the grantor or affiant. In most cases, a copy of a court order will be accepted, but the copy must bear the signature of a judge and show on its face that it has been filed with the clerk of court or be a certified copy from the clerk of courts.

H. Special Transfers

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9/1/2016

TRANSFER AND CONVEYANCE STANDARDS

1. Transfer by Affidavit of Survivorship Interest shall be made pursuant to O.R.C. 5302.17, as amended from time to time, upon certificate of transfer or upon affidavit and certified copy of a death certificate of the deceased joint tenant.

2. A transfer under the law of descent and distribution, when no administration of the estate of the decedent is had in the probate court, shall be made pursuant to affidavit under O.R.C. 317.22. The affidavit required by this division shall be accompanied by a certified copy of the death certificate of the decedent, or by some other official acknowledgment adequately evidencing the death of the decedent.

II. Requirements for All Recorded Lots of Record.

A. All instruments conveying a recorded lot in a municipality or recorded subdivision must designate the current lot number(s), the Plat Book and Page Number, the prior recorded deed reference, the parcel identification number(s), and the street address. It is required that the official recorded name of the addition or subdivision be listed, when applicable.

B. Any split or portion of a recorded lot must have an accurate metes and bounds or acceptable and identifiable description to establish a tax structure for the portion being conveyed and to determine the residue or balance left. This will enable the County Auditor and the County Engineer's Map Office to determine an accurate tax parcel delineation based on current tax maps.

C. Any area being conveyed in what is commonly known as an "unrecorded plat" must have a metes and bounds description.

III. Requirements for All Existing metes and Bounds Descriptions of Record.

A. All existing metes and bounds descriptions of record, which do not create or alter the current tax structure of a parcel will be checked by the map office to verify and identify to the County Auditor the tax parcel to be conveyed.

B. All existing metes and bounds descriptions of record must be described verbatim as witnessed by the instrument of previous record and transfer. The correction of scrivener errors, omissions or other obvious mistakes are permitted in order to make the description more accurate.

C. All conveyances will list the parcel identification number for all tracts.

D. Any existing metes and bounds description, since the previous conveyance, that has been incorporated into a municipality or other political subdivision by means of annexation must be changed to reflect its new jurisdiction.

E. All instruments of conveyance attempting to convey the remainder or balance of an existing tax parcel(s) from which out-lots or exceptions to title must incorporate the following requirements:

1. Each out-lot or exception to title of the original tract shall recite the names of the grantor and grantee and the volume and

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TRANSFER AND CONVEYANCE STANDARDS

page of such exception with the total acreage excepted as shown in the Recorder's Office.

2. All instruments of conveyance, using exceptions to title to convey the residue of a tax parcel(s) shall incorporate a statement identifying the tax parcel(s) and the current taxable area as witnessed by the County Auditor's tax duplicate and the County Engineer's Map Office for the subject conveyance (i.e., it is the intent of this instrument to convey all of tax parcel(s) number, containing acreage or footage, as shown by the Ross County Auditor's and Ross County Engineer's records).

3. A maximum of five exceptions shall be permitted in order to transfer the residual of the parent tract. More than five exceptions will require the parent tract to be surveyed in order to be transferred.

F. All metes and bounds descriptions must contain all of the information pertaining to the description that will be used on the legal instrument form when checked by the Map Office for pre-transfer verification.

IV. Requirements of New Metes and Bounds Descriptions for Conveyance.

All new metes and bounds descriptions prepared by a registered surveyor must incorporate the following:

A. Situate

1. Must denote state, county, township, municipality. It must also denote range, section, and quarter section where applicable or VMS number(s) when applicable and possible.

2. Must denote recorded title and deed reference as to the tract(s) of origin.

B. Starting Point

1. Deed descriptions referring to acreage in unplatted areas will be described by metes and bounds, adequately tied by metes and bounds, and referenced to a point identifiable on a map, such as the following:

a. Quarter township corner, section or quarter section corner, partition lot corner or nearby recorded

9/1/2016

TRANSFER AND CONVEYANCE STANDARDS

subdivision
corner.

b. Previously
recorded
surveys of
monumented
tie-downs that
meet current
transfer
requirements.

c. When none
of the above
resources can
be located,
intersection of
two roads
listed on the
current
inventory of
county,
township or
state roads.

d. Adequate
tie-in to any of
the above
points of
reference
must be
given. The
bearing and
distance from
appropriate
point shall be
used for
reference.

C. Courses

1. It is preferred for clarity that each course of a new metes and bounds description be a separate paragraph and all courses must be stated in a clockwise direction from the point of beginning to the point of termination for the subject description.

2. Each course of a new metes and bounds description will contain a bearing expressed in degrees, minutes, and seconds, and a distance recited in feet and decimal parts thereof, from point of origination to a point of termination of each course.

3. The basis of the bearings will be given in a statement similar to the following:
"This bearing is based on the centerline bearing of both road name and/or number and all other bearings are from angles and distances measured in the field."

4. Each course must recite all monumentation either placed or found,

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along each course or at the point of origination and/or termination of each course. This recitation will include type, size, and material of each monument.

5. Every boundary monument and/or reference monument set by a surveyor shall be in accordance with the State of Ohio Administrative Code Chapter 4733-37 of the Minimum Standards for Boundary Surveys in the State of Ohio.

6. Each course must show all common lines such as the centerline of roads, rivers, streams, etc., as it exists at the time of the new description.

D. Curves

1. Any course of a new metes and bounds description which is a curve must contain the direction of the curve (right or left), the radius (in feet and decimal parts thereof) and the long chord bearing and distance (in feet and decimal parts thereof) and arc distance where applicable of the same.

E. References

1. All references to roads, rivers, streams, etc., must use current or existing numbers or names of record. Old or original names may also be mentioned if they would add clarity.

F. Acreage

1. All new metes and bounds descriptions must give the acreage calculated to at least the second decimal place. Total calculated square footage may also be mentioned as a matter of option.

2. Whenever a new metes and bounds description encompasses two or more taxing districts, or two or more parcels, a breakdown of the total area within a given district or parcel must be recited to create an accurate tax structure.

G. Surveyor

1. All new metes and bounds descriptions are required to be prepared by a registered surveyor and must incorporate the following:

- a. Printed surveyor's name and address;
- b. Ohio registration

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number and
seal;

c. The date of
writing and/or
survey; and

d. A
statement
indicating
whether the
subject
description
was prepared
from an actual
field survey
and existing
records
similar to the
following:
"The above
description is
based on a
field survey
performed by

on
month/day/year."

H. Prior Deed References

1. The most recent deed reference(s)
from which the grantor of the conveyance
acquired title must be recited.

I. Computer Verification

1. All new metes and bounds descriptions
will be subject to computer verification by
Map Office personnel. The maximum
allowable traverse closure will be in
accordance with the State of Ohio
Administrative Code Chapter 4733-37-04.

J. Approval

1. All legal instrument containing new
metes and bounds descriptions, which
meet all of the aforementioned
requirements will be stamped by Map
Office personnel. Proper notations will be
made on the instrument of conveyance
verifying a correct tax structure to the
County Auditor.

K. Ambiguous Content

1. Whenever the descriptive content of
any legal instrument of conveyance is
determined to be unclear, the County will
require a statement of intent and/or nature
to be incorporated as part of the
instrument, to clarify the parcel(s) to be
conveyed.

L. Surveyor's Signature and Seal

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1. All new metes and bounds descriptions prepared by a registered surveyor must be accompanied by a signed and sealed plat of the survey.

2. The description and plat, both with original signature and seal are to be filed with the Map Office for verification prior to transfer.

M. Railroads

1. Any transfer of railroad property shall be referenced to the annual report filed with the Ohio Department of Taxation, Public Utilities Section. This report is known as Section A and/or Section B - Appraisal of Real Estate. This will allow the County Auditor to determine which parcel reported to the State by the railroad is being affected by the transfer.

2. Any transfer of railroad property that is not the same parcel as originally acquired by the railroad requires a new survey of the tract to be transferred and will be handled as a new split.

N. Alley Vacations

1. The portion of an alley that has been vacated to a contiguous lot of record must have a metes and bounds survey prior to transfer of ownership by deed or other legal instrument.

V. Requirements for Plats of Survey

A. A registered surveyor will prepare a scale drawing of every new metes and bounds description he or she originated and make available a copy of the drawing and the description to be filed with the Map Office.

B. All plat drawings must incorporate the following details:

1. A title, such that the general location of the subject can be readily identifiable. (This requirement should include the same information as established by Section 1, Items A and B of the Requirements of New Metes and Bounds Descriptions for Conveyance.)

2. A north arrow with a clear statement as to the basis of the reference – Direction Used.

3. The control station(s) or starting point reference as cited in the deed description.

4. All monumentation either found or placed, as cited by the metes and bounds description, together with a legend of the symbols used to identify the subject monumentation showing the material and size for each. If all monuments are

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identified individually, no legend will be required.

5. All existing title and the source of the title of adjoining owners along each boundary line of the subject survey along with the acreage or lot number(s) of the adjacent tracts.

6. All boundary information for each course as established by the "Requirements of New Metes and Bounds Descriptions for Conveyance" Section 3, Items A through F and Section 4, Item A.

7. A citation of pertinent documents and sources of data used as a basis for carrying out the work.

8. The scale of the subject drawing.

9. A location map.

10. The surveyor's printed and signed name (optional signature), Ohio Registration Number, original stamp or seal.

11. A plat of the survey on 8-1/2" x 14" paper shall be submitted with the deed and recorded. When the size of the plat makes it impractical to reduce the plat for recording, a note shall be added to the description that the plat is on file in the County Engineer's Map Office survey files.