

CHAPTER 1103
Procedure

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CROSS REFERENCES

- Plat and contents - see Ohio R.C. 711.01 et seq.
- Plat acknowledgment and recording - see Ohio R.C. 711.06
- Plat approval - see Ohio R.C. 711.09 et seq.

1103.01 SUBMISSION AND REVIEW OF SKETCH PLAN.

(a) Pre-Application Consultation. In order to help minimize development planning costs, avoid misinterpretation and ensure compliance with the requirements of these Rules and Regulations, all applicants for subdivision are requested to schedule a preapplication consultation with the Planning Commission (which will comprise of the Administrative Coordinator, the Director of Zoning and the Mayor). The City may at this time also require the applicant to meet with the County Board of Health. During this consultation, all applicable provisions of (i) these Rules and Regulations, (ii) the Official Thoroughfare Plan, (iii) the Comprehensive Plan and (iv) existing Zoning regulations will be reviewed with the applicant. The applicants shall have a Sketch Plan prepared and submit six (6) copies of it to the City of Harrison at least three (3) working day prior to the pre-application consultation. A sample sketch plan can be found in Appendix A. The sketch plan at minimum shall:

- (1) Provide a name of the subdivision for file identification. Such name being unique to the area in order to avoid duplication and confusion with previously recorded Plats.
- (2) Depict the location of the property by township, section number, subdivision (with block and numbers), street address(es) and streets, roads or highways by which the property can be reached.
- (3) Identify the true relationship between the boundary of the property and the right-of-way of existing roads upon which it may border. Existing permanent buildings shall also be shown.

- (4) Provide a preliminary inventory and analysis of the site and adjacent properties to the extent that they relate to the site, such inventory and preliminary analysis shall address topography; waterways, wetlands and drainage; historic features; adjacent and on-site land uses and zoning; utilities and related easements and any other easements of record; roadways and traffic circulation; and any other information critical to an understanding of the capabilities of the site to accommodate development.
- (5) Show the proposed layout of streets, lots, the number of lots contemplated, the nearest business area, playgrounds and park areas. Show proposed means of vehicular access from the public right-of-way to the tract(s) to be subdivided without trespass upon adjoining properties.
- (6) On a general area map, show the proposed boundary (in bold lines) in relation to existing community facilities, public highways, transportation lines, shopping centers and schools.
- (7) Indicate utilities and services, if available, or the source and supply of water and sewage and storm water disposal methods and proposed street improvements.
- (8) Provide topographical data interpolated from USGS quadrangles, sufficient to evaluate the proposed plans.
- (9) Identify area(s) within the proposed subdivision/development that may be subject to flooding by marking on the drawing a line showing the water surface elevation of the one-hundred (100) year flood. Other natural features such as wetlands shall also be indicated.
- (10) Sketch plan shall be drawn at a scale of one inch equals 100 feet (one inch equals 50 feet if the subdivision is less than 10 acres). The sketch shall include a title, north arrow, and name of surveyor.

(b) Sketch Plan Review. Within twenty working days from the date of the preapplication consultation, the City shall inform the applicant in writing on issues and areas of concern which should be addressed and/or incorporated in the submittal of the Preliminary Subdivision Plan.

1103.02 SUBMISSION AND REVIEW OF PRELIMINARY PLAT.

(a) Purpose. The purpose of the preliminary subdivision Plat is to provide the Planning Commission with sufficiently detailed information, but not full engineering details, to evaluate a major subdivision. The Plat should show all of the information needed to enable the Planning Commission to determine whether the proposed layout meets the standards and requirements of these Rules and Regulations, and whether the proposed development concepts under the zoning classification, public improvements and utilities are acceptable to the appropriate offices, and agencies having jurisdiction.

(b) Filing. The subdivider shall prepare and file six (6) copies of the preliminary Plat, according to the standards and other requirements of these Regulations, and submit the filing fee (see Chapter 1117) not less than fifteen (15) working days prior to the Planning Commission's meeting date at which it is to be considered. The preliminary Plat shall be considered officially filed after it is examined by the Planning Commission and determined to contain all of the data as required by Section 1103.03 of these Regulations. The Planning Commission shall inform the applicant in writing within seven (7) working days of receipt of the Plat that the Preliminary Plat Application is complete.

(c) Review. The Planning Commission shall forward copies of the preliminary Plat to such officials and agencies as may be necessary for the purpose of study and recommendation.

(d) Approval. After receipt of reports from such officials and agencies, the Planning Commission shall determine whether the improvement Plat shall be approved, approved with modifications or disapproved. Notice of such action shall be provided in writing to the subdivider, and if disapproved, together with the reasons for disapproval.

- (1) The Commission shall act on the preliminary plan within forty-five (45) days after filing unless such time is extended by agreement with the subdivider or his agent.
- (2) When a preliminary Plat has been approved by the Planning Commission, the Chairman of the Planning Commission shall affix his/her signature to the plan and attach thereto a notation that it has received preliminary approval and return one (1) copy to the subdivider for compliance with final approval requirements. Approval of the preliminary Plat by the Planning Commission shall not constitute approval of the final Plat of the subdivision by the Planning Commission.
- (3) Preliminary approval shall confer upon the subdivider the right and guarantee during a one-year period from the date of approval, that the general terms and conditions under which the preliminary approval was granted will not be affected by any changes and/or amendments to these Regulations.
- (4) The applicant may apply for and the Planning Commission may grant an additional one (1) year extension on such Preliminary approval for a not to exceed total extension period of two (2) years.

1103.03 PRELIMINARY PLAT CONTENT AND SUPPLEMENTARY INFORMATION.

(a) Form. The preliminary Plat shall be clearly and legibly drawn. The size of the map shall be on one (1) or more sheets twenty-four (24) inches by thirty-six (36) inches. All subdivisions shall be drawn at a scale of one (1) inch equals one hundred (100) feet unless otherwise requested by the Planning Commission.

(b) Coverage. The preliminary Plat shall include all land intended for ultimate development even though only a portion of the tract is to be initially recorded at such scale as to show all land on a single sheet not to exceed twenty-four (24) inches by thirty-six (36) inches.

(c) Plat Preparation; Contents. A preliminary Plat shall be submitted for all subdivisions located within the jurisdiction which are intended to be recorded by means of a Plat. The preliminary Plat shall be based on a boundary survey prepared by a registered surveyor and shall conform to and contain all of the items listed in the following requirements:

- (1) Identification and description.
 - A. Proposed name of the subdivision.
 - B. Location by township, section, town, and range, or by other legal description.

- C. Names and addresses of the developer/subdivider and surveyor who prepared the Plat.
 - D. Evidence of subdivider ownership of the land to be subdivided.
 - E. Scale of Plat, one inch equals one hundred (100) feet.
 - F. Date.
 - G. North point.
- (2) Plat delineation of existing conditions.
- A. Boundary line of proposed subdivision indicated by solid heavy line and the total approximate acreage encompassed thereby.
 - B. Location, widths, and names of all existing or prior platted streets or other public ways, railroad and utility rights of way, parks and other public open spaces, permanent buildings and structures, and section and corporation lines, within or adjacent to the tract.
 - C. Existing sewers, water mains, culverts or other underground facilities within the tract, indicating pipe size, grades and location, as obtained from public records, or as located in the field.
 - D. Existing zoning of proposed subdivision and adjacent tracts, in zoned areas.
 - E. The names and adjacent boundaries of all adjoining subdivisions and the names of recorded owners of adjoining parcels of unsubdivided land.
 - F. Contours at five-foot intervals, as obtained from U.S.G.S. maps or from the Cincinnati Area Geographic Information System (C.A.G.I.S.) Mapping.
 - G. The results of accepted soil percolation tests and the location of test holes when a private or collective disposal system is proposed.
 - H. Information with respect to the elevation of the maximum ground water table in cases where it is less than ten (10) feet from the ground surface.
 - I. Flood hazard areas, wetlands, flood plain management areas, detention basins, active landslide areas, unstable soils (per U.S. Soil Conservation Service Survey), and unstable geology (per U.S. Geological Survey).
 - J. Information regarding historic and/or archaeologically sensitive structures and sites located within or adjacent to the proposed subdivision.
- (3) Plat delineation of proposed conditions.
- A. Layout of proposed streets, their names and widths, and also the widths of alleys, cross-walkways, and easements.
 - B. Layout, numbers, and dimensions of lots.
 - C. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision.
 - D. Building setback lines, showing dimensions.

- E. A cross section of each proposed street showing the width of pavement, the location and width of sidewalks, and the size of utility mains.
 - F. The location of all proposed sanitary sewers or method of sewage disposal in lieu of sewers.
 - G. A plan of the proposed water distribution system.
 - H. A drainage plan showing proposed storm sewers, manholes, catch basins, water courses, culverts, and other underground structures within the tract and immediately adjacent thereto. The drainage plan shall show the method to be used for the adequate disposal of all storm sewer water, including drainage outlets, and all other such data as may be required.
 - I. A key map consisting of a print of the approximate tax map or its equivalent, at a scale of not less than one inch (1") equals four hundred (400) feet, with the boundaries of the proposed subdivision indicated thereon and covering a one half (1/2) mile radius thereof.
- (4) Commercial and industrial requirements. The following items shall be shown on a preliminary plan of a subdivision intended for commercial or industrial use:
- A. All of the items required by subsection (c)(1) through (c)(3).
 - B. A statement indicating the number of buildings and the type of operation proposed in each building and on the premises.
 - C. The location, width, and approximate grade of proposed alleys and pedestrian walks.

1103.04 DETAILED ENGINEERING/CONSTRUCTION DRAWINGS.

(a) After receiving notice of the approval of the preliminary Plat and prior to the filing of the final Plat, the subdivider shall present to the Planning Commission detailed engineering drawings of all utility, site, and street improvements to be constructed in the proposed subdivision as required by the City.

- (1) The detailed engineering drawings shall be clearly and legibly drawn upon mylar at a scale of one (1) inch equals one hundred (100) feet. They shall be drawn on one or more sheets whose dimensions are twenty-four inches by thirty-six inches (24" x 36"). Two sets of drawings shall be submitted to the Planning Commission. The engineering drawings and plans shall show:
- A. Title or cover sheet.
 - B. Plan, profiles, typical cross sections, specifications, notes and other details related to streets, right-of-ways, storm and sanitary sewers, water mains, fire hydrants, guardrails and other proposed or required physical improvements in accordance with these Rules and Regulations (see Appendix D) and/or the Rules and Regulations of the office of the County Engineer governing the surface physical improvements for private developments within the unincorporated area of Hamilton County as amended.
 - C. Street details and rights-of-way and related improvements in accordance with the Rules and Regulations of the City Engineer (see Appendix D) and/or the Rules and Regulations of the Hamilton County Engineer's Office.

- D. Storm drainage facilities, as required by physical conditions of the site shall be shown on the plans in accordance with the requirements of the City Engineer, the Public Works Director (see Appendix D of these regulations), and/or the Rules and Regulations of the County Engineer of the Hamilton County Public Works Department.
- E. Standard construction details and methods shall be in accordance with the provisions of these Rules and Regulations in Appendix D and/or the Rules and Regulations of the County Engineer's Office.
- F. A plan, for review, of the location of any ornamental entranceway structure, and utility easements, if proposed for the Subdivision.
- G. A plan for review by the City Engineer of the location of all utility easements included in the subdivision.

(b) The City Engineer shall within five (5) days after the filing of the above typical sections and complete profiles transmit copies of same to the municipality officials, and when required, to the County Board of Health for study and final recommendations. The City Engineer, after receiving a report from the aforementioned officials shall within fifteen (15) working days of submittal of the initial engineering plans notify in writing the subdivider of any recommended changes or suggestions so that the subdivider may prepare the final improvement plans and Plat of subdivision.

1103.05 APPROVAL OF FINAL PLAT OF SUBDIVISION (RECORD PLAT).

(a) Purpose. The purpose of the Final Plat is to ensure that all conditions, engineering drawings, and other requirements have been completed or fulfilled and that required improvements have been installed, or guarantees properly posted for their completion prior to recordation of the Final Plat of the subdivision.

(b) General. The Plat of subdivision will have incorporated all changes or modifications required by the Planning Commission; otherwise, it shall conform to the preliminary plan, and it may constitute only that portion of the approved preliminary plan which the subdivider proposes to record and develop at the time, provided that such portion conforms with all requirements of these Regulations. It shall contain the information required by subsection (f)(1) and/or (f)(2) hereof.

(c) Filing.

- (1) The Plat of subdivision shall be filed not later than twelve (12) months after the date of approval of the preliminary plan; otherwise it will be considered void unless an extension in writing is requested by the developer and granted by the Planning Commission, in writing. The subdivider shall submit six (6) copies for approval.
- (2) The Plat of subdivision shall be considered officially filed after it is examined by the Planning Commission and is found to contain all of the data as required by subsection (f)(1) and/or (f)(2) of these Regulations. The final Plat shall be filed not less than fifteen (15) business days prior to the Planning Commission's meeting date at which it is to be considered.

(d) Approval.

- (1) The Planning Commission shall forward copies of the Plat of subdivision to such officials and agencies as may be necessary for the purpose of final approval subject to their aforementioned recommendations to the preliminary plan. After receipt of approval from such officials and agencies, the Planning Commission shall take action on the Plat of subdivision within thirty (30) days.
- (2) The subdivider shall be notified of the final approval of the Plat by the Planning Commission.

(e) Form. The Plat of subdivision shall be clearly and legibly drawn in black ink on a permanent reproducible material (e.g. mylar). The size of the plan shall be on one or more sheets twenty-four (24) inches by thirty-six (36) inches. The Plat of subdivision shall be drawn at a scale of one (1) inch equals fifty (50) feet unless otherwise requested by the Planning Commission.

(f) Map Contents. The Plat of subdivision shall contain the following information:

- (1) Residential requirements. The following items shall be shown on the Plat of subdivision intended for residential use.
 - A. Boundary of Plat based on an accurate traverse with angular and lineal dimensions.
 - B. Municipal, township, county, or section lines accurately tied to the lines of the subdivision by distance and angles.
 - C. The name of the subdivision.
 - D. All lots and lot lines with accurate dimensions in feet and hundredths and bearings together with a numbering system for lots.
 - E. The exact and accurate location, width and name of all streets within and adjoining the Plat, and the exact location and widths of all alleys and crosswalks. The name of a street shall not duplicate that of any existing street in the City of Harrison. Proposed street names shall be checked with the proper City and County Officials.
 - F. The location and description of all monuments. True angles and distances to the nearest established lines or official monuments not less than three (3) which shall be accurately described on the Plat.
 - G. Accurate outlines and legal description of all lands to be dedicated or reserved for public use with the purposes indicated thereon, and of any area to be reserved by deed covenant for common uses of all property owners.
 - H. The purpose and dimensions of all easements dedicated or reserved for public use, services, or utilities.
 - I. Radii, internal angles, points of curvature, tangent bearings, and lengths of all arcs.
 - J. The names of owners of adjoining property and the identification of the corner monumentations of such adjoining property, as well as adjacent streets and alleys with their widths and names.
 - K. All building setback lines accurately shown with dimensions.

- L. The north point, date, and graphic scale (1" = 50').
 - M. The total acreage of land subdivided into lots, and total lineal feet and total acreage of new streets and other rights-of-way.
 - N. All protective covenants and deed restrictions shall be submitted and attached along with the final Plat at time of filing with the Planning Commission six (6) copies of each shall be submitted.
 - O. Certification by the registered surveyor to the effect that the Plat represents a survey made by him, that monuments shown thereon exist as located, that all dimensional and geodetic details are correct, and the date of the survey.
 - P. A signed and notarized certification that the applicant is the owner, or agent of the owner, of the land under consideration, or that the owner of such land has given consent under an option agreement.
- (2) Commercial and industrial requirements. The following items shall be shown on a final Plat of a subdivision intended for commercial or industrial use:
- A. All of the items required by subsection (f)(1).
 - B. A statement indicating the number of buildings and the type of operation proposed in each building and on the premises.
- (g) The Plat of subdivision shall be accompanied by the following:
- (1) Notation regarding protective covenants, if any are to be incorporated in deeds, unless shown on the Plat.
 - (2) Closure calculations of the perimeter or boundary of the subdivision which comply with the requirements of the Rules and Regulations of the office of the City Engineer and/or the County Engineer.
 - (3) A signed and notarized certification by the owner or owners, of his or their adoption of the Plat, and dedication of streets, easements, and any other public areas.
 - (4) Notation giving deed reference and County Auditor reference of last transfer of title to owner making dedication.
 - (5) Description of restrictions on sewer easements, if such easements are involved.
 - (6) Description of restrictions on water main easements, if such easements are involved.
 - (7) Space for statement of approval by the Planning Commission with lines for signature and date.
 - (8) Space for statement of acceptance of land to be dedicated by the owner, such as streets or other public areas, with lines for signature and date.
 - (9) Where physical improvements are not complete, a "Note" to the effect that streets and crosswalks dedicated by the Plat are not accepted until all physical improvements are completed according to the engineering plans/drawings on file in the Offices of the City Engineer/Planning Commission, and acceptance is entered in the Records of said office(s).

- (10) A note indicating agreement by the owner/subdivider to clean and maintain public ways, sewers and drainage facilities during the period prior to acceptance as a public street by the City. This shall include the removal of snow, ice, mud, debris, trash and other extraneous material.
- (11) A certificate from the developer/subdivider shall accompany the final Plat stating that all taxes have been paid, and that all taxes against the proposed roads and streets have been paid, and evidence that all encumbrances or liens of record against such proposed roads and streets have been released.
- (12) That all improvements have either been installed and approved by the proper officials or agencies, or that a performance bond insuring their installation has been accepted by City Council.

(h) Recording of Final Plat. After the final Plat has been approved by the Commission and the necessary approvals endorsed in writing thereon, together with evidence of title, the subdivider shall cause the final plan as approved by the Planning Commission to be recorded in the office of the Hamilton County Recorder no later than thirty (30) days after the date of approval unless an extension is agreed to by the Planning Commission. The subdivider shall furnish the Planning Commission with reproducible copy of permanent reproducible material of the recorded plan. Failure to record on time may cause the final plan to be declared null and void by the Planning Commission.

1103.06 DEED TRANSFERS.

Whenever a division is to be made of a tract into parcels, as described in Section 1101.03(d), fronting on an existing public street, and where the transfer is to be accomplished by the recording of a deed rather than a Plat, the party or parties desiring to make the transfer shall submit a sketch thereof to the Planning Commission Chairman or his designee. If the division conforms to appropriate standards, the Chairman of the Planning Commission or his designee may stamp same "Approved, No Plat Required," and attach his/her signature, and the appropriate transfer may then be recorded. In no case where a division takes place, may the remaining portion of the tract be less than the minimum allowable lot size. However, if the owner of the property does not agree with any of the requirements specified by the Planning Commission Chairman or his designee, he or she may then appeal to the Planning Commission for approval for recording and such approval must be obtained before the transfer can be recorded. No preliminary or final plan other than the rough sketch of the division shall be required and none of the improvements described in Chapter 1107 shall be required for the transfer.