

**SUBDIVISION**  
**RULES AND REGULATIONS**

**VILLAGE OF RICHFIELD**  
**SUMMIT COUNTY, OHIO**

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# **SUBDIVISION REGULATIONS**

## **VILLAGE OF RICHFIELD, OHIO**

Effective 1994

**Ralph R. Waszak, Mayor**

### **VILLAGE COUNCIL**

**Daniel S. Stoerkel, President**

**Robert J. Hooper, Vice President**

Bobbie Beshara

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**AN ORDINANCE TO ADOPT SUBDIVISION RULES  
AND REGULATIONS, AS PROPOSED BY THE  
PLANNING AND ZONING COMMISSION, AND TO REPEAL  
ORDINANCE 59-1967, ORDINANCE 87-1976 AND ORDINANCE 73-1980**

WHEREAS, the Planning and Zoning Commission has held hearings, adopted general rules and regulations for subdivisions, it has recommended that this Council adopt such rules and regulations, and

WHEREAS, public hearings have been held as required by law, and

WHEREAS, the purpose of the rules and regulations is to provide standards for the preparation of plats and building of subdivisions.

NOW, THEREFORE, be it ordained by the Council of the Village of Richfield, Ohio:

SECTION 1: Council hereby adopts the Subdivision Rules and Regulations as those rules and regulations are attached to and make a part of this Ordinance.

SECTION 2: The Clerk shall keep and maintain a complete copy of such Rules and Regulations for inspection by the public and shall also file a copy of such rules and regulations in the Summit County Law Library and the Clerk shall have copies available for distribution to the public at cost.

SECTION 3: Ordinance 59-1967, Ordinance 87-1976 and Ordinance 73-1980 are hereby repealed.

SECTION 4: This Ordinance shall take effect and be in force from and after the earliest date provided by law.

Passed: \_\_\_\_\_

\_\_\_\_\_  
*President of Council  
Daniel S. Stoerkel*

ATTEST:

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*Mayor, Ralph R. Waszak*

\_\_\_\_\_  
*Clerk of Council  
May N. (Peggy) Malone*

Date: \_\_\_\_\_

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## ARTICLE I LEGISLATIVE INTENT

### 1.1 OFFICIAL NAME

The official name of these Regulations shall be “Plats and Subdivision Regulations of the Village of Richfield of Summit County, Ohio”, and shall be referred to herein as “these Regulations.”

### 1.2 PURPOSE

These Regulations are adopted to achieve the following objectives:

- a. The proper arrangement of streets or highways in relation to existing or proposed streets and highways and the thoroughfare plan.
- b. Adequate and convenient open spaces for traffic, utilities, drainage, access of police and fire-fighting apparatus, recreation, light and air, and the avoidance of congestion of the population.
- c. The orderly, efficient and appropriate development of land.
- d. The orderly and efficient provision of community facilities at minimum cost and maximum convenience.
- e. Safe and convenient vehicular and pedestrian movement.
- f. The promotion of public health, safety, morals, comfort, convenience, prosperity, general welfare, and the protection of the environment.
- g. The accurate surveying of land and the preparing and recording of plats.
- h. The equitable processing of all subdivision plats by providing uniform procedures and standards for observance by both the approving authority and the applicant.
- i. Coordination of land development in accordance with the Zoning Code, the Land use and Thoroughfare Plan, Comprehensive Plan, and other Plans of the Village.

### 1.3 AUTHORITY

The authority for the preparation, adoption and implementation of these Regulations is derived from Chapters 711 and 713 of the Ohio Revised Code which permit the adoption of uniform rules and regulations governing subdivision of land, and the Charter of the Village of Richfield.

### 1.4 INTERPRETATION

These Regulations are minimum requirements and shall be interpreted to achieve their essential purposes.

## ARTICLE II DEFINITIONS

### 2.1 INTENT

The following definitions shall apply throughout these Regulations.

### 2.2 GENERAL TERMS

- a. Words used in the singular include the plural and words used in the plural include the singular.
- b. Words used in present tense include the future tense.
- c. The word “shall” is mandatory and the word “may” is permissive and recommended.
- d. The word “person” includes a firm, association, organization, partnership, trust, company, or corporation as well as an individual.
- e. The word “lot” includes the words “plot” or “parcel”.

### 2.3 SPECIFIC TERMS

**Building:** any structure having a roof supported by columns or walls and intended for the shelter, housing or enclosure of persons, animals or property.

**Building Set Back Line:** a line establishing the limits of a yard which abuts a street right of way.

**Comprehensive Village Development Plan:** mapped and/or written proposals for the future development of the Village of Richfield and its affected adjacent areas. (This may be referred to as a master plan, comprehensive plan, land use plan or thoroughfare plan in other documents.)

**Condominium:** joint ownership under a condominium declaration of real estate, including land, structures, and improvements.

**Condominium Property:** land and all articles of personal property which have been subjected to the provisions of Chapter 5311 of the Ohio Revised Code by the execution and filing for record of an applicable condominium declaration by the owner thereof. Improvement of land which is to be ultimately jointly-owned under a condominium declaration is a subdivision subject to these Regulations proper to the actual recording of an applicable condominium declaration.

**Council:** the Council of the Village of Richfield, Ohio.

**County Auditor:** the Summit County Auditor.

**County Board of Health:** the Board of Health of the Summit County General Health District.

**County Engineer:** the Engineer of Summit County.

**County Health Department:** the Health Department of Summit County.

**County Recorder:** the Recorder of Summit County.

**County Tax Map Department:** the Tax Map Department of Summit County.

**Day:** a normal working day for the agency under discussion.

**Department of Environmental Services:** the Department of Environmental Services of Summit County.

**Developer:** any individual, subdivider, firm, association, syndicate, partnership, corporation, trust, or any other legal entity proceeding under these Regulations to effect a subdivision of land.

**Easement:** properly recorded authorization by a property owner for the use of any designated part of their property by the public, a corporation, or other person(s) for a specified purpose.

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



**Erosion Control Plan (ECP):** a plan developed with the appropriate conservation practices, including a schedule of their installation, and location, which will effectively minimize soil erosion and off-site sediment yield.

**Floodplain:** the lowland area that borders a stream and is subject to flooding. Specifically, the floodplain is designated by the flooding frequency, such as 100-year flood stage, which is the level of flood water once every 100 years.

**Frontage:** the length of a lot line which abuts the street right of way. The frontage for corner lots and double frontage lots shall be the length of a lot line which abuts the street right of way on the street which the Planning and Zoning Commission designates as the front street on the plat.

**Improvements:** grading, drainage, landscaping of areas proposed for public use, dedication, or joint ownership by a home owners association, sanitary and storm sewers, water mains, pavement, curbs and gutters, sidewalks, street signs, street lights, parks, monuments and the appropriate appurtenances required to render land suitable for the use proposed.

**Lot, Corner:** a lot at the point of intersection of and abutting on two (2) intersecting streets.

**Lot, Double-Frontage:** a lot, other than a corner lot, that abuts more than one (1) street.

**Lot, Interior:** a lot abutting a public street on one (1) side, with the remaining sides not having access to a public street.

**Lot Lines:** the boundaries of a lot.

**Lot, Parcel:** a division of land separated or proposed to be separated from other divisions of land by description on a recorded subdivision plat, recorded survey map, or by metes and bounds for purposes of sale, lease, or separate use.

**Monument:** a survey marker used to make a street intersection, a start or end of a curve, a subplot corner, an allotment corner, original lot corner, or section corner.

**Official Filing:** the submission to the Zoning Inspector of a preliminary or final plat of a major or minor subdivision which meets all the filing requirements prescribed by these Regulations.

**Open Space:** that portion of land within a development devoted to public and/or private recreational facilities and/or landscaped buffer areas exclusive of parking areas, streets and 80% of all land mass contained therein which is covered by water.

**Original Tract:** contiguous land held in common ownership which has not been platted by the existing owner or owners.

**Pedestrian Walkways:** a dedicated public right-of-way limited to pedestrian use.

**Performance Bond or Surety Bond:** an agreement between a developer and an insurance company or bonding agency or a cash payment to the Village to guarantee to the Village, in the amount of the estimated construction costs, that physical improvements will be completed according to plans and specifications within the time prescribed by the agreement with the Village.

**Plat, Final:** a final tracing of all or a portion of a subdivision with its complete survey information, which, if approved, may be recorded and used as the basis for transfer of property.

**Plat, Plan, Preliminary:** drawing for the purpose of study of a major subdivision and which, if approved, permits proceeding with the preparation of the final plat.

**Plat, Private Survey:** a map of one (1) or more parcels of land as surveyed by a Registered Professional Surveyor in accordance with the minimum standards for Boundary Surveys in the State of Ohio (O.R.C. 4733.37) for the purpose of providing information necessary or incidental to the transfer of said parcels in cases not requiring the platting of said parcels.

**Planning Authority:** the Planning and Zoning Commission or its successor.

**Planning and Zoning Commission:** the Planning and Zoning Commission of the Village of Richfield, Ohio, or where appropriate, committees of the Commission or their successor.

**Public Utility:** any person, firm, corporation, governmental agency, or board which has a public utility commission or regulatory body permit to furnish to the public, under regulations, electricity, gas, sewer, water, telephone, transportation, steam or other similar public services.

**Public Way:** an alley, avenue, boulevard, bridge, channel, ditch easement, express freeway, highway, land, parkway, right-of-way, road, sidewalk, street subway, tunnel, viaduct, walk or other ways in which the general public or a public entity have a right, or which are dedicated, whether improved or not.

**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, water and sewer lines, and drainage facilities, and may include special features (required by the topography or treatment) such as grade separation, landscaped areas, viaducts, and bridges.

**Sewage Disposal System, Commercial:** means any sewage disposal or treatment system or part thereof for other than a one, two, or three family structure not connected to a central sewage collection system and subject to approval by the Ohio Environmental Protection Agency.

**Sewage Disposal System, Household:** means any sewage disposal or treatment system or part thereof for a one, two or three family structure not connected to central sewage collection system and subject to approval by the County Board of Health.

**Sewage, Centralized Systems:** an approved wastewater disposal system which provides a collection network and a disposal system and central wastewater treatment facility for a single development, community, or region.

**Site Improvement Plan:** a plan and/or map prepared by a Registered Engineer, showing improvements proposed to make a site suitable for building; and to meet all site improvement requirements of these Regulations.

**Storm Water Management:** a plan in which runoff water from a development is safely dispersed at an allowable rate to minimize erosion and flooding.

**Subdivider:** any individual, firm, association, corporation, trust or other legal entity, including their agents, commencing proceedings under these Regulations to subdivide land.

**Subdivision:** the division of any parcel of land shown as a unit or as contiguous units on the last preceding tax rolls, into two (2) or more lots, parcels, sites, or other divisions of land, any one of which is five (5) acres or less, for the purpose, whether immediate or future, of transfer or ownership. Pursuant to the O.R.C. 711.01, the division or partition of land into parcels of more than five (5) acres not involving any new streets or easements of access, and the sale or exchange does not create additional building sites, shall be exempted from the Subdivision Regulations.

**Subdivision, Condominium:** a subdivision, as defined herein, and which is ultimately to be partially jointly-owned under the provision of a recorded condominium declaration.

**Subdivision, Major:** a division of a parcel into two or more lots when such division involves the opening, widening or extension of any street or road, or the granting of easements for the extension and maintenance of sewer, water, storm drainage or other facilities. Any division of a parcel into more than five (5) lots is a major subdivision.

**Subdivision, Minor:** a division of a parcel of land along an existing public street or road, not involving the opening, widening, or extension of any street or road, and involving not more than five (5) lots.

**Summit Soil and Water Conservation District:** the Soil and Water Conservation District of Summit County.

**Surveyor:** any person registered to practice professional surveying by the state board of registration as specified in Section 4733.14 of the Ohio Revised Code.

**Thoroughfare Plan:** mapped and/or written proposal for future road development of the Village of Richfield and its affected area. (O.R.C. 711.10)

**Thoroughfare, Street or Road:** the full width between property lines bounding every public way of whatever nature with a part thereof to be used for vehicular traffic and designated as follows:

1. **Alley:** a minor street which is used primarily for vehicular service access to the back or side of properties abutting on another street.
2. **Arterial Street:** a street which brings traffic to and from expressways and other arterials, and serves those major movements of traffic within or through the Village not served by expressways. Arterials interconnect the principal traffic generators and high volume corridors that connect within the Village for long through traffic trips. They shall contain as few intersections with minor streets as possible.
3. **Collector Street:** a street which serves the internal traffic movement within an area of the Village, such as a subdivision, and connects this area with the Arterial system. Collectors do not handle long through trips and are not, of necessity, continuous for any great length. The principal difference between Collector and Arterial streets is the length of the trip they accommodate. Collectors in an industrial area would properly carry truck movements which serve to terminate in that area.
4. **Cul-de-sac Street:** a local street which has one (1) end open to vehicular traffic and the other end permanently closed with a vehicular turn around. Cul-de-sac streets shall be approved only when necessitated by topography or other physical conditions or where, in the opinion of the Planning and Zoning Commission, they are appropriate for the type of development contemplated.
5. **Dead-end Street:** a street which temporarily has only one (1) outlet for vehicular traffic, but intended to be extended or continued in the future and provided with a vehicular turn around on a temporary easement. Dead-end streets shall be approved only when necessitated by topography or other physical conditions or where, in the opinion of the Planning and Zoning Commission, they are appropriate for the type of development contemplated.
6. **Local Collector Street:** a street which serves the internal traffic movement within areas such as major subdivision, industrial areas and commercial areas and connects with other collector streets.
7. **Local Street:** a street, which provides access to immediately adjacent land. Local Streets make up a large percentage of the total street mileage of the Village, but carry a small portion of the vehicle-miles of travel. Local streets shall be extended to the boundaries of the tract to be recorded unless prevented by topography or other physical conditions or unless such extension is not necessary or desirable for the coordination of the layout of the subdivision with the development of adjacent tracts.
8. **Marginal Access Street:** a local or collector street parallel and adjacent to an arterial or collector street, which provides access to abutting properties and protection from arterial or collector streets.
9. **Parallel Streets:** may be required along an existing or proposed major arterial thoroughfare to provide access to lots along said thoroughfare which cannot or should not have individual access to said thoroughfare.
10. **Private Street:** a vehicular and pedestrian access to residential, commercial or industrial structures or groups of structures, and is not dedicated.

**Utilities:** utilities are those public or private services which are for the benefit of the general public.

**Village Engineer:** the engineer of the Village of Richfield.

**Village Sanitary Engineer:** the sanitary engineer of the Village of Richfield.

**Wetlands:** areas on the land which meet the criteria for wetlands as specified by the Federal Manual for Identifying and Delineating Jurisdictional Wetlands.

## ARTICLE III PROCEDURES

### 3.1 PURPOSE

This article specifies the procedures to subdivide land.

### 3.2 SUBDIVISION CLASSIFICATION AND APPLICATION REQUIREMENTS

The Zoning Inspector shall determine whether a proposed subdivision of land is a minor subdivision (as defined in Article II), or a major subdivision (as defined in Article II). A minor subdivision shall be processed in accordance with Article 3.3 (Minor Subdivision Procedure), and a major subdivision shall be processed in accordance with Article 3.4 (Major Subdivision Procedure).

### 3.3 MINOR SUBDIVISION PROCEDURE

#### 3.3.1 Procedure

##### A. Application

The applicant shall present all information as required in Article 4.2 (see example in Appendix A), and all information subsequently requested by the Commission to determine whether the proposed layout is satisfactory and will serve the public interest.

##### B. Review by the Zoning Inspector

1. If the application and documentation submitted do not comply with all requirements of Article 4.2 of the Plan and Plat Specifications, the Zoning Inspector shall reject the application and inform the applicant in writing.
2. When the Zoning Inspector receives a complete application, the Zoning Inspector shall determine whether the parcel or parcels comply with existing zoning regulations. Within 10 days (a “day” is defined as a “working day” under Article II of these Regulations) after receiving a completed application, the Zoning Inspector shall either deny the application and notify the applicant in writing or certify that the parcels created comply with the existing zoning code, and shall submit the proposed subdivision to the Planning and Zoning Commission.
3. A complete application must be received by the Zoning Inspector at least 20 days prior to a regularly scheduled Planning and Zoning Commission meeting in order to be placed on the agenda for that meeting.

##### C. Review by the Planning and zoning Commission

1. The Zoning Inspector will submit a complete application to the Planning and Zoning Commission for review.
2. The Zoning Inspector shall notify known owners of contiguous property, of meetings scheduled to discuss the minor subdivision in question. The applicant shall provide a list of contiguous property owners on gummed labels.
3. Within thirty (30) days after a Minor Subdivision Application has been reviewed at a Planning and Zoning Commission meeting, or within a mutually agreed upon extension, the Planning and Zoning Commission shall either approve or disapprove the application.
4. The Zoning Inspector shall notify the applicant, in writing, of the decision of the Planning and Zoning Commission. If the Planning and Zoning Commission approves the transfer without a recorded plat, then the Zoning Inspector shall stamp the conveyance: “Approved for Transfer without Plat”, and affix his/her signature and the date of such approval. The approval shall expire within sixty (60) days, unless the conveyances are recorded in the office of the County Recorder by the applicant during said period.

### 3.3.2 Revision of Minor Subdivision

Any revision of a minor subdivision plat submitted and approved by the Planning and Zoning Commission, other than a correction by the surveyor, must be processed in accordance with Section 3.3.1 of these Regulations, as though it were a new application.

### 3.3.3 Application Forms and Plans

See Appendix for approved forms and examples of plans.

## 3.4 MAJOR SUBDIVISION PROCEDURES

The applicant is encouraged to engage in preliminary discussions with the Zoning Inspector and other relevant Village and County officials, through the submission of a Preliminary Discussion Map (as defined in Article 4.3.1), prior to submitting a formal application. The applicant may request the Preliminary Discussion Map be submitted to the Planning and Zoning Commission for conceptual review prior to initiating a formal application. No formal action will be taken by the Planning and Zoning Commission on a Preliminary Discussion Map.

Major subdivisions shall be approved in three (3) stages.

#### A. Preliminary Plan Stage

The preliminary plan stage requires the applicant to explore the best design for the subdivision, to consider its relation to adjoining subdivisions or undeveloped land, to outline a program of improvements and to obtain the advice, suggestions and requirements of the Village and the County officials before preparing the Final Plan. The submittal of alternative preliminary plans is recommended.

#### B. Final Plat Stage

The final plat stage requires the applicant to present to the Zoning Inspector and Village Engineer all data needed to determine that the subdivision fully complies with these Regulations and conforms to the approved preliminary plan.

#### C. Improvement Plan Stage

The improvement plan stage requires the applicant to obtain approval of the Village Engineer before such plans may be submitted to the Planning and Zoning Commission for review.

### 3.4.1 Preliminary Plan Procedure

#### A. Application

The applicant shall present all information as required in Article 4.3.2 (see example in Appendix B), and all information subsequently requested by the Commission to determine that the proposed layout is satisfactory and will serve the public interest.

#### B. Review by the Zoning Inspector

1. If the application and documentation submitted do not comply with all requirements of Article 4.3.2, the Zoning Inspector shall reject the application and inform the applicant in writing.

2. When the Zoning Inspector receives a complete preliminary plan application, the Zoning Inspector shall determine whether the parcel or parcels comply with the existing zoning regulations. Within 10 days (a "day" is defined as a "working day" under Article II of these Regulations) after receiving a completed application, the Zoning Inspector will either certify that the drawings meet the existing zoning code of the village of Richfield as submitted or note any violations of the existing zoning code of the Village of Richfield, and notify the applicant in writing. The applicant may either request the application be submitted to the Planning and Zoning Commission or may modify the application to eliminate the zoning violations. If the Zoning Inspector finds the parcel or parcels comply with existing zoning regulations, the Zoning Inspector shall submit the application to the Planning and Zoning Commission for review at its next regularly scheduled meeting.
3. An application must be submitted at least 20 days prior to a regularly scheduled Planning and Zoning Commission meeting in order to be placed on the agenda for that meeting.

**C. Review by the Planning and Zoning Commission**

1. The Zoning Inspector shall notify known owners of contiguous property, and/or known interested parties, of the meeting at which the subdivision in question will be considered by the Planning and Zoning Commission. The applicant shall provide a list of contiguous property owners on gummied labels.
2. Within thirty (30) days after a preliminary plan application has been properly submitted to the Planning and Zoning Commission, or within a mutually agreed upon extension, the Planning and Zoning Commission shall either approve or deny the application.
3. The Zoning Inspector shall notify the applicant and Council in writing, of the decision of the Planning and Zoning Commission.
4. Approval of a preliminary plan is not an acceptance of the subdivision for record. It is an approval of a general plan as a guide for the preparation of the final plat and the improvement plans. Approval of a preliminary plan shall be effective for a period of one (1) year following the date of approval unless an extension of time is granted. Upon expiration of preliminary plan approval, no approval of a final plat shall be given until the preliminary plan has been resubmitted and approved. Construction shall not begin until the improvement plans have been approved by the Engineer.

**D. Action by Council**

After approval by the Planning and Zoning Commission the preliminary plans shall be submitted to Council for review and approval.

**3.4.2 Final Plat Procedure**

**A. Application**

The applicant shall present all information as required in Article 4.3.3, and all information subsequently requested by the Commission to determine whether the subdivision fully complies with these Regulations and conforms to the approved preliminary plan and will serve the public interest.

**B. Review by the Zoning Inspector**

1. If the application and documentation submitted do not comply with all requirements of Article 4.3.3, the Zoning Inspector shall reject the application and inform the applicant in writing.

2. When the Zoning Inspector receives a complete final plat application, the Zoning Inspector shall determine whether the parcel or parcels comply with the existing zoning regulations. Within 10 days (a "day" is defined as a "working day" under Article II of these Regulations) after receiving a completed application, the Zoning Inspector will either certify that the drawings meet the existing zoning code of the village of Richfield as submitted or note any violations of the existing zoning code of the Village of Richfield, and notify the applicant in writing. The applicant may either request the application be submitted to the Planning and Zoning Commission or may modify the application to eliminate the zoning violations. If the Zoning Inspector finds the parcel or parcels comply with existing zoning regulations, the Zoning Inspector shall submit the application to the Planning and Zoning Commission for review at its next regularly scheduled meeting.
3. An application must be submitted at least twenty (20) days prior to a regularly scheduled Planning and Zoning Commission meeting in order to be placed on the agenda for that meeting.

**C. Review by the Planning and Zoning Commission**

1. The Zoning Inspector shall notify known owners of contiguous property, and/or known interested parties, of the meeting at which the subdivision in question will be considered by the Planning and Zoning Commission. The applicant shall provide a list of contiguous property owners on gummied labels.
2. Within thirty (30) days after a final plat application has been properly submitted to the Planning and Zoning Commission, or within a mutually agreed upon extension, the Planning and Zoning Commission shall act on this application. Otherwise, the final plat shall be deemed to have been approved. The Commission may take one of the following actions:
  - a. Final Approval: The Commission may give final approval before all required improvements are installed, authorizing its Planning and Zoning Chairman to sign the plat at such time as construction agreement and a cash bond, or its equivalent, acceptable to the Village of Richfield Law Director and the Village Engineer, are approved for the purpose of assuring installation of such improvements. The amount of such bond shall be sufficient to cover the cost of all improvements, based upon an estimate by the Village Engineer. For the purpose of satisfying the cash bond requirement of this section, it shall be sufficient for the applicant to submit the guarantee of a solvent bank or other financial institution that funds in the amount of the cash bond requirement have been committed to the installation of such improvements, in accordance with Section 1151.298, Ohio Revised Code. Such funds will not be disbursed by said bank or financial institution without the prior approval of the Village Engineer. Upon receipt of the Village Engineer's certification and determination that all the requirements of these Regulations have been met, the Commission may give final approval and shall indicate such approval and date on the tracing of the final plat. However, this arrangement shall be subject to the approval of the Village council, as required in Section 3.4.4.
  - b. Disapproval: Should the Commission determine to disapprove the final plat, written notice of such action, including reference to the Regulation or regulations violated by the plat, shall be mailed to the applicant.
3. The Zoning Inspector shall notify the applicant, and Council in writing, of the decision of the Planning and Zoning Commission.
4. Approval of the final plat by the Commission shall not be an acceptance by the public of the offer of dedication of any stream, highway, or public ways or open spaces upon the plat unless such acceptance is also endorsed by the Council upon the tracing.

### 3.4.3 The Improvement Plan Procedure

#### A. Application

The applicant shall present to the Village Engineer all information as required in Article 4.3.4, and all information subsequently requested by the Village Engineer to determine that the proposed subdivision complies with these Regulations and conforms to the approved preliminary plan and will serve the public interest.

#### B. Review by the Village Engineer and the Zoning Inspector

1. The improvement plan must be approved by the Village's Engineer and the Zoning Inspector before the plans are submitted to the Planning and Zoning Commission.
2. An application must be submitted at least 20 days prior to a regularly scheduled Planning and Zoning Commission meeting in order to be placed on the agenda for that meeting.

#### C. Review by the Planning and Zoning Commission

1. Within thirty (30) days after an improvement plan application has been properly submitted to the Planning and Zoning Commission or within a mutually agreed upon extension, the Planning and Zoning Commission shall either approve or deny the application.
2. The Zoning Inspector shall notify the applicant and Council in writing, of the decision of the Planning and Zoning Commission.

### 3.4.4 Council Approval for Recording and Dedication

The Final Plat, shall be submitted to Council for acceptance of dedication of any land for public use and acceptance of any easement before the Final Plat can be recorded. However, the Final Plat shall not be accepted for record until Final Improvements are constructed or their construction is guaranteed by an approved surety bond.

The acceptance of any street or utility for public use and maintenance and assignment of street names shall be by separate Council action.

### 3.4.5 Recording of Final Plat

After Council approval, the Final Plat shall be returned to the Village Engineer for checking and further processing. The Engineer shall present the plat to the County Auditor for transfer and to the County Recorder for recording. All fees required in connection with the above process and costs of reproduction of said plat shall be paid by the applicant. Upon recording of the final plat, the tracing of said plat shall be permanently retained by the office of the Village Engineer.

### 3.4.5 Application Forms and Plans

See Appendix for approved forms and examples.

## ARTICLE IV PLAN AND PLAT SPECIFICATIONS

### 4.1 PURPOSE

To inform the subdivider of the specific information required to permit adequate review, approval, and recording of plats.

### 4.2 MINOR SUBDIVISIONS

#### 4.2.1 Documentation

Any person proposing to create a Minor subdivision shall submit the following to the Zoning Inspector:

- (a) Minor Subdivision fee. (See 7.7)
- (b) Proof of ownership.
- (c) A legal description of the parcel or parcels sought to be transferred. Said description is to be prepared and stamped by a registered surveyor.
- (d) A list of contiguous property owners with addressed gummed labels.

#### 4.2.2 Private Survey Plat

The private survey plat shall be prepared and drawn on linen or mylar on an 8 1/2" x 14" sheet or multiple thereof (i.e. 17" x 28") and stamped by a registered surveyor (see Appendix A). The private survey plat shall indicate the following (see Appendix A):

- (a) Close within an error limit of 1/10,000;
- (b) Be tied into a lot corner or intersection of two (2) roads by bearing and distance;
- (c) Show a north arrow;
- (d) Show the names and parcel numbers of adjoining property owners;
- (e) Show acreage to three decimal places;
- (f) Have bearings run clockwise from place of beginning and show bearings and distance of flow course;
- (g) Be based on and tied into the county coordinate system for all areas where county control has been established;
- (h) Indicate the location of pipes found and pipes to be set. Iron pipes must be set at all parcel corners and at the intersection of the property lines with the right-of-way line. In cases where the pipe cannot be set as indicated above, witness pipes shall be set and their location noted on the plat.
- (i) Indicate any surveys which incorporate either a township lot line, property line, road center line, or other boundary line as part of its boundary shall have these lines run out their entire length with bearing and distances to the corners and/or road alignment control. Where the point cannot be found or reasonably established, the surveyor shall indicate on the plat by what evidence its location was determined.

- (j) Contain a statement of recommendation, on the private survey plat or on a copy of said plat, by the Summit County Health (or an agent authorized by this board to perform this function) for approval of transfer in one (1) of the following forms:
  - 1. Approved for building sites:
    - a. public sewer available;
    - b. individual sewage systems have been approved;Or
  - 2. Approved for transfer; no building site. Approval granted.
- (k) Indicate existing drainage courses, including storm sewers, tile lines and roadway culverts.
- (l) Show the locations of all structures on the parcel and on the land from which the parcel is being split, if within one hundred feet (100') of the new lot line.
- (m) Indicate the amount of acreage in each Township lot, should the parcel fall within more than one Township lot.
- (n) Show the location of power lines or other utility easements, where known.
- (o) Show the proposed building setback lines.
- (p) Show any other unusual features, such as large rock outcroppings or underground mines, gas wells, driveways, ravines and sudden grade changes, etc.
- (q) Show any improvements to the property to meet the requirements of these Regulations. Note: the above information (e) (1) through (7) may be shown on a separate sheet and titled "Site Improvement Plan".
- (r) Indicate the reservation of a strip of land for a public purpose, e.g., a strip of land for a future road as provided in Section 5.2.10.

## 4.3 MAJOR SUBDIVISIONS

### 4.3.1 Preliminary Discussion Map (optional step)

A map shall be submitted by the subdivider as a basis for informal discussion (see Appendix B). The map shall provide the following information:

- (a) Location, tract boundaries, original township lot number and north arrow.
- (b) Existing highways and proposed streets on and adjacent to the tract (several alternates, if considered.)
- (c) Evidence that the subdivider demonstrated to the satisfaction of the County Board of Health that the subsoil conditions are suitable for permanent use of individual sewage disposal facilities, if applicable.
- (d) Utility transmission lines and easements.
- (e) Existing zoning districts.
- (f) Topography – Minimum scale 1" = 200', with 2' contour intervals based on County Datum Plane.
- (g) Proposed streets, approximate size, dimensions and area of proposed lots, public open space, utility lines, easements any existing buildings or special features, such as gas wells, rock outcroppings, etc.
- (h) Proof of ownership.

### 4.3.2 Preliminary Plan

The subdivider shall furnish the following:

#### A. Preliminary Plan Fee

Article 7, Section 7.7.

#### B. Application/Documentation

1. Two (2) copies of the Preliminary Plan Application (see Appendix B).
2. One (1) copy of the Preliminary Plan Check List Form (see Appendix B);
3. The Zoning Inspector's certificate of the Village zoning compliance on the preliminary plan;
4. A list of contiguous owners with addressed gummed labels.
5. Proof of ownership.

#### C. Vicinity Map

Twelve (12) copies of a map at a scale not less than 1" = 1,000' (see Appendix B) shall show the relationship of the proposed subdivision to existing community facilities which serve or influence it. The vicinity map may be on the same sheet as the preliminary plan drawing. The vicinity map shall show:

1. Subdivision name, township, county, tract boundaries, original township lot number, section number and north arrow.
2. Existing and proposed streets.
3. Any other significant community activity areas or features.
4. Existing parcels.

#### D. Preliminary Plan Drawing

Twelve (12) copies of this plan (drawing size to be 18" x 24") (see Appendix B). The applicant shall submit additional copies of the preliminary plan to the Zoning Inspector for review by affected public agencies such as the Summit Soil and Water Conservation District, utility companies, school boards, regional and County Planning Commissions and others as deemed necessary. This plan shall comply with design standards of Article V. The preliminary plan shall be accurately and clearly drawn based on topography and boundary determination by a duly licensed and registered surveyor, or professional engineer (see Appendix B). The drawing shall include the proposed plan or alternate plans of the subdivision, and shall show the following:

1. Identification
  - a. Proposed name of subdivision (must not duplicate other names in the township, Village or other contiguous communities which may cause confusion.)
  - b. Names, addresses and telephone numbers of owners, subdivider, and registered surveyor, landscape architect, city planner or professional engineer.
  - c. Scale (1" = 100' or 1" = 50'), north arrow and date.
2. Existing Land Characteristics
  - a. Deed description: showing bearing and distances.
  - b. Easements description: showing nature, purpose and terms.
  - c. Streets on and adjacent to the subdivision: names, location, right-of-way, and roadway width. Planned public improvements; highways or other major improvements planned by public authorities for future construction on or near the subdivision, including journalized routes for highways.

- d. Utilities on and adjacent to the subdivision: location, size and invert elevations of sanitary and storm sewers; location and size of water mains; location and size of gas lines; location of fire hydrants and utility poles. If water mains, sewers and/or culverts are not on or adjacent to the tract, indicate the direction and distance to, and size of, nearest ones, show invert elevation of sewers and culverts.
  - e. Ground elevations on the subdivision: show contours with an interval of not more than two feet (2').
  - f. Subsurface conditions on the subdivision: any conditions that are not typical such as oil wells and abandoned mines, etc.
  - g. Other conditions on the subdivision or adjacent land within two hundred feet (200'):
    1. Water courses and areas subject to flooding;
    2. Marshes;
    3. Rock outcroppings;
    4. Wooded areas;
    5. Isolated preservable trees one foot (1') or more in diameter;
    6. Any structures or other significant features;
    7. Approximate direction and gradient of ground slope, including any embankments or retaining walls;
    8. Location and type of buildings, fences, tree lines, etc.;
    9. Railroad lines;
    10. Power lines and towers;
    11. Other contiguous zoning uses of land;
    12. Owners of adjacent unplatted land (for adjacent platted land refer to subdivision plat by name, plat book and pages.)
  - h. Zoning requirements:
    1. Existing zoning districts of the area to be subdivided;
    2. Lot size and hard requirements;
    3. Proof of any variances or special exceptions which may have been granted, which have a bearing on the subdivision.
  - i. Planned public improvements: highways or other major improvements planned by public authorities for future construction on or near the subdivision.
3. Proposed development
- a. Streets: show proposed streets (indicate each street by a proposed name where the street is a continuation of an existing street), right-of-way widths, approximate grades, and proposed improvements. The Village Engineer may also require profiles of approximate street grades. Any change in street names are subject to Council review and approval.
  - b. Other rights-of-way or easements: location, width, and purpose.
  - c. Lots: numbers, dimensions, and area of irregular lots in square feet.
  - d. Building setback lines.
  - e. Land parcels within the subdivision not to be divided into lots.
  - f. Public sites: preserved or dedicated for parks, playgrounds, or other public uses. (See Article 6.1.6 Public Sites.)
  - g. Sites for other uses: multi-family dwellings, shopping facilities, churches, industry, and non-public uses exclusive of single-family dwellings.

- h. Total site data: including acreage, number of residential lots, typical lot size, and acres in parks and other public uses.
  - i. Proposals for the control of erosion and sedimentation as recommended by the Soil and Water Conservation District.
  - j. Proposals for storm water management and storm water retention may be required by the Village Engineer.
  - k. Summit County Health Department review of sewage disposal.
  - l. Proof compliance with the wetland delineations.
4. Other information  
The Planning and Zoning Commission may require such additional information as deemed necessary.

### 4.3.3 Final Plat

The subdivider shall furnish the following:

#### A. Final Plat Application

(See Appendix B)

#### B. Final Plat Drawing

(See Appendix B): the final plat shall be drawn in ink on tracing cloth or mylar (sheet size 18" x 24" or 24" x 36") and shall be at a scale of not smaller than one hundred feet (100') to one inch (1"). Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. The final plat shall show the following:

1. Title Sheet:
  - a. Name of subdivision (shall be same as used on preliminary plan), Village of Richfield, County of Summit, State of Ohio, tract and original lot, or section number of Richfield Township.
  - b. Vicinity map at an appropriate scale with north arrow. Vicinity map to show existing nearby identification features such as major highways, schools, lakes, parks, etc.
2. Control Points: all dimensions, angles, and bearings are to be referred to control points, nearest established street line, section lines or other established point. At the discretion of the Village Engineer, the allotment shall refer to the Ohio Coordinate System.
3. Lines and Boundaries: center lines and right-of-way lines of streets, easements, and other rights-of-way; corporation lines and property lines of all lots and parcels with distances, radii, arcs, chords, and tangents of all curves to nearest one hundredth of a foot; with bearings and deflection angles to nearest second.
4. Street: name (must not closely duplicate another in the township, village or contiguous communities) and right-of-way of each street within proposed subdivision and those adjoining.
5. The required building setback lines accurately shown with dimensions or notation.
6. Lot and block identification: lots shall be numbered in consecutive order and when the subdivision is submitted in sections or phases, lots shall be numbered consecutively as each section or phase is submitted.
7. Total site data: including acreage, number of residential lots, typical lot size, and acreage in parks and other public uses. (see Article 6.1.6 Public Sites)
8. Land for public use: show boundaries and identify the use of all parcels which are to be dedicated or reserved for public use or easements. (see Article 6.1.6 Public Sites)
9. Monuments: location and descriptions of those found set, or to be set.

10. Names or recorded owners of adjoining unplatted land and reference to subdivision plats of adjoining platted land by name, volume, and page of Recorded Plats.
11. Signature and seal of a registered surveyor to the effect that the plat represents a survey made by him which balances and closes, and that the monuments shown thereon exist or shall be set as shown, that pins are set at all lot corners, that all dimensional and geodetic details are correct, and that all lots conform to Village Zoning.
12. Notarized certification by the owner or owners of the subdivision with respect to the offer of the dedication of streets, other public areas, and that no unpaid taxes or special assessments exist against the land contained in the plat.
13. Notation for:
  - a. Certification by the Village Engineer that required improvements have been satisfactorily installed or adequate financial guarantees have been provided.
  - b. Approval of the plat by the Secretary and Chairman of the Commission.
  - c. Acceptance of offers of dedication by Council (Section 5553.31 Revised Code of Ohio.)
  - d. Proper notations for transfer and recording by the County Auditor and the County Recorder.
  - e. Offer of dedication of streets, parks and easements by the owners of record with all signatures witnessed and notarized.
  - f. Certification by the County Board of Health that the subsoil conditions are suitable for permanent use of individual sewage disposal facilities, if applicable.
14. Oil/gas wells, storage tanks, service lines and other associated equipment located on subplot(s) of a subdivision, shall be subordinate to all public right-of-way and public easements and shall be shown by distance and bearing for the front, side and/or rear lines.
15. Covenants and restrictions, if any.
16. Storm water retention.

#### 4.3.4 Improvement Plans and Specifications

##### A. Improvement Plan Requirements

The subdivider shall furnish the following improvement plan showing drainage areas and drawings showing cross sections, profiles, elevations, construction details, specifications and cost estimates, and all calculations and computations for all required improvements in accordance with the Improvement Requirements in Article VI. All plans shall be prepared by a professional engineer. The improvement plans shall be submitted to the Village Engineer for approval.

If it becomes necessary to modify the improvements as approved, due to unforeseen circumstances, the subdivider shall inform the Village Engineer in writing of the conditions requiring the modifications. Written authorization from the Village Engineer to make the required modification must be received before proceeding with the construction of the improvement.

At the completion of the construction, and before acceptance, the subdivider shall update the original set of improvement plans as directed by the Village Engineer for permanent record, showing the locations, sizes, and elevations of all improvements as constructed.

**B. Improvement Plan Drawings**

All necessary improvement plans for proposed roads storm sewers, sanitary sewers, water lines, sewage treatment plants, grading plans, erosion control, storm water management and other proposed public facilities shall be filed with the Village Engineer and shall be approved by the Village Engineer prior to approval of the final plat.

1. All drawings shall be India ink on linen or an approved equal.
2. Drawing sheet size shall be 24" x 36". Marginal lines shall be drawn around the entire sheet leaving a margin of 1" on the binding edge and 1/2" margin on the other edges.
3. All construction drawings shall include both plan and profile and cross sections.
4. Scale to be used:
  - (a) General Plans 1" = 50'
  - (b) Plan and Profile  
1" = 50' Horizontal  
1" = 5' Vertical  
OR  
1" = 20' Horizontal  
1" = 2' Vertical
  - (c) Cross Sections  
1" = 5' Horizontal  
1" = 5' Vertical
5. Each plan shall include a General Summary showing all the quantities necessary to construct the improvement (this may be placed on title sheet if room is available). A detailed estimate of cost based on quantities shown in the General Summary shall be presented with the improvement plans.
6. An appropriate title block, indication of scale, north arrow and sheet number shall be placed on each drawing.
7. A notation stating that the developer's engineer certifies that all design data and calculations presented to the Village Engineer are correct and do conform to the design criteria currently acceptable. The developer's engineer's signature, registration number and seal shall be affixed.
8. A notation stating that the Village Engineer in approving these plans and dedication plat thereof, does not in any way relieve the developer's engineer of their responsibility for accurate and complete engineering design.
9. A notation stating that the Village Engineer shall not be held liable for damages of any type which occur as a result of error and/or omissions in the engineering design data presented by the owner's engineer. Neither shall the Village Engineer be liable for damages resulting from the developer's contractor's not complying with approved plans or by using construction methods or materials not approved by the Village Engineer.
10. Every street shall show: center line data, right-of-way, and pavement width. Each type of pavement shall be labeled. Stationing shall begin at south or west end of the improvement.
11. All existing and proposed underground structures located in the street or easement shall be shown on the construction (plan and profile) drawings. Such underground structures include gas lines, electric and telephone conduits, sanitary and storm sewers, water main, culverts, etc.

12. All above ground structures, which are located near the proposed work and may affect the construction, shall be shown on the plan. Such above ground structures include trees, fences, buildings, poles, hydrants, bridges, driveways, drive culverts, etc.
13. All sublots or acreage abutting the streets where improvements are to be located shall be drawn to scale. The front foot dimensions, subplot numbers (if area is subdivided) or total acreage owned by each acreage owner for property abutting on the streets shall be included.
14. The profile plan shall show existing center line, ground elevations and proposed finished center line grade elevations. Vertical curves (finished grade) shall be stationed at twenty five foot (25') intervals. Cross sections shall be required at fifty foot (50') intervals.
15. The location, description, and the exact elevation of a sufficient number of bench marks shall be included on the drawings. These bench marks shall be used for construction and inspection purposes. Each plan and profile sheet shall show at least one (1) bench mark.
16. All elevations used on drawings shall be based on sea level datum as determined by the United States Coast and Geodetic Survey.
17. Corporation lines, subdivision names, plat volume and pages when subdivision plat is recorded, and original lot lines and numbers shall be shown on the drawings.
18. All easements, including exact location and width, shall be shown on the drawings.
19. Include detail drawings of special construction such as headwalls, concrete aprons, rip-rap, and other construction not otherwise included.
20. If the developer elects to install a decorative fence or other ornamental construction within the right-of-way limits, the developer shall show such construction on the plat and profile drawings, or submit separate drawings for approval by the Village Engineer. A construction permit is required.
21. Any work within the right-of-way requires a road opening permit.
22. All pipes, aggregates, and other materials shall be noted or described as to weight, class, pressure rating, gauge, or other notation to clearly define the intention of the designer.
23. Approval of final plans shall not prevent the Village Engineer or his agent from ordering changes deemed necessary in the field as work progresses. The extra work, after written notification by the Village Engineer, shall be at the developer's expense.
24. All design data involving drainage, profile, etc., will be submitted with the design drawings bound in a neat, orderly manner on standard size paper.
25. All sheets shall bear the seal of a registered engineer.
26. A Landscaping Plan shall be submitted for all areas that are proposed for public use, dedication, or joint ownership by a home owners association,
- (27) Where the Developer proposes to set aside land to be jointly owned by or through a home owners association, the home owners' association agreement will be submitted with improvement plans and are subject to the approval of the Planning and Zoning Commission and the Village Council.

**C. Approval by Village Engineer**

The Village Engineer shall submit in writing the final approval for the Improvement plans to the Zoning Inspector for the file.

**D. Submittal of Improvement Drawings as Constructed**

Upon completion of the improvements, the subdivider shall submit the final drawings to the Zoning Inspector for the file.

## ARTICLE V DESIGN STANDARDS FOR IMPROVEMENT OF LAND, INCLUDING STREETS, DRAINAGE, AND SIDEWALKS

### 5.1 PHYSICAL CONSIDERATIONS

#### 5.1.1 Natural Land Use

Subdivisions shall be planned to:

- a. take advantage of the topography of the land;
- b. economize in the construction of roadways, utilities and drainage facilities;
- c. minimize the amount of earth grading; and
- d. conserve existing trees and topsoil.

#### 5.1.2 Flood Hazard

If any portion of the land within the proposed subdivision is subject to flooding or other hazards, due consideration shall be given to such problems in the design of the subdivision. Land subject to flooding and land otherwise uninhabitable shall not be platted for residential occupancy or other uses that may present danger to health, life, property, or aggravate the flood hazard.

#### 5.1.3 Wetlands

All applications must be submitted to the Summit Soil and Water Conservation District for review. Wetlands must be identified on the Improvement drawings. If they are going to be changed in any manner, the developer is responsible to contact the U.S. Army Corps of Engineers or the prevailing authority.

### 5.2 STREETS

#### 5.2.1 Arrangement

The arrangement, character, extent, width, and location of all streets shall conform to the Village adopted Land Use and Thoroughfare Plan in areas where said plan is developed. The design of proposed streets shall provide for both the continuation of existing streets and access to adjacent unplatted lands so that the entire area can be served with a coordinated street system.

All streets must be designed and constructed to the Village Engineer's standards. The width of right-of-way should be provided so that all underground utilities can be located outside of pavement areas.

#### 5.2.2 Street Right-of-Way Widths and Grades

Classification	Minimum Right-of-Way Width In Feet	Grades By Percent	
		Max.	Min.
Major Arterial Thoroughfare	80'	5%	.6%
Collector Streets	80'	8%	.6%
Commercial & Industrial	80'	8%	.6%
Local Streets	60'	8%	.5%
Parallel Streets	40'	8%	.5%

### 5.2.3 Half Streets

Half streets shall be prohibited except where there is an existing half street adjacent to the subdivision in which case the remaining half of the street shall be platted.

### 5.2.4 Cul-de-Sac Streets

Streets designed to be permanently dead-ended shall not be longer than:

1,200 (one thousand two hundred feet)	for an	R-1 zone.
800 (eight hundred feet)	for an	R-2 zone.
800 (eight hundred feet)	for an	I or C zone.
500 (five hundred feet)	for an	R-3 zone or R-3A zone.

from any street which has two (2) points of ingress and egress and shall be provided at the closed end with a turnaround having an outside pavement diameter of at least one hundred feet (100') and a street property line diameter of at least one hundred twenty five feet (125'). Cul-de-sac streets with an island in the middle shall be properly drained with a culvert pipe to the outside ditch. Cul-de-sac streets shall be approved only when necessitated by topography or other physical conditions or where, in the opinion of the Planning and Zoning Commission, they are appropriate for the type of development contemplated. The Planning and Zoning Commission may approve a cul-de-sac street more than the maximum length indicated above after consideration of the topography, the potential for developing adjoining undivided land, the desired neighborhood traffic circulation, and other physical characteristics of the area.

### 5.2.5 Dead-end Streets

For dead-end streets which are of a temporary nature, and a further extension into adjacent land is anticipated, a temporary circle shall be created. The turning circle beyond the normal street width shall be in the nature of an easement over the premises included in said turning circle, by only that beyond the boundaries of the street proper. The easement shall be of sufficient dimensions to include the turning circle and all ditches, drains, and pipes required to drain the turnaround properly. The easement must be shown on the record plat and the improvement plans as required by the Village Engineer. The construction of temporary turnarounds shall be the same specifications as permanent pavement cul-de-sacs unless the Village Planning and Zoning Commission agrees to modifications. Such easements shall be automatically vacated to abutting property owners when said dead-end street is legally extended into adjacent land. The developer that extends the street is required to remove the temporary turnaround and restore the disturbed property. To enable the Village to have an orderly planned development, the subdivider shall deed in fee, a strip of land five feet (5') in width at the end of all dead-end streets, to the Village of Richfield. This strip will become Public Highway only upon extension of the dedicated street.

### 5.2.6 Corner Radii

Property lines at street intersections shall be rounded with a radius of not less than fifty feet (50') for major arterial thoroughfares; thirty feet (30') for collector and industrial streets; and twenty-five feet (25') for local streets. Chords or cut-offs may be permitted in place of rounded corners.

### 5.2.7 Horizontal and Vertical Curves

Angles in the alignment of street lines shall be connected by a curve with a radius on the center line of not less than two hundred feet (200') for local streets; three hundred feet (300') for collector and industrial streets; and five hundred feet (500') for major arterial thoroughfares. Between reverse curves there shall be a tangent at least one hundred feet (100') long for local streets and two hundred feet (200') on all other streets. Every change in street grade shall be made with a vertical curve to provide sight distance suited to the location, which in no case shall be less than three hundred feet (300') sight distance from a height of three and one quarter (3  $\frac{1}{4}$ ) feet to four and one-half (4  $\frac{1}{2}$ ) feet.

### 5.2.8 Intersections

Streets shall be laid out to intersect as nearly as possible at right angles and no street shall intersect any other street at an angle of less than sixty degrees (60°). Three-way intersections are encouraged, but in no event shall an intersection containing streets in excess of four (4) be approved. Where three-way intersections occur, the lot configuration shall be such that the projection of the centerline shall be a lot line. The intersection of subdivision roads shall be a minimum horizontal sight distance of four hundred feet (400'). Back slopes shall be cut back to aid the sight distance as required by the Village Engineer. There shall be a minimum separation of three hundred feet (300') between intersections.

### 5.2.9 Streets Jogs

The intersection of two streets, when intersecting a third street, shall be offset no less than one hundred sixty feet (160') or shall have no offset.

### 5.2.10 Future Roads

The Planning and Zoning Commission may require the reservation of a strip of land for future road purposes.

### 5.2.11 Curb and Gutter

Curb and Gutter shall conform to a typical drawing as approved by the Village Engineer. In addition, a ramp with no-slip surface shall be built into the curb at each pedestrian crosswalk so that the sidewalk and street blend to a common level. Such ramps shall be constructed in accordance with the State of Ohio Standards.

### 5.2.12 Sidewalk

One course cement sidewalks, shall be four feet (4') wide and shall comply with the requirements in section 6.1.3(d).

### 5.2.13 Guardrail

Guardrail shall be installed as required by the Village Engineer. Guardrail shall be in accordance with State Standards. The developer shall submit details to the Village Engineer for approval.

### 5.2.14 Drives and Driveway Culverts

All drives require a driveway permit which will specify the type of pipe required, the minimum size of pipe, aggregate cover and all installation procedures. All drives shall not exceed a ten percent (10%) grade.

### 5.3 EASEMENTS

Adequate easements along rear or side lot lines shall be provided for utilities and drainage where necessary. A ten foot (10') easement on each front lot line for utilities is required.

#### 5.3.1 Utility Easements

Electric and telephone lines shall be buried. Easements to the Village shall be provided for utilities and shall be at least ten feet (10') wide. Where deemed necessary, the Engineer may require additional width. These Regulations prohibit the property owner from constructing or erecting any structure on said easement which may hinder or complicate its intended use.

#### 5.3.2 Drainage Easements

Where a subdivision is traversed by drainage way, a storm water or drainage easement to the Village conforming substantially with the lines of such drainage way shall be provided. The easement shall be a minimum of thirty feet (30') wide and shall generally follow, but not be centered upon rear and side lot lines (see Section 6.1.1(c).6). Easements for drainage purposes shall be constructed or defined on the ground by the developer before the allotment plat is accepted. In instances where the water course is not presently channeled or visible, the developer may be required to define such water course by excavating or grading. The purpose of this procedure is to prevent future owners from attempting to block said water course on the pretext that they had no knowledge of such drainage easements.

### 5.4 BLOCKS

#### 5.4.1 Residential Block Lengths

The long dimension of a residential block shall neither exceed one thousand five hundred feet (1,500') nor be less than eight hundred feet (800'). This requirement may be varied should the developer provide sufficient evidence to show that the said requirement is not practical. The Planning and Zoning Commission, after proper review of such things such as topography, and soil studies, etc., may permit block lengths in excess of one thousand five hundred feet (1,500').

#### 5.4.2 Pedestrian Access Ways

Pedestrian access ways, not less than twenty feet (20') wide, or of such greater width as deemed necessary by the Commission, shall be required across blocks where the Commission deems that pedestrian access to schools, playgrounds, shopping centers, transportation and other community facilities is necessary. Paving, fencing and other required improvements within the access way shall be as determined by the Commission.

#### 5.4.3 Commercial or Industrial Blocks

Blocks intended to be used for commercial and industrial purposes shall be designed specifically for such uses with adequate space set aside for off-street parking and loading facilities.

### 5.5 LOTS

#### 5.5.1 Size, Width, Depth, and Frontage

Each lot shall have a lot size, width, depth and minimum building setback line which meets or exceeds the existing Village Zoning Regulations. The lot frontage shall not be less than eighty percent (80%) of the required lot width except in the case of lots with frontage on the turning circle of a cul-de-sac; the Commission then may grant approval for less frontage, however, in no case shall a cul-de-sac lot be created with less than sixty feet (60') of frontage.

Lot depth shall neither exceed four (4) times the lot width nor be less than one and one-half (1½) times the lot width. Corner lots may have a depth equal to the width. The Planning and Zoning Commission may permit lots having a lot to depth ratio in excess of 4:1 provided each lot has a width of not less than two hundred feet (200').

### 5.5.2 Corner Lots

Corner lots shall have extra width in order to provide the required building setback from both streets.

### 5.5.3 Double-Frontage Lot

Lots shall be laid out so that there are no double-frontages, except:

1. where the lots are adjacent to the intersection of two (2) streets;
2. streets where extreme conditions in elevation prevent access to the lot from one of the streets; or
3. where it is necessary to separate residential lots from major arterial thoroughfares.

Where double-frontage lots are created adjacent to major arterial thoroughfares, a reserve strip along the major arterial thoroughfare shall be deeded to the Village. The plat shall state that there shall be no right of access across such reserve strip. The Commission may require that a decorative six foot (6') high solid board fence or masonry wall be constructed or that a ten foot (10') wide planting screen be provided.

### 5.5.4 Lot Lines

Lot lines shall be substantially at right angles or radial to street lines. Lot lines shall follow Municipal, Township and County boundary lines rather than cross them.

### 5.5.5 Access to Public Streets

The subdividing of land, whether as a major or minor subdivision, shall provide each lot frontage on a public street equal to or exceeding the frontage requirements of the existing Village Zoning Regulations. It shall be so designed as to permit later development of a street on this strip with buildings or structures set back in accordance with Zoning Requirements. Development of land with various strips to rear properties shall not be permitted unless approved by the Commission. The topography must be such that said strip can be used for vehicular access to the parcel with a normal amount of improvement. High banks must be graded and swamps filled before approval for building site. No public way is allowed through residentially zoned property to access commercially or industrially zoned property.

### 5.5.6 Access to Public Streets in the Vicinity of Expressway Interchange

Access drives to properties fronting on streets having an interchange with an expressway, shall be located not less than six hundred feet (600') from the outer most ramp terminal. Additional access drives shall be spaced at intervals of not less than six hundred feet (600') for a distance of six hundred feet (600') in any direction for a distance of one-fourth mile (¼) or to the next existing intersecting street, whichever is closer. Every effort shall be made by the Village and affected property owners to achieve this standard by sharing drives, construction of parallel service drives or any other similar type measure to provide for the safe and convenient access to the highway and to adjoining properties in the area. Temporary access drives may be permitted to properties while a permanent solution is being developed.

## 5.6 PUBLIC SITES AND OPEN SPACE

### 5.6.1 Public Facilities

Any parks, playgrounds, schools and other sites for public use shall conform with Section 6.1.6. If there is a land use and thoroughfare plan for the area, such public facilities shall conform to the plan.

### 5.6.2 Natural Features

Due consideration shall be given to preserving outstanding natural features such as scenic spots, water bodies, rock ledges, exceptionally fine groves of trees, etc. Dedication to and acceptance by the Village or other public agency is usually the best means of assuring their preservation. Access must be provided to these public areas from dedicated public streets.



## ARTICLE VI IMPROVEMENT REQUIREMENTS AND SPECIFICATIONS

### 6.1 REQUIRED IMPROVEMENTS

The improvements required shall be designed by a Registered Engineer, and constructed by the subdivider in accordance with the provisions of these Regulations and other regulations of the State and County. They shall be installed before the final plat is recorded or in lieu thereof, financial guarantees for such installation shall be approved by the Village Director of Law and the Village Director of Finance prior to the recording of the final plat. The improvements stated herein shall be required of all subdivisions whether major or minor should the Planning and Zoning Commission feel such improvements are necessary to accomplish the purpose of these Regulations. Two (2) complete sets of all construction plans and computations shall be submitted to the Engineer for approval. In cases where only a slight modification in the plans is found necessary, a copy will be marked and returned to the designing engineer for these corrections. If extensive modifications are required, the Village Engineer may reject the plan and approval will not be given. When corrected as required, the original tracings shall be delivered to the Village Engineer. Contractors must work from an approved, signed copy of plans. Changes made in the field shall be approved by the Village Engineer and the tracings shall be corrected accordingly by the designing engineer.

#### 6.1.1 Drainage

A drainage system shall be designed by an Ohio Registered Engineer and constructed by the subdivider to provide for the proper drainage of the surface water of the subdivision and any larger drainage area of which it is a part. No subdivision will be approved unless there is an outlet for all storm water. No natural drainage course shall be altered and no fill, buildings, or structures shall be placed in, on or over it unless provisions are made for the flow of water in a manner satisfactory to the Village Engineer. To this end, the subdivision shall be graded as shown in the site drainage and grading plan.

##### A. Drainage Plan

As part of the required improvement plan, the designer shall furnish a topographic plan showing by the use of arrows and proposed contour lines, how he intends to surface drain each lot. Proposed lot lines, street lines and building outlines shall be shown with the proposed floor elevations noted for each building. The designer shall also submit topographic maps showing areas of drainage with engineering calculations used in designing the proposed storm water collection system.

##### B. Construction Work

No final grading or sidewalk or pavement construction or installation of utilities shall be permitted in any proposed subdivision until the final plat and improvement plans have been approved or conditionally approved.

The subdivider shall grade each subdivision in order to establish street, block and lot grades in proper relation to each other and to topography, as follows:

##### 1. Street Grading Plan

A grading plan shall be prepared for existing and proposed streets along with street improvement details. The grading of the roadway shall extend the full width of the right-of-way. The strips between the pavement and right-of-way shall be graded at a gradient of not less than two percent (2%) or more than three percent (3%) upward from the curb to the sidewalk or property lines.

##### 2. Block Grading

Blocks shall be graded from a ridge at rear lot lines with drainage into streets or with portions of lots draining into streets and the remainder into a rear lot line swale.

3. Lot Grading  
Lots shall be graded so that water drains away from each building at a minimum grade of two percent (2%) for a distance of ten feet (10'). Surface drainage swales shall have a minimum grade of one-half percent (0.5%) and shall be designed so that surface water will drain into a driveway, street gutter, storm sewer, drain inlet or natural drainage way. For driveways, a minimum grade of four-tenths percent (0.4%) and maximum grade of ten percent (10%) shall be used.
4. Topsoil  
If grading results in the stripping of topsoil, the topsoil shall not be removed from the site or used as fill, but shall be stockpiled on the site and then uniformly spread over the lots as grading is finished. Finished grading shall not be done until all underground utilities have been installed, trenches backfilled and compacted, debris disposed of and excess earth properly distributed.
5. Trees  
As many trees as can be utilized in the final development plan shall be retained and the grading adjusted to the existing grade at the tree roots.

### C. Drainage System Requirements

The design criteria for the drainage systems shall be based on the State of Ohio Department of Transportation Design Policy and the subdivision drainage criteria of the Engineer (see Appendix B). These criteria shall apply to development along existing roads as well as those requiring new roads to be constructed.

1. Road Drainage System  
The road storm drainage system shall serve as the local drainage system. It shall be designed to carry area drainage if necessary, roadway, adjacent land, and house storm water drainage. To prevent excessive pipe sizes, storm sewers shall drain into natural waterways as soon as possible and practical.
2. Off-Road Drainage System  
The design of the off-road drainage system shall include the water-shed area affecting the allotment and shall be extended to a water course or ditch adequate to receive the storm drainage.
  - (a) Existing creeks or ditches constructed by the subdivision shall be provided with an easement of sufficient width to allow a fifteen foot (15') wide strip for access of maintenance equipment to all sections of the ditch. The ditch easement shall be wide enough to contain said ditch slopes and access with ample clearance for the operation of maintenance equipment. Open ditches will have a maximum side slope ratio of 2:1 and a minimum two foot (2') bottom width. The side slopes shall be rounded to blend into the existing ground. This is a maximum slope and shall be permitted only at the discretion of the Engineer.
  - (b) No open ditches shall be constructed within one hundred feet (100') of the rear or side of a probable occupied building location, as measured from the probable building outline to the edge of the ditch easement.
  - (c) Any storm drainage courses carried along side lot lines shall be enclosed with approved pipe to a point one hundred feet (100') minimum behind the building setback line or as approved by the Village Engineer.
  - (d) All waterways with a design capacity not exceeding the capacity of a thirty-six inch (36") concrete pipe as critical slope shall be enclosed throughout the development.

- (e) All off-road drainage easements shall be established as a Village ditch in accordance with Section 711.01 Ohio Revised Code, and the allotment owners shall be assessed for the maintenance of said drainage courses in an amount as recommended by the Commission.
  - (f) Where streets are curbed, each lot must be furnished with a connection to the storm sewer system for building downspouts and footing drains.
3. Storm Water Drainage  
The design and construction of storm water drainage facilities shall require the review and approval of the Village Engineer in accordance with the criteria as established by the Summit Soil and Water Conservation. All project sites or development areas shall at a minimum limit the peak rate of discharge from the project site or development area to the downstream receiving water course. All storm water management shall be reviewed and approved by the Village Engineer, the Planning and Zoning Commission and any other agencies that they may contact for further references.
  4. Flood Hazard  
If any portion of the land within the subdivision is subject to flooding (flood plains, sewer overflow, elevations, etc.) or other hazards, due consideration shall be given to such problems in the design of the subdivision and the flood plain must be shown on the improvement plans and plat.
  5. Dams or Basin Embankments  
Three (3) copies of detailed drawings of proposed dams or basins and all calculations shall be submitted to the Village Engineer for approval. The developer or the developer's engineer shall apply for a permit from the State of Ohio, Department of Natural Resources, Division of Water, if applicable.
  6. Drainage Easement  
Easements for drainage purposes shall be a minimum of thirty feet (30') in width. Where the water course is large, easement widths shall be increased as determined by the Engineer (see Article 5, Section 5.3). Where water courses cross platted lots diagonally, the subdivider may straighten such courses where practicable and shall substantially follow subplot lines. Easements shall be shown on the record plat and deeds shall include all existing and/or reconstructed water courses.
  7. Drainage Outlets  
Where the Village finds it necessary to clean, alter, or reconstruct a natural drainage course outside the development boundary to provide an adequate storm water outlet, or to prevent damage to other properties due to an accelerated flow, the outlet shall be constructed at the expense of the developer in accordance with plans and specifications approved by the Village Engineer. The allotment owners shall be assessed for the maintenance of said drainage outlet in an amount recommended by the Village Engineer.
  8. Protection of Drainage Systems  
The subdivider shall adequately protect all ditches (roadways and water courses) to the satisfaction of the Village Engineer as shown by calculations made in accordance with the policy of the State of Ohio Department of Transportation and the subdivision drainage criteria (see Appendix B). On all adjoining land where the vegetation has been injured or destroyed or where the land is in need of protection to prevent erosion, deposits in the drainage facilities and/or unsightly conditions shall be restored and protected as directed by the Village Engineer. In all cases, any drainage facility within the subdivision shall be in a stable condition, free from either erosion or sedimentation and/or other debris. If necessary, sedimentation basins shall be constructed within the proposed subdivision and maintained until erosion is under control.

9. Pipe Policy

The pipe policy shall be the Policy of the State of Ohio Department of Transportation and as shown in the drainage criteria (see Appendix B).

10. Bridges

All bridges having a span greater than ten foot (10') span shall be designed in accordance with the latest Design Regulations as practiced by the Ohio Bureau of Bridges and approved by the Village Engineer. Reference shall also be made to current standard Bridge Drawings. Design flood elevations shall be indicated on plan-profile sheets and on structure site plans.

### 6.1.2 Soil and Erosion and Sedimentation Control

The Village Engineer reserves the right to require a soil study where, in the Village Engineer's opinion, the existing soil conditions are below average, and may also require adjustments in design to compensate for the existing conditions.

When the developer intends to remove or disturb the natural topsoil, trees, and other vegetation, or where the developer intends to change the surface contour of a proposed subdivision, the developers engineer shall prepare an Erosion Control Plan, and have such plan approved by the Summit Soil and Water Conservation District. The Erosion Control Plan shall be included in the improvement drawings. In general, erosion and sedimentation control work will consist of, but not be limited to grading, soil preparation, fertilization, seed and mulching as necessary to establish a sufficient growth of grass or other ground cover that minimizes damage to subdivision areas and to adjoining properties. The developer shall comply with the plans approved by the Village Engineer and the Summit Soil and Water Conservation District.

### 6.1.3 Street Improvements

The subdivider shall construct pavements, side road ditches, curbs and gutters of sizes and types not less than set forth in Section 6.1.3(c) - Pavement Standards for all proposed streets. Pavement materials shall be as specified by the current edition of the State of Ohio Department of Transportation Construction and Material Specification.

#### A. Pavements

Higher standards and/or greater widths than indicated herein may be required by the Commission and/or Village Engineer to provide adequately for unusual soil conditions or extraordinary traffic volumes or loads.

After the underground utilities and building connections are installed and rough grading completed, the roadway sub-grade shall be shaped, rolled and compacted. The subdivider may construct a temporary roadway of stone or recycled concrete, or other acceptable material as directed by the Village Engineer for use during the building construction period. Such pavements shall be maintained in a safe and passable condition by the subdivider without expense to the Village.

#### B. Curbs and Gutters

Concrete curbs and gutters, separate or integral with pavement, shall be provided as indicated in Section 6.1.3(c) – Pavement Standards. Where curbs exist, building downspout and footing drains must be connected to the storm sewer. Drains through the curb will not be permitted.

**C. Sidewalks**

Sidewalks shall be provided as indicated in Section 6.1.8 – Schedule of Required Improvements. Sidewalks shall be constructed of Portland Cement Concrete four inches (4”) thick with the thickness increased to six inches (6”) where the sidewalk is crossed by a driveway. They shall be located and shown as approved by the Village Engineer. The construction and materials shall be specified in Item 608 of the State of Ohio Departments of Transportation Construction and Materials Specifications. Sidewalk widths shall be a minimum of four feet (4’). The Commission may allow a variance upon request of the Village Council.

**D. Street Name Signs**

The subdivider shall pay the Village for installation of street signs and posts showing the names of all streets at all street intersections within the proposed subdivision. The sign shall conform to the specification of the Service Director and the Village Engineer and be mounted at a height of approximately seven feet (7’) above the top of the curb of the crown of the pavement. The sign shall be located as directed by the Service Director and the Village Engineer.

**E. Street Lights**

The subdivider shall contact the Village Council to arrange for the installation of street lights, at the developer’s expense, in the subdivision in accordance with the Village street lighting policy as indicated in Section 6.1.8 – Schedule of Required Improvements.

**F. Street Trees**

Trees shall be provided on proposed streets as required in Section 6.1.8 – Schedule of Required Improvements, and as follows:

**1. Species**

The trees shall be species which are resistant to damage and disease and which do not cause interference with underground utilities or street lighting.

The species of trees suggested are Red Maple, Norway Maple, Sugar Maple, Sycamore Maple, Red Oak, Pin Oak, Thornless Honey Locust, London Plane Tree, Amur Cork Tree and Sweet Gum, Buckeye, Ruby Red Horse Chestnut, European Hornbeam, Hornbeam, American Hop Hornbeam, Chinese Hackberry, Hackberry, Maidenhair Tree and European Linden.

The species of trees which are prohibited because of their undesirable characteristics such as fruit, low branches, unpleasant odors, excessively thick foliage, susceptibility to disease or attack by insects, or large root systems belonging to the Poplar, Willow Cottonwood, American Elm, Ailanthus, Mountain Ash, Silver Maple, Ash Leaved Maple, and Oregon Maple species. The aforesaid are prohibited in the planting strip. Poplar, Willow, or cottonwood trees, if planted on private property, shall be located not less than one hundred feet (100’) from any public sewer.

**2. Location**

Street trees shall be spaced so that there will be approximately ten feet (10’) between branch tips when the trees are full grown. No trees shall be planted within forty feet (40’) of the intersection of two (2) street right-of-way lines. Approaches and driveways to buildings should be considered when locating trees.

**3. Tree Size**

Trees at planting shall be at least one and one-half inches (1½”) in diameter and one foot (1’) above the ground. Lowest branches shall be not less than seven feet (7’) and more than ten feet (10’) above the ground. The Commission may require and permit planting screens or fences where double frontage lots abut a major arterial street or between a major arterial thoroughfare and a marginal access street, provided that such planting screens or fences shall not constitute a safety hazard. A plan of proposed planting screens shall be submitted for approval with the final plat.

#### 6.1.4 Underground Utilities

The preliminary plan of any new subdivision shall be submitted to all utility companies serving the subdivision as well as the Village Engineer for their recommendations.

Utility easements of at least ten feet (10') in width for communication and electric power, and street lighting distribution lines and facilities shall be provided on all front lot lines and along certain side or rear lot lines where necessary.

Prior to granting final approval, the subdivider shall have installed or shall have furnished adequate bond for the ultimate installation of the following in accordance with the requirements of the National Electrical Code:

- (a) Underground communication cables;
- (b) Underground distributions cables for power and street lighting from a common distribution system, and the equipment and housing necessary in the operation of the distribution system; and
- (c) Adequate provision for street light lamps and standards in accordance with a design approved by Council.

The subdivider shall bear the increase in costs, if any, over the normal mode of construction of communication or electrical lines and facilities, as determined by the telephone or electric company involved in accordance with the rules and regulations of the telephone or electric company involved.

The Village Engineer may authorize relief from the underground communication regulations when undue hardship may result from strict compliance. In granting such relief, the Village Engineer shall prescribe only conditions that he deems necessary or desirable for the public interest and when he finds that there are special circumstances or conditions affecting the property such that the strict application of the provisions of this section would deprive the applicant of the reasonable use of this land.

##### **Requirements for Underground Electric Power and Street Lighting:**

In a new subdivision of five (5) or more lots, all communication, electric power and street lighting wires, conduits or cables to serve lots in such subdivision shall be constructed underground and upon easements provided for utilities, except that those wires, conduits or cables owned by or serving individual customers and located wholly on the customer's property need not be located upon easements. The subdivider shall bear the increase in costs, if any, over the normal mode of construction on of electric lines and facilities, as determined by the telephone or electric company involved in accordance with the rules and regulations of the telephone or electric company.

All underground communication, electric power and street lighting wires, conduits or cables shall be constructed in accordance with the standards required in the *Public Utilities Commission of Ohio Rules, Regulations and Specification for Situations Where Electric Lines Cross or More or Less Parallel the Line of a Railroad, Interurban Railway, or Other Public Utility and Safety Rules for Electric Supply and Communication Lines*, published by the State of Ohio, 1967, or by other regulations of the Public Utilities Commission of Ohio.

Provisions shall be made for the installation of street lighting, as required in Section 6.1.8, by the electric utility serving the subdivision at a minimum mounting height of fifteen feet (15') for luminaries and spaced no farther apart than every fourth (4<sup>th</sup>) lot. Provisions shall be made for the installation of street lighting standards on major or collector streets by the electric utility serving the subdivision to provide lighting intensity meeting the minimum recommendations of American Standard Practice for Roadway Lighting.

The wiring used shall be safety insulated and/or de-energized.

The developer shall make arrangements for the installation of gas mains and shall submit drawings to the Village Engineer for approval.

The provisions of this section shall be applicable to all zoning districts.

### 6.1.5 Sewer and Water Facilities

Adequate central sanitary sewer and water supply systems shall be provided by the subdivider, either by the installation of new systems or by connection to existing systems which are deemed adequate by the Village Engineer to handle the additional demands and volume which will result from the proposed subdivision for private or on-site treatment systems. The subdivider, prior to the submission of said plat for approval by the Commission must receive the prior written approval for the extension or installation of said central water system and central sanitary sewer system from the Village Engineer, the County Health Department or the Ohio Environmental Protection Agency, and the particular private or on-site utilities involved. The Commission may grant an appropriate variance from the foregoing requirements when one (1) or more of the following conditions are met:

- (a) Each of the proposed lots is two (2) acres or larger in area and has an average width of two hundred feet (200') or more with frontage on a public street and that rural density of development is approved for the area in which the subdivision is proposed and provided that written evidence is submitted that the subdivider shall have demonstrated to the satisfaction of the Ohio Environmental Protection Agency and the County Health Department that the subsoil conditions are suitable for individual sewage disposal facilities.
- (b) Where:
  1. central sanitary sewer systems cannot be provided because of location or other reasons as determined by the Ohio Environmental Protection Agency or because of the inability to connect with existing sanitary sewers  
Or
  2. central water supply systems cannot be provided because of inadequate water supply as determined by the Ohio Environmental Protection Agency, and
  3. it appears that urban density of development would be approved for the area in which the subdivision is proposed, the subdivider may be permitted to develop interim individual sewage disposal and/or water supply systems, provided that written evidence is submitted that the subdivider shall have demonstrated to the satisfaction of the Ohio Environmental Protection Agency and County Health Department that the subsoil conditions are suitable for the individual sewage disposal facilities, and each of the proposed lots is two (2) acres in area and has an average width of two hundred feet (200') or more with frontage on a public street.

### 6.1.6 Public Sites

The Commission shall require the dedication of land for parks, playgrounds, open space and/or school sites as specified in the following table. Where a comprehensive land use and thoroughfare plan showing the planned location of such public sites has been adopted by the Village and certified to the Commission, the Commission shall require that such dedication be in conformance with said plan. Where the land area shown on said plan for public sites exceeds the amount required by the following table, such additional land shall be reserved for a period of one (1) year to permit said land to be acquired by the appropriate public body. If no public site is indicated on the land use and thoroughfare plan, Planning and Zoning Commission shall either require dedication of land acceptable to the Planning and Zoning Commission for Public Sites as indicated in the table or require a cash payment equal to the average value of such land in its condition as of the date of application, as assessed by the County Auditor on the most recent tax records. Any payment in lieu of dedication of public land shall be deposited in a savings account in the Village's name and shall be used to purchase or improve school or park sites which will serve the subdivision for which the payment was made. The developer shall transfer title of the land set aside for dedication at such time as the developer is able to transfer lots.

It is recommended that the public sites for schools be at least ten (10) acres in area; sites for neighborhood parks be at least seven (7) acres; and school-park sites be at least fifteen (15) acres in area. It is also recommended that public sites in adjoining subdivisions be located together so that larger, more usable sites are created.

Such land may not be disturbed for construction purposes or for any other purposes without the prior written consent of the Village Council.

Any land to be dedicated for public park or open space shall be maintained in its natural state. If disturbed due to construction, it shall be graded, fertilized, seeded and landscaped according to the instruction of the Village Engineer, subject to the approval of the Village Council.

**PUBLIC SITES REQUIRED**

Average Lot Area In Square Feet Single-Family Residential	Land Area Required for Public Use
43,560 or more	0.06 acre per gross acre in subdivision
20,001 to 43,500	0.07 acre per gross acre in subdivision
12,001 to 20,000	0.08 acre per gross acre in subdivision
8,000 to 12,000	0.09 acre per gross acre in subdivision
Less than 8,000	0.10 acre per gross acre in subdivision
Multi-Family	0.12 acre per gross acre in subdivision

**6.1.7 Monuments**

Monuments shall be one inch (1”) pipe or steel rods set in and running through a poured concrete block at least six inches (6”) in diameter and at least thirty inches (30”) long, and the bottom of such block shall be set at least thirty inches (30”) deep below finished grade in the plat, and the points at which they may be found shall be designated on the plat. All monuments set in pavement shall be set in standard type monument boxes. Where new streets intersect exiting highways, monuments may be placed on the center line of the new road at the right-of-way of the existing road.

Iron pins shall be set at all lot corners and in all changes in lot direction and at the point of tangency of all right-of-way curves.

**6.1.8 Schedule of Required Improvements**

	Single-Family Residential Subdivision Zoning District			Multi-Family Residential, Industrial, and Business Subdivisions
	R-3	R-2	R-1	
Drainage Grading	streets, blocks and lots	streets, blocks and lots	streets	streets, blocks and lots
Storm Systems	sewer system	sewer system	swales with sewer system	sewer system
Street Improvements (for both new and existing streets)	SEE SECTION 6.1.3 (C)			
Pavement	required	required	required	required
Curbs and Gutters	required	required	not required	required
Sidewalks	both sides	one side	none	required both sides
Street Lights	required	at intersection	at intersection	required
Street Signs	required	required	required	required
Street Trees	required	required	required	required
Underground Utilities	required	required	required	required
Sewer and Water	central systems	central systems	well septic	central systems
Monuments	required	required	required	required

**6.2 OVERSIZE AND/OR OFF-SITE IMPROVEMENTS**

Oversize and/or off-site extensions of utilities, pavements and other improvements shall be designed and constructed to facilitate the orderly development of nearby land which is an integral part of the neighborhood service or drainage area. Where the Village Engineer determines that improvements in excess of the size needed to serve the proposed subdivision are necessary, the subdivider shall install all improvements required to serve his subdivision plus the additional oversize and/or off-site improvements required. Such improvements shall be available for connection by individual property owners and/or subdividers of adjoining land.

**6.3 CONSTRUCTION REQUIREMENTS**

**6.3.1 Preconstruction Meeting and Work Schedule**

A preconstruction meeting will be held with the Village Engineer, the Service Director, and the Zoning Inspector prior to the commencement of any project. At this time, the project will be discussed in regard to procedure, plans, specifications, materials, inspections, fees, etc.

### 6.3.2 Inspections

#### A. Responsible Official

The responsible official is the Village Engineer.

#### B. Authority and Duties of Inspectors

Inspectors employed by the Village Engineer shall be responsible to inspect any work done and all materials furnished. Such inspection may extend to all or any part of the work and to the preparation, fabrication or manufacture of the materials to be used. The Inspector shall not be authorized to revoke, alter or waive any requirements of the specifications or plans. He shall be authorized to call to the attention of the contractor any failure of the work or materials to conform to the plans, specifications, subdivision regulations and contract. He shall have the authority to reject materials which do not meet specification requirements or suspend the portion of the work involved until any question at issue can be referred to and decided by the Engineer.

Inspection during the installation of improvements shall be made by the Inspector to ensure conformity with the approved plans and specifications as contained in the subdivider's construction agreement (see 7.7 for fees). Daily inspector reports shall be submitted to the Village Zoning Inspector.

#### C. Final Inspection

Upon completion of all the improvements, the subdivider shall request in writing a final inspection by the Engineer as required under Section 711.091 of the Ohio Revised Code. The Village Engineer shall make a final inspection of all improvements installed by the developer that fall under the Village Engineer's authority.

### 6.3.3 Construction Responsibilities

#### A. Cooperation of Subdivider and/or Contractor

The subdivider and/or contractor shall have available on the project, at all times, two (2) approved copies of all required plans and specifications. He shall cooperate with the Engineer and with other contractors in every way possible. The subdivider and/or contractor shall at all times have competent superintendent acting as his agent on the project.

The superintendent shall be capable of reading and thoroughly understanding the plans and specifications. He shall have full authority to execute the plans and specifications and to supply promptly such materials, tools, plant equipment and labor as may be required. A superintendent shall be furnished regardless of the amount of work sublet.

#### B. Work Schedule

The subdivider and/or contractor shall submit weekly work schedules every Friday for the following week's work as required by the Engineer. (Forms provided by Engineer).

All work must be inspected and approved by the Engineer. Unsatisfactory progress reports will be returned for revision. The normal work week is assumed to be an eight (8) hour day, Monday through Friday; if overtime will be needed, it shall be indicated on the schedule and approved in advance by the Zoning Inspector pursuant to the Codified Ordinances of Richfield Section 511.06.

#### C. Grade Stakes

Pavement and sewer grade stakes shall be set at twenty-five foot (25') intervals on horizontal and vertical curves and for all grades less than one percent (1%). Tangent pavement grades and pipe grades over one percent (1%) may be set at a maximum interval of fifty feet (50'). The inspector may ask for additional grade stakes if it is deemed necessary.

**D. Repair Damage**

Any damage done to the improvements by construction, traffic, local traffic or by any other means shall be repaired or the damaged materials replaced before the next item of construction is begun.

**E. Final Clean Up**

Upon completion of the work and before acceptance, the subdivider and/or contractor shall clean up all ground occupied or affected by him in connection with the work. The entire area shall be left in a neat and presentable condition satisfactory to the Inspector.

**F. Maintenance of Improvements on Dedicated Streets**

The subdivider shall be responsible for the maintenance of the improvements during the construction period and shall be responsible for providing the services necessary to guarantee access to all occupied lots until final acceptance of the improvements by the Village. The subdivider shall be notified by the Engineer, Village Council, or the Commission of the need for said maintenance or service within the time specified, the Village may perform said maintenance or service and bill the subdivider for said service. Payment shall be guaranteed by the Performance Bond. In addition, the subdivider shall maintain all improvements for such periods specified in 6.4.6 Maintenance Guarantees.

**6.4 AGREEMENTS AND GUARANTEES**

All bonds and insurance required under this Section shall be secured from companies authorized to do business in the State of Ohio and approved by the Director of Law and shall be deposited and remain at all times with the Village Director of Finance.

**6.4.1 Construction Agreement**

To assure construction and installation of improvements required by these Regulations, the subdivider shall execute a construction agreement with the Village Council in form and substance as determined by the Engineer and approved by the Village Director of Law. This agreement shall provide that all such improvements shall be constructed and installed at the subdivider's expense in compliance with standards and specification for each of the various types of improvements; such improvements shall be available to and for the benefit of the lands within such subdivisions; that some improvements will be completed and installed within eighteen (18) months of the date of the approval on the Improvement Plan of the final plat as permitted according to 3.4.2(c)1. Any further provisions that the Village Director of Law may deem necessary in the public interest may be added.

**6.4.2 Commencement of Improvements**

No construction of any improvements or clearing, grubbing, and grading shall be commenced prior to the approval of the construction agreement by the Village Council.

**6.4.3 Performance Guarantee**

The subdivider, in lieu of actual installation or completion of the required improvements when requesting approval of a final plat, shall execute and file a construction agreement and cash bond, or letter of credit, in accordance with these Regulations.

For the purpose of satisfying the cash bond, or letter of credit, requirement of this section, it shall be sufficient for the subdivider to submit the guarantee of a solvent bond or other financial institution that funds in the amount of the cash bond requirement have been committed to the installation of such improvement, in accordance with Section 1151.298, Ohio Revised Code, and that such funds will be disbursed by said bank or financial institution without the prior approval of the Engineer.

**A. Term of Guarantee**

Guarantee shall be for a period of not longer than eighteen (18) months unless the Village Council extends the time period by Resolution.

The Council may at this time determine to do one of the following:

1. Extend the financial guarantee time period by Resolution for a period not to exceed six (6) months if they determine weather conditions or other unusual factors have caused delay that make strict enforcement unreasonable. At this time, the financial guarantee may be increased by an amount recommended by the Engineer.
2. Order the bond to be forfeited and the Village Director of Law to arrange for the construction as planned. The Director of Law shall take such action as is necessary to acquire said bond for this purpose.

**B. Amount of Guarantee**

The financial guarantee shall be in an amount equal to the Engineer's current estimate of the cost of completion of all improvements, should the developer fail to perform.

**6.4.4 Maintenance Guarantee**

A cash maintenance Bond or letter of credit shall be posted with the Village Director of Finance in the amount of ten percent (10%) of the cost of improvements and shall be arranged for a period of eighteen (18) months from the date of acceptance of improvements by the Council of the Village of Richfield. This bond is to be posted at the same time as the Performance Guarantee.

The subdivider shall be responsible for routine maintenance of all improvements and shall repair all failures due to faulty construction as soon as they become apparent. The subdivider shall also make repairs due to erosion or abuse by utility companies and shall repair all failures for all other reasons during the Maintenance Guarantee period. The streets and other improvements shall be in a condition acceptable to the Engineer and Village Council at the end of the maintenance period. If the subdivider fails to perform said maintenance to the complete satisfaction of the Village, the Village Council, may use such cash Maintenance Guaranteed to make necessary repairs at their discretion.

**6.4.5 Liability Insurance**

The subdivider shall furnish such insurance as is deemed necessary by the Village Director of Law, which shall indemnify and save harmless the Village from any and all liability arising by reason of the conditions which may arise or grow out of the construction or installation of such facilities. The insurance shall be of such duration as determined by the Director of Law, but shall in no case be allowed to expire earlier than the effective period of any Maintenance Bond. A copy of the insurance policy shall remain at all times with the Village Director of Finance.

**6.4.6 Title Guarantee**

A Title Guarantee shall be furnished to the Village Council when the plat is submitted for approval to guarantee that the title of the lands to be dedicated are as indicated on the final plat. A certification that current taxes are paid shall also be submitted.

## ARTICLE VII ADMINISTRATION AND ENFORCEMENT

### 7.1 ADMINISTRATION

The Commission, the Zoning Inspector, and the Village Engineer shall administer these Regulations jointly as specified herein, except where specific authority is given to another Village office as set forth in these Regulations. The Zoning Inspector shall provide periodic reports to Council and the Major as to the progress of improvements.

### 7.2 MODIFICATIONS

Where the Planning and Zoning Commission finds that the land involved in a subdivision is of such size or shape, is subject to such title limitations, is affected by such topographical conditions, or is to be devoted to such usage that it is impossible or impracticable in the particular proposal for the developer to conform fully to a provision of these Subdivision Regulations, the Planning and Zoning Commission may accept such adjustments as may be reasonable, if within the general intent and purpose of these Regulations.

### 7.3 APPEALS

A developer aggrieved by any action of the Planning and Zoning Commission in regard to refusal to approve a subdivision may, within sixty (60) days after such refusal, appeal to the appropriate court to correct errors of law and/or questions of fact.

### 7.4 RECORDING OF PLAT

No plat of any subdivision shall be recorded in the office of the County Recorder until it has been approved in the manner prescribed herein. In the event any such unapproved plat is recorded, it shall be considered invalid; and the Village shall institute proceedings to have the plat stricken from the County records.

### 7.5 SALE OF LAND IN SUBDIVISION

No owner, or agent of the owner, of any land located within a proposed subdivision shall transfer or agree to transfer ownership in the future by reference to, exhibition of, or by the use of a plan or plat of a subdivision before such plan or plat has been approved and recorded in the manner prescribed herein. Any sale or transfer contrary to the provisions of this Section is void. The description of such subplot or parcel by metes and bounds in the instrument of transfer or other documents used in the process of selling or transferring shall not exempt the transaction from the provisions of these Regulations.

### 7.6 REVISION OF PLAT AFTER APPROVAL

No changes, erasures, modifications or revisions shall be made in any plat of subdivision after approval has been given by the Commission and an endorsement is made in writing on a plat, unless the plat is first resubmitted and the changes approved by the Commission.

Division of any parcel within a proposed subdivision requires a resubmitted plat.

## 7.7 FEES

### 7.7.1 Filing Fees

As per Council – Annually.

#### A. Plan Checking and Field Inspection Fees

At the time calculations, plats, improvements plans, profiles specifications, etc., are submitted by the subdivider for review, the Village Engineer shall prepare an estimate of cost for office checking of all such data. The Subdivider shall thereupon deposit with the Village Finance Director an amount of money equal to said estimated costs. All work done by the Village Engineer in connection with checking, computing and correcting such plans for improvements shall be charged against such deposit. If, during the progress of the work, the cost thereof appears to exceed the amount so deposited, the Village Engineer shall notify the subdivider of this fact and shall do no further work in connection with such review until the subdivider has deposited such additional sum of money determined necessary by the Village Engineer to cover the cost of the work. The subdivider shall also pay the total cost of field inspection of the improvements during construction. The inspection fees shall be determined by the Village Engineer and deposited with the Village Finance Director. The inspector's salary shall be paid from the inspection fee. The subdivider is held responsible for all inspection fees, which will be payable monthly. The performance bond posted by the subdivider guarantees the payment of all inspection fees and no bonds will be released until all inspection fees have been paid in full.

## 7.8 PENALTIES

Whoever willfully violates any rule or provision of these Regulations or fails to comply with any order pursuant thereto shall forfeit and pay not less than ten dollars (\$10.00) nor more than one thousand dollars (\$1,000.00). Such sum may be recovered, with costs, in a civil action brought in the Court of Common Pleas of the County by legal representative of the Village, in the name of the Village and for the use thereof (Ohio Revised Code, 711.102).

Any person, whether he be the owner or agent of the owner who transfers any subplot, parcel or tract of such land from or in accordance with the plat of subdivision before such plat has been recorded in the office of the County Recorder, shall forfeit any pay the sum of not less than ten dollars (\$10.00) nor more than five hundred dollars (\$500.00) for each subplot, parcel, or tract of land so sold. The description of such subplot, parcel or tract by metes and bounds in the deed or transfer shall not serve to exempt the seller from the forfeiture provided in this action (Ohio Revised Code 711.13).

Any person who disposed of or offers for sale or lease for a time exceeding five (5) years any subplot or any part of a subplot in a subdivision before the provisions of these Regulations are complied with, shall forfeit and pay five hundred dollars (\$500.00) for subplot or part of a subplot so sold, offered for sale, or leased, to be recovered with costs in civil action, in the name of the Village Director of Finance for the use of the Village.

## 7.9 SEVERABILITY

If any article, section, paragraph, clause or part of these Regulations is held invalid by a court, such judgement shall not affect the validity of the remaining provisions of these Regulations.

**7.10 RELATION TO OTHER LAWS**

The provisions of these Regulations shall supplement any and all laws of the State of Ohio, ordinance of the Village, or any and all rules and regulations promulgated by authority of such law or ordinances relating to the purpose of these Regulations. If these Regulations are at variance with the requirements of any other lawfully adopted rules, regulations, ordinances, or resolutions, the most restrictive or that imposing the higher standards shall govern.

**7.11 AMENDMENTS**

These Regulations may be amended after public hearing and other requirements are specified in the appropriate section of the Village Charter.



**APPENDIX A**  
**MINOR SUBDIVISIONS**



MINOR SUBDIVISION APPLICATION

Date: \_\_\_\_\_

Application No. \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_

LOCATION OF LOT SPLIT: \_\_\_\_\_

DESCRIPTION OF PROPERTY:	North property line	_____	ft.
	East property line	_____	ft.
	South property line	_____	ft.
	West property line	_____	ft.

TOTAL ACRES: \_\_\_\_\_

The undersigned applies for a minor subdivision approval under Section 711.131 of the Ohio Revised Code, and/or the Village of Richfield Charter, and certifies all material submitted with this application is true and correct and complies with the Subdivision Regulations of the Village of Richfield.

The undersigned shall bear all research fees.

Signature \_\_\_\_\_

Name \_\_\_\_\_

(Please print)



MINOR SUBDIVISION APPLICATION

SUMMIT COUNTY HEALTH

NAME OF OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_

LOCATION OF LOT SPLIT: \_\_\_\_\_

DESCRIPTION OF PROPERTY: North property line \_\_\_\_\_ ft.
East property line \_\_\_\_\_ ft.
South property line \_\_\_\_\_ ft.
West property line \_\_\_\_\_ ft.

TOTAL ACRES: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

Date Reviewed by Summit County Health: \_\_\_\_\_

[ ] Approved for Building site(s); Individual Sewer System(s) has been Approved
Date: \_\_\_\_\_ Signed: \_\_\_\_\_

[ ] Approved for Transfer; No Building Site Approval Granted.
Date: \_\_\_\_\_ Signed: \_\_\_\_\_
Signature: \_\_\_\_\_

Please attach any drawings or letters of approval as received from the Summit County Health Department.



## MINOR SUBDIVISION APPLICATION

### CHECKLIST

Information as required in section 4.2, page 20.

Item Number	Description	Checked by Initials	Village Use
4.2.1	Documentation	_____	_____
(a)	Fee	_____	_____
(b)	Proof of Ownership	_____	_____
(c)	Legal Description	_____	_____
(d)	Gummed Labels	_____	_____
4.2.2	Private Survey Plat As per all the items listed	_____	_____



**APPENDIX B**  
**MAJOR SUBDIVISIONS**



MAJOR SUBDIVISION APPLICATION

PRELIMINARY DISCUSSION MAP

See section 4.3.1, page 23.
(Optional)

Date: \_\_\_\_\_

Application No. \_\_\_\_\_

NAME OF SUBDIVISION: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_

LOCATION OF LOT: \_\_\_\_\_

DESCRIPTION OF PROPERTY: North property line \_\_\_\_\_ ft.
East property line \_\_\_\_\_ ft.
South property line \_\_\_\_\_ ft.
West property line \_\_\_\_\_ ft.

PROPOSED USE: \_\_\_\_\_

PRESENT ZONING DISTRICT: \_\_\_\_\_

PROPOSED ZONING CHANGES: \_\_\_\_\_

NUMBER OF LOTS: \_\_\_\_\_ AREA OF PARCEL: \_\_\_\_\_

TOTAL ACRES: \_\_\_\_\_

The undersigned applies for a Preliminary Discussion on a Major Subdivision. The following material meets with Section 711.131 of the Ohio Revised Code, and/or the Village of Richfield Charter. The undersigned certifies all material submitted with this application is true and correct and complies with the Subdivision Regulations of the Village of Richfield.

The undersigned shall bear all research fees.

Signature \_\_\_\_\_

Name \_\_\_\_\_

(Please print)



**MAJOR SUBDIVISION APPLICATION**

**PRELIMINARY DISCUSSION MAP**  
(Optional)

**CHECKLIST**

Information as required in section 4.3.1, page 23.

Item Number	Description	Checked by Initials	Village Use
4.3.1	Preliminary Discussion Map		
(a)	Location, boundaries	_____	_____
(b)	Existing highways	_____	_____
(c)	Summit County Health	_____	_____
(d)	Utility transmission lines and easements	_____	_____
(e)	Existing Zoning	_____	_____
(f)	Topography	_____	_____
(g)	Proposed streets, lots, public space, easements, existing buildings, etc.	_____	_____
(h)	Proof of ownership	_____	_____





**MAJOR SUBDIVISION APPLICATION**

**PRELIMINARY DISCUSSION MAP**

(Optional)

**SUMMIT COUNTY HEALTH**

(Cont'd.)

**FOR OFFICE USE:**

Date Received: \_\_\_\_\_

Date Reviewed by Summit County Health: \_\_\_\_\_

Approved for Building site(s); Individual Sewer System(s) has been Approved.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Approved for Transfer; No Building Site Approval Granted.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Signature: \_\_\_\_\_

Please attach any drawings or letters of approval as received from the Summit County Health Department.



MAJOR SUBDIVISION APPLICATION

PRELIMINARY PLAN REVIEW

See section 4.3.2, page 24.
(Optional)

Date: \_\_\_\_\_

Application No. \_\_\_\_\_

NAME OF SUBDIVISION: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_

NAME OF SURVEYOR OR ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

DESCRIPTION OF PROPERTY: North property line \_\_\_\_\_ ft.
East property line \_\_\_\_\_ ft.
South property line \_\_\_\_\_ ft.
West property line \_\_\_\_\_ ft.

TOTAL ACRES: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

PRESENT ZONING DISTRICT: \_\_\_\_\_

PROPOSED ZONING CHANGES: \_\_\_\_\_

NUMBER OF LOTS: \_\_\_\_\_ AREA OF PARCEL: \_\_\_\_\_

ARE THERE PROPOSED DEED RESTRICTIONS? YES \_\_\_\_\_ NO \_\_\_\_\_
(If yes, please attach a copy of the proposed restrictions)



**MAJOR SUBDIVISION APPLICATION**

**PRELIMINARY PLAN REVIEW**

**SUMMIT COUNTY HEALTH**

(Cont'd.)

**FOR OFFICE USE:**

Date Received: \_\_\_\_\_

Date Reviewed by Summit County Health: \_\_\_\_\_

Approved for Building site(s); Individual Sewer System(s) has been Approved.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Approved for Transfer; No Building Site Approval Granted.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Signature: \_\_\_\_\_

Please attach any drawings or letters of approval as received from the Summit County Health Department.





**MAJOR SUBDIVISION APPLICATION**

**PRELIMINARY PLAN REVIEW**

(Cont'd.)

**PROPOSED IMPROVEMENTS AND UTILITIES.**

(Please state your intention to install or post a guarantee prior to actual installation.)

	<b>Improvement</b>	<b>Installation</b>	<b>Guarantee</b>
a)	_____	_____	_____
b)	_____	_____	_____
c)	_____	_____	_____
d)	_____	_____	_____
e)	_____	_____	_____

**LIST ANY OTHER INFORMATION SUBMITTED WITH APPLICATION.**

	<b>Item</b>	<b>Number</b>
a)	_____	_____
b)	_____	_____
c)	_____	_____
d)	_____	_____
e)	_____	_____

The undersigned applies for a Preliminary Plan Review of a Major Subdivision. The following material meets with Section 711.131 of the Ohio Revised Code, and/or the Village of Richfield Charter. The undersigned certifies all material submitted with this application is true and correct and complies with the Subdivision Regulations of the Village of Richfield.

The undersigned shall bear all research fees.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

(Please print)

Registered Surveyor or Engineer: \_\_\_\_\_



**MAJOR SUBDIVISION APPLICATION**

**PRELIMINARY PLAN REVIEW**

**CHECKLIST**

Information as required in section 4.3.2, page 24.

Item Number	Description	Checked by Initials	Village Use
4.3.2	Preliminary Plan		
(a)	Fee	_____	_____
(b)	1. Application 2. Check List 4. Gummed Labels 5. Proof of Ownership	_____ _____ _____ _____	_____ _____ _____ _____
(c)	Vicinity Map (Showing all items listed pg. 24)	_____	_____
(d)	Preliminary Plan Drawing (Showing all items listed pg. 25 – pg. 28)	_____	_____
2. (a)	Deed Description	_____	_____
3. (i)	Erosion Control (SSWCD)	_____	_____
3. (k)	Summit County Health	_____	_____

**MAJOR SUBDIVISION APPLICATION**

**IMPROVEMENT PLAN REVIEW**

See section 4.3.4, page 31.

Date: \_\_\_\_\_

Application No. \_\_\_\_\_

NAME OF SUBDIVISION: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_

NAME OF SURVEYOR OR ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE PRELIMINARY PLAT APPROVAL: \_\_\_\_\_

WAS A ZONING CHANGE REQUESTED? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, the plat may not be approved until it conforms with local zoning. Include a certification of zoning compliance if a change was requested.

HAVE ALL IMPROVEMENTS BEEN INSTALLED? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, include detailed estimates of cost and a statement relative to the method of improvement guarantee. All estimates must be approved by the responsible municipal official.

ARE THERE PROPOSED DEED RESTRICTIONS? YES \_\_\_\_\_ NO \_\_\_\_\_

(If yes, please attach a copy of the proposed restrictions)



**MAJOR SUBDIVISION APPLICATION**

**IMPROVEMENT PLAN REVIEW**

(Cont'd.)

**LIST ANY OTHER INFORMATION SUBMITTED WITH APPLICATION.**

Item	Number
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____
e) _____	_____

The undersigned applies for a Preliminary Plan Review of a Major Subdivision. The following material meets with Section 711.131 of the Ohio Revised Code, and/or the Village of Richfield Charter. The undersigned certifies all material submitted with this application is true and correct and complies with the Subdivision Regulations of the Village of Richfield.

The undersigned shall bear all research fees.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

(Please print)

Registered Surveyor or Engineer: \_\_\_\_\_



**MAJOR SUBDIVISION APPLICATION**

**IMPROVEMENT PLAN REVIEW**

**CHECKLIST**

Information as required in section 4.3.4, page 31.

Item Number	Description	Checked by Initials	Village Use
4.3.4	Improvement Plan		
(a)	Application	_____	_____
(b)	Improvement Plan Drawing (Show all items listed pg. 29 – pg. 31)	_____	_____



**MAJOR SUBDIVISION APPLICATION**

**FINAL PLAT REVIEW**

See section 4.3.3, page 29.

Date: \_\_\_\_\_

Application No. \_\_\_\_\_

NAME OF SUBDIVISION: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_

NAME OF SURVEYOR OR ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE PRELIMINARY PLAT APPROVAL: \_\_\_\_\_

WAS A ZONING CHANGE REQUESTED? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, the plat may not be approved until it conforms with local zoning. Include a certification of zoning compliance if a change was requested.

HAVE ALL IMPROVEMENTS BEEN INSTALLED? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, include detailed estimates of cost and a statement relative to the method of improvement guarantee. All estimates must be approved by the responsible municipal official.

ARE THERE PROPOSED DEED RESTRICTIONS? YES \_\_\_\_\_ NO \_\_\_\_\_

(If yes, please attach a copy of the proposed restrictions)



**MAJOR SUBDIVISION APPLICATION**

**FINAL PLAT REVIEW**

(Cont'd.)

**LIST ANY OTHER INFORMATION SUBMITTED WITH APPLICATION.**

Item	Number
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____
e) _____	_____

The undersigned applies for a Final Plat Review of a Major Subdivision. The following material meets with Section 711.131 of the Ohio Revised Code, and/or the Village of Richfield Charter. The undersigned certifies all material submitted with this application is true and correct and complies with the Subdivision Regulations of the Village of Richfield.

The undersigned shall bear all research fees.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

(Please print)

Registered Surveyor or Engineer: \_\_\_\_\_



**MAJOR SUBDIVISION APPLICATION**

**FINAL PLAT REVIEW**

**CHECKLIST**

Information as required in section 4.3.3, page 29.

Item Number	Description	Checked by Initials	Village Use
4.3.3	Final Plat		
(a)	Application	_____	_____
(b)	Final Plat Drawing (Show all items listed pg. 29 – pg. 31)	_____	_____

