

EXHIBIT A

CHAPTER 1113

Major Subdivisions

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1113.01 MAJOR SUBDIVISION CRITERIA

A major subdivision is the creation of six (6) or more lots, including the remainder, from the original parcel and/or the creation or extension of any roads or easements of access.

1113.02 PRE-APPLICATION PLAN CONFERENCE REQUIRED

The purpose of the Pre-Application Conference is to provide the Subdivider with feedback from city staff thereby allowing the Subdivider to evaluate a proposed major subdivision at an early stage in the process prior to formal application.

Those who intend to develop a major subdivision shall meet with city staff prior to application to provide a clear understanding of the major subdivision requirements and process.

1113.03 PRE-APPLICATION PLAN CONTENTS

Subdividers who plan on attending a Pre-Application Conference should prepare a plan, legibly drawn at a 1 inch = 100 feet scale, containing the following information:

- a. The proposed major subdivision in relation to existing community facilities, showing all existing streets, adjoining properties within 500 feet in all directions, thoroughfares, and other transportation modes, shopping centers, manufacturing facilities, residential developments and existing natural and manmade features such as soil types, vegetation, contours, easements and utilities in the neighboring areas.
- b. The layout of streets, right-of-way and pavement widths, size of lots, and any non-residential sites such as commercial, manufacturing, institutional or recreational uses within the proposed major subdivision.
- c. The location of all utilities in the proposed major subdivision if already in place, or the locations of the nearest public facilities for the supply of water, and the disposal of wastewater and storm water.
- d. The scale and title of the major subdivision, a north arrow, and the date the plan was prepared.
- e. Name, address and contact information of the property owner and the Subdivider.

1113.04 PRELIMINARY DEVELOPMENT PLAN REQUIRED

The purpose of the Preliminary Development Plan is to provide the Planning and Zoning Commission with sufficiently detailed information to evaluate a major subdivision. The plan shall indicate all of the information needed to enable the Planning and Zoning Commission to determine whether the proposed development meets the requirements of these regulations and the zoning code and whether the proposed public improvements and utilities are acceptable to the appropriate offices, agencies and governmental bodies having jurisdiction.

1113.05 PRELIMINARY DEVELOPMENT PLAN APPLICATION

Upon initial Preliminary Development Plan application, the City Administrator or their designee shall make a determination of the completeness of the application as it complies with this section. The City Administrator or their designee shall have the right to reject any Preliminary Development Plan application that is determined to be incomplete. If the application is rejected as incomplete, the City will make a good faith effort to advise the Subdivider the manner in which the application is incomplete. An application shall be considered officially submitted and filed when the City Administrator or their designee finds that the following have been provided:

- a. A Preliminary Development Plan application form provided by the Planning and Zoning Department and the proper filing fees.

- b. The appropriate number of copies of the Preliminary Development Plan, as determined by the City Administrator or their designee, containing the information outlined in Section 1113.06. Reduced size copies may be required.
- c. An electronic copy of all items submitted as a Portable Document Format (pdf) file or other acceptable format.
- d. A cover letter detailing the contents and purpose of the Preliminary Development Plan submittal.

Within five (5) working days after the Preliminary Development Plan application has been determined to be complete, the City Administrator or their designee shall distribute copies to other departments and agencies as the City Administrator or their designee deems necessary for a proper review, including but not limited to the Pataskala Utility Department, Pataskala City Engineer, Pataskala Police Department, Pataskala Public Service Department, West Licking Joint Fire District, Licking County Health Department and the South West Licking Community Water and Sewer District.

Complete Preliminary Development Plan applications shall be scheduled to be heard by the Planning and Zoning Commission at the next Planning and Zoning Commission hearing as indicated on the adopted Planning and Zoning Commission hearing schedule. Special Planning and Zoning Commission hearings may be scheduled for extenuating circumstances as determined by the City Administrator or their designee.

1113.06 PRELIMINARY DEVELOPMENT PLAN CONTENTS

The Preliminary Development Plan shall be shown at a scale not less than 100 feet to the inch and shall be on one (1) or more sheet 22 inches by 34 inches in size and include the following:

- a. Proposed name of the Major Subdivision. To avoid confusion, the name shall not duplicate or closely resemble the name of any other Major Subdivision or development within the City of Pataskala or Licking County.
- b. Title sheet including the date the plan was prepared.
- c. Location by Section, Range, and Township or other official surveys.
- d. Names, addresses, and contact information of the property owner(s), the Subdivider, the Ohio Registered Engineer and/or the Ohio Registered Surveyor who prepared the plan and the appropriate seals and registration numbers of each,
- e. Date of survey, scale of plan and north arrow.
- f. Boundaries of the Major Subdivision, its acreage, and deed book and page number of lands within the proposed Major Subdivision.
- g. Names of adjacent subdivisions, owners of adjoining parcels and the location of their boundary lines.
- h. Locations, widths, and names of existing streets, rail road rights of way, easements, parks, permanent buildings, corporation and township boundaries, wooded areas, natural features, drainage, 100-year flood plain, existing permanent and temporary structures, and burial grounds and other areas of archeological significance within and adjacent to the Major Subdivision for a minimum distance of 200 feet.
- i. Locations of all wetlands, ponds, watercourses and other naturally occurring water features on the property, or lack thereof, and certified by a professional engineer, registered in the State of Ohio. A note shall be placed on the plan if no naturally occurring watercourses exist on the property. All naturally occurring water features shall include a minimum 25-foot buffer as measured from the edge of the water feature.

- j. Location, names and widths and typical cross section and right of way width of proposed streets. Street names shall not duplicate or closely resemble the name of any other street, highway or road in the City of Pataskala or Licking County.
- k. Location, widths and description of proposed easements. All lots shall have a minimum five (5) foot easement along the property line of the side and rear yards if determined to be necessary by the City Administrator or their designee.
- l. Building setback lines with dimensions.
- m. Location and dimensions of all proposed public and private utilities, water, wastewater, storm drain lines, detention and/or retention facilities showing their locations and connections with the existing system. All new utilities shall be located underground.
- n. Layout, lot number, acreage and dimensions of each lot. When a lot is located on a curved street, or when side lot lines are not at 90 degree angles, the width at the building line shall be shown.
- o. Parcels of land in acres to be reserved for public use, or to be reserved by covenant for residents of the subdivision.
- p. The location and width of sidewalks and paths.
- q. The location of all street lights. Street lights shall have a maximum spacing of 200 feet and be staggered on opposite sides of the street. At least one street light shall be located at an intersection.
- r. A vicinity map at a scale of not less than 2,000 square feet to the inch. This map shall depict all existing subdivisions, roads, road rights of way, tract lines and the nearest existing intersections and thoroughfares. It shall also show the most advantageous connections between roads in the proposed Major Subdivision and those of the neighboring area.
- s. A Tree Replacement Survey and Landscaping Plan pursuant to Chapter 1283.
- t. Statement of proposed use of all lots, giving types, number of dwelling units and any type of commercial, industrial or institutional activity.
- u. Proposed phasing plan of the Major Subdivision if applicable
- v. Required statements and signatures to be affixed on the Preliminary Development Plan.

1113.07 PRELIMINARY DEVELOPMENT PLAN SUPPLEMENTARY INFORMATION

The following information shall be supplied in addition to the requirements in Section 1113.06 as required by the City Administrator or their designee:

- a. Any variances that would be required as part of the Preliminary Plan.
- b. Location and approximate dimensions of all existing buildings.
- c. A copy of the proposed covenants and restrictions. Such covenants and restrictions must be acceptable to the Licking County Health Department, if applicable. Where central water and/or sewer is provided, a restriction requiring connection to such systems shall be included.
- d. A copy of the proposed Homeowner's Association bylaws, if applicable, to include a description of the areas to be maintained by the Homeowner's Association, a timeline for transfer of control from the Subdivider to the property owner's, the requirement that all lots owners shall be a member of the Homeowner's Association, an account of the powers the association shall have in collecting dues and a storm water facility management plan.
- e. The extension or improvements, including any oversize requirements to the City of Pataskala Water and Wastewater Treatment Systems that may be required by the City, to be constructed by the Subdivider at the Subdivider's expense, and according to all City requirements.
- f. Calculations that develop the water and sanitary sewer demand rates for the subdivision.
- g. A statement indicating the proposed water and wastewater service including evidence of approval by the Licking County Health Department or appropriate authority.

- h. A Storm Water Drainage Report indicating compliance with all current storm water regulations.
- i. All plans and applications necessary to obtain a National Pollutant Discharge Elimination System (NPDES) permit as required.
- j. Traffic Impact Study
- k. Verification that an application, if required, has been submitted to the Ohio Environmental Protection Agency in compliance with Section 401 of the Clean Water Act in which anyone who wishes to discharge dredged or fill material into waters of the United States must obtain a Water Quality Certification Permit from the Ohio Environmental Protection Agency. In the case of an isolated wetland, either a general state or individual state isolated wetland permit must be obtained from the Ohio Environmental Protection Agency
- l. Other information that may be required by the City Administrator or their designee.

1113.08 PRELIMINARY DEVELOPMENT PLAN CONFERENCE

A Preliminary Plan Conference may be required by the City Administrator or their designee, or requested by the Subdivider, prior to the City of Pataskala Planning and Zoning Commission hearing.

1113.09 PRELIMINARY DEVELOPMENT PLAN PUBLIC HEARING

The Planning and Zoning Commission shall hold a public hearing prior to any action being taken on a Preliminary Development Plan application.

1113.10 PRELIMINARY DEVELOPMENT PLAN NOTIFICATION

Written notice of the public hearing to be held for a Preliminary Development Plan application shall be mailed to all adjoining property owners of record within 300 feet of any property line of the subject property by first class mail, and given in one (1) or more newspapers of general circulation in the City at least 10 days before the date of the public hearing. The notice shall set forth the time and place of the public hearing, and the nature of the proposed Preliminary Development Plan application. Notice of the public hearing shall be mailed by the Planning and Zoning Department by first class mail. Failure to deliver notice, as provided in this section, shall not invalidate any action taken by the Planning and Zoning Commission.

1113.11 APPROVAL OF PRELIMINARY DEVELOPMENT PLAN

The Planning and Zoning Commission shall determine whether a Preliminary Development Plan is approved, approved with conditions or disapproved. Notice of the decision of the Planning and Zoning Commission shall be communicated to the Subdivider in writing within five (5) days of the Planning and Zoning Commission hearing. Approval of a Preliminary Development Plan shall be based upon compliance with applicable regulations and input from city departments and other applicable departments and agencies.

If a Preliminary Development Plan is approved by the Planning and Zoning Commission, the Subdivider shall submit one (1) copy of the Preliminary Development Plan, with any required revisions, to the Planning and Zoning Department. The Preliminary Development Plan shall be legibly drawn in black ink on matte mylar material or other approved material of equal permanence. It shall be drawn at a scale no less than 100 feet to the inch on one (1) or more sheets 22 inches by 34 inches in size. If more than one (1) sheet is necessary, each sheet shall be numbered and the relation of one (1) sheet to another clearly indicated. The signatures and dates for the Subdivider or representative and a registered engineer or

surveyor shall be on the Preliminary Development Plan at the time it is submitted. The Subdivider may submit additional copies of the Preliminary Development Plan for signatures if desired.

Once the City Administrator or their designee determines that the Preliminary Development Plan is accurate and complies with any conditions of approval and other applicable regulations, the Preliminary Development Plan shall be signed by the appropriate city officials and other applicable officials and agencies.

1113.12 PHASING REQUIREMENTS

A subdivision may be developed in phases provided that:

- a. The Preliminary Development Plan shows the intended phases of development and the requirements of the Subdivision Regulations that shall be satisfied in each phase as approved as part of the Preliminary Development Plan.
- b. The degree and extend of road, water supply, sewerage disposal, stormwater management, erosion and sediment control and other required improvements in the phase and previously approved phases is sufficient to serve or handle all development within the phases(s).
- c. Phasing shall be ordered chronologically in the sequence in which construction is intended to occur in accordance with an approved Preliminary Development Plan. Phasing and sectioning shall be numbered and no further subcategorization shall be permitted beyond phase and section. Deviations from the phasing of an approved Preliminary Development Plan shall be at the discretion of the Planning and Zoning Commission.

1113.13 PRELIMINARY DEVELOPMENT PLAN APPROVAL PERIOD

The approval of a Preliminary Development Plan shall be valid for a period of two (2) years from the date of approval of the latest signature on the Preliminary Development Plan. The terms under which this approval was granted shall not be affected by changes in these regulations during the valid approval period. Changes in other applicable regulations may affect the terms under which this approval was granted.

The Subdivider or successor may request an extension of an approved Preliminary Development Plan by submitting an application for extension and the appropriate filing fee prior to the expiration date. The Planning and Zoning Commission may grant an extension of an approved Preliminary Development Plan for a period of two (2) years. This extension does not guarantee that the terms under which the original approval was granted shall not be affected by changes in these or other applicable regulations unless mutually agreed upon in writing by the Subdivider or successor and the Planning and Zoning Commission.

If an extension to an approved Preliminary Plan is granted by the Planning and Zoning Commission, the Subdivider shall submit a complete set of updated plans to the Planning and Zoning Department. The updated Preliminary Development Plan shall be legibly drawn in black ink on matte mylar material or other approved material of equal permanence. It shall be drawn at a scale no less than 100 feet to the inch on one (1) or more sheets 22 inches by 34 inches in size. If more than one (1) sheet is necessary, each sheet shall be numbered and the relation of one (1) sheet to another clearly indicated. The signatures and dates for the Subdivider or representative and a registered engineer or surveyor shall be on the updated

Preliminary Development Plan at the time it is submitted. The Subdivider may submit additional copies of the updated Preliminary Development Plan for signatures if desired.

If an extension to an approved Preliminary Development Plan is not granted by the Planning and Zoning Commission, or if an approved Preliminary Development Plan expires, the Subdivider may reapply for Preliminary Development Plan approval pursuant to Section 1113.04.

1113.14 AMENDMENT TO PRELIMINARY DEVELOPMENT PLAN

No changes, modifications, or other revisions that alter the Preliminary Development Plan or conditions attached to an approved Preliminary Development Plan shall be made unless the proposed revisions are first resubmitted and approved by the Planning and Zoning Commission. Planning and Zoning Commission approval of an amended Preliminary Development Plan shall be valid for a period of two (2) years pursuant to the regulations in Section 1113.11.

In the event that such subdivision plan revisions are implemented without complying with this requirement, the revisions shall be considered null and void. Typographical errors that do not affect the Preliminary Development Plan shall be resubmitted and approved by the City Administrator or their designee.

1113.15 CONSTRUCTION PLANS REQUIRED

Construction Plans shall be submitted following approval or approval with conditions of a Preliminary Development Plan and prior to application for a Final Plan.

1113.16 CONSTRUCTION PLANS APPLICATION

Upon initial application for Construction Plans, the City Administrator or their designee shall make a determination of the completeness of the application as it complies with this section. The City Administrator or their designee shall have the right to reject the application for Construction Plans that is determined to be incomplete. An application shall be considered officially submitted and filed when the City Administrator or their designee finds that the following have been provided:

- e. A Construction Plans application form provided by the Planning and Zoning Department and the proper filing fees.
- f. The appropriate number of copies of the Construction Plans, as determined by the City Administrator or their designee, containing the information outlined in Section 1113.16. Reduced size copies may be required.
- g. An electronic copy of all items submitted as a Portable Document Format (pdf) file or other acceptable format.
- h. A cover letter detailing the contents and purpose of the Construction Plans submittal.

1113.17 CONSTRUCTION PLANS CONTENT

Construction Plans for all improvements shall be prepared by a professional engineer, registered in the State of Ohio, and be in accordance with the construction and material specifications of the City. Approval by the City Administrator or their designee, and other regulatory agencies as necessary, shall be required prior to commencement of construction and before application for the Final Plan. Construction Plans shall be shown at a scale not less than 100 feet to the inch and shall be on one (1) or more sheets 22 inches by 34 inches in size and include the following:

- a. Title sheet with vicinity map

- b. Typical sections including section depths, widths and materials types.
- c. Survey datum and basis of bearing with all horizontal and vertical control references and plan locations identified
- d. General notes
- e. Applicable standard drawings
- f. Plan and Profile sheets including:
 1. Plans and centerline profiles of proposed streets including the following minimum requirements:
 - i. Stationing that is independent for each street with station equations shown as needed.
 - ii. Proposed grades
 - iii. Vertical and horizontal curves
 - iv. Pavement width
 - v. Right-of-way width
 - vi. Location and width of sidewalks and paths
 - vii. Location and size of all utilities
 - viii. Location of all streetlights
 2. Plans and profiles of proposed sanitary and storm sewers including the following minimum requirements:
 - i. Stationing and offsets as necessary
 - ii. Alignment, slope, size, material and length of all pipes
 - iii. All manhole bottom and top of casting elevations
 - iv. All utility crossings
 - v. Proposed backfill type
 3. Plans and profiles of proposed water distribution system including the following minimum requirements:
 - i. Stationing and offsets as necessary
 - ii. Alignment, size and material of all pipes
 - iii. Locations and sizes of all valves, fire hydrants, trees, service lines, tees, and other features as necessary.
 4. Location and width of all proposed and existing right-of-way and easements.
- g. Intersection details
- h. ADA compliance of pedestrian facilities
- i. Maintenance of traffic if applicable
- j. Soil and erosion control plan
- k. A fully detailed drainage and grading plan showing all existing and proposed storm sewers, manholes, catch basins, water courses, culverts, and underground structures within the tract and immediately adjacent thereto, with pipe sizes and grades, and waterway openings indicated thereon. The drainage plan shall show the method to be used for adequate routing of all storm water, including drainage outlets, storm water control devices, and other such data as may be required by the City Administrator or their designee.
- l. The following items shall accompany and be submitted with engineering plans:
 1. Cover letter detailing the contents and purpose of the submittal
 2. Storm water calculations
 3. Sanitary calculations
- m. Required statements and signatures to be affixed on the Construction Plans.
- n. Any other information determined to be necessary by the City Administrator or their designee.

1113.18 REVIEW AND APPROVAL OF CONSTRUCTION PLANS

Upon receipt of a complete Construction Plans application, the City Administrator their designee shall review the application within a reasonable amount of time and in the order the application was received.

Upon completion of the review of the Construction Plans, the City Administrator or their designee will send the Subdivider a Review Letter listing the outstanding items that shall be addressed by the Subdivider.

All revisions to Construction Plans, as requested by the City Administrator or their designee, shall be accompanied by a letter from the engineer or surveyor indicating how each item from the Review Letter was addressed on the revised Construction Plans.

Subsequent review of Construction Plans shall follow the afore mentioned process until such time that all items are addressed to the satisfaction of the City Administrator or their designee. If in the event that items cannot be resolved administratively, those items shall be presented to the Planning and Zoning Commission for resolution. The Planning and Zoning Commission's determination regarding those items shall be final.

Upon determination by the City Administrator or their designee that the Construction Plans satisfy the requirements of the Pataskala Code and all other applicable regulations, notice of the decision of the City Administrator or their designee shall be communicated to the Subdivider in writing.

Upon notification of approval, the Subdivider shall submit one (1) copy of the Construction Plans to the Planning and Zoning Department. The Construction Plans shall be legibly drawn in black ink on matte mylar material or other approved material of equal permanence. It shall be drawn at a scale no less than 100 feet to the inch on one (1) or more sheets 22 inches by 34 inches in size. If more than one (1) sheet is necessary, each sheet shall be numbered and the relation of one (1) sheet to another clearly indicated. The signatures and dates for the Subdivider or representative and a registered engineer or surveyor shall be on the Construction Plans at the time they are submitted. The Subdivider may submit additional copies of the Construction Plans for signatures if desired. The Construction Plans shall be signed by the appropriate city officials and other applicable officials and agencies.

1113.19 CONSTRUCTION PLANS CONFERENCE

A Construction Plans Conference may be required by the City Administrator or their designee, or requested by the Subdivider or their engineer.

1113.20 CONSTRUCTION PLANS APPROVAL PERIOD

The approval of the Construction Plans shall be valid for a period of three (3) years from the date of the latest signature on the approved Construction Plans. The terms under which this approval was granted shall not be affected by changes in these regulations. Changes in other applicable regulations may affect the terms under which this approval was granted.

The Subdivider or successor may request an extension of approved Construction Plans by submitting an application for extension and the appropriate filing fee prior to the expiration date. The City Administrator or their designee may grant an extension of approved Construction Plans for a period of three (3) years. This extension does not guarantee that the terms under which the original approval was granted shall not be affected by changes in these or other applicable regulations unless mutually agreed upon in writing by the Subdivider or successor and the City Administrator or their designee.

If an extension for approved Construction Plans is granted by the City Administrator or their designee, the Subdivider shall submit a complete set of updated plans shown at a scale not less than 100 feet to the inch

and shall be on one (1) or more mylar sheets 22 inches by 34 inches in size to the Planning and Zoning Department for signatures. The three (3) year extension period shall begin from the date of approval of the latest signature on the approved Construction Plans extension.

If an extension for approved Construction Plans is not granted by the City Administrator or their designee, or if approved Construction Plans expire, the Subdivider may reapply for approval of Construction Plans pursuant to Section 1113.15.

1113.21 FINAL DEVELOPMENT PLAN REQUIRED

The purpose of a Final Development Plan is to ensure that all conditions, constructions plans, and other requirements have been satisfactorily addressed. The Final Development Plan shall conform to the approved or conditionally approved Preliminary Development Plan and Construction Plans or incorporate required changes as may be the case.

The Final Development Plan shall be submitted following approval or conditional approval of a Preliminary Development Plan and approval or conditional approval of Construction Plans.

1113.22 FINAL DEVELOPMENT PLAN APPLICATION

Upon initial Final Development Plan application, the City Administrator or their designee shall make a determination of the completeness of the application as it complies with this section. The City Administrator or their designee shall have the right to reject any Final Development Plan application that is determined to be incomplete. If the application is rejected as incomplete the City will make a good faith effort to advise the Subdivider the manner in which the application is incomplete. An application shall be considered officially submitted and filed when the City Administrator or their designee finds that the following have been provided:

- a. A Final Development Plan application form provided by the Planning and Zoning Department and the proper filing fees.
- b. The appropriate number of copies of the Final Development Plan, as determined by the City Administrator or their designee, containing the information outlined in Section 1113.23. Reduced size copies may be required.
- c. An electronic copy of the Final Plan as a Portable Document Format (pdf) file or other acceptable format.
- d. A cover letter detailing the contents and purpose of the Final Development Plan submittal

Within five (5) working days after the Final Development Plan application has been determined to be complete, the City Administrator or their designee shall distribute copies to other departments and agencies as the City Administrator or their designee deems necessary for a proper review, including but not limited to the Pataskala Utility Department, Pataskala City Engineer, Pataskala Police Department, Pataskala Public Service Department, West Licking Joint Fire District, Licking County Health Department and the South West Licking Community Water and Sewer District.

Complete Final Development Plan applications shall be scheduled to be heard by the Planning and Zoning Commission at the next Planning and Zoning Commission hearing as indicated on the adopted Planning and Zoning Commission hearing schedule. Special Planning and Zoning Commission hearings may be scheduled for extenuating circumstances as determined by the City Administrator or their designee.

1113.23 FINAL DEVELOPMENT PLAN CONTENTS

The Final Development Plan shall be shown at a scale not less than 100 feet to the inch and shall be on one (1) or more sheet 22 inches by 34 inches in size and include the following:

- a. Proposed name, and phase if applicable, of the Major Subdivision. To avoid confusion, the name shall not duplicate or closely resemble the name of any other Major Subdivision or development within the City of Pataskala or Licking County.
- b. Title sheet including the date the plan was prepared.
- c. Location by Section, Range, and Township or other official surveys.
- d. Names, addresses, and contact information of the property owner(s), the Subdivider, the Ohio Registered Engineer and/or the Ohio Registered Surveyor who prepared the plan and the appropriate seals and registration numbers of each,
- e. Date of survey, scale of plan and north arrow.
- f. Boundaries of the Major Subdivision, its acreage, and deed book and page number of lands within the proposed Major Subdivision.
- g. Names of adjacent subdivisions, owners of adjoining parcels and the location of their boundary lines.
- h. Locations, widths, and names of existing streets, rail road rights of way, easements, parks, permanent buildings, corporation and township boundaries, wooded areas, natural features, drainage, 100 year flood plain, existing permanent and temporary structures, and burial grounds and other areas of archeological significance within and adjacent to the Major Subdivision for a minimum distance of 200 feet.
- i. Locations of all wetlands, ponds, watercourses and other naturally occurring water features on the property including a 25-foot buffer as measured from the edge of the water feature.
- j. Location, names and widths and typical cross section and right of way width of proposed streets. Street names shall not duplicate or closely resemble the name of any other street, highway or road in the City of Pataskala or Licking County.
- k. Location, widths and description of proposed easements. All lots shall have a minimum five (5) foot easement along the property line of the side and rear yards if determined to be necessary by the City Administrator or their designee.
- l. Building setback lines with dimensions.
- m. Location and dimensions of all proposed public and private utilities, water, wastewater, storm drain lines, detention and/or retention facilities showing their locations and connections with the existing system. All new utilities shall be located underground.
- n. Layout, lot number, acreage and dimensions of each lot. When a lot is located on a curved street, or when side lot lines are not at 90 degree angles, the width at the building line shall be shown.
- o. Parcels of land in acres to be reserved for public use, or to be reserved by covenant for residents of the subdivision.
- p. The location and width of sidewalks and paths.
- q. The location of all street lights. Street lights shall have a maximum spacing of 200 feet and be staggered on opposite sides of the street. At least one street light shall be located at an intersection.
- r. A vicinity map at a scale of not less than 2,000 square feet to the inch. This map shall depict all existing subdivisions, roads, road rights of way, tract lines and the nearest existing intersections and thoroughfares. It shall also show the most advantageous connections between roads in the proposed Major Subdivision and those of the neighboring area.
- s. A Tree Replacement Survey and Landscaping Plan pursuant to Chapter 1283.
- t. Statement of proposed use of all lots, giving types, number of dwelling units and any type of commercial, industrial or institutional activity.
- u. Required statements and signatures to be affixed on the Final Development Plan.

1113.24 FINAL DEVELOPMENT PLAN SUPPLEMENTARY INFORMATION

The following information shall be supplied in addition to the requirements in Section 1113.23 as required by the City Administrator or their designee:

- a. Proof of approval for any variances that were required as part of the Preliminary Development Plan.
- b. Documentation indicating how any conditions of approval of the Preliminary Development Plan have been addressed as part of the Final Development Plan submittal.
- c. Other information that may be required by the City Administrator or their designee.

1113.25 FINAL DEVELOPMENT PLAN CONFERENCE

A Final Development Plan Conference may be required by the City Administrator or their designee, or requested by the Subdivider, prior to the City of Pataskala Planning and Zoning Commission hearing.

1113.26 FINAL DEVELOPMENT PLAN PUBLIC HEARING

The Planning and Zoning Commission shall hold a public hearing prior to any action being taken on a Final Development Plan application.

1113.27 FINAL DEVELOPMENT PLAN NOTIFICATION

Written notice of the public hearing to be held for a Final Development Plan application shall be mailed to all adjoining property owners of record within 300 feet of any property line of the subject property by first class mail, and given in one (1) or more newspapers of general circulation in the City at least 10 days before the date of the public hearing. The notice shall set forth the time and place of the public hearing, and the nature of the proposed Final Development Plan application. Notice of the public hearing shall be mailed by the Planning and Zoning Department by first class mail. Failure to deliver notice, as provided in this section, shall not invalidate any action taken by the Planning and Zoning Commission.

1113.28 APPROVAL OF FINAL DEVELOPMENT PLAN

The Planning and Zoning Commission shall determine whether a Final Development Plan is approved, approved with conditions or disapproved based upon confirmation that all conditions, construction plans, and other requirements have been satisfactorily addressed. Modifications to the approved Preliminary Development Plan may be considered by the Planning and Zoning Commission so long as they meet the intent of the approved Preliminary Development Plan or are reasonable accommodations based upon the Construction Plans. Notice of the decision of the Planning and Zoning Commission shall be communicated to the Subdivider in writing within five (5) days of the Planning and Zoning Commission hearing.

If a Final Development Plan is approved by the Planning and Zoning Commission, the Subdivider shall submit one (1) copy of the Final Development Plan, with any required revisions, to the Planning and Zoning Department. The Final Development Plan shall be legibly drawn in black ink on matte mylar material or other approved material of equal permanence. It shall be drawn at a scale no less than 100 feet to the inch on one (1) or more sheets 22 inches by 34 inches in size. If more than one (1) sheet is necessary, each sheet shall be numbered and the relation of one (1) sheet to another clearly indicated. The signatures and dates for the Subdivider or representative and a registered engineer or surveyor shall be on the Final Development Plan at the time it is submitted. The Subdivider may submit additional copies of the Final Development Plan for signatures if desired.

Once the City Administrator or their designee determines that the Final Development Plan is accurate and complies with any conditions of approval and other applicable regulations, the Final Development Plan shall be signed by the appropriate city officials and other applicable officials and agencies.

1113.29 FINAL DEVELOPMENT PLAN APPROVAL PERIOD

The approval of a Final Development Plan shall be valid for a period of two (2) years from the date of approval of the latest signature on the Final Development Plan. The terms under which this approval was granted shall not be affected by changes in these regulations. Changes in other applicable regulations may affect the terms under which this approval was granted.

The Subdivider or successor may request an extension of an approved Final Development Plan by submitting an application for extension and the appropriate filing fee prior to the expiration date. The Planning and Zoning Commission may grant an extension of an approved Final Development Plan for a period of two (2) years. This extension does not guarantee that the terms under which the original approval was granted shall not be affected by changes in these or other applicable regulations unless mutually agreed upon in writing by the Subdivider or successor and the Planning and Zoning Commission.

If an extension to an approved Final Development Plan is granted by the Planning and Zoning Commission, the Subdivider shall submit a complete set of updated plans shown at a scale not less than 100 feet to the inch and shall be on one (1) or more mylar sheets 22 inches by 34 inches in size to the Planning and Zoning Department for signatures. The two (2) year extension period shall begin from the date of approval of the latest signature on the approved Final Plan extension.

If an extension to an approved Final Development Plan is not granted by the Planning and Zoning Commission, or if an approved Final Development Plan expires, the Subdivider may reapply for Final Development Plan approval pursuant to Section 1113.21.

1113.30 AMENDMENT TO FINAL DEVELOPMENT PLAN

No changes, modifications, or other revisions that alter the Final Development Plan or conditions attached to an approved Final Development Plan shall be made unless the proposed revisions are first resubmitted and approved by the Planning and Zoning Commission. Planning and Zoning Commission approval of an amended Final Development Plan shall be valid for a period of two (2) years pursuant to the regulations in Section 1113.28.

In the event that such subdivision plan revisions are implemented without complying with this requirement, the revisions shall be considered null and void. Typographical errors that do not affect the Final Development Plan shall be resubmitted and approved by the City Administrator or their designee.

1113.31 PRE-CONSTRUCTION CONFERENCE REQUIRED

Prior to the commencement of construction, a Pre-Construction Conference shall be scheduled with the City Administrator or their designee. The following items shall be completed and submitted prior to scheduling the Pre-Construction Conference:

- a. Final signed Construction Plans
- b. Subdividers deposit for construction administration and inspection services as required pursuant to Section 1113.32.
- c. Developers agreement

- d. All applicable permitting, including but not limited to NPDES, OEPA, ACOE, Fish and Wildlife and ODNR.
- e. Anticipated construction schedule.
- f. Emergency contact and sub-contractors list.
- g. Other information that may be required by the City Administrator or their designee.

1113.32 CONSTRUCTION ADMINISTRATION AND INSPECTION

Prior to commencement of any work covered in the Construction Plans, after approval thereof, arrangements shall be made by the Subdivider to provide for administration and inspection services by the City Administrator or their designee.

The Subdivider shall deposit funds with the City in an amount sufficient to cover the costs of construction administration and inspection services. The value of said deposit shall be based upon a percentage of the estimated construction cost of the public improvements.

In the event that the deposited funds are exhausted, the Subdivider shall provide an additional deposit in an amount to be determined by the City Administrator or their designee prior to continuation of construction activities.

1113.33 CONSTRUCTION OF PUBLIC IMPROVEMENTS

Erosion and sediment control measures shall be in place prior to commencement of earthmoving operations pursuant to the approved Construction Plans, Chapter 1119 of this Code and all other applicable state and federal regulations. An inspector assigned by the City Administrator or their designee shall be present during the construction of all public improvements to be accepted. Public improvements constructed in the absence of an inspector assigned by the City Administrator or their designee shall not be accepted.

All construction activities shall be performed in accordance with the approved plans and in a safe manner so as not to hinder, obstruct, limit, affect or otherwise create a nuisance to the City and public at large. This shall include, but not be limited to, maintenance of traffic, obstructions to travel, maintenance of erosion and sediment control devices and minimization of off-site impacts including noise, vibration, odor, air pollution, glare, and water pollution. The City Administrator or their designee shall determine compliance with the intent of the afore mentioned requirements. Whomever violates any provisions of this Section or fails to comply with any of its requirements shall be subject to punishment under Section 1123.99.

At the discretion of the City Administrator or their designee, testing of public improvements or facets thereof shall be completed by the Subdivider. Any public improvements or facets thereof that fail to meet standard testing parameters shall not be accepted.

If any phase of an approved subdivision will use an existing road for access, a surety may be required to cover any damage to public infrastructure. The City Administrator or their designee shall make an evaluation of the public infrastructure prior to the start of any construction activities. In addition, an evaluation shall be made at the completion of each phase to determine damage, if any, to the public infrastructure. The City Administrator or their designee shall determine the value of the surety, if required.

1113.34 FINAL INSPECTION

Upon completion of all public improvements, the Subdivider shall request, in writing, a final inspection to be performed by the City Administrator or their designee. In the case that any public improvements do not pass a final inspection, the Subdivider shall be so notified in writing, and requested to make corrections to the work as necessary

1113.35 PROCEDURE FOR ACCEPTANCE

After completion, final inspection and approval of all public improvements, the Subdivider shall provide a maintenance bond for the public improvements. The duration and value of the maintenance bond shall be determined by the City Administrator or their designee.

Upon receipt of the maintenance bond, the City Administrator or their designee shall provide a certificate of substantial completion to the Subdivider. The certificate of substantial completion shall include a list of any deficient items to be corrected. The issuance of a certificate of substantial completion establishes the commencement and duration of the warranty period.

Once the certificate of substantial completion, signed by the Subdivider, is returned, and all conditions for acceptance pursuant to Section 1113.36 have been satisfied, the City Administrator or their designee shall provide documentation, in the form of a Resolution, to City Council for acceptance of the public improvements.

City Council shall determine the acceptability of the public improvements for public maintenance and operation in accordance with the approved Construction Plans and applicable specifications.

1113.36 CONDITIONS FOR ACCEPTANCE

Prior to the acceptance of the public improvements, the Subdivider shall provide to the City Administrator or their designee, the following:

- a. Maintenance bond
- b. Signed certificate of substantial completion
- c. As built information in all of the following formats:
 1. A copy of the approved Construction Plans with as-built revisions legibly drawn in black ink on matte mylar material or other approved material of equal permanence. It shall be drawn at a scale no less than 100 feet to the inch on one (1) or more sheets 22 inches by 34 inches in size. If more than one (1) sheet is necessary, each sheet shall be numbered and the relation of one (1) sheet to another clearly indicated.
 2. An electronic copy of the approved Constructions Plans with as-built revisions as a Portable Document Format (pdf) file or other acceptable format.
 3. A copy of the Computer Animated Drafting (CAD) files in State Plane Coordinates in the appropriate format as determined by the City Administrator or their designee.
 4. The Global Positioning System (GPS) coordinates for public improvements to include, but not limited to, all valves, fire hydrants, manholes and catch basins in tabular (spreadsheet) format.

1113.37 SUBMISSION OF FINAL PLAT

Prior to the submittal of the Final Plat, the Subdivider shall install all required improvements that have been accepted by the City of Patasksla by Resolution.

1113.38 FINAL PLAT FORM

The Final Plat shall be legibly drawn in black ink on matte mylar material or other approved material of equal permanence. It shall be drawn at a scale no less than 100 feet to the inch on one (1) or more sheets 18 inches by 24 inches in size. If more than one (1) sheet is necessary, each sheet shall be numbered and the relation of one sheet to another is clearly indicated.

The Final Plat may be submitted in phases or sections, or in its entirety, as long as the Final Plat is the same as the approved Final Development Plan, or Final Development Plan with conditions, consistent with the approved Construction Plans, and compliant with all other applicable regulations.

1113.39 FINAL PLAT CONTENTS

The Final Plat shall contain the following information for the particular phase or section that is being submitted for review and approval. The City Administrator or their designee may require additional information as necessary.

- a. Name of the subdivision, located by section, range, township, or by other survey number, date, north arrow, and acreage.
- b. Name and address of the Subdivider and the professional registered surveyor who prepared the Final Plat, and appropriate numbers and seals.
- c. Final Plat boundaries based on accurate traverse with angular and linear dimensions, both linear and angular shall be determined by an accurate control survey in the field, which must balance, and close within the limit of 1:10,000.
- d. Bearings and distances to the nearest established street lines or other recognized permanent monuments.
- e. The parcel identification number of the original tract(s) and the owners name(s) and parcel identification number(s) of all adjacent parcels.
- f. Radii, internal angles, points of curvature, tangent bearings, lengths or arcs, all easements and right-of-way provided for public services or utilities, building setback lines with dimensions, right-of-way width, and names of all streets within and adjoining the Final Plat.
- g. All lot numbers and lines with accurate dimensions in feet and hundredths, and acreage.
- h. Accurate outlines of areas to be dedicated or reserved for public use, or any area to be reserved for common use of all property owners. The use and accurate boundary locations shall be shown for each parcel of land to be dedicated.
- i. The locations and descriptions of all monuments and pins.
- j. When lots are located on a curve or when lot lines are at angles other than 90 degrees, the width at the building line shall be shown. If the building line is curved, the arc length shall be shown.
- k. Locations of all wetlands, ponds, watercourses and other naturally occurring water features on the property including a 25 foot buffer as measured from the edge of the water feature.
- l. Any part of the subdivision located within the 100-year flood plain as indicated on the Flood Insurance Rate Map (FIRM), or as determined by other appropriate persons.
- m. Required statements and signatures to be affixed on the Final Plat.

1113.40 FINAL PLAT APPROVAL

The City Administrator or their designee shall review the Final Plat and return any comments to the Subdivider for changes as necessary. Once the City Administrator or their designee determines that the Final Plat is accurate and complies with the requirements of these or any other applicable regulations, the Final Plat will be signed by the appropriate City Officials and other officials and agencies. The Subdivider when the be notified that the Final Plat is complete and ready for recording.

1113.41 TRANSMITTAL OF COPIES OF FINAL PLAT

When the Final Plat has been approved by the appropriate City Officials and other officials and agencies, the original mylar of the Final Plat shall be returned to the Subdivider for filing with Licking County.

The Subdivider shall return the recorded mylar copy of the Final Plat to the City Administrator or their designee within 30 days of the date of its recording. Final Plats shall be filed no later than 30 days following the date of the final official signature on the original mylar. Failure to record the Final Plat within 30 days following the date of the final official signature on the original mylar shall render the Final Plat null and void.

1113.42 REPLAT REQUIRED

Alterations to existing lot lines or other conditions to all or part of an existing platted subdivision shall require a Replat.

1113.43 REPLAT APPLICATION

Upon initial Replat application, the City Administrator or their designee shall make a determination of the completeness of the application as it complies with this section. The City Administrator or their designee shall have the right to reject any Replat application that is determined to be incomplete. If an application is rejected, the City will make a good faith effort to advise the Subdivider the manner in which the application is incomplete. An application shall be considered officially submitted and filed when the City Administrator or their designee finds that the following have been provided:

- a. A Replat application form provided by the Planning and Zoning Department and the proper filing fees.
- b. The appropriate number of copies of the Replat as determined by the City Administrator or their designee. Reduced size copies may be required.
- c. An electronic copy of the Replat as a Portable Document Format (pdf) file or other acceptable format.
- d. A cover letter detailing the contents and purpose of the Replat submittal.
- e. A copy of the original Final Plat.

Within five (5) working days after the Replat application has been determined to be complete, the City Administrator or their designee shall distribute copies to other departments and agencies as the City Administrator or their designee deems necessary for a proper review, including but not limited to the Pataskala Utility Department, Pataskala City Engineer, Pataskala Police Department, Pataskala Public Service Department, West Licking Joint Fire District, Licking County Health Department and the South West Licking Community Water and Sewer District.

Complete Replat applications shall be scheduled to be heard by the Planning and Zoning Commission at the next Planning and Zoning Commission hearing as indicated on the adopted Planning and Zoning Commission hearing schedule. Special Planning and Zoning Commission hearings may be scheduled for extenuating circumstances as determined by the City Administrator or their designee.

1113.44 REPLAT CONTENTS

The Replat shall be shown at a scale not less than 100 feet to the inch and shall be on one (1) or more sheets 18 inches by 24 inches in size. If more than one (1) sheet is necessary, each sheet shall be numbered and the relation of one sheet to another is clearly indicated. The Replat shall contain or accompany the following information for the lots that are being submitted for review and approval. The City Administrator or their designee may require additional information as necessary.

- a. A copy of the Replat complete with all information as required in Section 1113.39.
- b. If the lots being replatted have existing structures, then a separate dimensionally accurate sketch prepared by a registered surveyor illustrating the revised lot lines, together with the outlines of such structures shall be submitted.
- c. New lot numbers shall be assigned to all new or modified lots. This number shall consist of the lowest original lot number contained within the lot lines of the proposed lots and hyphenated with the letter "A", or next alphabetical letter needed to make the proposed lot number unique within the subdivision.
- d. The Replat shall meet all applicable zoning and subdivision regulations.
- e. All existing easements and reserves shall be maintained on the Replat. The Planning and Zoning Commission may waive this requirement if it is determined that the existing easement would not serve a purpose as part of the replatted lots.
- f. Where no easements exist, a minimum five (5) foot easement along the property line of the side and rear yards if determined to be necessary by the City Administrator or their designee.

1113.45 REPLAT CONFERENCE

A Replat Conference may be required by the City Administrator or their designee, or requested by the Subdivider, prior to the City of Pataskala Planning and Zoning Commission hearing.

1113.46 REPLAT PUBLIC HEARING

The Planning and Zoning Commission shall hold a public hearing prior to any action being taken on a Replat application.

1113.47 REPLAT NOTICE TO PROPERTY OWNERS

Written notice of the public hearing to be held for a Replat application shall be mailed to all adjoining property owners of record within 300 feet of any property line of the subject property by first class mail, and given in one (1) or more newspapers of general circulation in the City at least 10 days before the date of the public hearing. The notice shall set forth the time and place of the public hearing, and the nature of the proposed Replat application. Notice of the public hearing shall be mailed by the Planning and Zoning Department by first class mail. Failure to deliver notice, as provided in this section, shall not invalidate any action taken by the Planning and Zoning Commission.

1113.48 APPROVAL OF REPLAT

The Planning and Zoning Commission shall determine whether a Replat is approved, approved with conditions or disapproved based upon determination of whether all requirements have been satisfactorily addressed. Modifications to the approved Final Development Plan and/or Final Plat may be considered by the Planning and Zoning Commission so long as they meet the intent of the approved Final Development Plan and/or Final Plat or are reasonable accommodations based upon the proposal. Notice of the decision of the Planning and Zoning Commission shall be communicated to the Subdivider in writing within five (5) days of the Planning and Zoning Commission hearing.

If a Replat is approved by the Planning and Zoning Commission, the Subdivider shall submit one (1) copy of the Replat, with any required revisions, to the Planning and Zoning Department. The Replat shall be legibly drawn in black ink on matte mylar material or other approved material of equal permanence. It shall be drawn at a scale no less than 100 feet to the inch on one (1) or more sheets 18 inches by 24 inches in size. If more than one (1) sheet is necessary, each sheet shall be numbered and the relation of one (1)

sheet to another clearly indicated. The signatures and dates for the Subdivider or representative and a registered engineer or surveyor shall be on the Replat at the time it is submitted. The Subdivider may submit additional copies of the Replat for signatures if desired.

Once the City Administrator or their designee determines that the Replat is accurate and complies with any conditions of approval and other applicable regulations, the Replat shall be signed by the appropriate city officials and other applicable officials and agencies. The Subdivider will be notified that the Replat is complete and ready for recording.

1113.49 TRANSMITTAL OF COPIES OF REPLAT

When the Replat has been approved by the appropriate City Officials and other officials and agencies, the original mylar of the Replat shall be returned to the Subdivider for filing with Licking County.

The Subdivider shall return the recorded mylar copy of the Replat to the City Administrator or their designee within 30 days of the date of its recording. Replats shall be filed no later than 30 days following the date of the final official signature on the original mylar. Failure to record the Replat within 30 days following the date of the final official signature on the original mylar shall render the Replat null and void.

1113.50 REQUIRED STATEMENTS

The following statement shall be affixed on a Final Plat or Replat as required by these regulations:

Situated in Section _____, Township _____, Range _____, Licking County, Pataskala, Ohio, containing _____ acres and being the same tract as conveyed to _____ and described in the deed recorded in Deed Book _____, Licking County, Ohio.

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

The undersigned further agrees that any use of improvements made on this land shall be in conformity with all existing valid zoning, platting, health, or other lawful rules and regulations including the applicable off-street parking and loading requirements of the City of Pataskala, Ohio, for the benefit of himself and all other and subsequent owners or assigns taking title from, under, or through the undersigned.

In Witness thereof _____ day of 20_____.

Witness _____ Signed _____

We do hereby certify that we have surveyed the premises and prepared the attached plat and said plat is correct.

By _____

STATE OF OHIO

CITY OF PATASKALA, OHIO

Before me a Notary Public in and for said City personally came _____ who acknowledged the signing of the foregoing instrument to be 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_____.

By _____

CHAPTER 1115

Minor Subdivisions

1115.01	Minor Subdivision Criteria	1115.06	Exempted Lot Split
1115.02	Lot Split	1115.07	Exempted Lot Split Application
1115.03	Lot Split Application	1115.08	Approval of Exempted Lot Split
1115.04	Approval of Lot Split	1115.09	Exempted Lot Split Approval Period
1115.05	Lot Split Approval Period		

1115.01 MINOR SUBDIVISION CRITERIA

A Minor Subdivision is the creation of less than six (6) lots, including the remainder, from the original parcel and/or does not involve the creation or extension of any roads or easements of access. Minor Subdivisions may be approved by the City Administrator or their designee without a plat so long as they comply with the requirements of a Lot Split or an Exempted Lot Split.

1115.02 LOT SPLIT

A Lot Split may be approved by the City Administrator or their designee if the proposed Lot Split complies with all of the following requirements:

- a. The proposed Lot Split is located along an existing dedicated public right of way and does not involve the opening, widening, or extension of any street or road.

- b. Less than six (6) lots, including the remainder, are created from the original property.
- c. The proposed Lot Split complies with all applicable Subdivision and Zoning Regulations

1115.03 LOT SPLIT APPLICATION

Upon initial Lot Split application, the City Administrator or their designee shall make a determination of the completeness of the application as it complies with this section. The City Administrator or their designee shall have the right to reject a Lot Split Application that is determined to be incomplete. An application shall be considered officially submitted and filed when the City Administrator or their designee finds that the following have been provided:

- a. A Lot Split application for provided by the Planning and Zoning Department and the proper filing fees.
- b. Two (2) copies of a survey prepared by a surveyor registered in the State of Ohio containing the following:
 - 1. The establishment of property corners by iron pins, corner posts, or other acceptable monuments.
 - 2. The original adjacent properties and the parcel to be conveyed including dimensions, property size, and ownership.
 - 3. The location of all buildings on the properties.
- c. Two (2) copies of the legal description of the property to be conveyed.
- d. Other information that may be required by the City Administrator or their designee.

1115.04 APPROVAL OF LOT SPLIT

When the City Administrator or their designee is satisfied that a Lot Split application meets the requirements of Section 1115.02, the Lot Split application shall be approved. The City Administrator or their designee shall return one (1) copy of the approved Lot Split application to the Subdivider for recording purposes.

1115.05 LOT SPLIT APPROVAL PERIOD

The approval of a Lot Split shall be valid for a period of one (1) year from the date of approval. The terms under which this approval was granted shall not be affected by changes in these regulations during the valid approval period. Failure to record the Lot Split within the valid approval period shall render the Lot Split application null and void.

1115.06 EXEMPTED LOT SPLIT

An Exempted Lot Split is the division and subsequent conveyance of property between adjoining property owners or the combination of adjacent properties where such conveyance shall not create an additional building site and/or does not involve the opening, widening, or extension of any street or road.

1115.07 EXEMPTED LOT SPLIT APPLICATION

Upon initial Exempted Lot Split application, the City Administrator or their designee shall make a determination of the completeness of the application as it complies with this section. The City Administrator or their designee shall have the right to reject any Exempted Lot Split application that is determined to be incomplete. An application shall be considered officially submitted and filed when the City Administrator or their designee finds that the following have been provided:

- a. An Exempted Lot Split application form provided by the Planning and Zoning Department and the proper filing fees.

- b. Two (2) copies of a survey prepared by a surveyor registered in the State of Ohio containing the following
 - 1. The establishment of property corners by iron pins, corner posts, or other acceptable monuments.
 - 2. The original adjacent properties and the parcel to be conveyed including dimensions, property size, and ownership.
 - 3. The location of all buildings on the properties.
- c. Two (2) copies of the legal description of the properties created by the Lot Split including the remainder.
- d. Other information that may be required by the City Administrator or their designee.

1115.08 APPROVAL OF EXEMPTED LOT SPLIT

When the City Administrator or their designee is satisfied that an Exempted Lot Split application meets the requirements of Section 1115.06 and Section 1115.07, the Exempted Lot Split application shall be approved. The City Administrator or their designee shall return one (1) copy of the approved Exempted Lot Split application to the Subdivider for recording purposes.

1115.09 EXEMPTED LOT SPLIT APPROVAL PERIOD

The approval of an Exempted Lot Split shall be valid for a period of one (1) year from the date of approval. The terms under which this approval was granted shall not be affected by changes in these regulations during the valid approval period. Failure to record the Exempted Lot Split within the valid approval period shall render the Exempted Lot Split application null and void.