

**ARTICLE 3
MAJOR SUBDIVISIONS**

Amendment to the Greene County Subdivision Regulations replacing Article 3 and Article 4 and Establishing Appendix I

301 DEFINITION OF SUBDIVISION

Revised Code Section 711.001(B) defines a subdivision as either of the following:

(1) The division of any parcel of land shown as a unit or as contiguous units on the last preceding general tax list and duplicate of real and public utility property, into two or more parcels, sites, or lots, any one of which is less than five acres for the purpose, whether immediate or future, of transfer of ownership, provided, however, that the following are exempt:

(a) A division or partition of land into parcels of more than five acres not involving any new streets or easements of access;

(b) The sale or exchange of parcels between adjoining lot owners, where that sale or exchange does not create additional building sites;

(c) If the planning authority adopts a rule in accordance with section 711.133 of the Revised Code that exempts from division (B)(1) of this section any parcel of land that is four acres or more, parcels in the size range delineated in that rule.

(2) The improvement of one or more parcels of land for residential, commercial, or industrial structures or groups of structures involving the division or allocation of land for the opening, widening, or extension of any public or private street or streets, except private streets serving industrial structures, or involving the division or allocation of land as open spaces for common use by owners, occupants, or leaseholders or as easements for the extension and maintenance of public or private sewer, water, storm drainage, or other similar facilities.

302 CONFORMITY TO ADOPTED PLANS

A proposed subdivision's location, design, and layout shall conform to Greene County's Official Land Use Plan, Farmland Preservation Plan, Thoroughfare Plan, Master Utilities Plan, Master Trails Plan, and any other officially adopted long-range plans in effect, in Greene County.

303 GENERAL PROVISIONS FOR SUBMITTAL OF APPLICATIONS AND PLANS FOR MAJOR SUBDIVISIONS

The subdivider or his or her representative shall file an application for Preliminary Plan approval, Improvement Plan approval, and Final Record Plat approval separately with the RPCC office.

- A. Applications must be accompanied by the fees established by the RPCC or the Board of County Commissioners.
- B. An application will be considered complete and ready for processing only if it is submitted in the required number and form, includes all required information and is accompanied by the required filing fee.
- C. The Executive Director of the RPCC will make a determination of application completeness within five (5) working days of application filing.
- D. If an application is determined to be incomplete, the RPCC shall provide written notice to the applicant along with an explanation of the application's deficiencies. No further processing of the application will occur until the deficiencies are corrected. If the deficiencies are not corrected by the applicant within sixty (60) days, the application will be considered withdrawn.
- E. No further processing of incomplete applications will occur and incomplete applications will be pulled from the processing cycle. When the deficiencies are corrected, the application will be placed in the next processing cycle.

304 PRE-APPLICATION MEETING AND CONSULTATION

The applicant shall meet with RPCC staff and the Technical Review Committee prior to developing plans for the site. At this meeting, the Technical Review Committee will exchange information with the applicant and answer basic questions about developing in Greene County. The applicant should bring a basic sketch plan and be prepared to discuss the project in relation to the Comprehensive plan, Thoroughfare Plan, other adopted plans, and environmental impacts. A site visit is also encouraged.

305 PHASING OF SUBDIVISION

The Preliminary Plan shall include all phases of development intended for an area over time. For example, the subdivider may want to complete "Section One" of a subdivision within a year, and complete "Sections Two and Three over the next five years.

306 PRELIMINARY PLAN

Under Division B of ORC Section 711.10, the RPCC requires submission of a preliminary plan. The subdivider shall submit the items set forth below to obtain preliminary plan approval. All items submitted shall be prepared by either a registered surveyor and/or a registered professional engineer, as is appropriate.

A. The subdivider having participated in Pre-application Meeting and Consultation outlined in Section 304 and in compliance with locally adopted plans, shall submit a Preliminary Plan in compliance with these regulations.

B. The Preliminary Plan consists of the following:

1. Preliminary Design Plan for All Phases.
2. Sanitary Sewer Design Calculations
3. Preliminary Drainage Plan for All Phases
4. Phasing Plan and Schedule
5. Preliminary Sediment and Erosion Control Plan
6. Any Environmental Engineer Reports identifying wetlands or significant natural features, or Jurisdictional Determinations, if any.
7. Other technical or site specific items deemed necessary for review by county, state, or local jurisdiction and review agencies (example: Traffic Impact Study)

307 PRELIMINARY PLAN APPLICATION, REVIEW AND APPROVAL PROCESS

A. Preliminary Plan Application Shall Include:

1. RPCC Preliminary Plan Application Form (1 Copy)
2. Zoning Concurrence Letter/Copy of approved PUD, or proof of zoning change (1 Copy)
3. Preliminary Plan in Compliance with Section 306 (B) – (10 Copies and PDF)
4. Preliminary Plan Fee: For multi-phase subdivisions the subdivider may pay this fee in-full or may pay on a phase-by-phase basis.
5. Computer Aided Design drawing interchange file, AutoCAD drawing file, or ESRI Shapefile.

B. Review and Approval Process:

1. Zoning Approval: Obtain rezoning approvals from the appropriate Township Zoning authority; or in the case of compliance with the zoning resolution obtain a letter of concurrence from the Township Zoning authority.

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2. Technical Review by the Technical Review Committee (TRC): The purpose of this review is to determine compliance with these regulations and other official plans of Greene County. The TRC shall review and comment upon the Preliminary Plan prior to the RPCC Executive Committee meeting. The subdivider is encouraged to attend all meetings concerning review of the Preliminary Plan. The TRC shall forward a recommendation for approval or denial to the RPCC Executive Committee based on compliance with these regulations for consideration at the scheduled meeting if the application is complete.
 3. Resubmission of Preliminary Plan (if applicable): Based on the findings of the Technical Review Committee, the applicant may resubmit any part of the Preliminary Plan to address issues or deficiencies identified in the Technical Review. This could result in a delay in scheduling of the Preliminary Plan to the RPCC for approval.
 4. RPCC Executive Committee Meeting: The RPCC Executive Committee will make a recommendation and will forward to the full commission. This meeting takes place one week prior to the regularly scheduled full commission meeting.
 5. RPCC Full Commission Meeting: At the regularly scheduled meeting, the RPCC shall give its approval, its approval with conditions, or its disapproval of the preliminary plan. The commission's decision shall be in writing, shall be under signature of the Executive Director of the commission, and shall be issued within thirty-five (35) business days after the submission of the preliminary plan to the commission. The disapproval of a preliminary plan shall state the reasons for disapproval.

308 PRELIMINARY DESIGN PLAN CONTENT

The preliminary design plan shall include the following information:

- A. The proposed name of the subdivision. The name of the subdivision shall not duplicate or closely approximate an existing or proposed subdivision in Greene County.
- B. Location by section, range and township or Virginia Military Survey number.
- C. Boundaries of the entire proposed subdivision shall be drawn in heavy continuous lines with its acreage, and the boundaries of future development phases shall be delineated.
- D. Name, address, and telephone number of the owner of record, developer, professional engineer, and professional surveyor with appropriate numbers and seals.
- E. A north arrow, legend, bar scale, date of plan, and vicinity map.
- F. Name of adjacent subdivisions, and owners of adjoining parcels, extending at least 200 ft. beyond the boundary of the proposed subdivision.
- G. Net and Gross Density of Residential Units
- H. Show all phases for multi-phase subdivisions, schedule, and sequence of development.
- I. Zoning District classification of the tract and adjoining properties.
- J. Existing contours at two (2) foot intervals for predominant ground slopes within the subdivision between level and ten (10) percent grade and five (5) foot intervals for predominate ground slopes within the subdivision over ten (10) percent grade. Contours shall be mean sea level datum and nearest bench mark shall be specified and described. The method of determining topographic contours or the source of topographic contours if done by others, and the date of the topographic survey, shall be noted.
- K. Location, dimensions, and names of existing streets, right-of-ways, and easements,
- L. Political boundaries, utilities, parks, trails, nature reserves, wildlife areas, wooded areas, wetlands, water courses, drainage patterns, water bodies, Special Flood Hazard Areas, national or state scenic rivers, and other important natural features, inside the development area and within 200-ft of the development area.
- M. Location, dimensions, and names of proposed streets, sanitary sewers or household sewage treatment systems, water lines, storm sewers including drainage tiles, and culverts.
- N. Layout, number, dimensions, and area of each proposed lots, open space lots, and reserve areas.
- O. Show existing and proposed easements and right of way.
- P. Location of all multi-use paths and sidewalks inside the subdivision and within 200-ft of the proposed development.
- Q. Total acreage of subdivision, acreage in lots, reserve areas, and right of way.
- R. Building setbacks meeting appropriate zoning code (includes front, rear, and side yard setbacks)

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- S. Parcels of land reserved for public use or reserved by covenant for residents of the subdivision and acreage.
 - T. All thoroughfares as shown on the Official Thoroughfare Plan wherever they traverse the plat.
 - U. Location of centralized mail boxes if required by USPS
 - V. Traffic control or other public safety or access management measures as required by the County Engineer

309 PRELIMINARY DRAINAGE PLAN

The preliminary drainage plan shall meet the requirements of the Greene County Engineer.

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310 SUPPLEMENTARY INFORMATION

- A. Statement of proposed use of lots, giving type and number of dwelling units and type of business or industry.
- B. Locations and approximate dimensions of all existing buildings.
- C. For commercial and industrial development, the location, dimensions, and approximate grade of proposed alleys, pedestrian walks, streets and the points of vehicular ingress and egress to the development.
- D. Description of proposed covenants and restrictions or draft HOA documents.
- E. In a letter accompanying the request for approval of the preliminary plan, the subdivider shall state the type of wastewater treatment system and potable water system.
- F. The RPCC requires a storm water facilities maintenance plan, and a statement of responsibility for maintenance of storm water facilities outside of the public right of way.

311 RELATION TO STATE HIGHWAYS

Pursuant to ORC 5511.01, any plan within 300 feet of the centerline of a state highway for which changes are proposed, or any land within a radius of 500 feet of the point of intersection of said centerline with any public road or highway, requires that the Planning Commission give notice by registered or certified mail to the state highway director. The Planning Commission shall not approve the plan for one hundred and twenty (120) days from the date that said notice is received by the director. If the director notifies the Planning Commission that he intends to acquire the subject property as part of the proposed highway project, the Planning Commission shall refuse to approve the subdivision plan.

312 APPROVAL PERIOD

The approval of the preliminary plan shall be effective for a maximum period of twenty-four (24) months unless the first section/phase has received final approval from the RPCC and recorded in the office of the Greene County Recorder. The approval period shall automatically extend for a period of twenty-four (24) months with the approval and recording of the first phase/section. The Approval Period shall guarantee that the terms under which the approval was granted will not be affected by changes to these regulations. Successive twenty-four (24) month extensions may be granted upon written application. Such application shall be filed before the expiration of the previous approval period.

313 RESUBMISSION OF PRELIMINARY PLAN

The subdivider may be required to resubmit a Preliminary Plan or any element of the Preliminary Plan for a single phase or multi-phase subdivision due to significant changes to the layout of streets, lots, drainage, sanitary, water, or for health and safety, or environmental reasons as determined by the RPCC. The Technical Review Committee or the RPCC shall make the determination of “significant” changes.

314 IMPROVEMENT PLAN (CONSTRUCTION DRAWINGS) REVIEW AND APPROVAL PROCESS

- A. After Preliminary Plan approval but before submission of the application for Final Plat approval, the Subdivider shall submit construction drawings meeting these regulations, Sanitary Engineering Department regulations, Storm Water regulations of the County Engineer, OEPA water quality standards, and improvement standards of the Board of Commissioners, County Engineer, and Sanitary Engineer.
- B. Construction drawings shall be a set of construction and utility plans prepared by a registered engineer. The size of the sheet shall be not less than 24” X 36” The plan-profile shall be prepared at a scale of forty (40) feet to the inch (horizontal) and six (6) feet to the inch (vertical). The plans shall include typical sections, plan and profile views, construction details and estimates of quantities and cost estimates.
- C. Construction Estimates: The applicant shall file construction cost estimates signed by a professional engineer licensed in the State of Ohio in compliance with Section 801 of these regulations. The County Engineer and the County Sanitary Engineer require cost estimates based on prevailing wage.
- D. Application: The Subdivider shall submit an application for Improvement Plans review to the RPCC within two years of the date of approval of the Preliminary Plan. The application shall consist of the following:
 - 1. Application Form (1 Copy)
 - 2. Draft Record Plat (10 Copies and PDF)
 - 3. Construction Drawings (10 Paper Copies and PDF)
 - 4. Stormwater Pollution and Prevention Plan (SWPPP)
 - 5. Final Drainage Plan
 - 6. Construction Estimates
 - 7. Other studies as required

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- E. Improvement Plans Review by the Technical Review Committee: Upon receipt of the application materials, the RPCC shall distribute plans to the appropriate officials, within five business days, including but not limited to the County Engineer, Sanitary Engineer, Soil and Water Conservation District, and Township Officials that make up the Technical Review Committee (TRC). RPCC staff shall schedule a TRC meeting within two weeks of the date of application receipt. At this meeting the project engineer should attend to answer any questions the TRC may have.
- F. Resubmittal of Improvement Plans: Based on the TRC findings of noncompliance with improvement standards, the subdivider shall submit revised improvement plans to the RPCC for redistribution and certification of compliance.
- G. Approval of Improvement Plans: If improvement plans meet the standards of the County Engineer and the Sanitary Engineer, the Sanitary Engineer, the County Engineer, and Director of the RPCC shall mark the Improvement Plans approved. Approvals shall be valid for no longer than two (2) years from the date of approval. At this point, the Subdivider may submit the approved plans to OEPA and begin the Final Record Plat approval process.
1. Inspection Fees: After approval of the Improvement Plans, the subdivider shall Pay Inspection fees to County Engineer and Sanitary Engineer before submitting plans to OEPA.
 2. Approved plans may be sent to OEPA after payment of Inspection Fees
 3. **Simultaneous with submission to OEPA, the Subdivider may submit the Final Record Plat, Performance Bonds, and Subdividers Contracts to the RPCC in accordance with Section 316 and Section 801 of these regulations.**
- H. Preconstruction Meeting: After receiving OEPA approval of the Improvement Plans, the subdivider may request that the Sanitary Engineer schedule a preconstruction meeting.

315 FINAL RECORD PLAT

- A. The subdivider, having received approval of the preliminary plan and improvement plans, shall submit the items set forth below to obtain Final Record Plat approval.
- B. The Record Plat shall conform to the preliminary plan and shall incorporate all changes required by the RPCC. In addition, it may constitute only that section/phase of the approved preliminary plan, which the subdivider proposed, to record and develop at the time if such section/phase conforms to all requirements of these regulations.
- C. The Record Plat shall conform to approved improvement plans.

316 FINAL RECORD PLAT APPLICATION REVIEW AND APPROVAL PROCESS

A. Application Items:

- 1. RPCC Final Record Plat Application Form (1 Copy)
- 2. Record Plat (15 Copies and PDF)
- 3. Performance Bonds and Subdividers Contracts in Compliance with Section 801.
- 4. Final Record Plat Fee to the RPCC
- 5. Fee-In-Lieu of Parkland Dedication (If Applicable)
- 6. Home Owners Association Documentation and/or Covenants and Restrictions (1 Copy and PDF)
- 7. Other development-specific Documentation (Copies as needed)

B. Record Plat Review and Approval Process:

- 1. Submit Application: The applicant shall file the appropriate application items required in Section 316(A)
- 2. Technical Review by the Technical Review Committee: The purpose of this review is to determine compliance with these regulations and compliance with the Preliminary Plan and the Improvement Plans. The Technical Review Committee shall forward comments and a recommendation to the RPCC Executive Committee for consideration at its regularly scheduled meeting. The subdivider is encouraged to attend all meetings concerning review of the Record Plat.
- 3. Resubmission of Record Plat (if applicable): Based on the findings of the Technical Review Committee, the applicant may resubmit to address issues or deficiencies identified in the Technical Review. This

could result in a delay in scheduling of the Record Plat to the RPCC for approval of the Record Plat

4. RPCC Executive Committee Meeting: The Technical Advisory Committee shall forward the Record Plat along with a recommendation, and any comments to the RPCC Executive Committee for consideration. The Executive Committee will make a recommendation for approval, approval with conditions, or denial to the Full Commission. This meeting takes place one week prior to the regularly scheduled Full Commission meeting.
5. RPCC Full Commission Meeting: At the regularly scheduled meeting, the RPCC shall give its approval, its approval with conditions, or its disapproval of the Record Plat. The commission's decision shall be in writing, shall be under signature of the Executive Director of the commission, and shall be issued within thirty (30) business days after the submission of the Record Plat to the commission. The disapproval of a Record Plat shall state the reasons for disapproval.

The approval of the Record Plat by the RPCC shall not constitute a dedication or acceptance of any proposed street Right-of-Way (ROW) or any public improvements shown on said plat.

6. RPCC Shall File the Fully Executed Record Plat and Performance Bonds and Subdividers Contracts with the Board of Commissioners for Action: **The approval of the Record Plat by the Board of Commissioners shall not constitute an acceptance of the public improvements.**
7. Subdivider Shall File Fully Executed Record Plat with County Auditor and County Recorder: the subdivider shall file the Record Plat with the County Auditor and County Recorder once all endorsements and certifications are affixed on the Record Plat (see Appendix I).

317 FINAL RECORD PLAT CONTENT

The Record Plat shall include the information set forth hereafter.

The original tracing of the Record Plat shall be clearly and legibly drawn with waterproof ink on a dimensionally stable material of the quality of what is typically called MYLAR. The size of the map shall be not less than 18 inches by 24 inches in size. The scale shall be measured so that one (1) inch represents no more than 100 feet. More than one sheet with careful matching should be used where necessary, rather than the use of small-scale maps. The final plat must show the following:

- A. Name of the subdivision. The name of the subdivision shall not duplicate or closely approximate an existing or proposed subdivision in Greene County.
- B. Location by section, range, municipality, township, county and state, or by Virginia Military Survey Number; show all corporation and section lines, date of survey, north arrow, scale, and acreage to hundredths of acre, and deed book and page reference.
- C. Name and Address of the subdividers and registered surveyor who prepared the plat and appropriate registration number and seal.
- D. The plat boundaries with lengths of courses to hundredths of a foot and bearing to half minutes.
- E. Bearings and distances to the nearest established street lines, municipal, township, county or section lines or corners, and permanent monuments, which shall be accurately described or located on the plat.
- F. The names and locations of abutting subdivisions and the owners of record of adjacent parcels.
- G. The accurate location of all existing and proposed streets and alleys within the subdivision including names, bearings or angles of intersection, right-of-way and pavements widths, lengths of all arcs, radii, points of curvature and tangent bearings. Also, show the location, name and width of right-of-way and pavement for any known abutting street or alley.
- H. The accurate location of all easements, including the width, use and notations to indicate whether easements are dedicated or reserved and to show the limitations of each easement. Also, show the same information for any known abutting easements or underlying easements.
- I. The location of all lots, showing the lot lines with accurate dimensions to hundredths of a foot; accurate bearings or angles to street, or alley; building setback lines and lot numbers. When lots are located on a curve, the lot width at the setback line should be shown.
- J. The total area of the subdivision in acres and fractions of an acre, including the acreage of land in lots, streets and other rights-of-way and land to be dedicated or reserved for public use. Also, show the total lineal feet of all streets and other rights-of-way.
- K. Protective covenants and deed restrictions, and Homeowners Association documentation for all sections of the plat.

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- L. Certification that the applicant(s) is(are) the owner(s) or agent(s) of the owner(s), of the land under consideration, and acknowledgment by the owner(s), or agent(s) of his(her)(their) adoption of the plat and dedication of streets and other public areas.
 - M. Certification by the surveyor that the survey was made by him\her and that the details of the plat are accurate. He\she shall also certify that all monuments and property markers are correctly drawn and actually in place or will be placed.
 - N. Statements, Certifications, and endorsements on the plat (see Appendix I)
 - O. Storm Water Facilities Maintenance Plan: A description of best management practices for long-term maintenance of detention and retention or other storm water facilities. Clearly identify responsible party for the long-term maintenance of all storm water facilities outside of the public right of way.
 - P. The final plat shall show at least two GPS coordinate pairs (x, y) at vertices along the subdivision perimeter in NAD 83—Ohio State Plane South projection, with the following requirements:
 - 1. The coordinates and name(s) of National Geodetic Survey monuments, or other local monuments used for geodetic control will be noted on the plat with the grid distance and azimuth shown to at least one of the corners. If a geodetic control monument is not reasonably accessible, the plat shall have two (2) bearing and distance ties to permanent survey points outside of the boundary. These points can be intersections of centerlines of streets or roads of record, PLSS section lines, Virginia Military Survey lines, PLSS section corners, Virginia Military Survey corners or platted lot corners. A description of the monument shall be indicated.
 - 2. Horizontal ground distances (not grid distances) will be shown on the plat for all segments of the boundary survey. A combined state plane coordinate sea-level reduction factor, along with the point it is scaled around, will be noted on the plat. Area will be based on horizontal ground distances.
 - 3. All bearings will be referenced to state plane grid north, along with a clear statement of the measurement method, datum and the adjustment version of the datum.
 - 4. Survey grade GPS receivers shall be used with a manufacturer stated accuracy of at least +5 cm + 2 ppm, to ensure survey grade compatibility with the nearest geodetic control monument.

318 REPLATS

- A. The Executive Director is granted authority to process and approve, on behalf of the RPCC, replats where no additional lots are created subject to the following:
1. Administrative approval shall only be granted for the recombination of land and consolidation of lots.
 2. Review and approval by the appropriate agencies shall be conducted and the proposed replat shall be in conformance with all other sections of these regulations, as applicable.
 3. The President and the Executive Director shall sign the replat on behalf of the RPCC.
 4. The replat shall be submitted to the Greene County Board of Commissioners with a recommendation to “Accept and recommend that the same be recorded”
- B. Replats that involve the creation of new developable subdivision lot(s) where none existed before, and in an existing platted subdivision, shall be presented to the Executive Committee of the RPCC for approval, approval with conditions, disapproval, or referral to the full commission subject to the following:
1. Review and approval by the appropriate agencies shall be conducted and the proposed replat shall be in conformance with all other sections of these regulations, as applicable.
 2. The President and the Executive Director shall sign the replat on behalf of the RPCC.
 3. The replat shall be submitted to the Greene County Board of Commissioners with a recommendation to “Accept and recommend that the same be recorded”
 4. The replat involves two or fewer new developable lots; More than two additional lots shall be required to follow Final Record Plat procedures found in Section 316.
- C. Although it is desirable to tie all plats to the state plane coordinate system, Replats do not require GPS coordinates as specified in the final plat requirements section.

319 FINAL PLAT APPROVAL PERIOD

The approval period for a final record plat shall be twelve (12) months. A final plat that has not been recorded in the office of the County Recorder within 12-months of approval by the RPCC shall expire and shall be resubmitted to the RPCC in accordance with Section 316 of these regulations. The subdivider may apply in writing to the director of RPCC for an extension to the approval period.

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**ARTICLE 4
MINOR SUBDIVISIONS**

401 MINOR SUBDIVISION POLICIES – APPROVAL WITHOUT A PLAT

- A. Per section 711.131 of the Ohio Revised Code, a proposed division of a parcel of land along an existing public street, not involving the opening, widening, or extension of any street or road, and involving no more than five lots after the original tract has been completely subdivided, may be submitted to the planning authority having approving jurisdiction of plats under section 711.05, 711.09, or 711.10 of the Revised Code for approval without a plat.
- C. Minor subdivision lots shall have adequate public road frontage in accordance with applicable township zoning resolution or as required by these regulations where no zoning resolution exists.
- D. Minor subdivisions shall not be granted within any floodway noted in the latest Special Flood Hazard Area (SFHA) in Greene County without written approvals of the Floodplain Administrator, Health District, and appropriate Zoning Authority.
- E. The RPCC shall not approve minor subdivisions without the following approvals as applicable: County Engineer Tax Map Office, Health District, Sanitary Engineering Department, and Township Zoning Inspector.
- F. Final minor subdivision plans shall not be reviewed or approved without a metes and bounds description and survey certified by a professional surveyor licensed in the State of Ohio. Said survey must meet the Minimum Standard for Boundary Surveys, Administrative Code 4733-37 and must be approved by the County Engineer or designee.
- G. The RPCC, or its designee, shall not approve a minor subdivision proposed along a State Highway System without access approval from the Ohio Department of Transportation.

402 MINOR SUBDIVISION APPROVAL PROCEDURE AND REQUIREMENTS

- A. Per the Ohio Revised Code Section 711.131, if the authority acting through a properly designated representative finds that a proposed division is not contrary to applicable platting, subdividing, zoning, health, sanitary, Special Flood Hazard Area, or access management regulations, or regulations adopted under division (B)(3) of section 307.37 of the revised code regarding existing surface drainage or subsurface drainage, including, but not limited to, rules governing household sewage disposal systems, it shall approve the proposed division within seven business days after its submission and, on presentation

of a conveyance of a parcel, shall stamp the conveyance “approved by (the planning authority); no plat required” and have it signed by its clerk, secretary, or other official as may be designated by it. The planning authority may require a sketch and other information that is pertinent to its determination under this division.

B. Submission Requirements:

1. Survey plat (18” x 24”) with Zoning Official and County Engineer’s Map Office approval.
2. Legal descriptions with stamped approval from the County Engineer’s Map Office
3. Ohio Department of Transportation access approval letter or permit for minor subdivisions proposed along a State Highway System.
4. Instrument of Conveyance (deed) as required by Ohio Revised Code 711.131
5. Floodplain certification, if applicable
6. Greene County Health Department approval for any lot less than five Acres including the remainder of the original parcel if less than five acres.

C. Adjoining Parcel Transfer

Transfer of property between adjoining landowners is sometimes necessary to remedy encroachments or to settle boundary disputes, or to acquire additional land. In some cases, depending on the size of the remainder of the original parcel, Health District requirements may be waived if the deed for the new lot contains the following language:

This conveyance is a transfer between adjoining lot owners made in compliance with Section 711.001, Subsection (B) (1)(b) Ohio Revised Code, and does not create an additional building site. The parcel hereby conveyed may not hereafter be conveyed separately from the grantee's adjoining parcel without the prior approval of the authority having approving jurisdiction of plats.

APPENDIX I

REQUIRED SIGNATURES AND NOTES TO BE AFFIXED TO FINAL PLAT

The following statements shall be affixed on the subdivision plat. The RPCC or other approval agencies may require modifications to the statements.

Dedication for Public Use and Acknowledgement

We, the undersigned, being all the owners and lien holders of the land hereon platted, do hereby acknowledge the signing and execution of this plat to be our voluntary act and deed and do hereby dedicate all streets, right-of-ways and reserve any easements shown on the within plat to the public use forever. Easements shown on this plat are for the construction, operation, maintenance, repair, replacement, or removal of water lines, gas lines, storm sewer drainage, sanitary sewer, electric, telephone or other utilities or services, and for the express privilege of removing any and all trees or other obstructions to the free use of said utilities and for providing of ingress and egress to the property for said purpose, and are to be maintained as such forever.

Owner

Owner

State of Ohio, County of _____, S.S.

Be it remembered that on the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said County and State, personally came _____ and acknowledged the signing and execution of this plat to be their voluntary act and deed for the purposes herein mentioned

In testimony whereof, I have hereunto set my hand and official seal on the day and date above written.

Notary Public: Notary Public in and for _____ County, Ohio

My Commission Expires: _____

Lienholders:

By:

State of Ohio, County of _____, s.s.

Be it remembered that on the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said County and State, personally came _____ and acknowledged the signing and execution of this plat to be their voluntary act and deed for the purposes herein mentioned

In testimony whereof, I have hereunto set my hand and official seal on the day and date above written.

Notary Public: Notary Public in and for _____ County, Ohio

My Commission Expires: _____

Description

The within plat is a subdivision of ____ acres out of remaining ____ acres of land (being all or part of parcel #'s) as conveyed to _____ by the deed recorded in deed volume _____, page _____ of the deed records of Greene County, Ohio.

Surveyors Certification

I hereby certify that this subdivision plat is a true, complete survey made under my supervision, and that all monuments are set as shown. This subdivision was prepared in accordance with the Ohio Administrative Code Chapter 4733.37 and conforms to Ohio Revised Code Chapter 711 for Plats.

Registered Surveyor

Approval by Public Officials

APPROVALS:

GREENE COUNTY COMMISSIONERS

This _____ day of _____, 20____, rights of way for public streets and roads, and sanitary and waterline easements herein dedicated to public use are hereby approved for the County of Greene, State of Ohio. Street, road, sanitary, and waterline easements and other improvements within said dedicated rights of way shall not be accepted for public use and/or maintenance unless and until construction is complete and are formally accepted by Greene County.

Commissioner

Commissioner

Commissioner

PLANNING COMMISSION

Regional Planning and Coordinating Commission of Greene County, Ohio

Date: _____, 20____.

Executive Director _____ President _____

COUNTY ENGINEER

Approved by the County Engineer of Greene County, Ohio

Date: _____, 20____.

Greene County Engineer or Authorized Representative

SANITARY ENGINEER

Approved by the Sanitary Engineer of Greene County, Ohio

Date: _____, 20____.

Greene County Sanitary Engineer or Authorized Representative

HEALTH DISTRICT

Approved by the Health District of Greene County, Ohio

Date: _____, 20____.

Authorized Representative

TOWNSHIP ZONING

Approved by _____

Date: _____, 20__ .

Township Zoning Inspector

COUNTY AUDITOR

I hereby certify this subdivision was transferred on _____, 20__ .Approved

Greene County Auditor

COUNTY RECORDER

File No: _____

Received: _____

Recorded On: _____

Time: _____

Plat Cabinet Volume: _____, PAGES _____

FEE: _____

Greene County Recorder

Required Storm Water Drainage Notes:

The lot owner(s) or Homeowners Association shall maintain drainage easements, swales, ditches, and detention and retention basins outside of public right-of-way. Easements shall remain free and clear of any obstructions that could prevent maintenance of drainage facilities. Within the easements, no structure, planting, fencing, culvert, or other material shall be placed or permitted to remain which may obstruct, retard, or divert the flow through the watercourse. Easements shown on this plat and designated as "drainage easements" are dedicated to [SUBDIVISION NAME] HOMEOWNERS ASSOCIATION.

The Greene County Commissioners and the Board of Trustees of [NAME] assume no legal obligation to maintain or repair any open drainage ditches or watercourse outside of the public right of way.

Private Street Notes:

If a plat includes a private street, a note shall be placed on the plat that states: “Approval of this plat by the Greene County Regional Planning Commission, the Greene County Commissioners and/or any other governmental authority shall in no way constitute a dedication or acceptance of the private street shown thereon, and all such private street(s) shall be and remain a private access way. The Greene County Regional Planning Commission, the Greene County Commissioners and every other public authority signing this plat shall have no responsibility or liability for or arising out of the construction, improvement, maintenance and/or use of any such private street. The owners of these lots and their successors and assigns agree to and shall be bound by the foregoing provision, which provision shall be deemed to be and is a covenant running with the land.”