

**CITY OF WASHINGTON COURT HOUSE
SUBDIVISION REGULATIONS
WITH
APPLICATION FORMS FOR PRELIMINARY AND FINAL PLAT
APPROVALS**

This section requires that the City Planning Commission approve the final plat if the developer has proceeded according to the preliminary plat and other applicable or specified requirements.

Following is a summary of approval procedures:

1. Hold pre-application meeting between subdivider and City Planning Commission to discuss the criteria and standards of the regulations, the comprehensive plan, major thoroughfare plan, parks and public open space plan, zoning regulations, and utility service.
2. Developer submits a pre-application sketch plan containing the information as required by these city subdivision regulations.
3. City Planning Commission reviews pre-application sketch and advises developer.
4. Developer submits an application for tentative approval of Preliminary Plat, and the Preliminary Plat as specified in the subdivision regulations. (*Application form attached*)
5. City Planning Commission refers Preliminary Plat to interested agencies.
6. City Planning Commission acts on Preliminary Plat within sixty (60) days of submission.
7. Developer modifies plat, prepares final improvement plans, installs improvements, or executes acceptable performance agreement.
8. Developer submits an application for Final Plat Approval and the final plat as specified in the City subdivision regulations. (*Application form attached*)
9. City Planning Commission refers final plat to interested agencies.
10. City Planning Commission acts on final plat within sixty (60) days of submission
11. Developer records plat.

PRE-APPLICATION MEETING REQUIRED

The subdivider shall meet with the City Planning Commission prior to submitting the preliminary plat. The purpose of this meeting is to discuss, early and informally, the purpose and effect of these regulations and the criteria and standards contained therein. Also, to familiarize the developer with the Comprehensive Plan, the Major Thoroughfare Plan, the Parks and Public Open Space Plan, the Zoning Ordinance and the drainage, sewer and water systems for the City of Washington, Ohio.

PRE-APPLICATION SKETCH CONTENT

The subdivider shall submit to the City Planning Commission a sketch plan, legibly drawn at a suitable scale and containing the following information:

1. The proposed subdivision in relation to existing community facilities, thoroughfares, and other transportation modes, shopping centers, residential developments and existing natural and man-made features such as soil types, vegetation, contours, and utilities in the neighboring area.
2. The layout and acreage of streets, lots, and any non-residential sites such as commercial, school or recreational uses within the proposed subdivision.
3. The location of utilities in the proposed subdivision, if available, or the locations of the nearest sources for water and public facilities for the disposal of sewage and storm water.
4. The scale and title of the subdivision, a north arrow and the date.
5. Name, address, and phone number of owners and developers
6. A Master Plan of development shall be submitted for all lands contiguous to the subdivision being submitted for review and approval if the developer owns and/or controls the contiguous land.

COMPREHENSIVE MASTER PLAN

A plan, or any portion thereof, adopted by the City Planning Commission and/or the legislative authority of the City of Washington 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 community.

PRELIMINARY PLAT REQUIRED

After the pre-application stage, the subdivider shall submit a preliminary plat of the proposed subdivision which shall conform with the requirements set forth in Section 312 to 319, inclusive (see below). A qualified registered Engineer or Surveyor shall prepare the preliminary plat

SECTION 312 – APPLICATION FOR TENTATIVE APPROVAL

An application in writing for the tentative approval of the preliminary plat, together with six (6) copies of the preliminary plat and the supplementary information specified in Sections 313 to 316, inclusive, shall be submitted to the City Planning Commission.

SECTION 313-PRELIMINARY PLAT FORM

The preliminary plat shall be drawn at a scale not less than one hundred (100) to the inch and shall be on one or more sheets 24”X36” in size.

SECTION 314 – PRELIMINARY PLAT CONTENTS

The preliminary plat shall contain the following information:

1. Proposed name of the subdivision, which shall not duplicate or closely approximate the name of any other subdivision in the city.
2. Location by section, range, and township or other surveys.
3. Name of professional Engineer and/or registered Surveyor who prepared the plat, with their respective registration numbers and seals.
4. Date of survey.
5. Scale of the plat, north point.
6. Boundaries of the subdivision and its acreage.
7. Names of adjacent subdivision, owners and adjoining parcels of unsubdivided land, and the location of their boundary lines.
8. Locations, widths, and names of existing streets, railroad rights of way, easements, parks, permanent buildings and corporation and township lines; location of wooded areas and other significant topographic and natural features within and adjacent to the plat for a minimum distance of two hundred (200') feet.
9. Zoning classification of the tract and adjoining properties and a description of proposed zoning changes, if any.
10. Existing contours at an interval of not greater than two (2') feet if the slope of the ground is fifteen (15%) percent or less and not greater than five (5') feet where the slope is more than fifteen (15%) percent.
11. Existing sewers, water lines, culverts and other underground structures, and power transmission poles and lines, within and adjacent to the tract.
12. Location, names and widths of proposed streets and easements.
13. Building setback lines with dimensions.
14. Location and dimensions of all proposed utility and sewer lines, showing their connections with the existing system.
15. Layout, numbers and approximate dimensions of each lot. When a lot is located on a curved street or when side lot lines are not a ninety (90°) degree

16. Parcels of land in acres to be reserved for public use or to be reserved by covenant for residents of the subdivision.
17. A vicinity map at a scale of not less than two thousand (2,000') feet to the inch shall be shown on, or accompanying, the preliminary plat. This map shall show all existing subdivisions, roads, and tract lines and the nearest existing thoroughfares. It shall also show the most advantageous connections between the roads in the proposed subdivision and those of the neighboring areas.

SECTION 315 – SUPPLEMENTARY INFORMATION

The following information shall be supplied in addition to the requirements in Section 314.

1. Statement of proposed use of lots, giving type and number of dwelling units and type of business.
2. Location and approximate dimensions of all existing buildings.
3. For commercial development, the location, dimensions, and approximate grade of proposed parking and loading areas, alleys, pedestrian walks, streets, and the points of vehicular ingress and egress to the development.
4. Description of proposed covenants and restrictions.
5. In a letter accompanying the request for approval of the preliminary plat, the subdivider shall state the type of sewage disposal he proposes to use. If other than a treatment plant, it shall be accompanied by a letter from the County Health Department stating what type of sewage disposal will be approved for the soil conditions encountered in the area of the proposed subdivision.

A central sewage treatment plant and central water system shall be constructed by the subdivider when deemed necessary by the City Planning Commission or the appropriate Health Officer. If a central plant is to be used, a proposal shall be included discussing the method and cost for the incorporation of said system into the general county or municipal system.

SECTION 316- FILING

The preliminary plat shall be considered officially filed on the day it is received by the City Planning Commission and shall be so dated. A filing fee shall be charged as indicated in Section 803 that being \$100.00.

SECTION 317 –

This section has been established to provide a place future legislation.

SECTION 318- APPROVAL OF PRELIMINARY PLAT

The City 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. These shall include at least the City Engineer and the Health Department. After receipt of reports from such officials and agencies, the City Planning Commission shall determine whether the preliminary plat shall be approved, approved with modifications or disapproved. If a plat is disapproved, the reasons for such disapproval shall be stated in writing. The City Planning Commission shall act on the preliminary plat within sixty (60) days after filing unless such time is extended by agreement with the subdivider. When a preliminary plat has been approved by the City Planning Commission, the Chairman shall sign all copies and return one (1) to the subdivider for compliance with final approval requirements. Approval of the preliminary plat shall be conditional upon compliance with all other application statutes, ordinances (resolutions and regulations) of the City.

SECTION 319 – APPROVAL PERIOD

The approval of the preliminary plat shall be effective for a maximum period of twelve (12) months and shall guarantee that the terms under which the approval was granted will not be affected by changes to these regulations.

SECTION 320 – FINAL PLAT REQUIRED

The subdivider, having received approval of the preliminary plat of the proposed subdivision, shall submit a final plat of the subdivision and drawings and specifications of the improvements required therein. The final plat shall have incorporated all changes in the preliminary plat required by the City Planning Commission. Otherwise it shall conform to the preliminary plat, and it may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at the time. The final plat and the supplementary information shall be prepared by a qualified registered engineer or surveyor.

SECTION 321- APPLICATION FOR APPROVAL OF FINAL PLAT

An application for approval for the final plat shall be submitted on forms provided by the City Planning Commission, together with six (6) copies of the plat and the supplementary information specified, shall be submitted to the City Planning Commission.

SECTION 322 – REGULATIONS GOVERNING IMPROVEMENTS

The final plat drawings and specifications of improvements shall be a set of construction and utility plans prepared by a registered professional engineer. The plans shall include typical sections, plans and profile views, construction details and estimates of quantities. All typical sections and major engineering details to be used on any particular street shall be approved in advance by the City Engineer before completion of the plans. Prior to the

granting of approval of the final plat the subdivider shall have installed the minimum required improvements, or shall have furnished surety or certified check for the amount of the estimated construction cost of the ultimate installation and the initial maintenance of the improvements. Before the surety is accepted, it shall be approved by the proper administrative officials including the City Engineer. The term of the surety shall extend twelve (12) months beyond the completion date of the project.

SECTION 323 – FINAL PLAT FORM

The final plat shall be legibly drawn in waterproof-ink or tracing cloth or other material of equal performance. It shall be drawn at a scale not less than one hundred (100') feet to the inch, and shall be one (1) or more sheets 25 x 36 inches in size. If more than one (1) sheet is needed, each sheet shall be numbered and the relation of one sheet to another clearly shown.

SECTION 324 – FINAL PLAT CONTENTS

The final plat shall contain the following information:

1. Name of the subdivision, location by section, range and township or by other survey number; date, north point, scale and acreage.
2. Name of the professional Engineer and/or registered Surveyor who prepared the plat and their respective registration numbers and seals.
3. Plat boundaries, based on accurate traverse, with angular and linear dimensions. All dimensions, both linear and angular, shall be determined by an accurate control survey in the field which must balance and close within the limit of one (1) in then thousand (10,000).
4. Bearings and distances to nearest established street lines or other recognized permanent monuments.
5. Exact locations, right of way and names of all streets within and adjoining the plat, and building setback lines.
6. Radii, internal angles, points of curvature, tangent bearings, lengths of arcs, and lengths and bearings of chords of all application streets within the plat area.
7. All easements and rights of way provided for public services or utilities.
8. All lot numbers and lines with accurate dimensions in feet and hundredths. When lots are located on a curve, the lot width at the building setback line shall be shown.
9. Accurate location and description of all monuments.
10. Accurate outlines of areas to be dedicated or reserved for public use, or any area to be reserved for the common use of all property owners. The use and accurate boundary locations shall be shown for each parcel of land to be dedicated.
11. Certification by a registered surveyor to the effect that the plat represents a survey made by him and that the monuments shown thereon exist as located and that all dimensional details are correct.
12. Notarized certification by the owner and/or owners of the adoption of the plat and the dedication of the streets and other public areas.

13. Typical sections and complete profiles of streets and other related improvements to be constructed in proposed subdivision.
14. The locations of and a description of all monuments and pins as specified in Section 502.
15. Approval Clause – Planning Commission, City Engineer and City Council
16. Easement Clause for public utilities.

SECTION 325 – SUPPLEMENTARY INFORMATION

The following information shall be supplied in addition to the requirements in Section 324:

1. If a zoning change is involved, certification from the City Zoning Inspector shall be required indicating that the change has been approved and is in effect.
2. Certification shall be required showing that all required improvements have been either installed and approved by the City Engineer, and that a bond or other surety has been furnished assuring installation and initial maintenance of the required improvements.
3. A copy of any restrictions and covenants that the subdivider intends to record with the final plat.

SECTION 326 – FILING

The final plat shall be filed with the City Planning Commission not later than twelve (12) months after the date of approval of the preliminary plat. Otherwise, it will be considered void unless an extension is requested by the developer and granted in writing by the City Planning Commission.

SECTION 327 – APPROVAL OF FINAL PLAT

The City Planning Commission shall approve or disapprove the final plat within sixty (60) days after it has been filed. The City Planning Commission approval or disapproval of the final plat shall take into consideration any restrictions or covenants submitted by the developer during the Preapplication Sketch, Preliminary Plat, or Final Plat. Failure of the Commission to act upon the final plat within such time shall be deemed as approval of plat. If the plat is disapproved, the grounds for disapproval shall be stated in the records of the Commission, and a copy of said record shall be forwarded to the subdivider. The Commission shall not disapprove the final plat if the developer has done everything that he was required to do and had proceeded in accordance with the conditions and standards specified in the approved preliminary plat. If disapproved, the subdivider shall make the necessary corrections and re-submit the final plat within thirty (30) days to the Commission for its final approval.

SECTION 328 – TRANSMITTAL OF COPIES

When the final plat has been approved by the City Planning Commission, the original tracing shall be returned to the subdivider for filing with the County Recorder after all necessary certifications are received.

**APPLICATION FOR TENTATIVE APPROVAL OF PRELIMINARY PLAT
CITY OF WASHINGTON COURT HOUSE**

DATE _____ APPLICATION NO. _____

NAME OF APPLICANT _____

ADDRESS & PHONE NO. _____

NAME OF SURVEYOR OR ENGINEER _____

ADDRESS & PHONE NO. _____

NAME OF SUBDIVISION _____

LOCATIONAL DESCRIPTION:

SECTION TOWNSHIP SECTION RANGE OTHER
COPY OF LEGAL DESCRIPTION MUST BE ATTACHED

PROPOSED USE: _____

PRESENT ZONING _____ PROPOSED ZONING CHANGE _____

NUMBER OF LOTS _____ AREA OF PARCEL _____

DO YOU PROPOSE DEED RESTRICTIONS? YES NO
(IF YES, ATTACH COPY)

WHAT TYPE OF SEWAGE DISPOSAL DO YOU PROPOSE? _____
(IF AN "ON LOT" TYPE OF SEWAGE DISPOSAL IS PROPOSED INCLUDE A LETTER FROM THE COUNTY BOARD OF HEALTH APPROVING A SPECIFIC TYPE OF SEWAGE DISPOSAL)

LIST ALL PROPOSED IMPROVEMENTS AND UTILITIES AND STATE YOUR INTENTION TO INSTALL OR POST A GUARANTEE PRIOR TO ACTUAL INSTALLATION.

IMPROVEMENT	INSTALLATION	GUARANTEE
A. _____	_____	_____
B. _____	_____	_____
C. _____	_____	_____
D. _____	_____	_____
E. _____	_____	_____
F. _____	_____	_____

APPLICANT NAME AND DATE SUBMITTED _____

Approval of Preliminary Plat

LIST OTHER MATERIALS SUBMITTED WITH THIS APPLICATION

ITEM	NO.
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____

APPLICANT SIGNATURE _____

ENGINEER/SURVEYOR SIGNATURE _____

FOR OFFICIAL USE ONLY

DATE RECEIVED _____

DATE CPC MEETING _____

ACTION BY CITY PLANNING COMMISSION _____

**APPLICATION FOR FINAL PLAT APPROVAL
CITY OF WASHINGTON COURT HOUSE**

DATE _____ APPLICATION NO. _____ FEE RECEIVED _____

NAME OF APPLICANT _____

ADDRESS & PHONE NO. _____

NAME OF SURVEYOR OR ENGINEER _____

ADDRESS & PHONE NO. _____

NAME OF SUBDIVISION _____

PRELIMINARY PLAT APPROVED? _____ DATE _____

WAS A ZONING CHANGE REQUESTED? YES NO
(IF YES, THE PLAT MAY NOT BE APPROVED UNTIL IT CONFORMS TO THE LOCAL ZONING. INCLUDE A CERTIFICATION OF ZONING COMPLIANCE IF A CHANGE WAS REQUESTED.)

HAVE ALL REQUIRED IMPROVEMENTS BEEN INSTALLED? YES NO
(IF NO, INCLUDE DETAILED ESTIMATES OF COST AND A STATEMENT RELATIVE TO THE METHOD OF IMPROVEMENT GUARANTEE. ALL ESTIMATES MUST BE APPROVED BY THE RESPONSIBLE MUNICIPAL OFFICIAL.)

DO YOU PROPOSE DEED RESTRICTIONS: YES NO
(IF YES, A FINAL COPY MUST BE ATTACHED)

LIST OTHER MATERIALS SUBMITTED WITH THIS APPLICATION

ITEM	NO
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____

FOR OFFICIAL USE ONLY

DATE REC'D _____ DATE CPC MEETING _____

PLAT FEE \$ _____ ACTION TAKEN _____