

Wood County
Planning Commission
WCPC

WOOD COUNTY SUBDIVISION REGULATIONS

WOOD COUNTY, OHIO

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ARTICLE 1 - GENERAL PROVISIONS

1.00 TITLE

These rules, regulations and standards shall be officially known as the “Subdivision Regulations of Wood County, Ohio,” and shall hereinafter be referred to as “these Regulations.”

1.01 POLICY

- (A) It is declared to be the policy of Wood County to consider the subdivision of unincorporated land and its subsequent development as subject to the control of Wood County, pursuant to any official comprehensive plan (when one exists) for orderly, planned, safe, efficient, and economical development.
- (B) Land to be subdivided 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 required improvements will be made by the subdivider.
- (C) The existing and proposed public improvements shall conform with and be related to the proposals shown in the comprehensive plan, capital improvement program, and development programs of Wood County, and it is intended that these Regulations shall supplement and facilitate the enforcement of the provisions and standards contained in building codes, housing codes, zoning resolutions, the comprehensive plan, and the capital improvement program of Wood County.

1.02 PURPOSE

These Regulations are adopted as minimum requirements for the regulation and control of land subdivision within the unincorporated area of the county. These regulations are intended to:

- (D) Establish standards for logical, sound, and economical development.
- (E) To 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.
- (F) To 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.
- (G) To improve the quality of life through protection of the total environment, including the prevention of air, water, light, and noise pollution, the prevention of soil erosion, and the preservation of natural beauty and topography.
- (H) To 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 Wood County and developers.

1.03 AUTHORITY

The Ohio Revised Code, Chapter 711, enables the board of county commissioners and the Planning Commission of Wood County to adopt regulations governing plats and subdivisions of land within the unincorporated area of the county.

1.04 PUBLIC PURPOSE

Regulation of the subdivision of land and the attachment of reasonable conditions to land subdivision is an exercise of public police power delegated by the state to Wood County pursuant to Chapter 711 of the Ohio Revised Code. The developer shall be in compliance with conditions established by the Planning Commission and the Wood County Engineer for design, dedication, improvement, and restrictive use of the land to conform to the physical and economic development of Wood County and the health, safety, and general welfare of the future lot owners of the subdivision and of Wood County generally.

1.05 JURISDICTION

- (A) These Regulations shall be applicable to all subdivisions of land located within the unincorporated area of Wood County, subject to the limitations described in Section 711.09 of the Ohio Revised Code. .
- (B) The Wood County Planning Commission and the municipality with subdivision regulation jurisdiction over unincorporated territory within Wood County may agree, in writing, that the approval of the plat by the city, as provided in Section 711.09 of the Ohio Revised Code, shall be conditioned upon receiving advice from or approval by the Wood County Planning Commission.
- (C) The Wood County Planning Commission may cooperate with any municipality located in Wood County in the review of subdivision plats occurring on lands adjoining the corporation line of said city or village or within a reasonable distance of same. The Wood County Planning Commission may, as a condition for such cooperation, and in order to carry out these Regulations more effectively, seek an agreement with any city or village. The term of the agreement may permit joint review, by the Wood County Planning Commission and any city or village, of subdivisions occurring next to or within its corporate limits.
- (D) Municipal planning commissions and other agencies with subdivision approval authority will have to reach agreement on review of lands, proposed for subdivision, which lie partially within and partially outside of the three or one and one-half mile limit area.

1.06 RELATION TO OTHER LAWS

- (A) The provision of these Regulations shall supplement the laws of the State of Ohio, other resolutions adopted by the board of county commissioners or township trustees, or the rules and regulations promulgated by authority of such law or resolution relating to the purpose and scope of these Regulations.
- (B) No subdivision plat shall be approved for recording until the requirements of these Regulations have been met and certification thereof has been endorsed upon the plat by the appropriate reviewing authority.
- (C) Whenever the requirements of these Regulations are at variance with the requirements of other lawfully adopted rules, regulations, or resolutions, the most restrictive or that imposing the highest standard shall govern. These Regulations shall be interpreted as minimum requirements.

- (D) Whenever a township or part thereof has adopted a county or township zoning resolution, under Chapter 303 or 519 of the Ohio Revised Code, all proposed subdivisions shall meet the requirements of said zoning resolution, as well as the provisions of these Regulations.

1.07 THE WOOD COUNTY SUBDIVISION AND SITE IMPROVEMENT MANUAL

The Wood County Subdivision and Site Improvement Manual (WCSSIM) issued under the authority of the Office of the Wood County Engineer offers guidance, minimum standards and acceptable procedures for the design of streets, drainage and the location of public and quasi-public utilities. These standards are frequently referenced herein and they represent the controlling requirements for surveys, storm drainage design requirements, pavement and roadway design, utilities, construction drawing standards, plat/improvement review fees and inspection fees.

1.08 VALIDITY AND SEPARABILITY

If, for any reason, any clause, provision or portion of these Regulations shall be held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect validity or legality of these Regulations as a whole, or any part thereof, other than the part so held to be invalid. These Regulations shall not abate any legal action pending under prior subdivision regulations and shall not interfere with other applicable laws and regulations or with deed restrictions.

1.09 SAVING PROVISION

These Regulations shall not be construed as abating any action now pending under, or by virtue of, prior existing subdivision regulations, or as discontinuing, abating, modifying or altering any penalty accruing or about to accrue, or as affecting the liability of any person, firm, or corporation, or as waiving any right of the county under any section or provision existing at the time of adoption of these Regulations, or as vacating or annulling any rights adopted by any person, firm, or corporation by lawful action of the county except as shall be expressly provided for in these Regulations.

1.10 ENACTMENT

These Regulations shall become effective from and after the date of their approval, adoption, or amendment by the Wood County Planning Commission and the Wood County Board of County Commissioners after public hearing and certification to the county recorder as required by Chapter 711 of the Ohio Revised Code. Henceforth, any other regulations previously adopted by Wood County shall be deemed to be repealed. These Regulations shall in no way affect any subdivision having received preliminary plan approval prior to the effective date of these regulations or any amendment thereto, provided, however, that no changes to the preliminary plan, as approved, are introduced by the subdivider.

*(Adopted by the Wood County Board of County Commissioners on August 5, 2014. Resolution # 14-01114.
These regulations will become effective August 6, 2014)*

ARTICLE 2 - ADMINISTRATION

2.00 ADMINISTRATION, ENFORCEMENT AND INTERPRETATION

These Regulations shall be administered by the Wood County Planning Commission. The Planning Commission, assisted by other government agencies, legal counsel, and through other advice it may solicit, shall administer and enforce these Regulations. Discretionary, conflicting, or disputed aspects of these Regulations shall be interpreted by the Wood County Planning Director or other individual designated by the county commissioners or Wood County Planning Commission.

2.01 RESERVATIONS AND REPEALS

Upon the adoption of these Regulations, the “Subdivision Rules and Regulations For Wood County, Ohio, effective August 5, 2014,” and all subsequent amendments thereto are hereby repealed.

2.02 AMENDMENTS

The Planning Commission may amend, supplement or change these Regulations in accordance with the appropriate sections of the Ohio Revised Code. However, the Planning Commission may only amend after review and adoption by the Wood County Commissioners. Any supplement or change to these regulations requiring the actual construction of improvements, or posting of performance guarantees shall occur only after review and recommendation by the county engineer.

2.03 VARIANCES, EXCEPTIONS AND WAIVER OF CONDITIONS

Where, due to exceptional topographic or other physical conditions, the Planning Commission finds that extraordinary and unnecessary hardship may result from strict application of these Regulations, or the purposes of these Regulations may be served to a greater extent by an alternative proposal, it may approve variances, exceptions, and waivers of conditions, provided that they will not be detrimental to the public health, safety, or welfare or injurious to other properties. Variances for roadway specifications and construction standards can only be made by the Board of County Commissioners after recommendation by the county engineer. Recommendations regarding variances for roadway specifications and construction standards may be provided by the Planning Commission. Such variances shall not have the effect of nullifying the intent and purpose of these Regulations, the comprehensive plan, or the zoning resolution, when they exist.

In granting variances or modifications, the Planning Commission may require such conditions as will, in its judgment, secure substantially the objective of the standards or requirements so varied or modified.

An application for relief may be denied if an applicant requests it for his or her own convenience, such as when the 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 significantly to development costs.

2.04 EXPIRATION OR EXTENSION

Failure to comply with time periods stated in Section Three (3) of these Regulations shall result in the expiration of the application and associated Planning Commission approvals. Before expiration, the subdivider must provide a letter and extension fee stating why these time periods cannot be met and requesting their extension.

The subdivider is solely responsible for knowing expiration dates and meeting or extending them in accordance with these Regulations. The Planning Commission shall have no duty, obligation or responsibility to remind or notify subdividers of approaching expiration dates. (Reference 3.19 Preliminary Plan Expiration and 3.33 Final Plat Expiration)

2.05 VOIDED APPLICATIONS

An application shall become void and have no rights, standing, or status under these Regulations, upon expiration, withdrawal, or disapproval.

2.06 RECORDING OF PLAT

No plat of any subdivision shall be recorded by the Wood County Recorder or have any validity until said plat has received a final approval in the manner prescribed in these Regulations.

2.07 REVISION OF PLAT AFTER APPROVAL

No change, modification, or revision shall be made on any plat of a subdivision after approval has been given by the Planning Commission, and endorsed in writing on the plat, unless said plat is first resubmitted to the Planning Commission.

2.08 FEES

The Wood County Board Commissioners may establish a schedule of fees, charges, expenses, and collection procedures for administration of these Regulations. Until all applicable fees, charges and expenses have been paid in full, no action shall be taken on any application or appeal. The subdivider shall be solely responsible for submittal of other fees to other local agencies having jurisdiction over proposed improvements including, but not limited to storm and drainage improvements, and water and sanitary sewage facilities.

2.09 VIOLATIONS AND PENALTIES

Whoever transfers, offers for sale for a period of more than five years any lot, parcel or tract of land from a plat of a subdivision before such plat has been recorded in the office of the county recorder or that violates these regulations shall forfeit and pay the sum of not less than ten dollars (\$10) nor more than five-hundred dollars (\$500) for each lot, parcel, or tract of land so sold. The description of such lot, parcel, or tract by metes and bounds in the deed or transfer shall not serve to exempt the seller from the forfeiture provided in this section.

No building permit shall be issued for the construction of any building or structure located on a lot or plat that is subdivided or sold in violation of the provisions of these Regulations, nor shall the county have any obligation to issue certificates of occupancy or to extend utility services to any parcel created in violation of these Regulations.

A county recorder who records a plat contrary to the provisions of these Regulations shall forfeit and pay not less than one-hundred dollars (\$100) nor more than five-hundred dollars (\$500), to be recovered with costs in a civil action by the prosecuting attorney in the name and for the use of the county.

2.10 APPEAL

Any person who believes he or she has been aggrieved by these Regulations or the actions of the Planning Commission has all rights to appeal as set forth in Chapter 711 of the Ohio Revised Code or any other applicable section.

ARTICLE 3 - SUBDIVISION APPLICATION, PROCEDURES AND APPROVAL PROCESS

3.00 PURPOSE

The purpose of this article is to establish the procedure for review and approval of subdivisions, as authorized under Chapter 711 of the Ohio Revised Code. The procedure is intended to provide orderly and expeditious processing of such applications.

3.01 GENERAL PROCEDURE

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

- (A) Lot Split or Minor Subdivision: These shall be processed by the Office of the Planning Commission and require a survey drawing, a deed with a legal description, fees, and evidence of compliance with other applicable regulations.
- (B) Large Lot Development: These shall be processed by the Office of the Planning Commission and require a survey drawing, a deed with a legal description, fees, and evidence of compliance with other applicable regulations.
- (C) Platted Subdivision or Major Subdivision: These involve approval actions by the Planning Commission. The approval process for a major development, whether a subdivision, cluster development, or planned unit development (PUD), is essentially the same, and includes three principal steps: an optional sketch plan, a preliminary plan, and a final plat.

In addition to the general procedures described above, the Wood County Auditor and the Wood County Engineer have adopted a Land Transfer Policy effective January 1, 2013, or subsequent amendment thereto. This policy was adopted pursuant to Section 319.203 of the Ohio Revised Code and sets forth additional and specific requirements for all parcel splits and land transfers. All surveys and legal descriptions shall meet all the requirements of the WCSSIM as well as the Wood County Land Transfer Policy.

3.02 OUTLINE OF CONDITIONS FOR MINOR SUBDIVISION

Approval without a plat of a minor subdivision may be granted by Office of the Planning Commission if the proposed subdivision of the parcel of land meets all of the following conditions:

- (A) The proposed division of a parcel of land as shown on the last proceeding tax duplicate involves no more than five (5) lots, after the original tract or parcel has been completely subdivided, any one of which is under five (5) acres (inclusive of the remainder parcel).
- (B) The proposed subdivision is along an existing public street, and involves no opening, widening or extension of any street, road or public utility.
- (C) The proposed division is not contrary to applicable subdivision, zoning, access management or other regulations or has received any necessary variances.
- (D) The proposed subdivision is approved by the zoning inspector, Ohio Environmental Protection Agency (for special sanitary districts), local health department, the county engineer, and others as may be applicable.

- (E) The property has been surveyed and a survey drawing and a legal description of the property is submitted with the application.

3.03 ADMINISTRATIVE PROCEDURE AND APPROVAL – MINOR SUBDIVISION

- (A) A minor subdivision or lot split application, available at the Planning Commission office, shall be filed by the landowner or designated representative. A complete application may contain a survey drawing, a deed, a legal description for each lot being created, a fee (if required), and evidence of approval by the local health department, zoning inspector, and others as may be applicable.
- (B) After the split has been given approval by any other departments with review responsibility, the deed, and a copy of the survey drawing is then checked by the Office of the Planning Commission for its conformity with these Regulations and the Wood County Land Transfer Policy. The Office of the Planning Commission shall stamp and sign the deed “approved-no plat required,” if the lot in question meets all requirements as specified above, within seven (7) working days after submission.
- (C) The deed shall then be taken to the county auditor for the transfer of property and then to the county recorder where it will become a legal lot of record. Lot split requests shall expire if not recorded within (90) ninety days following Planning Commission Office approval.
- (D) Incomplete or deficient proposals shall be disapproved and the subdivider notified of issues and reasons for the disapproval.

3.04 SUBMISSION REQUIREMENTS – MINOR SUBDIVISION

The application for minor subdivision shall include the following:

- (A) The survey drawing and legal description shall conform to the minimum standards for boundary surveys in State of Ohio (OAC 4733-37), and meet requirements provided in the WCSSIM and in the Wood County Land Transfer Policy.
- (B) Areas within the 100 year floodplain and within floodways, as determined from flood studies or by scaling from mapping provided by the Federal Emergency Management Agency, shall be delineated.
- (C) Other items or provisions deemed necessary by the Office of the Planning Commission.

3.05 COMBINING ENTIRE EXISTING TAX PARCELS, REPLAT, SUBDIVISION VACATIONS, PLAT OF STREETS, COMMON OPEN SPACES, AND EASEMENTS FOR PUBLIC UTILITIES

- (A) Combining entire existing tax parcels can be accomplished in accordance with the Wood County Land Transfer Policy.
- (B) A subdivider proposing the replat of a plat previously recorded by the county recorder shall follow the same procedures required for a major subdivision. Other proposals for the alteration of a plat or the vacating of a plat shall comply with Sections 711.17-711.20 of the Revised Code.
- (C) Proposals for the platting of street openings, widenings, and extensions; platting of open spaces for common use by owners, occupants, or leaseholders; and easements for the extension and maintenance of public sewer, storm drainage, or other public utilities shall follow the same procedures required for a major subdivision.

3.06 TRANSFER OF PROPERTY BETWEEN ADJOINING OWNERS

- (A) Where a transfer of property between adjoining owners, which is less than (5) acres in size, results in a residual parcel, which is less than (5) acres, said residual parcel shall be subject to the requirements of these Regulations; and, the transfer of property shall be approved only if the residual meets these Regulations. The grantees' names on the deed shall match the ownership of the adjacent parcel being enlarged by the transfer.
- (B) If the transfer of property is within a recorded subdivision it shall be submitted as a major subdivision if it involves the creation of any subdivision lot as a separate building tract.
- (C) In all cases, the transfer of property between adjoining owners is subject to requirements set forth in the Wood County Land Transfer Policy.

3.07 OUTLINE OF CONDITIONS FOR A LARGE LOT DEVELOPMENT

Approval of a large lot development may be granted by the Office of the Wood County Planning Commission if the proposed division of land meets all of the following conditions:

- (A) The proposed division of a parcel of land from an original tract or parcel which is between five (5) acres and twenty (20) acres (inclusive of the remainder parcel).
- (B) The proposed subdivision is along an existing public street, and involves no opening, widening or extension of any street, road or public utility.
- (C) The 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 contained herein that address lot frontage, lot width, and width to depth ratios when there are no applicable zoning regulations for lot frontage or width to depth ratios that apply to the parcel.
- (D) The property has been surveyed and a survey drawing and a legal description of the property is submitted with the application.

3.08 EXEMPTED LARGE LOT DEVELOPMENTS

Parcels between five (5) acres and twenty (20) acres may be exempt from the approval requirements of Section 3.07 when such parcels of land are to be used only for agricultural or personal recreational purposes. The Wood County Planning Commission may require evidence to verify that the land will only be used for agricultural or personal recreational use and develop administrative rules to help determine thresholds for claiming such an agricultural or personal recreation exemption. On the presentation of a conveyance of such a parcel, Office of the Wood County Planning Commission shall stamp the conveyance "no approval or plat required under R.C. 711.133; for agricultural or personal recreational use only" and have it signed by individual(s) designated by the Planning Commission. Nothing in this division excludes, or shall be construed as excluding, parcels that are exempt under this division as being used only for agricultural or personal recreational purposes, from the provisions of this chapter for any future divisions or partitions of those parcels.

In all cases, the creation of parcels of any size is subject to requirements set forth in the Wood County Land Transfer Policy.

3.09 ADMINISTRATIVE PROCEDURE AND APPROVAL –LARGE LOT DEVELOPMENTS

- (A) A large lot development application available at the Planning Commission office shall be filed by the landowner or designated representative. A complete application shall contain a survey drawing, a deed, a legal description for each lot being created, a fee as set forth in these Regulations, and a certification of approval by the local health department, zoning inspector, and others as necessary.
- (B) After the large lot development has been given necessary approval by any other departments with review responsibility, evidence of such approvals, a deed, and a copy of the survey drawing is then checked by the Office of the Planning Commission for its conformity with these Regulations. The Office of the Planning Commission shall stamp and sign the deed no approval or plat required under R.C. 711.133 if a large lot development in question meets all requirements as specified herein. A proposed division subject to approval in accordance with this section shall be approved within seven (7) calendar days after its submission.
- (C) In all cases, the creation of parcels of any size is subject to requirements set forth in the Wood County Land Transfer Policy.

3.10 OUTLINE OF CONDITIONS FOR MAJOR SUBDIVISIONS

A proposal involving any of the following shall be subject to major subdivision procedures:

- (A) More than five (5) lots, any one of which is less than five (5) acres, including the original tract.
- (B) Creation, widening or extension of a street.
- (C) Division or allocation of land as a utility or drainage easement.
- (D) Subdividing platted land to create additional building lots in a recorded subdivision.

3.11 PRE-APPLICATION CONFERENCE AND SKETCH PLAN (OPTIONAL)

Prior to preparing a sketch plan, the subdivider may request an informal discussion with the Office of the Planning Commission to discuss the procedures for approval of the subdivision plan and to familiarize the developer with the comprehensive plan, thoroughfare plan, drainage and sewerage requirements, fire prevention, and the availability of existing utility services.

3.12 SKETCH PLAN SUBMISSION REQUIREMENTS

Sketch plans (preparation is optional) submitted to the Planning Commission, prepared in pen or pencil, shall be drawn to a convenient scale of not more than one hundred (100) feet to an inch and shall show the following information:

- (A) Location or vicinity map.
- (B) Ownership of property and adjacent properties.
- (C) Existing and proposed public roads and easements.
- (D) Existing structures.

- (E) North arrow.
- (F) Outline of areas to be subdivided.
- (G) Approximation of proposed lot lines.
- (H) Important natural features and drainage ways.
- (I) A written statement about storm drainage, sewage disposal, water supply, and other facilities that exist in the area and the likely impacts of the development on those systems.

The purpose of a sketch plan is to allow the applicant the opportunity to have the proposed plat reviewed by the Wood County Planning Commission Staff prior to formal submittal for preliminary plat approval. This gives the applicant the opportunity to address or alter any issues of concern that may be identified by the Wood County Planning Commission staff before the preliminary plat is formally submitted.

3.13 PRELIMINARY CONSTRUCTION PLANS

The developer may submit preliminary construction plans for review and tentative approval prior to the formulation and submittal of detailed construction drawings. The review of said preliminary plans is conducted for the developer's benefit and at his discretion; its submission does not constitute a formal subdivision review pursuant to Section 711.10 of the Ohio Revised Code. With the submission of the preliminary plan, the applicant waives any rights to an approval under Section 711.10 of the Ohio Revised Code until such time as application is made for final subdivision plat review and is submitted to the Planning Commission for review and approval as detailed in these Regulations.

3.14 PRELIMINARY PLAT APPLICATION

The preliminary plat application shall contain:

- (A) A letter of transmittal outlining in detail the proposed subdivision including the total acreage of the plat, the number of lots being proposed, the current zoning of the subdivision, and any variances or waivers from the Subdivision Rules and Regulations that the applicant wishes to have considered.
- (B) Signed variance application form and fee (if applicable).
- (C) Copies of the preliminary plat containing all required information.
- (D) One set of conceptual subdivision improvement plans, provided that completed design drawings shall be required at a later time.
- (E) If the owner(s) of the land underlying a proposed subdivision wish to have a third party such as an engineer, developer, realtor, etc. represent them during the platting process, then a notarized letter stating this must be submitted to the Planning Commission Office. Said letter must be submitted at the same time the preliminary plat is submitted. Said letter must also note if the representative will represent the owner(s) in all phases of development from preliminary to final approval. If the representative changes anytime during the platting process, a new letter stating this will need to be submitted to the Planning Commission Office.

The preliminary plat shall be submitted in the following form:

- (A) Drawn at a scale between one hundred (100) feet to the inch and ten (10) feet to the inch.

(B) Twelve (12) sheets 24"X 36" in size, clearly and legibly drawn.

(C) Twelve (12) 11 x 17 sheet size drawing of the plat.

3.15 PRELIMINARY PLAT CONTENTS

The preliminary plat shall be submitted in accordance with the Preliminary Plat Checklist described in the Appendix.

3.16 PUBLIC HEARING

The Planning Commission, prior to acting on a preliminary plat of a subdivision, will hold a public hearing to review and discuss the plat. This hearing will occur at one of the Planning Commission's regularly scheduled monthly meetings.

3.17 FILING

Preliminary plats shall be filed at least twenty (20) working days prior to the next regularly scheduled Planning Commission meeting. The preliminary plat shall be considered officially filed after it is examined by the Office of the Planning Commission and is found to be in full compliance with the formal provisions of these Regulations.

3.18 REVIEW AND APPROVAL OF THE PRELIMINARY PLAT

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. After receipt of reports from such officials and agencies, the Planning Commission shall determine whether the plat will be approved, approved with modifications, or disapproved. The reasons for such disapproval shall be stated in writing.

The Planning Commission shall act on the preliminary plat within twenty (20) working days after filing unless such time is extended by agreement with the subdivider. Approval of the preliminary plan shall be conditioned on compliance with all other applicable resolutions and regulations.

3.19 PRELIMINARY PLAT EXPIRATION

The approval of the preliminary plat by the Planning Commission shall be effective for a maximum period of one (1) year from the date of its approval unless an extension of the approval has been granted in writing by the Planning Commission. The Planning Commission shall grant one (1) extension for a period of one hundred eighty (180) days. If the final plat is not submitted within one hundred eighty (180) days from the granting of the extension, the preliminary plat shall be null and void and a new preliminary plat will need to be submitted. If the final plat application is not accepted within one (1) year of preliminary approval, and no extension is requested or granted, the preliminary plat approval shall expire and become void.

3.20 PRELIMINARY PLAT RECALL

The Office of the Planning Commission may recall unplatted portions of the preliminary plat for consideration, and reapproval, modification, or disapproval by the Planning Commission. A recall may occur if:

(A) Incomplete, inaccurate or fraudulent information influenced approval.

- (B) The subdivider has failed to satisfactorily pursue platting or conditions of approval.
- (C) Previously unknown or new health, safety or environmental concerns arise.
- (D) The subdivider shall be notified by letter no later than 30 days before the recall is scheduled for consideration.

3.21 SUBMISSION TO OHIO DEPARTMENT OF TRANSPORTATION

Any plat within 300 feet of the centerline of a state highway for which changes are proposed, or any land within a radius of 500 feet from the point of intersection of said centerline with any public road or highway requires the Planning Commission give notice by registered or certified mail to the Ohio Department of Transportation. If the Ohio Department of Transportation notifies the Planning Commission that it shall proceed to acquire the land needed, the Planning Commission shall refuse to approve the plat.

3.22 SUBMISSION TO TOWNSHIP TRUSTEES

Within five (5) days after the submission of a plat for preliminary or final approval, the Planning Commission shall send via regular mail, copies of said plat to the trustees and zoning inspector of the township in which the proposed plat is located. It shall also send a written notice by regular mail to the trustees and zoning inspector of the township in which a proposed plat is located. The notice shall inform the trustees of the submission of the proposal plat and of the date, time, and location of any meeting at which the Planning Commission will consider or act upon the proposed plat.

3.23 SUBMISSION TO THE WOOD COUNTY ENGINEER

Within five (5) days after the submission of a plat for preliminary or final approval, the Planning Commission shall submit a copy of the proposed plat to the Wood County Engineer. The Planning Commission shall also submit notice to the Wood County Engineer stating the date, time, and location of the meeting where the Planning Commission will consider or act upon the proposed plat.

3.24 MODEL HOMES

For the purpose of allowing the early construction of model homes in a subdivision, the Planning Commission, in its sole discretion, may permit a portion of a major subdivision involving no more than two (2) lots to be created in accordance with the procedures for minor subdivision, provided the portion has access from an existing township, county, or state highway, and provided no future road or other improvements are anticipated where the lots are proposed. An application for minor subdivision or lot split shall be submitted to the Planning Commission simultaneously with the preliminary plat for the entire major subdivision. Subsequent to preliminary approval, the model homes may be constructed, subject to such additional requirements as the Planning Commission may require.

3.25 FINAL PLAT PROCEDURES (APPLICATION)

Having received the approval of the preliminary plat, the subdivider shall submit a final plat containing all changes required by the Planning Commission in the preliminary plat. The final plat shall be prepared by a professional surveyor, and the design for construction of improvements prepared by a professional engineer, both licensed to practice in the State of Ohio. Within five (5) calendar days of submission, staff shall accept and schedule the plat for the next appropriate meeting of the Planning Commission and notify the township in accordance with Section 711.10 of the ORC and this Section of these Regulations. Notification shall also be given to other appropriate agencies and officials. Final plats shall be filed at least twenty (20) working days prior to the next regularly scheduled Planning Commission meeting.

The final plat shall be considered officially filed after it is examined by the Office of the Planning Commission and is found to be in full compliance with the formal provisions of these Regulations. The subdivider shall be notified by mail within five (5) working days as to the date of official filing, which begins the twenty (20) day review period, and the meeting at which the plat shall be reviewed.

A complete application shall contain:

- (A) A letter of transmittal outlining in detail the proposed subdivision including the total acreage of the plat, the number of lots being proposed, the current zoning of the subdivision, and any variances or waivers from the Subdivision Rules and Regulations that the applicant wishes to have considered.
- (B) Original plat document signed by the subdivider and lienholder with notary and seal and the professional surveyor with seal.
- (C) Twelve (12) copies of the final plat and one (1) reproducible tracing of the plat.
- (D) Twelve (12) 11"x17" sheets depicting the final plat.
- (E) Copies of approved construction drawings and engineering specifications as required for grading, streets, storm water management, waterline, sanitary sewer, and other improvements. Applicants are encouraged to file the application for final plat approval only after the appropriate authority approves construction drawings and engineering specifications. Failure to do so shall result in non-acceptance of the application.
- (F) If the owner(s) of the land underlying a proposed subdivision wish to have a third party such as an engineer, developer, realtor, etc. represent them during the platting process, then a notarized letter stating this must be submitted to the Planning Commission Office. Said letter must be submitted at the same time the final plat is submitted. Said letter must also note if the representative will represent the owner(s) in all phases of development from preliminary to final approval. If the representative changes anytime during the platting process, a new letter stating this will need to be submitted to the Planning Commission Office.
- (G) Supplementary and additional information as required by these Regulations.

3.26 FINAL PLAT CONTENTS

The final plat shall be submitted in accordance with the Final Plat Checklist as listed and described in the Appendix.

3.27 ADDITIONAL INFORMATION FOR FINAL PLAT

The following information shall be supplied in addition to the above required data:

- (A) If a zoning change is involved, certification from the appropriate township zoning inspector shall be required indicating that the change has been approved and is in accordance with the requirements of the zoning resolution.
- (B) A letter from the Ohio Department of Transportation indicating that a driveway/curb cut permit has been issued or will be issued by the Ohio Department of Transportation on existing State and Federal Highways.

3.28 FILING

The final plat shall be filed with the Planning Commission not later than one (1) year after the date of approval of the preliminary plan; otherwise it will be considered void unless an extension is requested by the subdivider and

granted in writing by the Planning Commission. The Planning Commission shall grant one (1) extension for a period of ninety (90) days. If an extension is granted and a final plat is not filed within ninety (90) days from the date the extension was granted, final approval shall be null and void and applicant will have to resubmit a plat for final approval. The final plat shall be filed at least twenty (20) days prior to the meeting at which it is to be considered.

In the case of phased subdivisions i.e. subdivisions that consist of more than one plat, the applicant will receive preliminary approval for the entire subdivision. After initial preliminary approval, the applicant can then begin submitting various phases of the subdivision for final approval. If upon the expiration of the preliminary plat all phases of the subdivision have not been filed for and/or granted final approval, the applicant shall be required to draft a letter to the Planning Commission Office before the one year preliminary plat expiration date. If the applicant does not intend to alter the preliminarily approved plat, this must be noted within the body of the letter. If no alterations for the preliminary plat are planned, the Planning Commission will then extend preliminary approval to the portions of the subdivision that have yet to receive final approval. If the applicant intends to alter what was granted approval in the preliminary plat, this will need to be conveyed in a letter submitted to the Planning Commission Office before the expiration date of the preliminary plat. The applicant will then need to present these changes to the Planning Commission for a new preliminary approval.

3.29 SUBMISSION TO TOWNSHIP TRUSTEES

Within five (5) days after the submission of a plat for preliminary or final approval, the Planning Commission shall send via regular mail, copies of said plat to the trustees and zoning inspector of the township in which the proposed plat is located. It shall also send a written notice by regular mail to the trustees and zoning inspector of the township in which a proposed plat is located. The notice shall inform the trustees of the submission of the proposal plat and of the date, time, and location of any meeting at which the Planning Commission will consider or act upon the proposed plat.

3.30 SUBMISSION TO THE WOOD COUNTY ENGINEER

Within five (5) days after the submission of a plat for preliminary or final approval, the Planning Commission shall submit a copy of the proposed plat to the Wood County Engineer. The Planning Commission shall also submit notice to the Wood County Engineer stating the date, time, and location of the meeting where the Planning Commission will consider or act upon the proposed plat

3.31 PLANNING COMMISSION ACTION

Before any final plat is approved, the Ohio Department of Transportation must be notified as required by Section 319 of these Regulations. Staff shall provide a final plat report to the Planning Commission. The Planning Commission shall act on the final plat within thirty (30) days after filing, unless such time is extended by agreement with the subdivider, the final plat is withdrawn or a delay-of-action is requested and granted. Conditional approval of a final plat shall be limited to minor clerical and other non-substantive errors as determined by the Planning Commission. If disapproved, the reason shall be stated in the record of the Planning Commission. Failure of the Planning Commission to act upon the final plat within such time shall be deemed an approval of the plat. If disapproved, the subdivider shall make the necessary corrections and resubmit the final plat, within thirty (30) days, to the Planning Commission for its final approval. If a final plat is refused by the Planning Commission, the person resubmitting the plat, which the Planning Commission refused to approve, may file a petition within sixty (60) days after such refusal in the court of common pleas of the county in which the land described in said plat is situated.

3.32 PUBLIC IMPROVEMENTS

Prior to the granting of approval of the final plat, the Planning Commission may require that all public improvements be installed prior to the signing of the final plat. If the Planning Commission does not require that all public improvements be installed and dedicated prior to signing of the final plat, the Planning Commission shall require that the applicant furnish a performance guarantee for the ultimate installation of said improvements. The requirements, approval and length of term for the performance guarantee shall be determined by the Planning Commission on the recommendation of the Wood County Engineer's Office.

3.33 FINAL PLAT EXPIRATION

The subdivider shall record the final plat within one (1) year of final approval; otherwise the final plat approval shall expire and become void.

3.34 SIGNING, RECORDATION AND TRANSMITTAL OF COPIES OF FINAL PLAT

When a final plat has been approved and all conditions for approval have been satisfied, the designated representative of the Planning Commission shall sign the certificate of approval on the original tracing and return the same to the subdivider. A representative from the Planning Commission Office shall, within 60 days, submit a copy of the approved plat for processing by the Wood County Engineer, the Wood County Commissioners, the Wood County Health District and the Northwestern Water and Sewer District. The applicant – subdivider shall then secure the necessary signatures from the Wood County Auditor, and file the final plat with the Wood County Recorder. The Planning Commission Office shall also require the submission of the final plat in digital or computer format. The format of the digital or computer file shall be specified by the Planning Commission Office.

3.35 FINAL PLAT AMENDMENTS

Procedures and requirements for changing a Planning Commission-approved final plat (signed, unsigned, recorded or unrecorded) shall be specified by the Planning Commission in keeping with the spirit, intent and purpose of these Regulations. Amendment of the preliminary plan (if one was submitted) may be required before or concurrent with amendment of the final plat. A fee to consider a plat amendment may be required.

ARTICLE 4 - DESIGN AND CONSTRUCTION STANDARDS

4.00 GENERAL PURPOSE

The purpose of good subdivision and site design is to create a functional and attractive development, minimize adverse impacts, and ensure that a project will be an asset to the county and township. To promote this purpose, subdivisions shall conform to this article's standards which are designed to result in a well-planned community without adding unnecessarily to development costs. These design controls shall help insure creation of convenient and safe streets, usable lots, space for public purposes, and will minimize the undesirable features of unplanned, haphazard growth. The Planning Commission has the responsibility for reviewing, or delegating to the appropriate agencies, the design of each subdivision early in its design development to insure that all the requirements of these Regulations are addressed.

4.01 SUITABILITY OF LAND

If the Planning Commission finds that land proposed to be subdivided is unsuitable for subdivision development due to poor drainage, flood hazard, topography, inadequate water supply, landslip potential, unstable subsurface conditions due to underground mining or other reasons and other such conditions which may endanger health, life, safety, or property; and, if by any public agencies concerned it is determined that in the best interest of the public the land should not be developed for the purpose proposed, the Planning Commission shall not approve the subdivision unless adequate methods for solving the problems are advanced by the subdivider. In all cases, sites that are located wholly within the 100-year flood plain will be regarded as not being suitable for subdivision development, and will not be permitted to be developed. When only portions of a development site are located within a 100-year flood plain, areas outside of the 100-year flood plain may be improved, subdivided and developed, while areas inside the 100-year flood plain should be set aside as open space, or places for passive recreational activity (as described in Section 7.01 and 7.02). For major subdivisions, a written statement may be required by the Planning Commission describing characteristics of the development site, such as bedrock geology and soils, topography, flood prone areas, existing vegetation, structures and road networks, visual features, and past and present use of the site.

4.02 CONFORMANCE TO APPLICABLE RULES AND REGULATIONS

In addition to the requirements established in these Regulations, all subdivisions shall comply with the following:

- (A) All applicable township zoning resolutions and all other applicable laws in which the subdivision is to be located.
- (B) The comprehensive plan, public utility plan, and capital improvement programs, including plans for all streets, drainage systems, and parks shown on the comprehensive plan as adopted by the county.
- (C) The special requirements of these Regulations and any rules of the health department and/or appropriate state agencies.
- (D) The rules of the Ohio Department of Transportation if the subdivision or any lot contained therein abuts a state highway or connected street.

- (E) The standards and regulations adopted by the Wood County Engineer (WCSSIM), and all boards, agencies and officials of the county.
- (F) The Wood County Land Transfer Policy.

4.03 SUBDIVISION AND SITE DESIGN

Design of the subdivision shall take into consideration existing county, municipal and regional comprehensive plans, and shall be based on a site analysis. To the maximum extent practicable, development shall be located to preserve the natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative impacts and alterations of natural features. The following specific areas shall be preserved as undeveloped open space, to the extent consistent with the reasonable utilization of land, and in accordance with the U.S. and Ohio Constitutions and state or federal regulations:

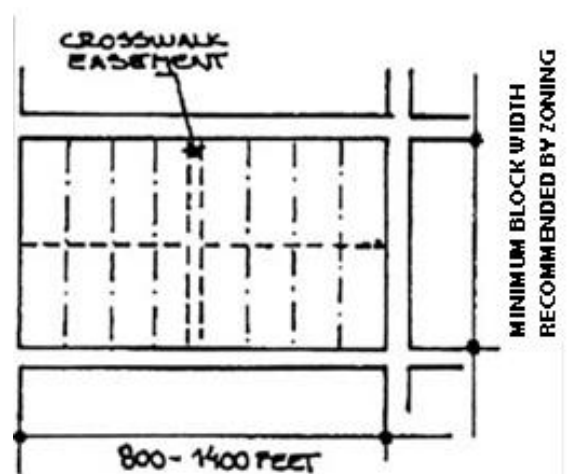
- (A) Unique and/or fragile areas, including wetlands, as may be defined in Section 404, Federal Water Pollution Act, as amended; and in Ohio Environmental Protection Agency standards.
- (B) Land in the floodway as identified and mapped using the Federal Emergency Management Agency’s Flood Hazard Boundary Maps.
- (C) Steep slopes in excess of fifteen (15) percent unless appropriate engineering measures concerning slope stability, erosion, and resident safety are taken into account.
- (D) Habitats of endangered wildlife, as identified on federal and state lists.
- (E) Historically and culturally significant structures and sites, as listed on the National Register of Historical Places.
- (F) Land located within 300 feet of an existing oil or gas well.

The development shall be laid out to avoid adversely affecting groundwater and aquifer recharge; to reduce cut and fill; to avoid unnecessary impervious cover; to prevent flooding; to provide adequate access to lots and sites; and, to mitigate adverse effects of noise, odor, traffic, drainage, and utilities on neighboring properties. The placement of buildings in residential developments shall take into consideration topography, building height, orientation and drainage.

4.04 BLOCKS

The following regulations shall govern the design and layout of blocks:

- (A) The arrangements of blocks shall conform to the street design criteria set forth in these Regulations.
- (B) Blocks shall be arranged to accommodate lots and building sites of the size and character required by these Regulations and any applicable zoning resolution, to provide for adequate community facilities, and with regard of the limitations and opportunities of topography.

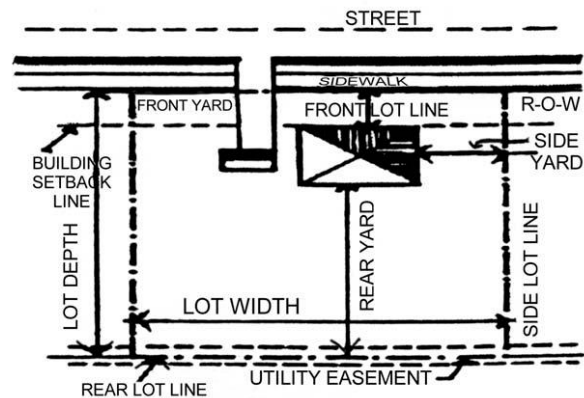


- (C) Irregularly shaped blocks, blocks intended for cul-de-sacs and loop streets, and blocks containing interior parks and playgrounds may be approved by the Planning Commission if properly designed and located.
- (D) No block shall be larger than (1400) feet, or (12) times the minimum lot width required in the zoning district, and no less than (800) feet. Cross streets shall be provided between blocks.
- (E) Where blocks are more than (900) feet in length, a walkway easement not less than (10) feet in width at or near the halfway point of the block may be required between streets.
- (F) Blocks in the traditional gridiron pattern should consist of two tiers of lots and an easement may be included to separate them.
- (G) Through lots (extending from one parallel street to the other) shall be discouraged to avoid problems between adjoining owners, and to reduce the number of streets.

4.05 LOT IMPROVEMENTS

Lot Arrangement and Dimensions:

- (A) Lot arrangement, design and dimensions shall be such that all lots will provide satisfactory building sites. Driveway access to buildings on the lot shall be from a dedicated public street (existing or proposed or on a private street meeting public street standards). Lots shall be properly related to topography and the character of the surrounding development, and shall be in compliance with the county or township zoning resolution and health regulations for the district in which they are located and for the use for which they are intended.



- (B) Where a township zoning resolution is not in effect, the minimum lot size, width and frontage shall be as specified in Table 1. Where soil conditions are of such a nature that proper operation of wells and septic tanks may be impaired, the Planning Commission, upon recommendation from the health department may increase the size of any or all lots in the subdivision, or may deny approval of the subdivision.
- (C) Dimensions of corner lots shall be large enough to allow the erection of buildings, observing the minimum front-yard setback from both streets.
- (D) The maximum depth of any lot shall not be greater than four (4) times its width.
- (E) All newly created parcels shall maintain their minimum frontage to the front yard setback line of the parcel.

Lot Orientation

- (A) Residential lots shall front on a dedicated public street (existing or proposed) or on a 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.

- (B) 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.

Table 1: Minimum Lot Area, Width and Setback Requirements in Unzoned Townships								
Development Type	Central Sewage Available	Min. Lot Width (feet)	Lot Area (Acres, per family or business)	Minimum Front Setback Requirements (feet, measured from the right-of-way line)			Side Setbacks	Rear Setbacks
				Arterial Street (State Route)	Collector Street (County Road)	Local / Cul-de Sac (Twp. Road)		
Single Family Residential	No	175	2	50	30	30	20	30
Two Family Residential	Yes	100	1	50	30	30	20	30
Commercial	Yes or No	150	1	50	45	40	20	30
Industrial	Yes or No	150	1	50	45	40	20	30

Double Frontage Lots and Access to Lots

- (A) 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.
- (B) 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.
- (C) Fifty (50) feet (minimum) of additional lot depth or a buffer strip in accordance with the landscape standards herein 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, an 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.

Ponds

- (A) Any man made or naturally occurring water area used for recreation, agricultural, storm water retention or detention shall be located at least 50 feet from a public road right of way or drainage ditch.
- (B) The natural grade of the land shall remain undisturbed within 20 feet of any property line.
- (C) If ponds are to be utilized for potable water purposes, approval of the Wood County Health Department shall be required.

- (D) Ponds shall not be located in the 100 Year Floodplain area.
- (E) All ponds shall be constructed in a manner that eliminates water flow onto adjacent properties.
- (F) Regulations, such as zoning shall control the construction of ponds if said regulations are more restrictive.

4.06 EASEMENTS

- (A) Utility line easements shall be located outside of the road right-of-way. Utility easements may also be located along the front line or centered on the rear or side lot line as necessary for utility lines. Such utility easements shall be of a width specified in the WCSSIM. Easements may also be provided to give every lot access to adjacent parks or other public grounds, and such easements shall not be less than ten (10) feet in width.
- (B) Recommendations on the proposed layout of all utility company easements shall be sought from all 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.
- (C) 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 replace an existing natural water course, channel, stream or creek. Such easements shall be of sufficient width to provide adequate area for maintenance, and consistent with the requirements of the WCSSIM. The plat shall specify the entity or person responsible for maintenance of storm water facilities.
- (D) Whenever practicable, the utilities shall be placed underground, according to the standards of the appropriate utility company.
- (E) 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 and the United States Postal Service.

4.07 STANDARDS FOR NON-RESIDENTIAL SUBDIVISIONS

- (A) In addition to the principles and standards in these Regulations, the applicant shall demonstrate to the satisfaction of the planning 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 non-residential parcels shall be suitable in area and dimensions to the types of non-residential development anticipated.
- (C) Every effort shall be made to protect adjacent residential areas from potential nuisance from a proposed non-residential 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 non-residential subdivisions shall be designed specifically for such purposes and shall include adequate provisions 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 non-residential uses shall be specifically noted and designed for such purposes, and shall have adequate provisions for off-street parking, setbacks, and loading and unloading areas.

ARTICLE 5 - STREET DESIGN AND CONSTRUCTION STANDARDS

5.00 GENERAL

These Regulations shall control the manner in which the road system is arranged on the land to permit the safe, efficient, and orderly movement of traffic; to meet, but not exceed, the needs of the present and future population; to have a simple and logical pattern; to respect natural features and topography; and to present an attractive streetscape. All roadways shall meet the requirements of the WCSSIM.

5.01 CONFORMITY TO DEVELOPMENT PLANS AND ZONING

No subdivision shall be approved unless the area to be subdivided has frontage on and access from an existing street on the official thoroughfare map, or if there is no official thoroughfare map, unless such street is an existing state, county, or township highway, road or a street shown upon a plat approved by the Planning Commission and recorded in the county recorder's office. Such street or highway must be suitably improved as required by these Regulations or guaranteed, with a performance bond, to be improved as required by these Regulations. In addition, no final plat of land within an existing zoning district shall be approved unless it conforms to requirements of the zoning district.

5.02 OFFICIAL ROAD DESIGN STANDARDS

Design standards and required improvements to arterial streets and roads are contained in Table 2. Construction design criteria of these streets are to be determined by the county engineer when such streets abut or cross the proposed subdivision. Certain improvements may be waived upon recommendation of the county engineer and after review and approval by the Planning Commission. In all cases, right-of-way dedications shall be required for streets leading to new subdivisions. When developing along one side of an existing street or roadway included in the official thoroughfare plan, the subdivider shall be responsible for construction or replacement of the entire existing pavement, in accordance with the requirements of the county engineer.

R/W Width (feet)	Sidewalks (feet)	Planting Strip (feet)	Median (feet)	Pavement Width (feet)
70	5	8	None	44
82	5	5	14	48
90	5	9	14	48
120	5	12	14	72

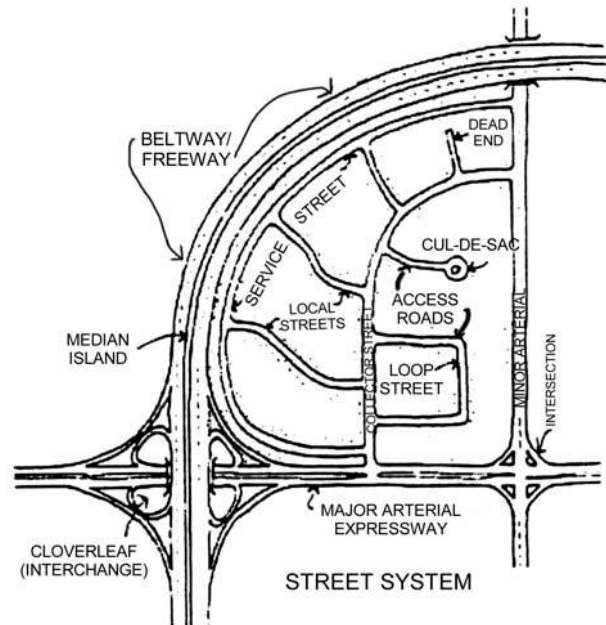
5.03 STREET NAMES

Street name signs or numbers of a type in use throughout the county shall be erected by the subdivider at all intersections. 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. Sign color shall conform to county or township requirements. Street names shall be subject to the approval of the Planning Commission. The subdivider is responsible for the cost of purchasing and installing all signage. All lots within a plat shall be assigned a street address on the street which they gain access from. In the case of corner lots, two (2) addresses shall be issued and whichever street is used for access will use the appropriate address.

5.04 STREET AND CIRCULATION SYSTEM DESIGN

(A) The arrangement, character, extent, and location of all streets shall conform to the thoroughfare plan of the county; such streets shall be considered in their relation to existing and planned streets, topographic conditions, public convenience and safety, and in their relation to the proposed uses of land to be served by such streets. The Planning Commission reserves the right to disapprove any street plan which does not represent good design or does not insure continuity of the existing street system.

(B) The road system shall be designed to serve the need of the neighborhood and to discourage through traffic in the interior of such subdivision. Residential driveway access shall not be permitted onto principal arterials. Major subdivisions shall be designed to discourage residential driveway access onto major arterial and collector roadways by using access roads. Minimizing driveway access points or curb cuts by using access roads shall be encouraged.



There shall be no private streets, lanes, roads or ways nor any private easement used for the purpose of primary access to any subdivision, including subdivisions exempt from platting under Ohio Revised Code Section 711.131 unless constructed and maintained to county road specifications and standards. The cost of maintenance of such private streets, roadways and easements shall be borne equitably by benefiting property owners. Proper legal steps shall be taken to guarantee the continuing maintenance of such streets, roadways and easements.

5.05 STREET CONNECTIVITY

New street systems shall be designed to provide both internal and external connectivity. A better connected street network can improve emergency vehicle response times and can generally reduce trip lengths for vehicles, pedestrians and bicyclists. A single development or phase thereof, must have more than one access point to an existing thoroughfare - unless it can be demonstrated that such multiple access points are not feasible, or are otherwise impractical, due to existing development and vehicular circulation patterns. Further, all new street systems shall include fully improved "stub" streets within a dedicated right-of-way. Such stub streets shall connect to at least two surrounding properties, unless such adjacent properties are already developed, or are determined to be unlikely to be developed in the opinion of the Planning Commission.

5.06 STREET VACATION

The Planning Commission shall not recommend the vacation of any improved street dedicated to and accepted by the public if such vacation will adversely affect the proper functioning of the existing street system or any future street plan prepared by, or approved by, the Planning Commission. The procedure to vacate a street or alley may be found in Ohio Revised Code Section 5553.

5.07 RIGHTS-OF-WAY

For all requirements and standards regarding rights-of-way, refer to the WCSSIM.

5.08 HORIZONTAL ALIGNMENT

For all requirements and standards regarding the horizontal alignment of streets, refer to the WCSSIM.

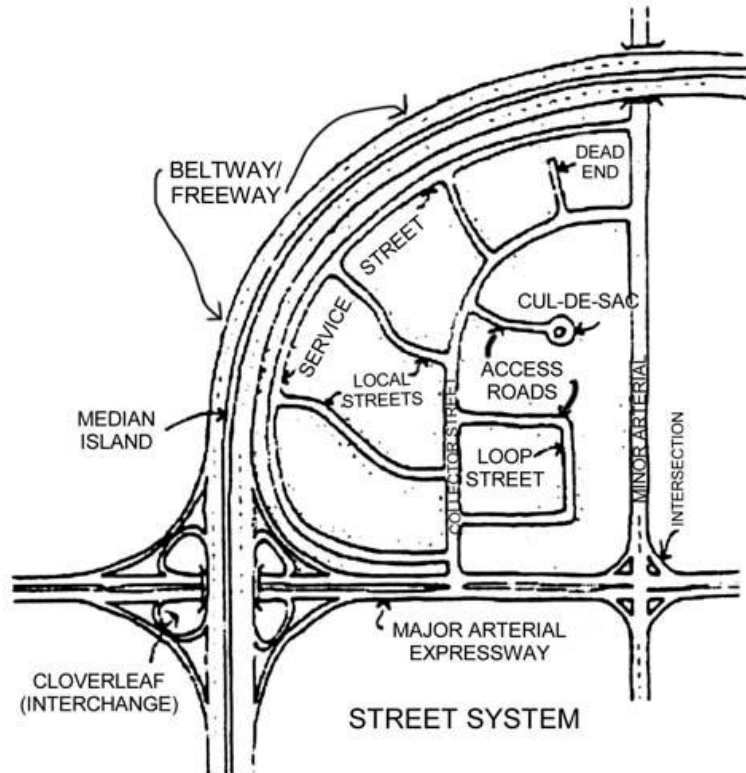
5.09 VERTICAL ALIGNMENT

For all requirements and standards regarding the vertical alignment of streets, refer to the WCSSIM.

5.10 SPECIAL STREET TYPES

The following requirements shall apply to special street types:

- (A) One way streets: One-way streets are permitted in new subdivisions if the Planning Commission determines that such streets are properly integrated with the existing and proposed street system in the area.



- (B) Permanent dead-end streets shall not be permitted. Temporary dead-end streets shall be permitted only as a segment of a continuing street plan subject to extension into undeveloped acreage. Temporary dead-end streets may extend to the boundary of such undeveloped acreage and may be provided with an interim turnaround as specified to the Planning Commission. The Planning Commission shall reserve the right to limit the length of such a dead-end street based on principles of proper planning, and the Planning Commission may require a street along the boundary between a proposed subdivision and the undeveloped acreage to provide for future development.

- (C) Cul-de-sac streets shall not exceed a length of eight hundred (800) feet measured from the centerline of the intersection of the street to the center of the radius of the turnaround. The terminus may be circular with a minimum radius of fifty five (55) feet measured from a point on the street centerline. Other termini types, such as "T's" or vegetated islands, are acceptable and subject to review and approval by the county engineer and Planning Commission. Cul-de-sacs may exceed 800 feet with an intermediate turnaround depending upon the total number of lots served by the road.
- (D) The dedication of new half-streets shall not be permitted. If a parcel to be subdivided exists adjacent to a dedicated or platted and recorded half-width street or alley, the other half-width of such street or alley falling within the proposed subdivision shall be platted, provided that in the opinion of the Planning Commission such right-of-way is necessary for the proper development of the area.
- (E) Where a subdivision adjoins an arterial street, a marginal access street shall be designed to control access from lots fronting on it. Points of access to the arterial street shall be spaced at a minimum of thirteen hundred twenty (1320) feet. A planting strip having a minimum width of twenty (20) feet shall be provided between the rights-of-way of the marginal access street and the arterial street. The minimum width of the marginal access right-of-way shall be sixty (60) feet. In addition, the Planning Commission may also require the provision of buffer planting strips, the platting of loop streets or cul-de-sacs connected to such parallel streets, or any combination thereof.
- (F) Easements or reserve strips controlling access to streets shall be prohibited except where deemed necessary by the Planning Commission and where their control is definitely placed with the county.
- (G) In subdividing land along existing streets or roads and within a proposed subdivision, provisions for the dedication of land for one or more access streets to undeveloped land not fronting on an existing street or road shall be incorporated. Said access streets shall be spaced not less than eight hundred (800) feet, nor more than one thousand four hundred (1,400) feet apart.
- (H) Alleys may be approved in residential subdivisions when justified by subdivision street design, to provide vehicular access to parking areas. Alleys may be approved in commercial and industrial subdivisions if no other provisions can be made for adequate service access. The minimum widths for alleys shall be thirty (30) feet and they shall be dedicated to the public. Alley intersections, sharp changes in alignment, and dead-ends shall not be permitted unless extreme conditions would warrant.

5.11 STREET DESIGN STANDARDS FOR ALL STREETS EXCEPT CUL-DE-SACS AND LOOP-TYPE LOCAL STREETS

For street design standards for all streets except cul-de-sacs and loop type local streets, refer to the WCSSIM.

5.12 STREET DESIGN STANDARDS FOR CUL-DE-SAC AND LOOP-TYPE STREETS

For street design standards for cul-de-sac and loop type streets, refer to the WCSSIM.

5.13 INTERSECTION DESIGN STANDARDS

For intersection design standards, refer to the WCSSIM.

5.14 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 local streets. The intersection 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 Planning Commission may require marginal access streets to provide maximum safety and convenience.

5.15 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 intersections 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 if severe physical conditions prevent this or if the Planning Commission finds such extension is not in accord with the approved plan of the area.

5.16 DRIVEWAYS

- (A) Access roads or vehicular ways within subdivisions containing single family attached dwelling units or multi-family dwellings shall be considered streets and designed and constructed according to these Regulations as well as to the applicable sections of the WCSSIM.
- (B) A driveway permit or letter indicating the access point for a lot as approved shall be obtained from the office of the county engineer, township trustees, or Ohio Department of Transportation when a lot fronts and will obtain primary access along an existing Federal, State, County or Township Road or Highway. Proof of such permit or permission shall be submitted along with the final plat.
- (C) When adequate frontage is available on a non-limited access highway, two driveways to a property used for a single purpose may be permitted.
- (D) Driveways shall have a maximum grade of fifteen (15) percent. Driveways and curb cuts shall be located not less than three (3) feet from the side lot line. Curb cuts for straight curbs and the flare for rolled curbs shall be three (3) feet wider than the driveway on each side. The subdivider or developer shall place the approved drainage structures under intersecting driveways when required. Driveways shall be designed so as to drain into the roadside ditch and not onto the roadway surface.

	Residential	Commercial	Industrial
Minimum Width (feet)	10	15	20
Maximum Width (feet)	30	40	40
Turn Radius Minimum (feet)	10	15	25
Turn Radius Maximum (feet)	25	50	50
Minimum Angle of Intersection (degrees)	45	45	45

* The minimum width of commercial driveways is intended to apply to one-way operation. In high-pedestrian activity areas, such as in a business district or in the same block with an auditorium, school or library, the maximum basic width should be 30 feet. The width is intended to be measured along the right-of-way line. The maximum radius for major generator driveways should be much higher than the values shown. Minimum acute angle is measured from edge of pavement, and generally based on one-way operation. For two-way driveways, and in high pedestrian activity areas, the minimum angle should be 70 degrees.

5.17 OFF STREET PARKING (APPLIES WHERE NO ZONING IS IN EFFECT)

Number of Spaces

An adequate number of off-street parking spaces shall be required in all developments to accommodate residents and visitors. Because the parking requirements included in Table 8 are for peak needs, the Planning Commission may designate areas that will serve as temporary parking areas. These would include grassy areas with an adequate aggregate base to be used as overflow parking during peak parking periods.

Table 8: Recommended Parking Requirements	
Type of Uses	Off-Street Parking Requirements
One/Two Family Dwellings	2 spaces per each dwelling unit.
Townhouses and Multiple Family	2 spaces per each dwelling unit.
Mobile Homes	2 spaces/unit.
Office Uses	1 space for each 100 sq. ft. of usable floor area.
Industrial Uses	1 space for each employee in the largest working shift.
Churches and Temples	1 space for each 3 seats.
School	2 per classroom, but not less than 1 per teacher and staff
Restaurant	1 per 3 seats
Fast-Food Establishment 1 per	1 per 30 sq. ft. of usable floor area, plus 1 space per employee
Retail Store	1 per 200 sq. ft. of usable floor area, plus 1 space per employee
Shopping Center Under 400,000 sq. ft.	4 per 1,000 sq. ft. of usable floor area, plus 1 space per employee
Shopping Center 400,000-599,999 sq.ft.	4.5 per 1,000 sq. ft. of usable floor area, plus 1 space per employee
Shopping Center 600,000+ sq. ft.	5 per 1,000 sq. ft. of usable floor area, plus 1 space per employee
Medical Center	1 per 250 sq. ft. of usable floor area, plus 1 space per employee
Note: These requirements are only applicable to unzoned areas. For zoned areas, the underlying Township’s zoning regulations will be used.	

Size of Spaces

Each off-street parking space shall measure ten (10) feet in width by twenty (20) feet in length. Parking spaces for the physically handicapped shall conform to the most current ADA standards. For every 25 spaces, there must be at least one (1) handicapped accessible space, labeled and signed for such use. The width between parking lot rows shall be a minimum of twenty four (24) feet.

Parking Areas

- (A) Off-street parking areas shall be located within a reasonable walking distance of the buildings they are designed to serve.
- (B) Access to parking areas shall be designed so as not to obstruct free flow of traffic. There shall be adequate provision for ingress and egress from all parking spaces to ensure ease of mobility, ample clearance, and emergency vehicle and pedestrian access.
- (C) Parking lots containing ten (10) or more spaces shall be planted with at least one (1) tree per eight (8) spaces, no smaller than 2" caliper (tree trunk diameter at chest height).
- (D) Parking areas shall be screened along lot lines bordering institutional or residential uses and along streets. Native trees and shrubs shall be planted wherever possible.
- (E) The width of all aisles providing direct access to individual parking stalls shall be in accordance with the requirements specified below. Only one-way traffic shall be permitted in aisles serving single-row parking spaces placed at an angle other than ninety degrees.

5.18 SIDEWALKS AND GRADED AREAS

- (A) Sidewalks shall be required in all subdivisions unless an exception is granted by the Planning Commission.
- (B) In conventional developments, sidewalks shall be placed in the right-of-way, parallel to the street, unless an exception has been permitted to preserve topographical or natural features or to provide visual interest, or unless the applicant shows that an alternative pedestrian system provides safe and convenient circulation. In commercial and in high-density residential areas, sidewalks may abut the curb.
- (C) Pedestrian-way easements ten (10) feet wide may be required by the Planning Commission through the center of blocks to provide circulation or access to schools, playgrounds, shopping or other community facilities.
- (D) Sidewalks shall measure four (4) feet in width; wider widths may be necessary near pedestrian generators and employment centers. Where sidewalks abut the curb and parked cars overhang the sidewalk, widths shall be eight (8) feet. The width of graded areas shall be the same as for sidewalks.
- (E) Sidewalks and graded areas shall be constructed according to the specifications set forth in these Regulations.
- (F) Public sidewalks may be required for industrial lots, subject to the approval of the Planning Commission.

5.19 STREET AND WALKWAY LIGHTING

The Planning Commission shall require the subdivider to install street lights in accordance with standards and specifications provided by the local electric utility company in each residential subdivision. Such lights shall be located at each street intersection within the subdivision and at other locations deemed necessary by the local electric utility company. Streetlights shall be designed, with appropriate lamps and reflectors, to minimize light pollution.

5.20 MONUMENTS, MARKERS, AND PINS

For all monument, marker, and pin requirements, refer to the WCSSIM.

5.21 CULVERTS AND BRIDGES

For culvert and bridge requirements, refer to the WCSSIM.

5.22 STREET IMPROVEMENTS

For street improvement requirements, refer to the WCSSIM.

5.23 STREET WIDTH

For street width requirements, refer to the WCSSIM.

5.24 STREET SUBGRADE

For all street subgrade requirements, refer to the WCSSIM.

5.25 STREET BASE COURSE

For street base course requirements, refer to the WCSSIM.

5.26 STREET SURFACE COURSE

For street surface course requirements, refer to the WCSSIM.

5.27 PORTLAND CEMENT CONCRETE PAVEMENT

For cement and concrete paving requirements, refer to the WCSSIM.

5.28 FULL-DEPTH ASPHALT PAVEMENT

For full depth asphalt pavement requirements, refer to the WCSSIM.

5.29 STREET CURBS AND GUTTERS

For street curb and gutter design requirements, refer to the WCCSIM.

5.30 OPEN DITCHES AND SLOPES

For open ditch and slope requirements, refer to the WCSSIM.

5.31 STREET CONSTRUCTION STANDARDS

For all street construction standards, refer to the WCSSIM.

ARTICLE 6 - UTILITY DESIGN AND CONSTRUCTION STANDARDS

6.00 GENERAL

A professional engineer, licensed in Ohio, shall design any plans for potable water supply, storm drainage and sanitary sewer facilities. Storm drainage improvements shall be designed in accordance with the WCSSIM. Potable water supplies and sewerage facilities shall be designed in accordance with standards set by the Northwestern Water and Sewer District (NWWSD) and the Ohio Environmental Protection Agency.

6.01 WATER SUPPLY

- (A) Where a public water supply is reasonably accessible or required because of groundwater pollution problems, the subdivision shall be provided with a complete water distribution system including a connection for each lot. Appropriately spaced fire hydrants may be required by the Planning Commission, standards for such supplies shall be regulated by NWWSD. Public water distribution and public well systems shall meet the requirements of the Ohio Environmental Protection Agency, as cited in the Ohio Revised Code.
- (B) Where public water supply is not available, as determined by the Planning Commission and the NWWSD, the subdivider shall supply acceptable evidence of the availability of water. The subdivider may be required to drill one (1) or more test wells in the area to be platted. Individual private wells shall be located in accordance with the standards set forth by the Wood County Health District. As a precaution against seepage, a watertight seal shall be provided around the well casing. If no zoning is in effect, the minimum lot area requirements of these Regulations shall apply. In all cases where it has been determined that individual water supplies from private wells are not feasible, a public water distribution system shall be required.
- (C) Private wells and other water distribution systems may be accepted for maintenance and operation by the NWWSD if the ownership is vested to the county and if the water distribution system has been constructed according to the specifications and approved by the NWWSD.

6.02 FIRE PROTECTION

Fire protection will be provided in accordance with the standards set forth by the NWWSD.

6.03 SANITARY SEWERS

- (A) Where an adequate public sanitary sewer system is reasonably accessible in the determination of the NWWSD, public sanitary sewers shall be installed per NWWSD standards. Combinations of sanitary sewers and storm sewers shall be prohibited.
- (B) Where a public sanitary sewer system is not reasonably accessible, the subdivider shall be limited to the development or platting of no more than five (5) lots. Lots that are served by individual disposal systems will need to be designed in accordance with the standards set forth by the Wood County Health District

6.04 DESIGN CRITERIA FOR SANTARY SEWERS

Sanitary sewers shall be designed in accordance with the standards set forth by the NWWSD.

6.05 DRAINAGE AND STORM SEWERS

All drainage and storm sewer systems shall be designed in accordance with the WCSSIM.

6.06 RIPARIAN SETBACKS

Apart from required storm drainage maintenance easements, a riparian setback may be required when one or more natural watercourses are included within a proposed development area. Riparian setbacks are necessary to establish an area between water resources and building activity wherein soil disturbing activities are prohibited. Riparian setbacks are established to reduce volumes and velocity of storm water runoff, control flooding, reduce pollutants, stabilize stream banks, prevent erosion, and provide natural habitat and a community amenity. A riparian setback may vary in width between 20 feet and 120 feet (measured from the top of each bank and extending outward from both sides of the waterway). The specific width will be determined based on the size and character of the involved watercourse, existing vegetation, drainage area and topography and will be based on recommendations from The Wood County Soil and Water Conservation District, any local conservation district, and the Wood County Engineer. Other entities may also be consulted to provide objective information regarding a desirable riparian setback.

6.07 ELECTRIC, GAS, AND TELEPHONE IMPROVEMENTS

- (A) Electric and telephone service shall be provided within each subdivision. Gas service may be required where reasonably accessible. Whenever such facilities are reasonably accessible and available, they may be required to be installed within the area prior to the approval of the final plat. Telephone, electric, and street lighting wires, conduits, and cables shall be constructed underground except in cases where the county engineer determines that topographic, bedrock, or underground water conditions would result in excessive costs to the subdivider.
- (B) Overhead utility lines where permitted shall be located at the rear of all lots unless the county engineer, upon the recommendation of utility company, provides reasons that justify the location of easements at another location. The width of the easement per lot shall be not less than ten (10) feet and the total easement width shall be not less than twenty (20) feet.
- (C) Whenever a sanitary sewer line and electric and/or telephone line are each placed underground in the same utility easement, the total easement width shall be not less than twenty (20) feet.
- (D) Whenever a major gas transmission line is on or adjacent to property proposed to be subdivided, adequate measures shall be taken to insure that all buildable sites are at a minimum safe distance from the transmission line easement, as recommended by the gas transmission company and the Public Utilities Commission of Ohio.

6.08 OVERSIZE AND OFFSITE IMPROVEMENTS

The county commissioners, with advice provided by the Planning Commission, may recommend that utilities, pavements, and other land improvements for the proposed subdivision be designed oversized, and/or with extensions provided, to serve nearby land which is an integral part of the neighborhood service or drainage area as determined by the county engineer and/or the NWWSD.

The subdivider shall be required to pay only his or her percentage cost of construction of major arterial streets as determined by the county engineer. For storm drainage systems within the county, the county shall pay the

difference between the cost of pipe necessary to service the platted area and any larger sized pipe when the larger pipe is required to service the drainage area beyond the limits of the plat.

The subdivider shall be required to pay for all other oversize improvements that pertain to sanitary sewers and waterlines and storm drainage requirements inherent to the plat and shall be required to pay for oversized sanitary sewer and/or water line improvements where such oversizing has been required for conformance with the sanitary sewer and water comprehensive plan of the county. The subdivider may, if approved by the NWWSD, be reimbursed some of the cost for installing the oversized improvements as users located outside of the boundaries of the subdivision served by the oversized improvements begin to utilize the improvements.

ARTICLE 7 - ENVIRONMENTAL AND LANDSCAPING DESIGN CONSTRUCTION STANDARDS

7.00 PURPOSE

Landscaping shall be provided as part of the site plan and subdivision design for planned unit developments and for commercial, industrial, and medium and high density residential subdivisions. Careful thought shall be given as to how best to preserve existing plant material at the site. Landscaping may include plant materials such as trees, shrubs, ground covers, perennials, and annuals, and other materials such as rocks, water, sculpture, art, walls, fences, paving materials and street furniture.

7.01 PUBLIC SITES, PUBLIC OPEN SPACE AND PUBLIC RECREATION

- (A) Where a park, playground, school, public access to water frontage, or other proposed public property, which is shown in the Comprehensive Plan, is located in whole or in part in a proposed subdivision, the Planning Commission may request the dedication of such area within the subdivision or that provision be made for the acquisition of such area by the proper agency within a period of two (2) years or other mutually acceptable period. Where a very large-scale subdivision or planned unit development is proposed, the Planning Commission may require that consideration be given to sites for schools and that provision be made for such reservation or acquisition by the proper agency.
- (B) Apart from specific locations of proposed public property as may be shown in the Comprehensive Plan, the Planning Commission may also require a set aside of public open space that is commensurate with the size and character of the property being subdivided and the recreational needs of future residents. The Planning Commission shall also consider the objective of preserving natural, cultural and aesthetic features of a site described in Section 4.01 as a component of property character when addressing this issue. The specific set aside shall be up to five percent (5%) of the total gross amount of land included in the subdivision plan, when the gross density of the entire development is 5 dwelling units per acre or less. Where proposed subdivisions involve more than 5 dwelling units per acre, the specific set aside shall increase by one half of one percent for each dwelling unit per acre beyond 5 (i.e., 10 dwelling units per acre would result in 7.5%). All dedication of public open space shall be in fee simple ownership and in perpetuity. Public open space does not include the following areas:
- Private yards, public sidewalks, driveways.
 - Public or private streets, drives or parking lots.
 - Right of ways, cul-de-sac islands.
 - Utility easements.
 - “Dry” storm water retention areas.
- (C) When proposed developments are small (generally less than 10 acres), it is recognized that setting aside and maintaining a small amount of open space may be impractical, provide only limited value and may be costly to maintain. In such cases, the Planning Commission will give strong consideration to requiring fees in lieu of land, but will consider each situation on a case by case basis giving appropriate consideration to the characteristics of the

property, potential types of recreational opportunities and adjacent land uses. This option may be chosen at the sole discretion of the Planning Commission.

- (D) If a fee in lieu of physical land dedication is approved by the Planning Commission, it may, in conjunction with the county commissioners or township trustees, require the subdivider to pay a sum that is equal to the value of land that would otherwise be dedicated. The amount of this fee is to be determined by the required amount of land to be set aside and the predevelopment value of such land. Predevelopment land values shall be determined according to estimates of market value (Appraised 100%) developed by the Wood County Auditor for property tax purposes. An example calculation is provided below:

Total Site Size: 20 Acres (871,200 Square feet)
Open Space Required: 5% x 20 acres = 1.0 Acres (43,560 square feet)
Property Value per Acre Per Wood County Auditor (Appraised (100%)): \$6,000
Required Fee In Lieu: \$6,000.

- (E) The Planning Commission reserves the right to consider and require an equivalent combination of land dedication and property improvements related to recreational activity to serve the public interests of future residents of the subdivision. In such cases, the physical improvements may include:
- Ball diamonds, soccer fields, playgrounds.
 - Walking paths which are accessible to residents of the development.
 - Picnic areas.
 - Swimming areas or pools.
 - Leisure spaces and facilities, such as gazeboes, grills, benches.
 - Lakes and pond-related improvements such as docks, swimming areas and fishing access.
- (F) The Planning Commission may reserve the right to deny approval to a subdivision if such subdivision disregards the preservation of natural features such as wooded areas, water courses, areas of natural or historical significance and similar irreplaceable assets which contribute value to residential development and the community.

7.02 PRIVATE OPEN SPACE AND PRIVATE RECREATION

In addition to the public dedication of open space described above, a developer may choose to provide private recreational amenities and/or common open space for the use and enjoyment of future residents. The allocation of private open space may also be the result of the creation of a planned unit development or conservation subdivision, open space subdivision or cluster subdivision. Private open spaces shall be owned and maintained in a manner defined by a binding legal instrument that is recorded. Private open space and private recreational features are also subject to the following:

- (A) In cases where open space is defined as a result of the creation of a conservation subdivision, such open space shall be reserved as open space in perpetuity and prohibited from further subdivision or development by deed restriction, conservation easement, or other means acceptable to Wood County Planning Commission and Wood County Prosecutor. The open space must be described on one or more deeds and dedicated to the homeowners association.
- (B) The subdivider shall file a declaration of covenants and restrictions that will govern the association, to be submitted with the application for final plat approval.

- (C) Subject to such permanent restriction as set forth above, open space may be owned by a private land trust, or a homeowners association or condominium association, and managed for the benefit of residents of the subdivision.
- (D) The homeowners association, condominium association or similar entity must be established before the homes are sold.
- (E) Where a homeowners association, condominium association, or similar legal entity, owns the open space, membership in the association shall be mandatory and automatic for all homeowners of the subdivision and their successors. The responsibility for maintaining the open space and any facilities located thereon shall be borne by the association, including the maintenance, control, and insurance of such open spaces. Homeowners must pay their pro-rata share of the cost, and the assessment levied by the association can become a lien on the property if allowed in the master deed establishing the homeowners association.
- (F) A subdivision may also be designed to include areas that function as both open spaces/recreational areas and as storm water management areas. In such cases, the subdivider may be required to follow the ditch petition procedure as outlined in ORC 6131.63. In such cases, the subdivision plan and plat approvals may be contingent upon procedures and requirements established in ORC 6131.63. In such cases the petition process shall occur when the plat property is under the ownership of one (1) owner.

7.03 STORM DRAINAGE DITCHES

Storm drainage facilities shall meet the requirement of the WCSSIM and shall be provided as follows:

- (A) Access to storm drainage ditches and channels shall be provided by easements of a width specified in the WCSSIM.
- (B) Storm drainage easements containing underground facilities shall have a minimum width specified in the WCSSIM.
- (C) Whenever storm drainage ditches or channels have a depth of five (5) feet or more, or a bank slope of two (2) feet horizontal to one (1) vertical or steeper, a five (5) foot high masonry wall or a five (5) foot high chain link fence may be required by the Planning Commission.

7.04 SOIL EROSION REQUIREMENTS

- (A) In the development of a subdivision, the developer shall not cause or allow earth-disturbing activities that can pollute a public or private surface ditch, subsurface drainage, stream, river or lake. The developer shall also, to the greatest extent possible, take steps so that sediment will not be deposited onto an adjoining property. Adequate control of soil erosion and sedimentation, through the use of best management practices with both temporary and permanent measures, shall be used during all phases of clearing, grading, and construction to conserve soil resources and to maintain existing water quality. Sediment control shall follow the standards and specifications in the WCSSIM and in Rainwater and Land Development: Ohio's Standards for Storm water Management, Land Development and Urban Stream Protection, Second Edition, 1996 (Department of Natural Resources, Division of Soil and Water Conservation).
- (B) When a proposed development area consists of one (1) or more acres of earth-disturbing activities, the owner of record shall develop for review and approval, a soil erosion and sedimentation control plan in accordance with the standards and requirements set forth in the WCSSIM. Such a plan shall contain sufficient information, drawings and notes to describe how soil erosion and off-site sedimentation will be kept to a minimum, both during and after construction.

- (C) Soil erosion and sedimentation control plans shall be certified by a professional engineer registered in the State of Ohio before submittal.

7.05 LANDSCAPE PLAN

A landscape plan shall be submitted with each site plan application for planned developments, commercial, industrial, and/or high density residential subdivisions, unless an exception is granted by the Planning Commission pursuant to these Regulations. The landscape plan shall identify existing and proposed trees, shrubs, and ground covers; natural features such as rock outcroppings; and other landscaping elements. Where existing plants are to be retained, the applicant shall include in the plans proposed methods of protecting them during construction.

7.06 SITE PROTECTION AND GENERAL PLANTING REQUIREMENTS

- (A) **Topsoil Preservation:** Topsoil shall be temporarily stored and later redistributed on all regarded surfaces so as to provide at least (4) inches of even cover to all disturbed areas of the development and shall be stabilized by seeding or planting.
- (B) **Removal of Debris:** All stumps and other tree parts, litter, brush, weeds, excess or scrap building materials or other debris shall be removed from the site and disposed of in accordance with the law. No tree stumps, or portions of tree trunks or limbs shall be buried anywhere in the development. If trees and limbs are reduced to chips, they may be used as mulch in landscaped areas, subject to approval by the Planning Commission.
- (C) **Protection of Existing Plantings:** Maximum effort should be made to save fine or exceptional plant specimens. No material or temporary soil deposits shall be placed within four (4) feet of shrubs or ten (10) feet of trees designated on the landscape plan to be retained. Protective barriers or tree wells shall be installed around each plant and/or group of plants that are to remain on the site. Barriers shall not be supported by the plants they are protecting, but shall be self-supporting. They shall be a minimum of four (4) feet high and constructed of a durable material that will last until construction is completed. Snow fences and silt fences are examples of acceptable barriers.
- (D) **Slope Plantings:** Landscaping of all cuts and fills and/or terraces shall be sufficient to prevent erosion, and all roadway slopes steeper than one (1) foot vertically to three (3) feet horizontally shall be planted with ground cover appropriate for the purpose and for soil conditions, water availability, and environment.
- (E) **Additional Landscaping:** In residential developments, besides the screening and street trees required, additional plantings or landscaping elements may be required throughout the subdivision where necessary for climate control, privacy, or other reasons in accordance with the landscape plan approved by the Planning Commission taking cost constraints into consideration. In non-residential developments, all areas of the site not occupied by buildings and required improvements shall be landscaped by the planting of grass or other ground cover, shrubs, and trees as part of the landscape plan approved by the Planning Commission.
- (F) **Planting Specifications:** Deciduous trees shall have at least a two (2)-inch caliper at planting. Size of evergreens and shrubs shall be allowed to vary depending on setting and type of shrub. All trees, shrubs, and ground covers shall be planted according to accepted horticultural standards. Dead and dying plants shall be replaced by the developer during the following planting season.
- (G) **Plant Species:** The plant species selected shall be hardy for the climate and appropriate in terms of function and size.

7.07 SHADE TREES

Shade trees shall be installed on both sides of all streets in accordance with the approved landscape plan. Shade trees shall not be planted or otherwise located within any established right-of-way area. When trees are planted at predetermined intervals along streets, spacing shall depend on tree size (at maturity), as shown in Table 14.

When the spacing interval exceeds 40 feet, small ornamental trees can be placed between the larger trees. If a street canopy effect is desired, trees may be planted closer together, following the recommendations of a registered landscape architect. The planting of trees shall be coordinated with utilities, roadways, sidewalks, sight easements, or streetlights. Tree location, landscaping design, and tree spacing shall be approved by the Planning Commission as part of the landscape plan.

Table 14: Spacing Between Shade Trees	
Tree Height (feet)	Planting Interval (feet)
Large trees (40+)	50-70
Medium trees (30-40)	40-50
Small trees (to 30)	30-40

7.08 BUFFERING

Buffering is the provision of an area between different land uses that attempts to minimize negative environmental impacts from one to the other. Buffers shall provide a year-round visual screen in order to minimize adverse impacts. They may consist of fencing, evergreens, berms, rocks, boulders, mounds, or combinations thereof to achieve the same objectives. Every developer shall provide sufficient buffering when topographical or other barriers do not provide reasonable screening and when the Planning Commission determines that there is a need to shield (1) neighboring properties from any adverse external effects of a development; or (2) the development from negative impacts of adjacent uses such as streets or railroads. In high-density developments, when building design and siting do not provide privacy, the Planning Commission may require landscaping, fences, or walls to screen dwelling units for privacy. Buffers shall be measured from side and rear property lines, excluding driveways. Plant materials shall be sufficiently large and planted in such a fashion that a year-round screen at least eight (8) feet in height shall be produced within three (3) growing seasons. All plantings shall be installed according to accepted horticultural standards.

Table 15: Buffer Strip Width	
Parking lots, garbage collection, utility areas, and loading and unloading areas	5 feet width minimum
All other land uses	25 feet width minimum

7.09 MAINTENANCE

Plantings shall be watered regularly and in a manner appropriate for the specific plant species through the first growing season, and dead and dying plants shall be replaced by the applicant during the next planting season. No buildings, structures, storage of materials, or parking shall be permitted within any buffer area. Buffer areas shall be maintained and kept free of all debris, rubbish, weeds, and tall grass.

7.10 PARKING LOT LANDSCAPING

- (A) In parking lots, at least five percent (5%) of the interior parking area shall be landscaped with plantings, and one (1) tree for each eight (8) spaces shall be installed. Parking lot street frontage screening and perimeter screening shall

be a minimum of five (5) feet wide. Planting required within the parking lot is exclusive of other planting requirements, such as shade trees planted along the street.

- (B) Landscaping should be located in protected areas, such as along walkways, in center islands, at the ends of bays, or between parking stalls. All landscaping in parking areas and on the street frontage shall be placed so that it will not obstruct sight distance. Plantings in parking areas and on streets shall pay particular attention to sun position during the summer months so that maximum cooling effects can be gained from well-placed trees.
- (C) A mixture of hardy flowering and/or decorative evergreen and deciduous trees may be planted. The evergreens should be used along the perimeter of the lot for screening, and the deciduous trees for shade within the lot. The area between trees shall be mulched or planted with shrubs or ground cover. Any area that will be under the overhang of vehicles shall be mulched or covered with paving material.

7.11 PAVING MATERIALS

Design and choice of paving materials used in pedestrian areas shall consider such factors as function, climate, characteristics of users, availability, cost, maintenance, glare, drainage, noise, appearance, and compatibility with surroundings. Acceptable materials shall include, but are not limited to, concrete, brick, cement pavers, asphalt, and stone.

7.12 WALLS AND FENCES

Walls and fences shall be erected where required for privacy, screening, separation, security, erosion control, or to serve other necessary and reasonable functions. The design and materials used shall be functional and compatible with existing and proposed site architecture. No fence or wall shall be so constructed or installed as to constitute a hazard to traffic or safety.

7.13 STREET FURNITURE

Street furniture such as trash receptacles, benches, and phone booths, shall be located and sized in accordance with their function. The different street furniture components shall be compatible in form, material, and finish. Design and materials shall be coordinated with existing and proposed site architecture. Selection of street furniture shall take into consideration functionality and durability.

ARTICLE 8 - REQUIREMENTS FOR CONSTRUCTION OF IMPROVEMENTS

8.00 IMPROVEMENT AND COST ESTIMATE INFORMATION

Before the signing of the final plat, all applicants shall be required to complete, to the satisfaction of the county engineer, county health department or other appropriate agencies, all the streets, sanitary improvements, and other public improvements, including lot improvements on the individual lots, as listed on the preliminary plat and engineering construction plans. When required improvements are not completed, the subdivider shall insure their completion with a performance guarantee acceptable to the Planning Commission and board of county commissioners. All required improvements shall be made by the developer, at his or her expense, and cost estimates for various materials and labor shall be provided as requested by a professional engineer licensed in the State of Ohio. The developer shall dedicate public improvements to the local government, free and clear of all liens and encumbrances on the dedicated property and public improvements.

8.01 PERFORMANCE GUARANTEE FOR INSTALLATION AND MAINTENANCE OF IMPROVEMENTS

To guarantee the construction and/or maintenance of required improvements prior to the approval and recording of the final plat, the subdivider shall be required to provide a performance guarantee in one or a combination of the following arrangements:

- (A) **Performance Bond, Certified Check, or Irrevocable Letter of Credit:** The subdivider shall post a bond, executed by a surety company, or a certified check or irrevocable letter of credit equal to the estimated cost plus ten (10) percent of the required improvements. The bond shall be in favor of the board of county commissioners, and shall guarantee construction of the improvements according to the plans and specifications approved by the Planning Commission. The term of the bond shall not exceed two (2) years plus a one (1) year maintenance period for a total of three (3) years. The Planning Commission may grant an extension where due cause can be shown. The bond amount can be reduced to a percentage of its original amount during the one year maintenance period. Under no circumstances shall the required performance bond, cash deposit or irrevocable letter of credit be tied to or be considered a portion of the developer's financing for the development.
- (B) **Deposit:** The subdivider may make a deposit with the county treasurer, with a responsible escrow agent, or with a trust company. The deposit shall be money or negotiable bonds in an amount equal to the estimated cost plus ten (10) percent of the required improvements. If a cash deposit is made, an agreement may be executed to provide payments to the contractor or the subdivider from the deposit as the work progresses and is approved by the responsible county officials.
- (C) **Contract Documents or Escrow Agreements:** Where contract documents or escrow agreements for the proposed improvements are available, copies of such contracts shall be certified to the board of county commissioners and, when approved, will constitute sufficient guarantee for the installation of required improvements in lieu of other methods stated above.

8.02 TEMPORARY IMPROVEMENTS

The applicant shall build and pay for all temporary improvements required by the Planning Commission and shall maintain those temporary improvements for the period specified by the Planning Commission.

Prior to construction of any temporary facility or improvement, the developer shall file with the Planning Commission a separate performance guarantee in an amount equal to the estimated cost of the temporary facilities, which shall ensure that the temporary facilities will be properly constructed, maintained and removed.

8.03 EXTENSION OF TIME

If the construction or installation of any improvements or facility, for which guarantee has been made by the developer in the form of a performance bond, cash deposit, or irrevocable letter of credit, is not completed within two (2) years from the date of final approval of the recorded plat, the developer may request the board of county commissioners to grant an extension of six (6) months, provided he can show reasonable cause for inability to complete said improvements within the required two (2) years. The request shall be accompanied by revised cost estimate of construction to be completed.

8.04 FAILURE TO COMPLETE IMPROVEMENTS

In case the subdivider fails to complete the required public improvements work within such time period as required by the conditions or guarantees as outlined above, the board of county commissioners may proceed to have such work completed and reimburse itself for the cost thereof by appropriating the cash deposit, certified check, surety bond, or by drawing upon the letter of credit, or shall take the necessary steps to require performance by the bonding company.

8.05 PROGRESSIVE INSTALLATION

After the preliminary plan of a proposed subdivision has been approved by the Planning Commission, the subdivider may improve a part of the entire area and submit a final plat for that improved portion to the Planning Commission for approval.

8.06 DEFERRAL OR WAIVER OF REQUIRED IMPROVEMENTS

The Planning Commission may defer or waive, at the time of final plat approval and subject to appropriate conditions, the provision of any or all public improvements as, in its judgment, are not requisite in the interest of the public health, safety, or welfare, or which are inappropriate because of the inadequate or nonexistence of connecting facilities. Any determination to defer or waive the provision of certain public improvements must be expressly made on the record. Whenever it is deemed necessary by the Planning Commission to defer the construction of any improvement, the subdivider shall pay his share of the costs of the future improvements to the county prior to the signing of the final subdivision plat by the Planning Commission. The developer may provide a separate performance bond, cash deposit or irrevocable letter of credit for the completion of the deferred improvements upon demand of the county.

8.07 INSPECTION OF IMPROVEMENTS

The Planning Commission shall coordinate with the county engineer, county health department, or other appropriate agencies to provide for inspection of required improvements during construction and ensure their satisfactory completion. The applicant shall pay to the appropriate agencies, an inspection fee, and shall notify proper administrative officials at least twenty-four (24) hours before each phase of the improvements is ready for inspection. Work requiring periodic inspections and an inspection schedule shall be finalized by the developer and inspectors before any work begins. If, in the opinion of the inspector, installations are improper or inadequate, the inspector shall issue a stop order. The developer may appeal the inspector's findings to the county engineer and/or NWWSD within forty-eight (48) hours. Failure to comply with the inspector, county and/or NWWSSD directive, shall be deemed a violation of these Regulations.

8.08 COMPLETION OF WORK AND REDUCTION OF SECURITY

As required improvements are completed, the board of county commissioners may, with concurrence of the county engineer and Planning Commission, reduce the amount of the performance bond, cash deposit, or irrevocable letter of credit, in the following increments: 25%, 50%, and 75%. Twenty two percent (22%) of the remaining amount of the guarantee shall be released when all construction, installation, and improvements by the subdivider's contract have been completed and approved by the respective government authorities. The remaining three percent (3%) will be held for a one year maintenance period. Performance bonds, cash deposit, or irrevocable letter of credit for roads, storm drainage, water and sanitary sewer improvements shall not be released independently.

8.09 ACCEPTANCE OF STREETS, STORM DRAINAGE, SANITARY SEWER AND WATER DISTRIBUTION IMPROVEMENTS FOR USE AND MAINTENANCE BY THE PUBLIC

The subdivider shall have properly constructed and maintained all required improvements at the time he requests their acceptance by the board of county commissioners. Upon completion of all improvements, the developer shall request that the county engineer, NWWSD, and other appropriate agencies perform an inspection for conditional acceptance. After the inspection, the county engineer will do one of the following:

- (A) Issue a letter to the board of county commissioners, with a copy to the developer, recommending conditional acceptance and the amount of a maintenance bond.
- (B) Issue a letter to the developer, with a copy to the board of county commissioners listing items of work necessary to accomplish satisfactory completion of the improvements.

Upon completion of the improvements and conditional acceptance by the board of county commissioners, the developer shall furnish a maintenance guarantee in the amount of 3% of the performance guarantee or \$1000.00, whichever amount is the larger. The subdivider shall be responsible for routine maintenance of all improvements and shall repair all failures due to faulty construction as soon as they become apparent. Said subdivider shall also make repairs due to erosion or abuse by utility companies installing utilities and shall repair all failure, for all other reasons, during the one (1) year period. He shall restore the improvements at the end of the maintenance period. The improvements will be eligible for final acceptance one year after the conditional acceptance. The maintenance bond shall remain in effect until final acceptance by the board of county commissioners. Before the board of county commissioners will release the maintenance bond or maintenance fund, the developer shall submit a sworn statement that all bills and financial obligations incurred for maintenance or restoration of the subdivision improvements have been fully paid. One year after conditional acceptance, the developer shall, after restoring all improvements to an acceptable condition, and after all monies are paid, request that the county engineer perform an inspection for final acceptance. After the inspection, the county engineer will do one of the following:

- (A) Issue a letter to the board of county commissioners, with a copy to the developer, recommending final acceptance of the improvements and release of maintenance bond(s).
- (B) Issue a letter to the developer, with a copy to the board of county commissioners, listing items of work necessary to accomplish before the recommendation for final acceptance can be made.

8.10 MAINTENANCE OF DRAINAGE IMPROVEMENTS

To ensure that drainage improvements are maintained and continue to function as designed, the Wood County Planning Commission shall require the subdivider to take the steps necessary to include the proposed subdivision within a ditch maintenance fund in accordance with the requirements set forth in the WCSSIM.

ARTICLE 9 - PLANNED UNIT DEVELOPMENT AND CONSERVATION DESIGN SUBDIVISIONS

9.00 GENERAL STATEMENT

The planned unit development is a contiguous area to be planned and developed as a single entity containing one or more structures to accommodate residential, commercial and/or industrial uses in accordance with applicable zoning resolutions. A conservation design subdivision clusters permitted residential density on a portion of the site to provide common open space. Zoning approval of a planned unit development or conservation design subdivision does not constitute subdivision approval. The procedures for approval of these types of developments are subject to the approval procedure specified by Article 3 of these Regulations.

9.01 PURPOSE OF PLANNED UNIT DEVELOPMENT

Planned unit development of land may be permitted in order to provide a means for a more desirable physical development pattern than would be possible through the strict application of zoning regulations and subdivision regulations. The Planning Commission will permit certain variety and flexibility in land development to encourage the subdivider to adjust design to irregular topography, cluster residential density to provide for common open space, economize in the construction of utilities, and create architectural variation as well as attractive and usable buildings and building sites.

9.02 USES PERMITTED

Compatible residential, commercial, industrial, public and quasi-public uses may be combined, provided that the proposed location of the commercial or industrial uses will not adversely affect or disregard adjacent property, public health, safety, and the general welfare. A variety of housing and building types are encouraged.

9.03 GENERAL REQUIREMENTS

- (A) The gross area of the tract to be developed under the planned unit development approach shall comprise not less than (5) acres, unless otherwise approved by the Planning Commission.
- (B) The design of the internal circulation system shall provide convenient access to dwelling units and non-residential facilities, separation of vehicular and pedestrian traffic, shall be adequate to carry anticipated traffic, including access for emergency vehicles.

9.04 OPEN SPACE

Open space reserved in the planned unit development or conservation designed subdivision shall either be held in corporate ownership by the owners of the project area, for the use of those who buy property, be held by an association of property owners within the development, or be dedicated to the county or township and retained as open space or related uses in accordance with Section 7.01 and 7.02.

9.05 MANAGEMENT OF COMMON PROPERTY

A homeowner’s association, or in the case of non-residential development, an owners association, shall be established to provide for the maintenance of all facilities and/or properties held in common within planned unit developments in accordance with Section 7.01 and 7.02. These shall include, but not be limited to, private streets and walkways, private recreational facilities, common lots and open space areas. The developer shall submit evidence as to the financial ability of the homeowners association to maintain any property or facilities held in common ownership, including the estimated annual cost of maintaining all common properties and facilities; the estimated monthly fee which shall be assessed to each residential property; and an estimate of the value of the dwelling units which will be constructed within the planned unit development. Any homeowners association and accompanying regulations shall be reviewed and approved by the county prosecutor.

9.06 OPEN SPACE AND PUBLIC IMPROVEMENT GUARANTEE

At the time of the application for final plat approval, the subdivider may be asked to provide:

- (A) A performance guarantee in accordance with Section 8.01 of these Regulations, in the amount of the estimated cost of the proposed public improvements.
- (B) A maintenance guarantee, in accordance with Section 8.09 of these Regulations, in such amount as determined and approved by the Planning Commission that shall be arranged for a period of (1) year from the date of conditional acceptance of the improvements.

9.07 CONFORMITY TO EXISTING STREETS AND THOROUGHFARE PLAN

Whenever a planned unit development abuts or contains an existing or proposed major thoroughfare or minor existing street, the roadway standards as contained in these Regulations shall be applicable.

9.08 PUBLIC STREETS

The Planning Commission may require certain streets within the planned unit development be public if it determines that the project density necessitates the use of public streets for adequate circulation. All public streets shall be constructed to standards contained herein with improvement and maintenance guarantees.

9.09 PRIVATE STREETS

Private streets may be permitted in planned unit developments and conservation design subdivisions and shall meet the construction requirements of these Regulations. Private streets shall be owned and maintained by the homeowners association or similar entity approved by the Planning Commission.

9.10 STAGING OF DEVELOPMENT

- (A) Each stage of a planned unit development or conservation design subdivision must be so designed so as to stand independently of future related stages, in the event future stages are not constructed. The construction and provision of all the common open spaces and public and recreational facilities which are shown on the final development plan must proceed at the same rate as the construction of dwelling units.
- (B) If a planned unit development contains non-residential uses, these uses may be constructed first, but only if the Planning Commission approves such construction on the final development plan.

ARTICLE 10 - REQUIRED STATEMENTS AND SIGNATURES TO BE AFFIXED ON THE PLAT

10.00 REQUIRED STATEMENTS

Some or all of the following statements, or similar appropriate statements, may be required to be affixed on the subdivision plat. The Planning Commission may require modifications to the statements.

(A) Owner’s Consent and Dedication

We, the undersigned, do hereby certify that we are the owners of the lands hereon described and we have caused the above described property to be surveyed and subdivided into lots as shown. We also do hereby voluntarily consent to the execution of this plat, establish setbacks as shown and do dedicate to the Wood County Commissioners, the rights-of-way, as shown, for the public’s use. The roads and streets of this subdivision are hereby designated as Township roads. Therefore, maintenance of the improved roads or streets shall be the responsibility of the Township (ORC 711.07, 1949 OAG 1209).

Buffer Lot(s) _____ are hereby dedicated to the Wood County Board of Commissioners for the express purpose of prohibiting access across said buffer lot(s) until such time the abutting right-of-way dedication is extended or widened beyond said buffer lot(s).

We also do hereby establish easements as shown, for the purpose of permitting the construction, installation, relocation, repair and maintenance of public and quasi-public utility facilities hereon. Easement rights and maintenance shall include the rights, to remove any structures, branches, or other growth or obstructions of any kind that might interfere with the construction, repair and maintenance or safe operation of public and quasi-public utility facilities.

Drainage easement areas and storm drainage improvements shall be put on the Wood County Ditch Maintenance Program per 6131.63 of the Ohio Revised Code. As lots are sold within the defined watershed (per the Ditch Maintenance Plan), property owners will be assessed for maintenance related to the storm drainage improvements.

We further certify that we will improve this subdivision with the following improvements: water mains, sanitary sewers, storm sewers, pavement, sidewalks, street signs, traffic signs, street lights, grading and landscaping (if required), as shown on the plans on file with the Wood County Engineer and the Northwestern Water and Sewer District.

In witness whereof, the owners have signed their names this _____ day of _____, 20____.

John Q. Public

Joan Q. Public

Address: _____

(B) Notary Public Certification

State of Ohio, S.S.

Be it remembered that on this ___ day of _____, 20___ before me the undersigned, a Notary Public in and for said State, personally came _____ (and _____), who acknowledged the signing and execution of the foregoing plat to be their voluntary act and deed.

In testimony whereof, I have set my hand and Notary Seal on the day and date above written.

(Signature) _____

(Print name here) _____

NOTARY PUBLIC

State of Ohio

My commission expires _____

(C) Surveyor's Certification

We hereby certify that during _____ 20___ we surveyed the hereon described property, subdividing the same into lots numbered ___ to ___. Distances are in feet and decimal parts thereof. Concrete monuments which contain iron rods at least 5/8 inch in diameter and 30 inches long, have been set at each change in direction of the boundary of the plat. Monuments which conform to the Wood County Standard Construction Drawing Type B Monument, are to be set upon completion of pavement construction. Iron rods at least 5/8 inch in diameter and 30 inches long have been set at all other rights-of-way and lot corners.

Name and Address of Surveying Company

Signature of Surveyor _____

Name of Surveyor. _____ Date _____

Professional Surveyor No. _____

(D) Wood County Engineer Certification

OFFICE OF THE WOOD COUNTY ENGINEER

The signature of the Wood County Engineer affirms that the perimeter boundary and the metes and bounds description shown hereon have been reviewed and are accurate. All other technical details remain the responsibility of the surveyor signing the plat.

Signed, on this, the ___ day of _____, 20___.

Raymond A. Huber, P.E, P.S.
Wood County Engineer

(E) Northwestern Water and Sewer District Certification

OFFICE OF THE NORTHWESTERN WATER AND SEWER DISTRICT

This plat is approved by the Northwestern Water and Sewer District

On this, the ___ day of _____, 20___.

Jerry R. Greiner, Executive Director

(F) Wood County Health Department Certification

OFFICE OF THE WOOD COUNTY DISTRICT BOARD OF HEALTH

This plat is approved by the Wood County District Board of Health,

On this, the _____ day of _____, 20____.

Pamela Butler, Health Commissioner

(G) Wood Planning Commission Certification

OFFICE OF THE WOOD COUNTY PLANNING COMMISSION

This plat is approved by the Wood County Planning Commission,

On this, the _____ day of _____, 20____.

W. David Steiner, Director

(H) Wood County Commissioners Certification

OFFICE OF THE WOOD COUNTY COMMISSIONERS

This plat is approved and accepted, on this, the ___ of _____, 20____.

We, the undersigned, Commissioners in and for the County of Wood, State of Ohio, do hereby approve and accept the attached plat, together with the dedication of all rights-of-way shown thereon.

James F. Carter, Commissioner

Joel M. Kuhlman, Commissioner

Doris I. Herringshaw, Commissioner

(I) Wood County Auditor Certification

OFFICE OF THE WOOD COUNTY AUDITOR

This plat was submitted for appraisal and is hereby transferred, on this, the _____ day of _____, 20____.

Michael Sibbersen
Wood County Auditor

(J) Wood County Recorder Certification

OFFICE OF THE WOOD COUNTY RECORDER

This plat was filed for record, on this, the ____ day of _____, 20 ____ at ____ o'clock.

Recorded in Volume ____, Pages _____, Book of Plats, on this, the ____ day of _____
20__.

Fees Paid _____ Instrument No. _____

Julie Baumgardner
Wood County Recorder

ARTICLE 11 - DEFINITIONS

11.00 INTERPRETATION OF TERMS OR WORDS

For the purpose of these Regulations, certain terms or words used herein shall be interpreted as follows:

- (A) The word “person” includes a firm, association, organization, partnership, trust, company, or corporation as well as an individual.
- (B) The present tense includes the future tense, the singular number includes the plural, and the plural number includes the singular.
- (C) The word “shall” is a mandatory requirement, the word “may” is a permissive requirement, and the word “should” is a preferred requirement.
- (D) The words “used” or “occupied” include the words “intended, designed, or arranged to be used or occupied.”
- (E) The word “lot” includes the words “plot” or “parcel.”
- (F) The word “County” where used shall refer to Wood County, Ohio and its legal entities.

11.01 GLOSSARY

Alley: See Thoroughfare.

Anti-Access Easement: An easement located at the rear of a lot that abuts a public or private street which prevents access to the lot from said street.

Base (100-Year) Flood Elevation (BFE): The water surface elevation of the base flood in relation to a specified datum, usually the National Geodetic Vertical Datum of 1929 or the North American Vertical Datum of 1988, and usually expressed in Feet Mean Sea Level (MSL). In Zone AO areas, the base flood elevation is the natural grade elevation plus the depth number (from 1 to 3 feet).

Block: That property abutting one side of a street and lying between the two nearest intersecting streets, or between the nearest such street and railroad right-of-way, un-subdivided acreage, river or live stream, or between any of the foregoing and any other barrier to the continuity of development.

Block Frontage: Property abutting on one side of a street, and lying between the two nearest intersecting or intercepting streets, or between the nearest intersecting or intercepting street and railroad right-of-way, waterway, or other definite barrier.

Board: The board of county commissioners.

Buffer Lot: A lot on a plat across the end of a street proposed to be extended by future platting or a lot along the length of a street where only part of the width has been dedicated, retained by the owner but conditionally dedicated on the plat for street purposes when the street is extended or widened.

Building: A structure designed to be used as a place of occupancy, storage or shelter.

Building Site: A parcel under separate deed or description containing less than 5 acres and having road frontage.

Comprehensive Plan: A plan or any portion, thereof, adopted by the Wood County Planning Commission and the Wood County Commissioners showing the general location and extent of present and proposed physical facilities, including housing, industrial, and commercial uses, major streets, parks, schools, and other community facilities. This plan establishes the goals, objectives, and policies of the County and provides a plan for the major streets or highways of the county or region. Plans adopted by Wood County Townships are also recognized as being part of the Comprehensive Plan for Wood County, if also subsequently adopted by the Wood County Planning Commission.

Condominium: Condominium means and includes the land, together with all buildings, improvements, and structures thereon, all easements, rights and appurtenances belonging thereto, and all articles of personal property which have been submitted to the provisions of Chapter 5311 of the Ohio Revised Code and which is subject to said Chapter 5311.

Conservation Subdivision: A subdivision in which the lot sizes are reduced below those normally required in a zoning district in which the development is located, in return for the provision of permanent open space. Commonly, a conservation subdivision divides land into not more than the number of lots permissible in a conventional subdivision, but reduces the size of individual lots in order to gain common open space. Conservation subdivisions are also called cluster subdivisions or open space subdivisions.

Corner Lot: See Lot Types.

Covenant: A written promise or pledge.

Cul-de-sac: See Thoroughfare.

Culvert: A transverse drain that channels under a bridge, street, or driveway.

Dead-end Street: See Thoroughfare.

Density: A unit of measurement; the number of dwelling units per acre of land.

Density, Gross: The number of dwelling units per acre of the total land to be developed.

Density, High Residential: Land to be utilized for residential purposes, including public housing and industrialized units, which does not exceed thirty-two (32) dwelling units per gross acre.

Density, Low Residential: Land to be utilized for residential purposes, including public housing, and industrialized units, which does not exceed two (2) dwelling units per gross acres.

Density, Medium-Low Residential: Land to be utilized for residential purposes, including public housing and industrialized units, which does not exceed four (4) dwelling units per gross acre. For the purpose of street design requirements, the medium-low density residential classification shall be considered as medium density.

Density, Medium Residential: Land to be utilized for residential purposes, including public housing and industrialized units, which does not exceed eight (8) dwelling units per gross acre.

Density, Medium-High Residential: Land to be utilized for residential purposes, including public housing and industrialized units, which does not exceed sixteen (16) dwelling units per gross acre. For the purposes of street design requirements, the medium-high density residential classification shall be considered as high density.

Density, Net: The number of dwelling units per acre of land when the acreage involved includes only the land devoted to residential uses.

Develop: To make a development; also to do any grading or filling of land, whether undeveloped or already subdivided, so as to change the drainage or the flow of water, or to do any work upon the land that is capable of serving as a subdivision or development of building sites in the future.

Developer: Any individual, subdivider, firm association, syndicate, partnership, corporation, trust, or any other legal entity commencing proceedings under these regulations to effect a subdivision of land hereunder for himself or for another.

Driveway: A vehicular travelway used to provide access from a street to dwelling units or commercial or industrial activities. Driveways are designed for low travel speeds and are often used as, or are integral with, parking areas for vehicles.

Dwelling Unit: Space within a building comprising living, dining, sleeping and storage rooms as well as space and equipment for cooking, bathing, and toilet facilities, all used by only one (1) family and its household employees.

Easement: A grant by the property owner for the use of a strip of land by the public, a corporation, or other persons, for specified purposes of any designated part of the owner's property.

Engineer: Any person registered to practice professional engineering by the state board of registration as specified in Section 4733.14, Ohio Revised Code.

Environmental Protection Agency: Ohio Environmental Protection Agency (E.P.A.)

Erosion: The wearing away of the earth's soil surface by water, wind, gravity, or any other natural process.

Escrow Account: An agreement by an owner/subdivider/developer with the Board of County Commissioners for the amount of the estimated construction cost, plus ten (10) percent, guaranteeing the completion of the approved plans and specifications of the subdivision improvements, within the time prescribed by the owner's agreement.. Each appropriate county agency may establish guidelines for administering the escrow account.

FEMA: The Federal Emergency Management Agency.

Final Plat: A revised version of the preliminary plat showing exact locations of lot lines, rights-of-way, easements, and dedicated areas. The final plat is recorded in the office of the County Recorder.

Flood: An overflowing of water, from watercourses, onto land which is normally dry.

Flood, 100-Year: The temporary inundation of normally dry land areas by a flood that is likely to occur once every 100 years (i.e., that has a one percent (1%) chance of occurring each year, although the flood may occur in any year). The 100-year flood is also known as the base flood.

Flood Insurance Rate Map (FIRM): An official map on which the Federal Emergency Management Agency or the U.S. Department of Housing and Urban Development has delineated the areas of special flood hazard

Flood Insurance Study (FIS): The official report in which the Federal Emergency Management Agency or the U.S. Department of Housing and Urban Development has provided flood profiles, floodway boundaries (sometimes shown on Flood Boundary and Floodway Maps), and the water surface elevations of the base flood.

Flood Plain: Any land area susceptible to be inundated by water from the base flood. The term refers to that area designated as subject to flooding from the base flood (100-year flood) on the “Flood Hazard Boundary Map” (FHBM) and “Flood Insurance Rate Map” (FIRM). The Flood Hazard Boundary Map (FHBM) is usually the initial map, produced by the Federal Emergency Management Agency, or U.S. Department of Housing and Urban Development, for a community depicting approximate special flood hazard areas. The Flood Insurance Rate Map (FIRM) is an official map on which the Federal Emergency Management Agency or the U.S. Department of Housing and Urban Development has delineated the areas of special flood hazard.

Floodway: A floodway is the channel of a river or other watercourse and the adjacent land areas that have been reserved in order to pass the base flood discharge. A floodway is typically determined through a hydraulic and hydrologic engineering analysis such that the cumulative increase in the water surface elevation of the base flood discharge is no more than a designated height. In no case shall the designated height be more than one foot at any point within the community.

Grade: The amount of rise or descent of a sloping land surface, usually measured as a percent where the numbered percent represents the amount of vertical rise or fall, in feet, for every 100 feet horizontally. For example, a one foot vertical rise over one hundred horizontal feet represents a one percent slope.

Health Department: The Wood County Health District.

Highway Director: The Director of the Department of Transportation.

Household Sewage Treatment System: Any sewage treatment system, or part of such a system, for a single-family, two-family, or three-family dwelling that receives sewage.

Improvements: Street pavement or resurfacing, curbs, gutters, sidewalks, water lines, sewer lines, storm drains, street lights, flood control for drainage facilities, utility lines, landscaping, and other related matters normally associated with the development of raw land into building sites.

Land Contract: A legal agreement between a landowner and another person or persons interested in purchasing real property owned by the landowner, wherein the landowner agrees to receive regular payments, at specified intervals for a specified period of time, from the purchaser and at the end of the specified time period agrees to transfer ownership of the property to the purchaser.

Letter of Credit: A written statement from a bank or loan company, written against the good standing of a developer, guaranteeing necessary funds, the amount to equal a professional engineer’s cost estimate for subdivision improvements, to complete such improvements should the developer fail to complete them within

the time frame and conditions as specified in the subdivision approval agreements. (See also, Performance Bond or Surety Bond).

Location Map: See Vicinity Map.

Lot: For purposes of these regulations, a lot is a parcel of land that is:

- a. A single lot of record;
- b. A portion of a lot of record;
- c. A combination of complete lots of record, of complete lots of record and portions of lots of record, or of portions of lots of record.

Lot Area: The area of a lot computed exclusive of any portion of the right(s) of way of any public or private street.

Lot Depth: The mean horizontal distance between the front and rear lines of a lot.

Lot Frontage: The front of a lot shall be understood to be the portion nearest the street. For the purpose of determining yard requirements on corner lots and through lots, all sides of a lot adjacent to streets shall be considered frontage, and yards shall be provided as indicated under Yards in this section. Lot frontage shall also be understood to be a single unbroken distance between two points along the right-of-way. Where a lot wraps around a separately owned parcel, lot frontage may not be construed to be the sum of two or more distances along the right-of-way.

Lot Measurements: A lot shall be measured as follows:

- a. **Depth of a lot:** The distance between the mid-points of straight lines connecting the foremost points of the side lot lines in front and the rearmost points of the side lot lines in the rear.
- b. **Width of a lot:** The distance between straight lines connecting front and rear lot lines at each side of the lot, measured at the building setback line, provided, however, that the width between side lot lines at their foremost points (where they intersect with the street line) shall not be less than eighty (80) percent of the required lot width.

Lot of Record: A lot which is part of a subdivision recorded in the office of the county recorder, or a lot or parcel described by metes and bounds, the description of which has been so recorded.

Lot Types: Terminology used in these regulations with reference to corner lots, interior lots and through lots is as follows:

- a. **Corner Lot:** A lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot meet at an interior angle of less than one hundred thirty-five (135) degrees.
- b. **Interior Lot:** A lot other than a corner lot with only one frontage on a street.
- c. **Through Lot:** A lot other than a corner lot with frontage on more than one street. Through lots abutting two streets may be referred to as double frontage lots.
- d. **Reversed Frontage Lot:** A lot on which frontage is at right angles to the general pattern in the area. A reversed frontage lot may also be a corner lot.
- e. **Flag Lot:** A lot whose only frontage on a public street is through a narrow strip of land which is generally wide enough to accommodate a driveway, but too narrow to accommodate any structures. The narrow strip of land is referred to as the panhandle.
- f. **Buffer Lot:** A lot on a plat across the end of a street proposed to be extended by future platting or a lot along

the length of a street where only part of the width has been dedicated, retained by the owner but conditionally dedicated on the plat for street purposes when the street is extended or widened.

Lot Ratio: The ratio of a lot's total width to a lot's total depth. Per these Regulations any lot under five (5) acres in size cannot have a total depth that is more than four (4) times its total width.

Lot Width: The horizontal distance between side lot lines measured along the required building setback line. When the street line is curved, the measurement shall be made on the arc, on or parallel to the curve of the street line.

Major Thoroughfare Plan: The Comprehensive Plan adopted by the Wood County Planning Commission indicating the general location recommended for arterial, collector, and local thoroughfares within the unincorporated area of the county.

Maintenance Bond: An agreement by a subdivider or developer with the county guaranteeing the maintenance of physical improvements for a period of one (1) year from the release of the performance bond.

Maintenance Ditch: Any ditch that is included in a fund established by the Wood County Board of Commissioners, said fund being exclusively used for the repair, upkeep, and permanent maintenance of each ditch improvement petitioned under the provisions of the drainage laws of Ohio.

Minor Subdivision: A division of a parcel of land that does not require a plat to be approved by a planning authority according to Section 711.131, Ohio Revised Code. Also known as Lot Split.

Monuments: Permanent concrete or iron markers used to establish definitively all lines of a plat of a subdivision, including all lot corners, boundary line corners, and points of change in street alignment.

Original Tract or Parcel: A single legally recorded and defined parcel land as of December 31, 1961. Original tracts have individual parcel numbers assigned by the Wood County Auditor and are contiguous units of land that are not separated by public roadways or other separately-owned parcels of land.

Open Space: An area open to the sky which may be on the same lot with a building. The area may include, along with the natural environmental features, swimming pools, tennis courts, and any other recreational facilities that the Planning Commission deems permissive. Streets, structures for habitation, and the like shall not be included.

Out Lot: Property shown on a subdivision plat outside of the boundaries of the land which is to be developed and which is to be excluded from the development of the subdivision.

Owner: Any individual, firm, association, syndicate, co-partnership, corporation, trust or any other legal entity having sufficient proprietary interest in the land sought to be subdivided to commence and maintain proceedings to subdivide the same under these Regulations.

Pad: A building site prepared by artificial means, including, but not limited to, grading, excavation, or filling, or any combination thereof.

Parcel: Any piece of land described by a current deed.

Parking Space, Off-Street: For the purpose of these Regulations, an off-street parking space shall consist of an area adequate for parking an automobile with room for opening doors on both sides, together with properly related access to a public street or alley and maneuvering room, but shall be located totally outside of any street or alley right-of-way.

Performance Bond or Surety Bond: An agreement by a developer with the county for the amount of the estimated construction cost (as approved by county commissioners and county engineer) guaranteeing the completion of physical improvements according to plans and specifications within the time prescribed by the subdivider's agreement. (See also, Letter of Credit)

Performance Guarantee: Any security that may be accepted by the Board of County Commissioners as a guarantee that the improvements required as part of an application for development will be satisfactorily completed.

Person: An individual, trustee, executor, other fiduciary, corporation, firm, partnership, association, organization, or other entity acting as a unit.

Planning Commission: The Wood County Planning Commission, and its staff.

Planned Unit Development: An area of land, in which a variety of housing types and/or related commercial and industrial facilities are accommodated in a pre-planned environment under more flexible standards, such as lot size and setbacks, than those restrictions that would normally apply under these Regulations. The procedure for approval of such development contains requirements in addition to those of the standard subdivision, such as building design principles and landscaping plans.

Plat: The map, drawing, or chart on which the developer's subdivision is presented to the Planning Commission for approval, to the county recorder (final) for recording.

Preliminary Plat: The initial proposal, including both narrative and site design information, intended to provide the Planning Commission with an understanding of the manner in which the site in question is to be developed.

Public Way: An alley, avenue, boulevard, bridge, channel, ditch, easement, expressway, freeway, highway, land, parkway, right-of-way, road, sidewalk, street, subway, tunnel, viaduct, walk, or other ways in which the general public entity has a right, or which are dedicated, whether improved or not. (See Right-of-Way)

Replat: A subdivision or plat, the site of which has heretofore been platted or subdivided with lots or parcels of land. It may include all or any part of a previous subdivision or plat.

Right-of-Way: A strip of land taken or dedicated for use as a public way. In addition to the roadway, it normally incorporates the curbs, lawn strips, sidewalks, lighting and drainage facilities, and may include special features (required by the topography of treatment) such as grade separation, landscaped areas, viaducts, and bridges. (See Public Way)

Setback Line: A line established by the subdivision regulations generally parallel with and measured from the lot line, defining the limits of a yard in which no building or structure, other than an accessory building, may be located above ground.

Sewerage System, Individual Onsite: A septic tank or similar installation on an individual lot which utilizes an aerobic bacteriological process, or an equally satisfactory process, for the elimination of sewage, and provides for the proper and safe disposal of the effluent, subject to the approval of health and sanitation officials having jurisdiction.

Sewerage System, Public: An approved sewage disposal system which provides a collection network that conveys sewerage to a central sewage treatment facility for a single development, community or region.

Sidewalk: That portion of the road right-of-way outside the roadway, which is improved for the use of pedestrian traffic.

Sketch Plan: An informal drawing which shows how a developer proposes to subdivide a property and which gives sufficient site information for the Planning Commission representatives to offer suggestions for site development.

Slippage Potential: The potential which land has to move, under the force of gravity, should it be disturbed during construction activity.

Stopping Sight Distance: The distance down a roadway for which a motorist is able to have unobstructed sight. Stopping sight distance is reduced by vertical and horizontal road curvature, fixed objects on the side of the road, and overhanging vegetation.

Subdivider: Any individual, developer, firm, association, syndicate, partnership, corporation, trust, or any other legal entity commencing proceedings under these regulations to affect a subdivision of land hereunder for himself or for another.

Subdivision:

A). 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 (2) or more parcels, sites, or lots, any one of which is less than five (5) acres for the purpose, whether immediate or future, of transfer of ownership, provided, however, that the following are exempt:

- 1) A division or partition of land into parcels of more than five (5) acres not involving any new streets or easements of access;
- 2) The sale or exchange of parcels between adjoining lot owners, where that sale or exchange does not create additional building sites;

B). The improvement of one (1) 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.

Surveyor: Any person registered to practice surveying by the State Board of Registration as specified in Section 4733.02, of the Ohio Revised Code.

Tract: The term is used interchangeably with the term lot, particularly in the context of subdivisions, where one “tract” is subdivided into several “lots.”

Technical Review Committee: A committee of representatives of the county engineer’s office, the city/county health department, the Planning Commission, and the county planner who shall meet with developers or property owners proposing a major subdivision, a commercial or industrial subdivision, or a minor subdivision on which a technical review member requires additional information. The technical review committee shall offer advice and assistance to the Planning Commission.

Terrain Classification: Terrain within the entire area of the preliminary plat is classified as level, rolling, hilly, or hillside for street design purposes. The classifications are as follows:

- a. **Level:** Land which has a cross slope range of four (4) percent or less;
- b. **Rolling:** Land which has a cross slope range of more than four (4) percent but not more than eight (8) percent;
- c. **Hilly:** Land which has a cross slope range of more than eight (8) percent but not more than fifteen (15) percent;
- d. **Hillside:** Land which has a cross slope range of more than fifteen (15) percent.

Thoroughfare, Street, or Road: The full width between property lines bounding every dedicated travelway, with a part thereof to be used for vehicular traffic and designated as follows:

- a. **Alley:** A minor street used primarily for vehicular service access to the back or side of properties abutting on another street. Design speed is 10 miles per hour.
- b. **Arterial Street:** A general term denoting a highway primarily for through traffic, carrying heavy loads and large volume of traffic, usually on a continuous route. Design speed is generally 55 miles per hour.
- c. **Collector Street:** A thoroughfare, whether within a residential, industrial, commercial, or other type of development, which primarily carries traffic from local streets to arterial streets, including the principal entrance and circulation routes within residential subdivisions. Design speed is generally 35 miles per hour.
- d. **Cul-de-Sac:** A local street of relatively short length with one (1) end open to traffic and the other end terminating in a vehicular turnaround. Design speed is generally 25 miles per hour.
- e. **Dead-End Street, Temporary:** An improved street temporarily having only one (1) outlet for vehicular traffic and intended to be extended in the future into undeveloped acreage. The Wood County Planning Commission shall reserve the right to limit or extend the length of the temporary dead-end street based upon principles of proper planning.
- f. **Local Street:** A street primarily for providing access to residential, commercial, or other abutting property. Design speed is generally 25 miles per hour.
- g. **Loop Street:** A type of local street each end of which terminated at an intersection with the same arterial or collector street, and whose principal radius points of the one hundred and eighty (180) degree system of turns are not more than three thousand (3000) feet from said arterial or collector street, nor normally more than six hundred (600) feet from each other.

- h. **Marginal Access Street:** A local or collector street, parallel and adjacent to an arterial or collector street, providing access to abutting properties and protection from arterial or collector streets. (Also called Frontage Street.)
- i. **Stub Street:** A street designed and intended to be used to connect an existing street in an existing plat to an adjoining property should that property undergo further development in the future
- j. **Turnaround:** A temporary area at the end of a temporary dead-end street or an easement area at the end of a dead-end street, that allows for the turning around of vehicular traffic. Please refer to the WCSSIM for construction details.

Through Lot: See Lot Types.

Variance: A modification of the strict terms of the relevant regulations where such modification will not be contrary to the public interest and where owing to conditions peculiar to the property and not the result of the action of the applicant, a literal enforcement of the regulations would result in unnecessary and undue hardship.

Vicinity Map: A drawing located on the plat which sets forth by dimensions or other means, the relationship of the proposed subdivision or use to other nearby developments or landmarks and community facilities and services within the county in order to better locate and orient the area in question.

Water, Private Supply: A water system for the provision of water for human consumption for a dwelling unit.

Water, Public Supply: A water system for the provision of water for human consumption that consists of more than fifteen (15) service connections or serves an average of more than twenty five (25) individuals daily for more than sixty (60) days out of the year.

Watershed: The area contained within a drainage divide above a specified point on a stream or the total area contributing storm water runoff to a single point.

Watershed, Drainage Maintenance: For these subdivision regulations, it is the area contained within the perimeter of the subdivision/development, or as directed by the Wood County Engineer, less any excepted areas.

WCSSIM: The Wood County Subdivision and Site Improvement Manual (WCSSIM) issued under the authority of the Office of the Wood County Engineer offers guidance, minimum standards and acceptable procedures for the design of streets, drainage and the location of public and quasi-public utilities.

Wetland: An area of land, as defined by the federal definition at the time of preliminary plan submission, inundated by water for a portion of each year resulting in the land possessing unique soil and vegetative types.

Yard: A required open space other than a court unoccupied and unobstructed by any structure from three (3) feet above the general ground level of the graded lot upward, provided, accessories, ornaments, and furniture may be permitted in any yard, subject to height limitations and requirements limiting obstructions of visibility.

- a. **Yard, Front:** A yard extending between side lot lines across the front of a lot and from the front lot line to the front of the principal building.

b. **Yard, Rear:** A yard extending between side lot lines across the rear of a lot and from the rear lot line to the rear of the principal building.

c. **Yard, Side:** A yard extending from the principal building to the side lot line on both sides of the principal building between the lines establishing the front and rear yards.

Zoning Inspector: The zoning inspector of the county or township, appointed by the board of county commissioners or the board of township trustees.

ARTICLE 12 - APPENDIX

12.00 CHECKLISTS

The following checklists are provided for convenience to ensure that the minimum requirements are met before submittal of a preliminary plat or a final plat. Applicants are encouraged to utilize these checklists.

- PRELIMINARY PLAT CHECKLIST
- FINAL PLAT CHECKLIST

PRELIMINARY PLAT CHECKLIST

Project Name _____

Checked by _____ Date _____

Does	Does Not	
_____	_____	1. General
_____	_____	(a) 24 copies of plat submitted-(Twelve-24" x 36" and twelve-11" x 17").
_____	_____	(b) The application form was properly completed.
_____	_____	(c) The plat was prepared at a scale of not less than 1 inch = 100 feet.
_____	_____	(d) Graphical scale shown.
_____	_____	(e) Sheets that are 24 inches x 36 inches shall have a 1/2-inch border and 1-1/2-inch left binding edge with lettering size no smaller than 0.125 inches with pen width of at least 0.013 inches.
_____	_____	(f) No ditto (") marks used.
_____	_____	(g) Submittal of disk with drawing as a .dwg file.
_____	_____	2. Plat Detail
_____	_____	(a) Name of subdivision (does not duplicate another subdivision in Wood County).
_____	_____	(b) Location of subdivision by River Tract, Section, Town, Range, and Township.
_____	_____	(c) Name and address of owner/developer.
_____	_____	(d) Name and address of engineer/surveyor preparing plat.
_____	_____	(e) Date.
_____	_____	(f) North point.
_____	_____	(g) Vicinity map at 1 inch = 400 feet or larger scale.
_____	_____	(h) Existing FEMA flood plain boundaries with the 100 year flood elevation.
_____	_____	(i) Existing soil information and boundaries.
_____	_____	(j) Existing zoning of the abutting lands to proposed subdivision.
_____	_____	(k) Existing building setback lines of adjacent parcels to proposed subdivision.
_____	_____	(l) Existing boundary lines of adjacent lands with names of owners and parcel numbers
_____	_____	(m) Existing locations, widths, centerlines and names of streets, railroads, rights-of-way and easements. Please note right-of-way deficiencies.

Does	Does Not
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2. Plat Details, Continued

- | | | |
|-------|-------|--|
| _____ | _____ | (n) Existing contours with one (1) foot intervals and tied to U.S.G.S. datum. |
| _____ | _____ | (o) Existing parks, open spaces, wooded areas and significant topographic features (natural or man-made) in the plat or adjacent to site. |
| _____ | _____ | (p) Existing structures. |
| _____ | _____ | (q) Existing sewers, water mains, culverts, other utilities, with sizes. |
| _____ | _____ | (r) Proposed boundary line of subdivision indicated by solid heavy line. |
| _____ | _____ | (s) Proposed zoning. |
| _____ | _____ | (t) Proposed building setback lines. A typical lot may be shown. |
| _____ | _____ | (u) Proposed locations, widths, centerlines and names of streets, rights-of-way and easements. Duplication of street names is not allowed. |
| _____ | _____ | (v) Proposed parks and open space. |
| _____ | _____ | (w) Proposed sanitary sewers, manholes, pump stations, etc. |
| _____ | _____ | (x) Proposed water mains, manholes, fire hydrants, flush hydrants, meter pits, etc. |
| _____ | _____ | (y) Proposed storm sewers, catch basins, manholes, culverts, pump stations, detention/retention drainage basins, etc. with the ultimate outlet(s). |
| _____ | _____ | (z) Proposed central water system. |
| _____ | _____ | (aa) Proposed central waste water treatment plant (WWTP). * |
| _____ | _____ | (bb) Proposed on-lot water system (wells). |
| _____ | _____ | (cc) Proposed on-lot sewerage system (septic tanks and leach fields). |
| _____ | _____ | (dd) Percolation Tests. |
| _____ | _____ | (ee) Proposed lot layout with lot numbers and lot dimensions. |
| _____ | _____ | (ff) Proposed areas of lots, open spaces, streets and total. |
| _____ | _____ | (gg) Proposed dedication or reservation of land for public or private purposes. |
| _____ | _____ | (hh) Proposed tree planting plan. |
| _____ | _____ | (ii) Proposed sidewalks. |

Additional Requirements for Commercial and Industrial Plats

Does	Does Not
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- | | | |
|-------|-------|--|
| _____ | _____ | (ii) Proposed ingress and egress. |
| _____ | _____ | (jj) Proposed locations and dimensions of parking areas. |
| _____ | _____ | (kk) Proposed locations and dimensions of loading areas. |
| _____ | _____ | (ll) Proposed locations and dimensions of pedestrian walkways. |

Does

Does
Not

3. Certifications

(a) The certification of the Surveyor.

(b) The certification of approval of the Planning Commission.

4. Comments

* A connection to a central facility shall be mandatory when one becomes available.

FINAL PLAT CHECKLIST

Project Name _____

Checked by _____ Date _____

Does
Does
Not

1. General

- (a) Transparency and 24 copies of plat submitted-(Twelve-24" x 36" and twelve-11" x 17").
- (b) The application form was properly completed.
- (c) The plat was prepared in waterproof ink on tracing cloth or other material of equal permanence at a scale of not less than 1 inch = 50 feet.
- (d) Graphical scale shown.
- (e) Sheets that are 24 inches x 36 inches shall have a 1/2-inch border and 1-1/2-inch left binding edge with lettering size no smaller than 0.125 inches with pen width of at least 0.013 inches.
- (f) No ditto (") marks used.
- (g) Submittal of disk with drawing as a .dwg file.
- (h) Submittal of improvement plans meeting the requirements of the responsible official.
- (i) Submittal of final plat within 12 months of preliminary plat approval.

2. Plat Detail

- (a) Name of subdivision (does not duplicate another subdivision in Wood County).
- (b) Please note that the final plat is a land transfer and therefore falls under the Wood County Land Transfer Policy. Please refer to the Land Transfer Policy's Checklists for the legal description and the plat drawing and attach the same to this checklist.
- (c) Name and address of owner/developer.
- (d) Name and address of engineer/surveyor preparing plat.
- (e) Date.
- (f) North point.
- (g) Vicinity map at 1 inch = 400 feet or larger scale.
- (h) Existing FEMA flood plain boundaries with the 100 year flood elevation.
- (i) Existing zoning of the proposed subdivision.
- (j) Existing zoning of the abutting lands to proposed subdivision.

Does	Does Not
_____	_____

2. Plat Detail, continued

- | | | |
|-------|-------|--|
| _____ | _____ | (k) Existing building setback lines of adjacent parcels to proposed subdivision. |
| _____ | _____ | (l) Existing boundary lines of adjacent lands with names of owners and parcel numbers. |
| _____ | _____ | (m) Existing locations, widths, centerlines and names of streets, railroads, rights-of-way and easements. |
| _____ | _____ | (n) Existing/proposed water courses traversing the subdivision, existing water courses to include ditch names and ditch numbers if available. |
| _____ | _____ | (o) Proposed boundary line of subdivision indicated by solid heavy line. |
| _____ | _____ | (p) Proposed building setback lines. A typical lot may be shown. |
| _____ | _____ | (q) Proposed locations, widths, centerlines and names of streets, rights-of-way and easements, indicating to whom the easements are dedicated. Duplication of street names is not allowed. |
| _____ | _____ | (r) Proposed parks, open spaces, and detention/retention drainage basins. |
| _____ | _____ | (s) Proposed lot layout with lot numbers, lot dimensions and street dimensions. |
| _____ | _____ | (t) Proposed areas of lots, open spaces, streets and total in units of acres. |
| _____ | _____ | (u) Proposed dedication or reservation of land for public or private purposes. |
| _____ | _____ | (v) Perimeter survey performed by a professional surveyor. |
| _____ | _____ | (w) Proposed metes and bounds legal description. |
| _____ | _____ | (x) A note requiring future connection to a central sewer facility when available as determined by the Wood County Board of Health. |
| _____ | _____ | (y) Excepted parcels or outlots so marked, "Not Included In This Plat". |
| _____ | _____ | (z) Existing previous lot lines in the case of a re-plat. |
| _____ | _____ | (aa) Proposed minimum finished grade elevation for each lot at the building setback line. |

3. Certifications

- | | | |
|-------|-------|---|
| _____ | _____ | (a) The certification of the Surveyor. |
| _____ | _____ | (b) The certification of approval of the Ownership and Dedication. |
| _____ | _____ | (c) The certification of approval of the County Engineer. |
| _____ | _____ | (e) The certification of approval of the District Board of Health. |
| _____ | _____ | (f) The certification of approval of the Northwestern Water and Sewer District. |
| _____ | _____ | (g) The certification of approval of the Township Trustees. |

Does	Does Not
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Certifications, continued

- (h) The certification of the approval and acceptance of the Board of Commissioners for the rights-of-way and other public ways.
- (i) The certification of the Auditor.
- (j) The certification of the County Recorder.
- (k) The certification requiring future connection to a central sewer facility when available as determined by the Wood County Board of Health.
- (l) The certification by the appropriate City/Village Administrator, Board of Public Affairs, or Water and Sewer District when water and/or sewer is obtained from the City/Village/District.
- (m) The certification of approval by the Ohio EPA or a letter approving and guaranteeing the installation of a community sewage treatment system not operated by a political subdivision.
- (n) The certification of all improvements installed or performance bond issued.

4. Comments:
