

**CHAPTER 1205  
Procedure for Subdividing**

**1205.01 Subdivisions involving  
five lots or less.**

**1205.02 Subdivisions involving  
five lots or more.**

**1205.01 SUBDIVISIONS INVOLVING FIVE LOTS OR LESS.**

(a) A proposed division of a parcel of land shown as a unit on the tax roll (duplicate) as of October 30, 1972, may be submitted to the Planning Board's staff for approval without a plat if the proposed division of a parcel of land meets all of the following conditions:

- (1) The proposed division is located along (fronts upon) an existing public road other than a controlled or limited access road and involves no opening, widening, or extension of any street or road.
- (2) No more than five (5) lots are involved after the original parcel has been completely subdivided.
- (3) The proposed subdivision is not contrary to applicable platting, subdividing, or zoning regulations.
- (4) The property has been surveyed and a surveyor's drawing and legal description of the property is submitted.
- (5) The proposed division has been approved by the Clark County Combined Health District when public sewer and/or water is not available.

(b) If approval is given under these provisions, the Planning Board, acting through a properly designated representative, shall within seven (7) working days after submission of required items and information, approve such proposed division and, upon presentation of a conveyance for said parcel, shall stamp "Approved by the City Planning Board of the City of Springfield, Ohio: No Plat Required," or "Approved by the [insert specific commission name] Regional Planning Commission: No Plat Required," as applicable, and the authorized representative of the Planning Board shall sign the conveyance. Each approval shall be void after ninety (90) days.

(c) An application fee of ten dollars (\$10.00) per approval stamp, a drawing, and a written legal description shall be required for submission of a subdivision. A drawing based on a survey showing location of property and giving dimensions and other such information as may be necessary.

(d) When the existing street right-of-way width within the corporate limit is

inadequate as determined by the Thoroughfare Plan involved, and if the right-of-way width within the corporate limit as proposed by the Thoroughfare Plan is fixed and documented, a conveyance in the form of a separate deed shall be required to satisfy said right-of-way width deficiency. However, the strip of land to satisfy said right-of-way width deficiency need not exceed fifty (50) feet measured from the centerline of the right-of-way. The grantor shall not be required to install street improvements. Such conveyance shall be made to the City and the deed for which lot split approval is sought shall exclude from its operation such land hereby required to be conveyed to the City.

#### **1205.02 SUBDIVISIONS INVOLVING MORE THAN FIVE LOTS.**

(a) Prior to preparing the first phase of the plan it is strongly recommended that the subdivider seek the counsel of the staff at the outset by submitting a sketch plan, the contents of which are described in Section 1205.02(b) below. The staff shall, within five (5) working days, inform the subdivider that the sketch plan as submitted does or does not meet the objectives of these and other applicable regulations. The reasons along with the suggested modifications shall be given to the subdivider.

(b) The sketch plan may be in pencil showing the land in question in relation to the surrounding area. Existing and proposed streets, lots, and other features shall be shown in a manner so that the sketch plan can be properly evaluated. Sufficient information pertaining to topographic data shall be presented.

(c) Phase I of the plan will be submitted to the Planning Board's staff containing all data required in this section and all other requirements of these regulations at least 20 working days prior to the regularly scheduled meeting of the Planning Board;—provided the applicant agrees to an extension of the thirty-day time limit imposed in Ohio Revised Code §711.09. During the above-prescribed time period, the subdivision technical review agencies shall examine the plans as presented and will prepare and present to the Planning Board's staff, a written report containing specific information concerning their conclusions and recommendations on the plat as set forth in Section 1213.01(d). When the applicant agrees to an extension of the thirty-day time limit as per Section 1205.02(c), a letter advising of the contents of the returned reports shall be mailed to the subdivider, to the subdivider's developer and his engineer at least eleven (11) working days prior to the Planning Board meeting date. Any changes recommended by the subdivision technical review agencies may be incorporated into a revised Phase 1 Plan which is to be submitted to the staff by the subdivider and to the subdivider's developer. If the applicant agrees to said changes, he shall submit two (2) copies of the revised Phase I plans to the staff at least five (5) working days prior to the Planning Board meeting date. The subdivision technical review agencies shall make recommendations to the Planning Board.

- (1) Effective September 1, 2000, an application, copies of which are available in the office of the Planning Board's staff, shall be submitted together with an application fee of \$300.00 per subdivision plus \$10.00 per lot.
- (2) A preliminary soil evaluation of a proposed development shall be conducted by the Clark County Combined Health District in cooperation with the subdivider and the subdivider's developer and the engineer representing the subdivider or the subdivider's developer. The purpose of the preliminary soil evaluation is to identify the soil

limitations, hazards, and other conditions which could effect the installation and operation of on-site sewage disposal systems in the proposed subdivision by examination of test holes. This procedure is not necessary if sanitary sewer lines are to be used. The Clark County Combined Health District shall approve such subdivision to use individual water supplies or individual sewer disposal systems, or both, only if it is satisfied, after giving due consideration to the topography and soil conditions, the proposed size of lots, the number of lots proposed for the subdivision, and other matters which may affect the operation of the individual water supplies or individual sewage disposal systems, or both, and to the regulations of the health district governing such systems, that individual water supplies or individual sewage disposal systems will operate satisfactorily in the subdivision and not be detrimental to the public health or cause unsanitary conditions. Any changes to street patterns, lot sizes or utility easements subsequent to the approval of the Clark County Combined Health District will require resubmission of the revised plans and re-approval by the Clark County Combined Health District.

- (3) Protective covenants, an example of which are available at the office of the Planning Board's staff, may be filed.
- (4) A vicinity sketch showing the outer boundaries of the proposed subdivision, in relation to the existing streets, lots and drainage ways, and developed land in the surrounding area, shall be incorporated on the plat map. In addition, a vicinity sketch showing the outer boundaries of the proposed subdivision, indicating proposed streets and lot lines in relation to the surrounding area, existing streets, lots, and drainage ways shall be provided on reproducible 8-1/2-inch by 11-inch paper in pencil or ink.
- (5) A preliminary drainage plan shall be filed with the staff. This plan shall consist of the amount of area (watershed) which drains into, in, and through the proposed subdivision; the origin and proposed destination of storm water; profiles of the drainage system (ditches, enclosed storm sewers and streets) throughout the subdivision; location and calculations for sizing of proposed drainage facilities which shall be designed for a ten-year storm frequency; and field tile locations where known.
- (6) The Phase I map of the proposed subdivision shall contain the following items:
  - (A) Proposed title of the subdivision. Said title shall not duplicate the name of any other subdivision already in use.
  - (B) Location by section, town, range, city and state.
  - (C) Names and addresses of the subdivider, owner, and surveyor.
  - (D) A north point and a scale of not more than one hundred (100) feet to the inch.
  - (E) Any portion of land being subdivided within a major drainage area shall be shown as it pertains to the particular area.
  - (F) The location of existing rights-of-way; easements and physical features such as drainage channels, wooded area, poles and

- power lines, fences, roads, railroads and buildings within the tract.
- (G) The location of existing rights-of-way and easements and the approximate location of buildings on unplatted land parcels, wooded areas and power lines for a distance of two hundred (200) feet from all sides of the land in question. Existing public streets shall be identified.
  - (H) The location and widths of proposed easements and rights-of-way.
  - (I) Names and addresses of owners of property abutting the proposed subdivision. When the adjoining lots are too small for owner's names and addresses to be drawn on the map itself, the lot shall be identified by numbering or lettering and the owner's names and addresses may be shown on a separate sheet to be attached to the Phase I map.
  - (J) Accurate delineation of all zoning districts in effect. If any zoning changes are contemplated by the subdivider, the proposed zoning shall be outlined.
  - (K) Existing contours with intervals of not more than five (5) feet where the slope is greater than ten (10) percent, and not more than two (2) feet where the slope is less than ten (10) percent. Elevations are to be based on sea level datum.
  - (L) The location of the bench mark used to determine the contour lines.
  - (M) The location of existing lot lines adjacent to the land to be subdivided, and the location with approximate dimensions of proposed lot lines.
  - (N) A system of lot numbering purely for identification and may be changed at time of recording.
  - (O) The location and size of existing sanitary and storm sewers, water mains, culverts, and other underground structures within the tract and adjacent thereto.
  - (P) The location of the setback lines on all proposed new lots.
  - (Q) The boundary of the subdivision indicated by a heavy line and the approximate acreage.
  - (R) Date.
  - (S) The location of all proposed street light poles and power supply lines to such poles; however, if the plan for such poles and power lines is not yet complete at the time that Phase I approval is being requested, a note shall be made on the Phase I Map and that the subdivider of the subdivider's developer is working to complete such plan with the utility that will provide power to the light poles and the City Engineering Department.

(d) In order for a Phase II plan to be considered by the Planning Board at its next regularly scheduled meeting, it must be submitted to the Planning Board's staff containing all data, required in this paragraph and all other requirements of these regulations, at least 15

working days prior to the regularly-scheduled meeting.

- (1) An application shall be filed.
- (2) A plan and profile of all streets, storm drainage lines, water lines and sanitary sewer lines, and the final computations on sizing of water lines and storm and sanitary sewers shall be submitted. A typical street cross section shall be indicated on these plans. The plans shall also show the location and type of all street lights to be installed as described in Section 1211.03(e). The plans and profile shall be prepared by or under the supervision of a registered engineer.
- (3) An estimate of the quantities and cost of all required improvements.
- (4) The final record map (Phase II of the plan) of the proposed subdivision shall conform to the approved Phase I plan and be drawn to a scale of 50-, 60-, 80-, or 100-feet per inch. This map shall be presented in either original India ink or photograph of an India ink drawing on tracing cloth or plastic drafting film, provided the signatures are original. The overall final plan shall be 18 inches by 24 inches, and shall contain all of the following items which are applicable:
  - (A) The name of the proposed subdivision and the location by section, town, range, city and state.
  - (B) Legal Description.
  - (C) A bar scale, a north point, and the acreage.
  - (D) An acknowledgment by the owner or owners of the adoption of the plat, and dedication of streets and other public areas.
  - (E) A proper acknowledgement certificate of a Notary Public.
  - (F) Certification by a surveyor, registered in the State of Ohio, that the plan represents a survey made by him or under his supervision on the date the survey was made and that except as otherwise stated upon the map, all monuments shown thereon actually exist.
  - (G) When necessary, a statement of approval by the Clark County Combined Health District.
  - (H) A statement of approval by the Planning Board and a statement of acceptance by the City Manager. If the City is the payee of a certified check or a letter of credit or is a party to a bond agreement, a statement of acknowledgment shall be provided for the City Manager.
  - (I) A list of protective restrictions, if any.
  - (J) The boundary lines of the area being subdivided with accurate dimensions and bearings. Said exterior boundary, when computed from field measurements of the ground, shall close within a limit of error of one (1) foot to five thousand (5,000) feet before balancing survey.
  - (K) A known reference point plus corporation and/or section lines transgressing the plat or immediately adjacent thereto shall be accurately tied to the lines of the subdivision by distances and bearings.
  - (L) All dedicated areas for public use plus any area reserved for future acquisition or dedication. These areas shall be identified

- and dimensioned.
- (M) The acreage of the dedicated and/or reserved areas within the plat for school, park, playground, or open space purposes.
  - (N) Length of all arcs, tangents, and radii along with internal angles, points of curvature and tangent bearings and length of all curves.
  - (O) Easements for public use, services, utilities and drainage with dimensions.
  - (P) All linear dimensions and angular measurements.
  - (Q) All lot lines with the necessary distances and bearings. A system of identifying each lot in accordance with the Clark County Auditor's Office.
  - (R) Building setback lines with dimensions.
  - (S) The location of all proposed or existing monuments and bench marks within the plat or immediately adjacent thereto.
  - (T) The location and identification of all adjacent rights-of-way, lots, alleys, and easements.
  - (U) The portion of land being subdivided within a major drainage area shall be shown as it pertains to the particular area.
  - (V) Key map.

(e) The Secretary of the Planning Board shall notify the subdivider by mail of the final action of the Planning Board within five (5) working days of said action. The subdivider shall record the plat in the office of the Recorder of Clark County, Ohio, within one (1) calendar year after the date of approval unless the Planning Board agrees to an extension. If the plat is not recorded within said time limit, the plan shall be considered void. Within twenty (20) days after the plat is recorded, the subdivider shall furnish prints and either a sepia, a photolith, or the original reproducible linen of the plat to the Planning Board's staff.