

CHAPTER 1216  
Plats, Plans and Guarantees

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| 1216.01 Drawing standards.         | 1216.03 Construction drawings and specifications. |
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CROSS REFERENCES

- Plat and subdivision defined - see Ohio R.C. 711.001  
 Original plats - see Ohio R.C. 711.01 et seq.  
 Fee of designated public land to vest when plat recorded - see Ohio R.C. 711.01, 711.07  
 Lot numbering and revision - see Ohio R.C. 711.02, 711.06, 711.28 et seq.  
 Cornerstones and permanent markers - see Ohio R.C. 711.03, 711.11  
 Plat acknowledgment and recording - see Ohio R.C. 711.06  
 Vacating plats - see Ohio R.C. 711.17 et seq.  
 Definitions - see P. & Z. Ch. 1206  
 Variances and appeals - see P. & Z. 1212.06, 1212.07  
 Performance guarantee - see P. & Z. 1214.03(f), 1224.02(i)  
 Improvements acceptance - see P. & Z. 1222.01 et seq.

1216.01 DRAWING STANDARDS.

The following drawing standards are hereby established:

- (a) Preliminary plats shall conform to the following:
  - (1) Plat size: 18 inches x 24 inches.
  - (2) Letter size: Minimum  $\frac{1}{8}$ -inch.
  - (3) Letter spacing: Minimum  $\frac{1}{16}$ -inch or half of the letter size used.
- (b) Final plats shall conform to the following:
  - (1) Plat size: 24 inches x 38 inches.
  - (2) Letter size: Minimum  $\frac{3}{16}$ -inch.
  - (3) Letter spacing: Minimum  $\frac{3}{32}$ -inch or half of the letter size used.
- (c) For both size plats, the minimum spacing between lines will be that of the letter size.
- (d) All plats will have a 2-inch border.
- (e) Letter quality shall be as follows:
  - (1) Technical pens will be used.
  - (2) Smaller letters and numbers will be made with a fine tip pen (usually a pen numbered between zero and two).
  - (3) Letters and numbers will be well-defined and will not run or bleed.
- (f) Material for the reproducible copy shall be black India ink on mylar.
- (g) The condition of plats shall be as follows:
  - (1) No numbers or letters will be drawn in shaded areas.

- (2) Appliques will be on the front side of the plat and meet all other size standards.
  - (3) Signatures will be in permanent black ink.
  - (4) Seals will be shaded or in permanent ink.
  - (5) Folded, wrinkled or torn plats are not acceptable.
- (h) Questions shall be directed to the proper County Recorder or the Tax Map Supervisor, as they are the final authority on plat acceptability.  
(Ord. 2002-02. Passed 2-26-02.)

#### 1216.02 PRELIMINARY PLAT CONTENTS.

The preliminary plat submission shall be prepared by either a professional engineer or surveyor and shall include a general location map, the preliminary plat of the subdivision with all pertinent data and a preliminary drainage system design.

- (a) The location map, drawn on a scale not smaller than 400 feet per inch, may be prepared either separately or on the same sheet with the plat, and shall include the following:
  - (1) Boundaries of the proposed subdivision, indicated by heavy line.
  - (2) Any and all present or projected thoroughfares related to the subdivision.
  - (3) All adjacent platted subdivisions and subdivision streets.
  - (4) Title, scale, north arrow, county, township and range lines, etc.
- (b) The preliminary plat shall, unless otherwise consented to by the Zoning Enforcement Officer, be drawn on a scale not smaller than 100 feet to 1 inch and shall show the following:
  - (1) The name and location of the proposed subdivision.
  - (2) Names and addresses of the owner, subdivider, land planning consultant, engineer or registered land surveyor who prepared the plat.
  - (3) Streets and rights-of-way adjoining and on the site of the proposed subdivision, showing the street names and including roadway widths, approximate gradients, types and width of pavement, curbs, planting strips and other pertinent data.
  - (4) All lot lines adjacent to and abutting the subdivision.
  - (5) Layouts of the lots showing approximate dimensions, lot numbers and centerline radius of streets.
  - (6) Approximate gross square footage of lots not including rights-of-way.
  - (7) Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds or other public, semipublic or community purposes.
  - (8) Easements, existing and proposed, showing locations, widths and purposes.
  - (9) Building setback and yard lines and dimensions.
  - (10) Location and size of nearest water main, sewer outlet and other pertinent utilities.
  - (11) Location type and approximate size of utilities to be installed.
  - (12) Tract boundary lines showing dimensions, bearings, angles and references to known land lines.

- (13) Contours at vertical intervals of two feet, if the general slope of the site is less than 16%, and at vertical intervals of five feet if the general slope is 16% or greater.
  - (14) Tree masses and all individual trees having a diameter of 12 inches or greater.
  - (15) Natural features such as rock outcroppings, streams, creeks, etc. should be defined within the limits of construction indicated.
  - (16) Location of existing structures.
  - (17) A preliminary copy of the deed restrictions and covenants that would be placed upon the subdivision.
  - (18) Landscaping plans and proposed limits on the location and intensity of signs, advertising and off-street parking in the case of a proposed subdivision for industrial or commercial use.
  - (19) Location of existing or proposed buried debris.
  - (20) Minimum basement elevations for sanitary sewer service analysis.
  - (21) A Development Summary Chart should provide the following information:
    - A. Typical lot size;
    - B. Quantity of lots;
    - C. Number of housing units;
    - D. Total acreage of development;
    - E. Total acreage of open spaces;
    - F. Total acreage dedicated for each type of use.
  - (22) All survey information shall be tied into horizontal and vertical control provided by the City Engineer.
- (c) All proposed subdivisions shall have a storm drainage system designed to serve the area being developed. It shall be compatible to any adjacent storm drainage system and shall have in all cases a clear and unobstructed outlet. The storm drainage system shall be designed in such a manner to minimize the effects on the downstream properties within reasonable limits. The preliminary drainage plan shall:
- (1) Show the general suitability of the proposed development to support a storm water management system;
  - (2) Be due at the time of preliminary plat submittal on a 2-foot topographical contour map and should consist of 2 parts:
    - A. The major system is comprised of the 100-year flood route. The system should be laid out in a manner as to direct all excess storm water into the detention or retention area.
    - B. The minor system is comprised of storm sewers, inlets, etc.
  - (3) Include the following information:
    - A. The approximate size and location of detention or retention facilities, which are required for each subdivision.
    - B. The approximate location of any 100-year flood boundary areas.
- (d) The developer, owner or their engineer may apply to the Planning Commission for an exception to the detention or retention requirements. Each request shall be accompanied by a study showing the effects of the proposed and required drainage system on the watershed it is located in.
- (Ord. 2002-02. Passed 2-26-02.)

### 1216.03 CONSTRUCTION DRAWINGS AND SPECIFICATIONS.

(a) Upon approval of the preliminary plat by the Planning Commission, construction or improvement plans, as prepared by the owner's engineer, shall be submitted and reviewed by the City Engineer, the Enforcement Officer and any other proper City officials, and evidence shall be provided that such plans have been duly approved by the State Environmental Protection Agency, the County Health Department or any other governing agencies or departments when approval by such agencies is required by law.

(b) The construction plans shall be prepared by or under the immediate direction of a registered professional engineer, registered in the State of Ohio, and same shall be complete, showing all improvements, including storm and sanitary sewers, culverts, water and gas mains, with typical cross-sections of streets, profiles and any necessary special details.

(c) The plans shall in every way equal or exceed the standards as adopted by the City for subdivision improvements.

(d) The plans, when submitted to the City Engineer for review, shall be accompanied with a map showing division of drainage runoff areas and a complete set of storm water calculations determining pipe or ditch channel sizes and detention/retention volumes and routing.

(e) In the preparation of construction or improvement plans, every reasonable effort shall be made to avoid placing utility pipe lines, storm and sanitary sewer pipe lines (but not including service connections which must necessarily cross the streets) under pavements or curbs.

(f) After the completion of the construction of the improvements, as-builts shall be submitted in a digital format compatible with the City's CAD system, and on one set of mylars.

(g) It shall be the duty of the owner, his agent or engineer to consult with public service and utility companies as to location of all underground conduits, pipe lines, cable and telephone conduit, overhead poles, street lights, wires, etc., and to provide necessary easements for such facilities on the final plat.

(h) The approval of plans by the City Engineer, the Enforcement Officer and the Planning Commission shall not relieve the owner, developer or his or her engineer of any liabilities, damages or legal action which may result from faulty, careless or negligent design or construction observed within the guarantee period.

(Ord. 2002-02. Passed 2-26-02.)

#### 1216.04 FINAL PLAT CONTENTS.

The final plat shall be provided by the subdivider and meet the following specifications:

- (a) The final plat may not necessarily include the entire approved preliminary plat. However, the subdivider, in such case, shall provide copies of the approved preliminary plat marked to show the outline of the section or area for which final plat approval is being requested.
- (b) A drawing of the final plat shall be made in a digital format compatible with the City's computer systems. At least one permanent type reproducible copy (mylar or other suitable medium) of the final plat shall be supplied in addition to the digital copy. Four blue or black line prints shall also be submitted. The Enforcement Officer may waive this requirement if a digital format is submitted.
- (c) Upon the recording of any plat, the subdivider shall furnish two prints of the recorded plat showing the date, plat book and page, etc., as recorded.
- (d) All dimensions shall be shown in feet and decimals of a foot.
- (e) Each plat shall have a suitable, prominently lettered title, and border line placed with a margin of not less than 2-inch on all sides.
- (f) All surveys for a final plat shall be made under the active and personal direction of a professional surveyor registered in the State of Ohio.
- (g) The following basic information shall be shown on the final plat:
  - (1) Name of the subdivision.
  - (2) Accurate boundary lines, with dimensions and bearings or angles, which provide a survey of the tract, closing with an error of closure of not more than 1 foot in 10,000 feet, thereafter adjusted to close precisely.
  - (3) Accurate distances and directions to the nearest established street corner or official monuments. Reference comers shall be accurately described on the final plat.
  - (4) Accurate locations of all existing and recorded streets intersecting the boundaries of the tract.
  - (5) All data that would be necessary for an accurate metes and bounds legal description of the property included. The area shall be shown to the nearest  $\frac{1}{1,000}$  of an acre.
  - (6) Right-of-way lines of streets, easements and other rights-of-way, and property lines of lots and other tracts, with accurate dimensions, bearings and curve data, including radii, arcs, lengths, points of tangency and central angles.
  - (7) Name and right-of-way width for each street or other right-of-way.
  - (8) Location, dimensions and purposes of any easement shown by lightly dashed lines.
  - (9) Location of swales, ditches, storm sewers and any other drainage systems.
  - (10) Number to identify each lot or site, using lot numbers designated by the County Auditor, where the Auditor has such designation.
  - (12) Building setback or yard lines and dimensions.
  - (13) Location, type and material of all monuments and lot markers.

- (14) Names of owners adopting such plat, with owner or owners' signatures properly notarized.
- (15) Deed or acknowledgments, protective covenants or restrictions, statements of dedication of streets or roadways personally signed by owner or owners and duly notarized. (Mortgage release shall be provided for all dedicated streets or public areas where subdivided land is mortgaged, and shall be of record when plat is approved by Council.)
- (16) Names of recorded owners of adjoining unplatted land, shown by medium dashed lines.
- (17) Reference to recorded subdivision plats of adjoining platted land by recorded name, plat book and page, shown by medium dashed lines.
- (18) Restrictions which will run with the land and become covenants in the deeds for lots. Where restrictions and protective covenants become of considerable length, they may be filed on a separate instrument with reference on the plat indicating book and page where instrument is recorded.
- (19) Title, north arrow, scale and date.
- (20) Certification by the registered surveyor with registration number and seal affixed to all documents of the final plat.
- (21) Certification by the registered surveyor or registered professional engineer, stating that all lot dimensions and areas conform to the requirements of the zoning district in which it is located.
- (22) Deed of dedication of all public area.
- (23) Certificate for approval by the Enforcement Officer.
- (24) Certificate for approval by the City Engineer.
- (25) Certificate for approval by the Planning Commission.
- (26) Certificate for approval by Council.
- (27) Certificate for approval by the Board of Health and/or the Butler County Sanitary Engineer.
- (28) Where numerous existing lots are being replatted, the record plat shall also be accompanied by a Title Reference Plat, which shall show the new lots in solid lines superimposed over the old lots shown in short dash lines. This plat shall be made for recording purposes.
- (29) Letters from each utility not controlled by the City indicating that the facilities and structures have passed inspection, if installed by developer's contractor.
- (30) Reference to a homeowner's association or similar legal entity's responsibility to perpetually maintain all detention/retention basins where applicable and include a photocopy of the perpetual maintenance agreement to be recorded along with the final plat documents.  
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