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# Major Subdivision Regulations for Putnam County, Ohio

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Prepared by: Putnam County Planning Commission

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Amended:

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**PREAMBLE**

A RESOLUTION OF THE PUTNAM COUNTY, OHIO, ENACTED IN ACCORDANCE WITH CHAPTER 711, OF THE OHIO REVISED CODE, AND FOR THE PURPOSE OF PROTECTING THE PUBLIC HEALTH, SAFETY, COMFORT, CONVENIENCE AND GENERAL WELFARE; AND REGULATING THE DEVELOPMENT OF SUBDIVIDED AREAS; PROMOTING THE PROPER ARRANGEMENT OF STREETS AND LAYOUTS OF LOTS; PROVIDING FOR ADEQUATE AND CONVENIENT PROVISION OF OPEN SPACES, UTILITIES, RECREATION, AND ACCESS TO SERVICE AND EMERGENCY VEHICLES; PROVIDING FOR ADEQUATE PROVISION OF WATER, DRAINAGE, SEWER, AND OTHER SANITARY FACILITIES; PROVIDING FOR THE ADMINISTRATIVE OFFICERS; PRESCRIBING PENALTIES FOR THE VIOLATION OF THE PROVISIONS OF THIS RESOLUTION OR ANY AMENDMENT THERETO; AND FOR THE REPEAL THEREOF.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF PUTNAM, STATE OF OHIO:

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# Article 1

## GENERAL PROVISIONS

### STANDARDS

#### 100 Title

These rules, regulations and standards shall be officially known as the "Major Subdivision Regulations of the County of Putnam Ohio", and shall hereinafter be referred to as "these regulations".

#### 101 Purpose

These Regulations are enacted for the general purpose of promoting the public health, safety, comfort, and general welfare of the residents of Putnam County; to protect the property rights of all individuals by assuring the compatibility of land subdivision; to facilitate the provision of public utilities and public services; to lessen congestion on public streets, roads, and highways; to provide for the administration and enforcement of these Regulations, including the provision of penalties for its violation; and for any other purpose provided by these Regulations, the Ohio Revised Code, or under common law rulings. Specifically these Regulations will serve to:

- a. Promote the proper arrangement of streets and lots, insure safe and convenient vehicular and pedestrian circulation, and maintain adequate access for service and emergency vehicles.
- b. Plan for the provision of adequate and convenient recreational and open space areas, school sites, and other public facilities.
- c. Insure the adequate provision of water, drainage, and sanitary sewer facilities, and other health requirements.
- d. Provide the orderly development of land to obtain an overall harmonious and stable community environment.
- e. Coordinate land development in accordance with applicable zoning resolutions, thoroughfare plans, comprehensive plans, water and sewer master plans, and other regulations of Putnam County, Ohio.

#### 102 Authority

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

#### 103 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 of Putnam County pursuant to Chapter 711 of the Ohio Revised Code. The developer shall be in compliance with conditions established by the planning commission for design, dedication, improvement, and restrictive use of the land to conform to the physical and economic development of Putnam County and the health, safety, and general welfare of the future lot owners of the subdivision and of Putnam County generally.

#### 104 Jurisdiction

These Regulations shall be applicable to all subdivisions of land within the unincorporated areas of Putnam County. The Putnam County Board of Commissioners and the Putnam County Planning Commission shall have the power of final approval of all plats in the territory subject to its jurisdiction.

**105 Relation of 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.

**107 Validity and Seperability**

If, for any reason, any clause, provision or portion of these Regulations shall be held invalid or unconstitutional by a court or 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.

**108 Saving Provisions or Repeal of Conflicting Regulations**

All other regulations in conflict with and/or inconsistent with the provisions of these Regulations are hereby repealed to the extent necessary to give these Regulations full force and effect.

**109 Enactment**

These Regulations shall become effective from and after the date of their approval, adoption, or amendment by the county or regional planning commission and the 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 Putnam County shall be deemed to 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 Developer and/or Applicant.

Passed: June 26, 2008

Signed: John E. Love  
President of the Board of County Commissioners

Attest: Betty Schroeder  
County Commissioners Clerk

## **Article 2 ADMINISTRATION**

### **200 Administration, Enforcement and Interpretation**

These Regulations shall be administered by the county or regional planning commission of Putnam County. 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 planning director or other individual designated by the county commissioners or planning commission.

### **201 Amendments**

The Putnam County 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, supplement or change these Regulations as recommendations only, and formal adoption shall be at the discretion of the Board of Commissioners.

### **202 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. Recommendations regarding variances 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 owner requests it merely for his 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.

### **203 Expiration or Extension**

Failure to comply with the stated time periods of these Regulations shall result in the expiration of the respective application and associated Putnam County Planning Commission approvals. Before expiration, the developer and/or applicant may provide a letter and extension fee stating why these time periods cannot be met and requesting their extension. The developer and/or applicant is solely responsible for knowing expiration dates and meeting or extending them in accordance with these Regulations. The Board of Commissioners and Planning Commission shall have no duty, obligation or responsibility to remind or notify developers and/or applicants of approaching expiration dates.

### **204 Voided Applications**

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

### **205 Recording of Plat**

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

### **206 Revision of Plat after Approval**

No change, modification, or revision shall be made in 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.

### **207 Fees**

The Board of County Commissioners shall establish a schedule of fees, charges, expenses, and collection procedures for administration of these Regulations. The schedule of fees shall be posted in the office of the planning commission. Until all applicable fees, charges and expenses have been paid in full, no action shall be taken on any application or appeal. The Developer and/or Applicant shall be solely responsible for submittal of the plat and payment of fees to the local agency having jurisdiction regarding review and/or approval or proposed improvements, including water and sanitary sewage facilities.

### **208 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**

# **MAJOR SUBDIVISION APPLICATION, PROCEDURES AND APPROVAL PROCESS**

### **Standards**

#### **300 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.

#### **301 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 an individual designated by the planning commission and require a survey drawing, a deed with a legal description, fees, and may include a sketch plat as recommended by the planning commission.
- b. 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.

#### **302 Preliminary Application Review**

The developer and/or applicant is encouraged to seek the assistance of the Putnam County Board of Commissioners and the Putnam County Planning Commission or its designated representative, prior to submitting an application, in order to understand and discuss all relevant issues and information. This preliminary review shall include the following:

- a. Determine if the proposed subdivision is major or minor.
- b. Explain applicable township zoning and County subdivision requirements to the applicant.
- c. Review a rough sketch or map of the subdivision to determine if it meets the design requirements of applicable township and County requirements
- d. Present a formal application to the developer and/ or applicant with complete instructions.

#### **303 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 five (5) acres or less, including the original tract.
- b. Creation, widening or extension of a street or access easement.
- 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.

#### **304 Pre-Application Conference and Sketch Plan (Optional)**

- a. Prior to preparing a sketch plan, the Developer and/or Applicant may request an informal discussion with the designated representative 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.

- b. The application may combine a pre-application conference with the sketch plan. The sketch plan shall include: a completed and signed application form and ( 1 ) copy of the sketch plan

### **305 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.

### **306 Preliminary Plan (Optional)**

The developer may submit a preliminary plan for review and tentative approval prior to the formulation and submittal of detailed construction drawings. The preliminary plan 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.

### **307 Preliminary Plan Form**

The preliminary plan application shall contain:

- a. Complete application form available from the planning commission.
- b. Signed variance application form and fee set forth in the appendix (if applicable).
- c. Copies of the preliminary plan containing all required information.
- d. One set of conceptual subdivision improvement plans, provided that completed design drawings shall be required at a later time.

The preliminary plan 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. On one or more sheets 24"x36" or 18"x24" in size, clearly and legibly drawn.

### **308 Preliminary Plan Content**

The preliminary plan shall contain the following information:

- a. Proposed name of the subdivision, location by section, range, township or other survey.
- b. Boundaries and acreage.
- c. Name, address and telephone number of the owner, Developer and/or Applicant, professional surveyor and professional engineer with appropriate numbers and seals.
- d. Date of survey, scale of the plat, north point, legend and a vicinity map of a scale not less than 2000 feet to an inch.
- e. Name of adjacent subdivisions, owners of adjoining parcels, and location of common boundary lines, extended to 200 feet beyond the boundary of the subdivision.
- f. Topographic contours with intervals no greater than 2 feet at 5% slope, no greater than 5 feet for slopes over 5% and less than or equal to 15%, and no greater than 10 feet for slopes greater than 15%.

- g. Location, width, and names of existing streets, railroad rights-of-way, easements, parks, buildings, corporation and township lines; wooded areas, water courses, drainage patterns, and water bodies.
- h. Topographic features within and adjacent to the plat for a minimum distance of 200 feet unless access to adjacent property has been denied the professional surveyor.
- i. Location of floodways, floodplains, and a good faith effort to identify other potentially hazardous areas.
- j. A good faith effort to identify the location of environmentally sensitive areas.
- k. A good faith effort to identify the soil types, derived from the USDA Soil Survey.
- l. A good faith effort to identify the layout, number, dimensions of each lot, and setback lines (a note listing setback dimensions may be added in lieu of showing setback lines if the plan will be made more legible).
- m. Parcels of land reserved for public use or reserved by covenant for residents of the subdivision.
- n. Point of ingress/egress or driveway locations and the distance to any existing driveways(s).
- o. Type of water supply and wastewater disposal proposed, approximate locations and dimensions of all proposed utilities and sewer lines, easements, drainage tiles, water mains, culverts, or other underground utilities within the tract or adjacent thereto.
- p. Known cemeteries, historical or archeological sites.
- q. Copy of proposed covenants and restrictions, and a schedule outlining the order of development of each section or phase of the subdivision.

### **309 Additional Information for the Preliminary Plan**

The following information does not apply to all projects and may be requested during the site review or required during review and approval of applications.

- a. Statements of proposed use of lots, giving type and number of dwelling units and/or type of business or industry.
- b. Conceptual plan for commercial and industrial development, showing proposed parking, loading areas, alleys, pedestrian walkways, streets, points of vehicular ingress/egress to the development and landscape features.
- c. A drawing of all present and proposed grades and facilities for storm water drainage in cases where natural drainage is altered.
- d. A feasibility study on sewer and water facilities for land developments of two or more dwelling units.
- e. Screening, buffering and/or noise abatement measures.
- f. Typical cross-sections and centerline profiles for each proposed street, and preliminary engineering designs of any new bridges or culverts proposed in the project.
- g. Other information, studies, items, or provisions deemed necessary or prudent to create buildable sites and to promote the public health, safety, and welfare.

### **310 Public Hearing**

The Board of Commissioners and the Planning Commission, on its own initiative, or upon petition by a citizen, or neighboring property owner(s) may, prior to acting on a preliminary plat application, hold a public hearing thereon at such time and upon such notice as the Board of Commissioners and the planning Commission may designate.

### **311 Filing**

The preliminary plan shall be considered officially filed after it is examined by the designated representative of the planning commission and is found to be in full compliance with the formal provisions of these Regulations. The sub divider shall be notified by mail within five (5) working days as to the date of official filing, which begins the thirty (30) day review period, and the meeting at which the plan shall be reviewed.

### **312 Review and Approval of Preliminary Plans**

The planning commission shall forward copies of the preliminary plan 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 plan 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 plan within thirty (30) working days after filing unless such time is extended by agreement with the Developer and/or Applicant. Approval of the preliminary plan shall be conditioned on compliance with all other applicable resolutions and regulations.

### **313 Preliminary Plan Expiration**

The approval of the preliminary plan 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. If the final plat application is not accepted within one (1) year, the preliminary plan approval shall expire and become void.

### **314 Preliminary Plan Recall**

The designated representative of the planning commission may recall unplatted portions of the preliminary plan 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 Developer and/or Applicant has failed to satisfactorily pursue platting or conditions of approval.
- c. Previously unknown or new health, safety or environmental concerns arise.
- d. The Developer and/or Applicant shall be notified by letter no later than 30 days before the recall is scheduled for consideration.

### **315 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 plan.

### **316 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 Developer and/or Applicant and granted in writing by the planning commission. The final plat shall be filed at least twenty (30) days prior to the meeting at which it is to be considered.

### **317 Planning Commission Action**

Before any final plat is approved, the Township Trustees must be notified as required by Section 318 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 Developer and/or Applicant, 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 nonsubstantive 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 Developer and/or Applicant 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.

### **318 Submission to Township Trustees**

Within five days after the submission of a plat for approval, the planning commission shall schedule a meeting to consider the plat. It shall send written notice by certified and registered mail to the clerk of the board of township trustees 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.

### 319 Final Plat Form and Contents

The final plat shall be legible. It shall be drawn at a scale and size of one (1) inch equals two hundred (200) feet and shall not be greater than 11" x 17" in size. If this cannot be accomplished legibly, as in multiple splits, and more than one (1) sheet is needed, each sheet shall be numbered. The relations of one (1) sheet to another must be clearly shown. The Putnam County Recorder's requirements shall be met.

The final plat shall contain the following information:

- a. Subdivision name, location by section, range, township or other accepted survey district.
- b. The plat shall comply limits with the Minimum Standards for Boundary Surveys in the State of Ohio and the measurement specifications as contained in Chapter 4733-37 of the Ohio Administrative Code.
- c. A vicinity map showing general location of subdivision.
- d. Name, address and telephone number of owner, Developer and/or Applicant, professional surveyor and professional engineer with appropriate numbers and seals.
- e. Plat boundaries, based on accurate traverse, with angular and linear dimensions determined by an accurate control survey in the field. All lot lines shall be sworn with accurate dimensions in feet and hundredths.
- f. Layout, number, dimensions of each lot, and set back lines (a note listing setback dimensions may be added in lieu of showing setback lines if the plat will be made more legible).
- g. Outline of areas to be dedicated or reserved for public or common use of property owners within the plat, and previous lots or blocks and their numbers indicated by a contrasting line style in the case of a replat.
- h. Bearings and distances to the nearest established street lines, and accurate location and description of all monuments.
- i. Names, locations, dimensions, rights-of-way of all existing and proposed streets and railroads within and adjoining the plat. Radii, internal angles, points of curvature, tangent bearings, length of arcs, and lengths and bearing of chords of all streets.
- j. Locations and dimensions of all easements and rights-of-way, with dimensions, purposes and wording addressing the purpose of such easements or rights-of-way.
- k. Location of all streams, rivers, canals or lakes, and flood hazard boundaries of the area.
- l. Base flood elevations shall be determined by the developer's engineer in areas where such information has not been made available from other sources.
- m. A copy of any restrictive covenants, and other notes, items, restrictions, or provisions, required by these Regulations, the planning commission or its designated representative, or other plat-signing authority.
- n. A statement or table showing total acreage in the subdivision and total acreage of lots, roads, open space, easements and other types of uses.
- o. Spaces for all signatures required by Article 11.
- p. The following change is now incorporated for any lot splits within the County of Putnam for an area of five (5) acres or less. In addition to the current requirements the following will apply:
  1. Require any and all surveys to identify the flood zone that a parcel lies within, regardless of the purpose of the platting.
  2. If a flood zone line passes through a parcel, the flood zone line shall be located by dimension on the survey. The flood zone line must be clearly identified as referenced to the F.E.M.A. F.I.R.M.

## **Article 4**

# **MAJOR SUBDIVISION DESIGN STANDARDS**

The regulations in this article shall control the manner in which streets, lots, and other elements of a subdivision are arranged on the land. These design controls shall help insure convenient and safe streets, creation of useable lots, provision of space for public utilities, and reservation of land for recreational uses. The planning of attractive and functional neighborhoods shall be prompted, minimizing the undesirable features of unplanned, haphazard growth.

The Commission has the responsibility for reviewing the design of each future subdivision early in its design if the requirements of Article IV are met.

### **400 Conformity to Development Plans and Zoning**

The arrangement, character, width, and location of all arterial and collector thoroughfares or extensions thereof shall conform with the County's Major Thoroughfare Plan. Thoroughfares not contained in the aforementioned plan shall conform to the recommendation of the County Planning Commission based upon the design standards set forth in this Article. In addition, no final plat of land within the area in which an existing zoning resolutions is in effect shall be approved unless it conforms with such resolution.

### **401 Suitability of Land**

If the County Planning Commission finds that land proposed to be subdivided is unsuitable for subdivision development due to flooding, bad drainage, topography, wetlands, inadequate water supply, schools, transportation facilities, and other such conditions which may endanger health, life, or property; and if from investigations conducted by the 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 Commission shall not approve the land for subdivision unless adequate methods are advanced by the Developer and/or Applicant for solving the problems that will be created by the development of the land.

### **402 Re-subdivision**

Whenever a subdivision which received approval prior to the effective date of these regulations is resubdivided, the resubdivision shall be submitted to the Putnam County Planning Commission for approval prior to its recording.

### **403 Streets**

Streets in proposed subdivisions shall conform to at least the following minimum requirements:

#### **A. County Engineer Requirements:**

The proposed subdivision shall conform to all regulations and standards established by the County Engineer, regarding street layouts and arrangements, that are not included in this Article.

#### **B. Location and Arrangement:**

1. The proposed subdivision shall conform to the various elements of the Putnam county Comprehensive Plan, and shall be considered in relation to the existing and planned Major Thoroughfares and collector streets shall be platted in the location and width indicated on such plan.
2. The street layout shall provide for continuation of collector thoroughfares in the adjoining subdivisions, or the proper projection of streets when adjoining property is not subdivided.
3. The street layout shall include minor streets so laid out that their use by through traffic shall be discouraged.
4. Should a proposed subdivision border on, or contain an existing or proposed Major Thoroughfares as defined in these Regulations, the Commission shall

require marginal access streets, reverse frontage, or such other treatment as may be necessary for adequate protection of residential properties, and to afford separation and reduction of traffic hazards.

5. Should a proposed subdivision border on, or contain a railroad, expressway, or other limited access highway right of way, the Commission may require the location of a street approximately parallel to, and on each side of such right-of-way at a distance suitable for the development of any use of the intervening land. Such distances shall be determined with due consideration of the minimum distance required for approach grades to future grade separation.

6. Half streets shall be prohibited, except where absolutely essential to the reasonable development of the subdivision in conformity with the other requirements of these Regulations, and where the Commission finds it will be practicable to require the dedication of the other half when the adjoining property is developed. Whenever there exists adjacent to the tract to be subdivided, a dedicated or platted and recorded half street, the other half shall be platted.

7. Permanent dead-end streets shall not be permitted.

8. Temporary dead-end streets shall be permitted only as part of a continuing street plan, and only if a temporary turn-around satisfactory to the Commission in design is provided, and provision for maintenance and removal are advanced.

C. Right-of-Way Widths

Street right-of-way widths shall conform to at least the following minimum requirements.

<u>STREET TYPE</u>	<u>RIGHT-OF-WAY</u>
Major Thoroughfares	120' minimum
Collector Street	80' minimum
Industrial Service Streets	60' minimum
Multiple-Family Residential	60' minimum
Minor (Single Family) Streets	60' minimum
Marginal Access Streets	34' minimum
Turn-Around (loop) Streets	110' minimum
Alley	20' minimum

D. Cul-de-sac Dimensions

Turnarounds shall have the following radius:

Industrial	75' minimum
Residential	60' minimum

**NOTE:** The length of cul-de-sac streets shall not exceed six hundred (600) feet.

E. Street Geometries

Standards for maximum and minimum street grades, vertical and horizontal street curves, and sight distances shall be approved by the County Engineer and approved by Resolution of the Board of County Commissioners.

F. Street Intersections

Streets shall be laid out so as to intersect as nearly as possible to ninety (90) degrees. Curved Streets, intersecting with Major Thoroughfares and Collector Thoroughfares, shall do so with a tangent section of centerline fifty (50) feet in length measured from the right-of-way line of the Major or Collector Thoroughfare.

G. Street Jogs

Street Jogs with centerline offsets of less than one-hundred twenty- five (125) feet shall be prohibited.

H. Acceleration\Deceleration Lanes

Streets which intersect with Major Thoroughfare shall be provided with paved acceleration and deceleration lanes and passing lanes on both sides of the thoroughfare. Such lanes shall be provided in keeping with the standards approved by the County Engineer for this type of improvement. In the event no good purpose would be served by the provision of such acceleration or deceleration lanes, this requirement may be waived by the mutual consent of the Planning Commission and the Board of County Commissioners.

I. Street Design

The Pavement design of any street constructed within a subdivision, must be approved by the Putnam County Engineer and the pavement design of any street constructed within a subdivision, must be approved by the Putnam County Engineer and meet all standards of design according to Ohio Department of Transportation where applicable.

J. Blocks

Blocks within subdivisions shall conform to the following standards:

A. Sizes:

1. Blocks shall not exceed one thousand four hundred (1,400) feet in length, except where, in the opinion of the Commission, conditions may justify a greater distance.
2. Widths of blocks shall be determined by the condition of the layout, and shall be suited to the intended layout.

B. Public Walkways

1. Location of public walkways or crosswalks may be required by the Commission to obtain satisfactory pedestrian access to public or private facilities, or where blocks exceed nine hundred (900) feet in length.
2. Public Walkways shall be in the nature of an easement for this purpose.

C. Easements

1. Location of utility line easements shall be provided along the rear or side lot lines as necessary for utility lines. Easements shall give access to every lot, par, or public grounds. Such easements shall be a total of not less than fifteen (15) feet wide, seven and one-half (7 1/2) feet from each parcel.
2. Recommendations on the proposed layout of the telephone and electric company easements should be sought from all of the utility companies serving the area. It shall be the responsibility of the Developer and/or Applicant to submit copies of the preliminary plat to all appropriate public utilities.
3. Easements three (3) feet in width shall be provided where needed along side lot lines so as to provide for street light dropouts. Prior to the approval of the final plat for a proposed subdivision, a statement shall be obtained from the appropriate public utility indicating that easements have been provided along specific lots. A notation shall be made on the final plat between lots (indicating lot numbers) when street light dropout rights are granted to the (name of utility company).

**404 Lots**

Lots within subdivisions shall conform to the following standards:

A. Sizes and Shapes

1. The lot size, width, depth, and shape in any subdivision proposed for residential uses shall be appropriate for the location and the type of development contemplated.
2. When a subdivision is to be connected to public sanitary sewer facilities or to a community sewage disposal plant, and when lots in such subdivision are intended for single-family residential use, all lots shall have a **minimum width of one hundred (100) feet at the building line and a minimum area of fifteen thousand (15,000) square feet.**
3. When a subdivision is intended for two-family residential use, and is located in an area where public sanitary sewer facilities are to be connected with, or which may be served by a community sewage disposal plant, lots shall have a **minimum width at the building line of one-hundred (100) feet and a minimum area of fifteen thousand (15,000) square feet. The area of each lot shall be increased by five thousand (5,000) square feet for every dwelling unit in excess of two (2).**
4. No person shall install household sewage disposal systems in new subdivisions, unless it is considered to be impracticable or inadvisable to install a central system (Ohio Administrative Code Section 3701-29-04).
5. Whenever either public or community sewage disposal facilities are not available, lots intended for single-family residential use shall have a **minimum width of one hundred and fifty (150) feet, and a minimum area of forty-three thousand five hundred and sixty (43,560) feet, or one (1) acre. Whenever sanitary sewer facilities are not reasonably accessible, lots shall be increased by twenty thousand feet (20,000). Reasonably accessible lots shall be increased by twenty thousand (20,000) square feet for each dwelling unit in excess of one (1).**
6. In areas where either Township or County zoning regulations are in effect the lot width and lot area requirements of such zoning regulations shall control.

7. Unless otherwise controlled by Township or County zoning regulations, the **minimum front yard setback shall be thirty (30) feet**. In the case of a rear yard abutting, a street shall not be less than the minimum front yard setback required herein, and all regulations applicable to a front yard shall apply.
8. Corner lots in residential subdivisions shall be platted at **least ten (10) feet wider than the minimum width** permitted by these regulations or any applicable zoning regulations.
9. Excessive lot depth in relation to width shall be avoided. A depth-to-width ratio of three (3) to one (1) shall normally be considered a maximum.
10. Lots intended for purposes other than residential use shall be specifically designed for such purposes, and shall have adequate provision for off-street parking, setbacks, and loading and unloading areas.
11. Lots may not be created by dividing land at the ends of stub streets in adjacent subdivisions, such stub streets being intended to provide continuity of street systems in adjoining subdivisions.
12. All parcels created by any division of land shall have frontage on an existing public road, and such frontage **shall be at least thirty (30) feet in width**. Access by means of private roads or easements of access shall be permitted only within the context of a recorded plat.

B. Arrangement

1. Every lot shall front or abut a public street, except that private streets existing prior to the effective date of these regulations, and which have existed as easements of access and are so recorded in the records of Putnam County, may remain as private roadways. However, the Developer and/or Applicant shall construct such private street or portion thereof in accordance with these regulations even though the street may be designated for private use only.
2. Side lot lines shall be at right angles or radial to the street lines.
3. Residential lots abutting Major Thoroughfares, as platted defined herein, where marginal access streets are not desirable or possible to attain shall be platted with reverse frontage lots, or with side lot lines parallel to the major traffic streets. The requirement may be waived by mutual consent of the Planning Commission and County Engineer.
4. Lots shall have a front-to-front relationship across all streets where possible.

**405 Natural Features**

To the greatest extent possible, the natural features and character of land must be preserved. Due regard must be shown for all natural features such as large trees, natural groves, and similar community assets that will add attractiveness and value to the property, if preserved. The preservation of drainage and natural stream channels must be considered by the Developer and/or Applicant and the dedication and provision of adequate barriers where appropriate, shall be required.

#### 406 Flood Areas and Storm Drain Ditches

- A. In order to protect the health, safety, and general- welfare of the people, the Putnam County Planning Commission shall reject any proposed subdivision located in the area subject to periodic flooding. If the subdivision is located in the area having pool drainage or other adverse physical characteristics, the Commission may approve the Subdivision provided the Developer and/or Applicant agrees to perform such improvements as will render the area safe of the intended use. In lieu of improvement, the Developer and/or Applicant shall furnish a surety or certified check covering the cost of the required improvements.
- B. Flood control or storm drainage facilities shall be provided as follows:
1. Access to flood control or storm drainage ditches and channels shall be by means of easements. Such easements **shall be not less than thirty (30) feet in width**, exclusive of the width of the ditch, or channel, and an easement of this type shall be provided on one (1) side of a flood control or storm drainage ditch, channel, retention ponds, or similar type of facility.
  2. Flood control or storm drainage easements containing underground facilities shall have a minimum width of ten (10) feet.
  3. Whenever a flood control or storm drainage ditch or channel has a depth of five (5) feet or more, or a bank slope of two (2) feet horizontal to one (1) foot vertical or steeper, a five foot high chain link fence may be required by the Commission.
- C. Consultation of the Soil Conservation Services' Handbook on Water Management and Sediment Control for Urbanizing Areas, is recommended when referring to water and sedimentation control.

#### 407 Subdivision Open Space Plan and Planned Unit Development (P.U.D.)

The following requirements apply where a preliminary plat is filed for approval under a Subdivision Open Space Plan of Planned Unit Development section of an applicable Zoning Resolution.

##### A. Statement of Principles

Consideration by the Commission of proposed optional use of Subdivision Open Space or Planned Unit Developments shall reflect the following basic principals:

1. The Subdivision Open Space and Planned Unit Development Section of the Zoning Resolutions provide an optional method of subdividing property, and approval method of any such development is subject to the discretion of the legislative body of the governmental unit exercising zoning control.
2. Particular attention shall be given to the affect of a Subdivision Open Space Plan or Planned Unit of Development upon the immediate area, where the character of the area has been established by previous development. Major attention shall be given by the Commission to benefits to be derived by the residents of the proposed subdivision and the local community because of the proposed development with minor consideration to be given to the Developer and/or Applicant.

3. The following objectives shall govern the approval or disapproval of the proposed Subdivision Open Space Plan or Planned Unit Development. The Subdivision Open Space Plan or Planned Unit Development shall:
  - a. Provide a more desirable living environment by preserving the natural character of open fields, stands of trees, brooks, hills and similar natural assets.
  - b. Encourage developers to use a more creative approach in the development of residential areas.
  - c. Encourage a more efficient, aesthetic and desirable use of the land while recognizing a reduction in development costs, and by allowing the developer to bypass natural obstacles on the site.
  - d. Encourage the provision of open space within reasonable distance of all lot development, so benefits may accrue to the subdivision, and to further encourage the development of recreational facilities and areas.
- B. The application for approval of the Subdivision Open Space plan or Planned Unit Development shall contain the following, in addition to the information required by the sections of these Regulations.
  1. A complete description of the land proposed to be dedicated to common use (herein called open) and shall be provided, including the following as a minimum:
    - a. Legal description of open land.
    - b. Topographical survey of open land.
    - c. Type of soil in open land.
    - d. Description of natural features on open land (stands of trees or other vegetation, streams or other bodies of water, etc.).
    - e. Other relevant factors.
  2. The proposed plan of development of the open land shall be contained in the application, and shall include the following, as a minimum:
    - a. How legal title is to be held.
    - b. How said property shall be regulated.
    - c. Provisions for the payment of taxes.
    - d. Persons or corporations to be responsible for maintenance.
    - e. How maintenance is to be guaranteed.
    - f. How maintenance and development are to be financed.
    - g. Proposed uses of open land.
    - h. What improvements are to be constructed by the developer, and an estimate of the cost thereof prepared by a consulting Engineer or Architect.

- i. Other relevant facts related to the proposed uses of open land.
- 3. The application shall contain a statement of the benefits to be realized by the residents of the proposed subdivision and the local community by approval of the proposed development with particular reference to the objectives of this section.
  
- C. If the Commission is satisfied that the proposed Subdivision Open Space Plan or Planned Unit Development meets the letter and spirit of this section, and the applicable Zoning Resolution should be approved, it shall give preliminary approval to the plat with conditions upon which such approval should be based.
  
- D. If the Commission is not satisfied that the proposed Subdivision Open Space Plan or Planned Unit Development meets the letter and spirit of the applicable regulations, or finds that the Subdivision Open Space Plan or Planned Unit Development will be detrimental to existing development in the general area and should not be approved, R shall communicate such disapproval to the Developer and/or Applicant with the reasons thereof.
  
- E. At the time of application for final approval, the Developer and/or Applicant shall deposit a cash or corporate surety bond in the amount of the estimated cost of the proposed improvements to the open land guaranteeing the completion of such improvements within the time to be set by the Commission.

## **Article 5 IMPROVEMENTS**

The improvements set forth under this Article are to be considered as the minimum acceptable standard. All those improvements for which standards are not specifically set forth herein shall have said standards approved by Resolution of the Board of County Commissioners. All improvements must meet the approval of the County Engineer.

Prior to the undertaking of any improvements, the Developer and/or Applicant shall deposit with the Board of County Commissioners cash, a certified check, irrevocable bank letter of credit, or a surety bond acceptable to the County Commissioners, to insure faithful completion of all improvements within the time specified. The amount of the deposit shall be set by the County Commissioners based on an estimate received from the developer, by the County Engineer. All improvements shall be constructed and approved by the Engineer before the final plat is approved; provided, however, the construction of sidewalks can be delayed until the construction of buildings. The Board of County Commissioners shall release funds for the payment of work as it is completed and approved by the Engineer.

Prior to the acceptance by the County of improvements, a one (1) year maintenance bond in an amount set by the County Commissioners shall be posted by the Developer and/or Applicant.

Improvements shall be provided by the Developer and/or Applicant in accordance with the standards and requirements established in this Article V, and/or any other such standards and requirements which may from time to time be established by Resolution of the Board of County Commissioners.

### **500 Streets:**

All streets and appurtenances thereto shall be constructed in accordance with details and specification approved by the Board of County Commissioners.

### **501 Public Utilities:**

#### **A. Requirements for Underground Wiring:**

The Developer and/or Applicant shall make arrangements for all lines for telephone, electric, television, and other similar services distributed by wire or cable to be placed underground entirely throughout a newly subdivided area, except for Major Thoroughfares and Collector Street right-of-ways. Such conduits or cables shall be placed within private easements provided to such public utility service companies by the developer, or within dedicated public ways; provided, however, that overhead lines may be permitted within the limits of said newly subdivided areas upon approval of the Commission, the Board of County Commissioners, and the County Engineer at the time of official plat approval, where it is determined that overhead lines will not constitute a detriment to the health, safety, general welfare, plat design and character of the subdivision. It is recognized that the cost of such underground construction at this time exceeds the cost of overhead construction, and that the excess cost should be borne in some fashion by those who benefit from it, rather than by all the customers. When the utility company finds that underground is not feasible or economical within said new subdivision, written objection thereto shall be made to the Planning Commission. All such facilities placed in dedicated public ways shall be planned so as not to conflict with other underground utilities. All such facilities shall be constructed in accordance with the National Bureau of Standards Handbook 81 (National Electrical Safety Code). All drainage and underground utility installations which traverse privately owned property shall be protected by easements granted by the Developer and/or Applicant.

B. Storm Drainage System and Other Drainage Improvements:

Per plans approved by the Putnam County Engineer.

C. Sewage Disposal:

Per plans approved by the Putnam County Health Board.

D. Water Supply-Water Distribution System:

Per plans and standards approved by the Board of County Commissioners and in accordance with the Regulations of the Putnam County Board of Health

**502 Other Improvements:**

A. Sidewalks:

All sidewalks shall be made of concrete four (4) feet wide, four (4) inches thick, and across drives six (6) inches and located one (1) foot from outside the property line. Sidewalks shall be provided on the sides of all road right-of-way adjacent to the subdivision being developed. In the event no good purpose would be served by the provision of sidewalks, this requirement may be waived by mutual consent of the Planning Commission and the Board of County Commissioners.

B. Public Walkways:

Walkways shall be at least twelve (12) feet in width. Planting pockets shall be provided in public walkways for tree and shrub planting. The planting plan and surface treatment shall meet the approval of the Commission. Fences or other improvements may also be required if the Commission determines they are necessary to protect the adjacent property owners.

C. Street Signs:

Street name signs shall be placed at all street intersections and shall be of permanent weather-resistant construction, with street names visible from two directions, as provided by the County Engineer. Traffic regulations sign, as may be required, will be located as required by the County Commissioners.

## Article 6 DEFINITIONS

### 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 word plot or parcel."
- f. The word "County" where used shall mean the County adopting these Regulations and its legal entities

### B. Glossary

**Alley**: a dedicated public way affording a secondary means of access to abutting property and not intended for the general traffic circulation.

**Block**: the 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, unsubdivided acreage, river or live stream; or between any of the foregoing and any other barrier to the continuity of development.

**Board**: the board of county commissioners

**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 5 acres or less and having road frontage.

**Comprehensive Development**: a plan or any portion, thereof, adopted by the planning commission and the county commissioners showing the general location and extent or 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.

**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.

**Covenant**: a written promise or pledge.

**Crosswalk**: a public right-of-way, which cuts across a block in order to provide pedestrian access to adjacent streets or properties.

**Culvert**: a traverse drain that channels under a bridge, street, or driveway.

**Density:** a unit of measurement expressing the number of dwelling units per acre of land.

- a. **Gross Density:** the number of dwelling units per acre of land of the total land to be developed.
- b. **Net Density:** 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 travel-way 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:** any building or structure (except a house trailer or mobile home as defined by *Section 4501.01 Ohio Revised Code*) which is wholly or partly used or intended to be used for living or sleeping by one (1) or more human occupants.

**Easements:** authorization by a property owner for the use by another, and for a specified purpose, of any designated part of his and/or her property.

**Engineer:** any person registered to practice professional engineering by the State Board of Registration as specified in *Section 4733.14 Ohio Revised Code*.

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

**Final Plat:** a revised version of the preliminary plan showing exact locations of lot lines, right-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 base flood that is likely to occur once every 100 years or that has a one (1) percent chance of occurring each year, although the flood may occur any year.

**Floodplain:** that land, including the flood fringe and the floodway, subject to inundation by the base flood (100-year flood). Such land is identified as a special flood hazard area on the Putnam County Flood Insurance Rate Map (FIRM).

**Floodway:** that portion of the floodplain, including the channel, which is reasonably required to convey the base flood (100-year flood). Floods of less frequent recurrence are usually contained completely within the floodway.

**Grade:** the amount of rise or descent of a sloping land surface, usually measures as a percent where the numbered percent represents the amount of vertical rise or fall, in feet, for every 100 feet horizontally. For example, as one (1) foot vertical rise over 100 horizontal feet represents a one (1) percent slope.

**Improvements:** street pavement or resurfacing, curbs, gutters, sidewalks, water lines, sewer lines, storm drains, street lights, flood control 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.

**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 record;
- c. a combination of complete lots of record, of complete lots of record and of 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 constructed 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 Measurements:** a lot shall be measured as follows:

- a. **Depth of 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 lines) 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 points 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.

**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.

**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 maintenance bond.

**Major Subdivision**: a division of a parcel of land into 5 or more parcels, each under 5 acres or less, or the division involves opening (dedication), widening, or extension of any public or private street. A plat of the subdivision is required for approval by the Planning Commission and the Board of County Commissioners, and is recorded in the office of the County Recorder.

**Minor Subdivision**: a division of a parcel of land into 2 or more parcels, any one (1) of which is 5 acres or less, that requires a metes and bounds description and plat of survey (not recorded in the office of the County Recorder) to be approved by the Planning Commission according to *Section 711.131 Ohio Revised Code* and *Article 4* of these Regulations. Also known as "Lot Splits."

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

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

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

**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 between a developer and the County for the amount of the estimated construction cost (as approved by the Board of County Commissioners and/or County Engineer) guaranteeing the completion of

physical improvements according to plans and specifications within the time prescribed by the agreement. (see *Letter of Credit*)

**Planned Unit Development (P.U.D.):** an area of land in which a variety of housing types and subordinate commercial and industrial facilities are accommodated in a pre-planned environment under more flexible standards, such as lot sizes 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:** a layout, plan, map or chart of a subdivision of land, such as the following:

- a. **Preliminary Plat:** showing all requisite details of a proposed subdivision submitted to the Planning Commission for purpose of preliminary consideration, and prepared in conformance with these Regulations.
- b. **Final Plat:** showing all or part (phase) of a subdivision prepared in conformance with these Regulations and suitable recording by the County Recorder.

**Public Service Facility:** the erection, construction, alteration, operation, or maintenance of buildings, power plants, or substations, water treatment plants or pumping stations, sewage disposal or pumping plants and other similar public service structures by a public utility, by a railroad, whether public or privately owned or by a municipal or other governmental agency, including the furnishing of electrical, gas, rail transport, communication, public water and sewage services.

**Public Utility:** any individual firm, association, syndicate, corporation, partnership, governmental agency, board or commission, duly authorized to furnish, and furnishing under governmental regulations to the public: facilities, products or services, such as gas, steam, electricity, sewage disposal, communication, telegraph, water, etc.

**Public Walkway:** a right-of-way dedicated for the purpose of pedestrian access through residential areas, and located so as to connect to two or more streets, or a street and a public land parcel.

**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 it may include special features (required by topography of treatments) such as grade separation, landscaped areas, viaducts and bridges.

**Setback Line:** a line established by these Regulations, or a respective zoning resolution, generally parallel with and measured from the lot line, defining the limits of a yard in which no building of structure, other than an accessory building or structure, may be located above ground. (See *Yard*)

**Sewers Centralized (or Package):** an Ohio EPA approved sewage disposal system which provides a collection network, disposal system and central sewage treatment facility for a single development, community or region.

**Sewers, On-site:** a sewage tank on an individual lot which utilizes a bacteriological process or equally satisfactory process for the elimination of sewage and provides for

the proper and safe disposal of the effluent, subject to approval by the Putnam County Health Department.

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

**Structure**: anything constructed or erected, the use of which requires location on the ground, or attachment to something having a fixed location on the ground. Among other things, structures include buildings, mobile homes, walls, fences, and billboards.

**Subdivision**: the division of a lot, tract, or parcel of land shown as a unit or as contiguous units on the last preceding tax role, into 2 or more lots, tracts, parcels or other divisions of land, any one (1) of which is 5 acres or less, for the purpose, whether immediate or future of transfer of ownership. (*See Major and Minor Subdivision*)

**Surveyor**: any person registered to practice surveying by the State Board of Registration as specified in *Section 4733.12 Ohio Revised Code*

**Thoroughfare Plan**: the portion of a comprehensive plan developed by the Putnam County Engineer's Office and adopted by the Planning Commission indicating the general location recommended for arterial, collector, and local thoroughfares within the appropriate jurisdiction.

**Use**: the specific purposes for which land or a building is designated, arranged, intended, or for which it is or may be occupied or manipulated.

**Variance**: a variance is a modification of the strict terms of the relevant sections of these 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 these 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 general area in order to better locate and orient the area in question.

**Watershed**: the drainage basin in which the subdivision drains or that land whose drainage is affected by the subdivision.

**Yard**: a required open space other than a court unoccupied and unobstructed by any structure or portion of a structure designated as follows:

- 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 principle building.
- b. **Yard, Rear**: a yard extending between side lot lines across the rear of a lot and from the front lot line to the front of the principle building.
- c. **Yard, Side**: a yard extending from the principle building to the side lot line on both sides of the principle building between the lines establishing the front and rear yards.

**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.

**Zoning Inspector**: the zoning inspector is the person designated by the respective governmental jurisdiction to administer and enforce zoning resolutions/ordinances.