

ORDINANCE NO. 16-13
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER Brooks Compton ON THE 16th DAY OF December, 2013.

AN ORDINANCE AMENDING ORDINANCE 14-08, CHAPTER 1216 OF THE CENTERVILLE MUNICIPAL CODE, THE UNIFIED DEVELOPMENT ORDINANCE FOR THE CITY OF CENTERVILLE, OHIO, TO AMEND THE STANDARDS FOR SUBDIVISIONS AND LANDSCAPING.

PREAMBLE

WHEREAS, on the 15th day of December, 2008, the City of Centerville enacted the Unified Development Ordinance (UDO) to establish zoning regulations and to provide for its administration enforcement and amendment; and

WHEREAS, the Unified Development Ordinance establishes procedural and submittal requirements for the subdivision of land; and

WHEREAS, the City determined that said regulations be modified to consolidate these regulations for clarity and to eliminate duplicity; and

WHEREAS, it is necessary to modify and consolidate the Preservation of Trees, Street Tree, and Landscaping, Screening and Buffer Requirements sections of the UDO for clarity and to eliminate duplicity and conflicting regulations; and

WHEREAS, all requirements of Chapter 713 of the Ohio Revised Code, with regard to the adoption of the UDO and/or amendments thereto by the Planning Commission and subsequent action of the City Council have been met;

NOW, THEREFORE, the Municipality of Centerville hereby ordains:

Section 1. Ordinance Number 14-08, Chapter 1216 of the Centerville Municipal Code, passed on the 15th day of December, 2008 and as subsequently amended, be, and the same hereby is revised as follows with new language to be added in *italics* and text to be deleted in ~~strikeout~~ as provided in Section 5.02 of the Centerville Charter.

Section 2. By amending Article 5, Development Procedures as follows:

5.05 Consolidated Approvals

Where possible, this Section intends to accommodate the simultaneous processing of applications for different permits and approvals which may be required for the same development project in order to make the review process as short as possible. Such possibilities for concurrent filing and processing of applications include, but are not limited to, the following:

1. A conditional use along with a Development Plan or Major Site Plan;

2. A rezoning along with a petition for annexation; and,
3. Preliminary Plat along with a ~~Final-Record~~ Plat per Section 5.09.

5.09 Development Approvals: Categories and Criteria

Table 5-A: Development Approvals

Request	UDO Application	UDO Permit(s) Required Before Construction	Approval Authority	Initial Appeal	Second Appeal
Accessory Use, Major	Zoning Certificate Application	Certificate of Zoning Compliance (CZC)	Planning Commission	City Council	Court of Common Pleas
Accessory Use, Minor	Zoning Certificate Application	CZC	City Planner	Planning Commission	City Council
Certificate for Nonconformance	Certificate for Nonconformance	CZC	City Planner	Planning Commission	City Council
Certificate of Zoning Compliance (CZC)	Certificate of Zoning Compliance (CZC)	CZC	City Planner	Planning Commission	City Council
Change in Use	Change in Use Zoning Verification	CZC	City Planner	Planning Commission	City Council
Conditional Use	Conditional Use	Conditional Use Certificate	City Council	Court of Common Pleas	
Development Plan	Zoning Certificate Application	CZC	City Council	Court of Common Pleas	
Floodplain Permit	Floodplain Permit	Floodplain Permit	City Engineer	Planning Commission	City Council
Landscape Plan, Major	Zoning Certificate Application	CZC	Planning Commission	City Council	Court of Common Pleas
Landscape Plan, Minor	Zoning Certificate Application	CZC	City Planner	Planning Commission	City Council
Rezoning	Zoning Certificate Application	CZC	City Council	Court of Common Pleas	
Sign	Zoning Certificate Application	CZC	City Planner	Planning Commission	City Council
Site Plan, Major	Site Plan, Major	CZC	Planning Commission	City Council	Court of Common Pleas
Site Plan, Minor	Site Plan, Minor	CZC	City Planner	Planning Commission	City Council
Subdivision, Major Preliminary Plat	Subdivision Application	Letter of Approval	Planning Commission	City Council	Court of Common Pleas
Subdivision, Major Final Record Plat	Subdivision Application	Mayor and Planning Commission Chair	City Council	Court of Common Pleas	
Subdivision, Minor Lot Split	Subdivision Application	Signature of City Planner on Legal	City Planner	Planning Commission	City Council
Temporary Use	Zoning Certificate Application	CZC	City Planner	Planning Commission	City Council
Use Interpretation	Zoning Certificate Application	CZC	City Planner	Planning Commission	City Council
UDO Interpretation	Zoning Certificate Application	CZC	City Planner	Planning Commission	City Council
Variance	Variance Application	CZC	Planning Commission	City Council	Court of Common Pleas

~~I. Final Plat: A final plat must be accepted by City Council and recorded by the Montgomery County Recorder's Office before lots may be transferred.~~

~~1. Standards for Approval: The following standards shall be considered in the review of Final Plat applications:~~

~~a. The Final Plat is in accordance with the Preliminary Plat and covenants are acceptable;~~

~~b. That the Final Plat is consistent with the approved Preliminary Plat;~~

~~c. That the Final Plat is consistent with the approved Development Plan;~~

~~d. The City Engineer has approved all construction;~~

~~e. The homeowners association and other agreements have been approved by the City Attorney's Office;~~

~~f. The maintenance bonding requirements have been met; and,~~

~~g. All fees have been paid.~~

I. Reserved

~~P. Subdivision Major: A Major Subdivision is a platting of land for the purposes of development and transfer of ownership. It requires approval of a Preliminary Plat and Final Plat by the Planning Commission, acceptance by Council, and recording of the final plat prior to the transfer of land.~~

~~1. Standards for Approval: The following standards shall be considered in the review of Major Subdivision applications:~~

~~1. The proposed subdivision meets all applicable standards of the UDO;~~

~~2. The proposed lots in the subdivision shall have adequate space to accommodate the building area and other site requirements;~~

~~3. The property has been surveyed and a record plat prepared including original plat mylars and other information relating to the property has been submitted with the application including electronic copies;~~

~~4. The proposed lots have been approved for access management, utility management and stormwater management; and~~

P. Subdivision – Major: *A Major Subdivision is the platting of land for the purposes of development and transfer of ownership. It requires approval of a Preliminary Plat by the Planning Commission and approval by the City Council of the Record plat (Record Plat), and recording of the record plat prior to the transfer of land.*

1. **Preliminary Plat:** *A preliminary plat shall be approved by the Planning Commission prior to submitting a Record plat. A Preliminary Plat is a map of a subdivision of land that is submitted to the Planning Commission for purposes of preliminary consideration and approval. The following standards shall be considered in the review of a Preliminary Plat application:*

- a. *The proposed Preliminary Plat meets all applicable standards of the UDO;*
- b. *The proposed lots shall have adequate space to accommodate the building area and other site requirements;*
- c. *The property has been surveyed to provide boundary, topographic, utility and other information relating to the property shall be submitted with the application;*
- d. *The proposed lots have been approved for access management, utility management and stormwater management; and*
- e. *The proposed lots have been approved relative to emergency access.*
- f. *A Development Plan or a Residential Cluster Development Plan may be substituted for a Preliminary Plat in accordance with the requirements of the UDO.*

2. **Record plat:** *A record plat must be accepted by City Council and recorded by the Montgomery County Recorder's Office before lots may be transferred. The following standards shall be considered in the review of Record plat applications:*

- a. *That the Record plat is consistent with the approved Preliminary Plat, Development Plan, or Residential Cluster Development;*
- b. *The property has been surveyed and a record plat prepared including all information relating to the property has been submitted with the application including electronic copies;*
- c. *The City Engineer has approved all construction plans and documents prior to recording of the plat;*
- d. *Execution of a Subdivider's Agreement is required with the City of Centerville.*

- e. *Documents establishing any owners association and other development agreements have been approved by the Municipal Attorney's Office;*
- f. *The maintenance bonding requirements have been met.*

~~Q. **Subdivision – Minor:** A Minor Subdivision or lot split is a division of a single parcel of land or lot with no public improvements that is approved by the City Planner and does not require a plat to be approved by Planning Commission.~~

~~2. **Standards for Approval:** The following standards shall be considered in the review of Minor Subdivision applications:~~

- ~~a. The proposed subdivision meets all applicable standards of the UDO;~~
- ~~b. The proposed subdivision shall have adequate area to accommodate the building area and other site requirements;~~
- ~~c. The property has been surveyed and an acceptable drawing, legal description and other information relating to the property has been submitted with the application;~~
- ~~d. The proposed lot has been approved for access management and stormwater management; and~~
- ~~e. The proposed lot has been approved relative to emergency access.~~

*Q. **Subdivision – Minor:** A Minor Subdivision or Lot split is a division of a single parcel of land or lot with no public improvements that is approved by the City Planner and does not require a plat to be approved by Planning Commission. The following standards shall be considered in the review of Minor Subdivision applications:*

- 1. The proposed subdivision meets all applicable standards of the UDO;*
- 2. The proposed subdivision shall have adequate area to accommodate the building area and other site requirements;*
- 3. The property has been surveyed and an acceptable drawing, legal description and other information relating to the property has been submitted with the application;*
- 4. The proposed lot has been approved for access management and stormwater management; and*
- 5. The proposed lot has been approved relative to emergency access.*

5.11 Development Approvals: Procedure

~~F. Subdivision Major: Before any land is subdivided the owner of the property proposed to be subdivided, or his/her/its authorized agent, shall apply for and secure approval of the proposed subdivision in accordance with the following procedures, which includes a Preliminary Plat and Final Plat:~~

- ~~1. Preliminary Plat Pre-application Meeting: The developer/subdivider shall meet with the City Planner prior to submitting a Preliminary Plat for consideration by the Planning Commission. Following the conclusion of the meeting, the City Planner shall forward to the developer/subdivider a written summary of the results of the pre-application meeting including recommendations and all attached comments.~~
- ~~2. Preliminary Plat Review by City Planner: Upon receipt of an application, the City Planner shall, within 5 days, review the application as to completeness. If it is incomplete, the City Planner shall advise the applicant of the deficiencies and shall not process the application until all the necessary required information has been provided. If the application is complete, the City Planner shall submit the application to the TRC.~~
- ~~3. Preliminary Plat Review by the TRC: The TRC shall review the application after the City Planner determines that the application is complete and forward its comments within 5 days to the City Planner. The City Planner shall forward copies of all documents filed with the Planning Department to the Planning Commission along with any report or recommendation of the TRC.~~
- ~~4. Planning Commission Approval: The Planning Commission shall review the application and decide that the Preliminary Plat be approved as requested; that the Preliminary Plat be approved as modified by the Planning Commission; or that the Preliminary Plat be denied. The decision of the Planning Commission shall indicate the specific reasons(s) upon which the recommendation is based.~~
- ~~5. Plan Re-submittal: The developer/subdivider shall submit a reproducible original Preliminary Plat meeting the approval and conditions of the Planning Commission to the City Planner for approval and signature. The Preliminary Plat shall meet the submittal requirements of Section 5.13.~~
- ~~6. Expiration: The approval of a Preliminary Plat by the Planning Commission shall be effective for a maximum period of 12 months and shall guarantee that the terms under which the approval was granted will not be affected by changes to the UDO. If after this 12-month period, any phase(s) or portion(s) of the original approved Preliminary Plat has not received Final Plat approval, then no Final Plat approval will be given unless 1 six-month extension of the Preliminary Plat approval is requested in writing to and granted by the Planning Commission prior to the expiration date. The Planning Commission may grant no more than 1 six-month extension.~~

- a. ~~Construction Drawings: 3 sets and one digital copy of construction drawings for all improvements shall be provided to the City Engineer per the City Engineer's requirements.~~
- b. ~~Final Plat Pre-application Meeting: The developer/subdivider is encouraged meet with the City Planner prior to submitting a Final Plat for consideration by the Planning Commission. Following the conclusion of the meeting, the City Planner shall forward to the developer/subdivider a written summary of the results of the pre-application meeting including recommendations and all attached comments.~~
- a. ~~Final Plat Review by City Planner: Upon receipt of an application, the City Planner or a designated representative shall, within 5 business days, review the application and determine whether it provides all necessary and required information. If it is incomplete, the City Planner shall advise the applicant of the deficiencies and inform the applicant that no further action will be taken on the application until all necessary and required information has been submitted.~~
- b. ~~Final Plat Review by TRC: The TRC shall review the application after the City Planner determines that the application is complete and forward its comments within 5 days to the City Planner. The City Planner shall forward copies of all documents filed with the Planning Department to the Planning Commission along with any report or recommendation of the TRC.~~
- e. ~~Planning Commission Meeting and Approval: The Planning Commission shall recommend, within 30 days after the public meeting that the Final Plat be approved as requested; that the Final Plat be granted as modified by the Planning Commission; or that the Final Plat be denied. The decision of the Planning Commission shall indicate the specific reasons(s) upon which their decision is based.~~
- d. ~~City Council Acceptance of Final Plat: Within five (5) days after approval of the Final Plat by the Planning Commission, the plat shall be transmitted to the City Council. City Council shall approve as recommended by Planning Commission, approve with modification, or deny the plat. Approval of the Final Plat by the Council shall be deemed to constitute acceptance by the public of the dedication of every street and other proposed public way or space shown on said plat.~~
- e. ~~Recording of Final Plat: Once a Final Plat has been approved by Council, the developer/subdivider shall make all modifications to the original mylars. Once complete, the original mylars shall be forwarded to the City Planner for processing. All Final Plats must be recorded within 12 months of the date of approval. Final Plats may not be recorded until all required signatures of officials have been placed on the Final Plat. Once the Final Plat has been properly signed by the appropriate officials, the applicant can file the Final Plat with the~~

~~Montgomery County Recorder, which shall process the Final Plat prior to its recording. Once recorded, the original mylars of the Final Plat shall be filed with the City Clerk of Council.~~

~~f. Expedited Subdivision Procedure: In cases where the proposed subdivision includes less than 10 lots and can be developed in one phase, the application does not warrant the full submittal procedure as determined by the City Planner. If so determined, the applicant may combine the Final Development Plan, as outlined in Section 5.13, G and in the Final Plat procedures. In doing so the same procedural steps will occur, however, a single set of documents for both the Development Plan and Final Plat will be submitted as directed by the City Planner. The timeframe for review and approval of a Major Subdivision under this procedure shall be consistent with the general timeframe as provided in Section 5.11, E.~~

~~g. Single Lot Major Subdivisions: Major Subdivision plats that consist of 1 lot may be submitted to the City under this procedure. The City Planner is hereby authorized to review and approve single lot Major Subdivisions. The decision of the City Planner can be appealed to the Planning Commission. The City Planner can submit the Preliminary Plat and Final Plat as a single set of documents to the TRC for review and approval. The City Planner will identify the appropriate documents for submittal. The timeframe for review and approval of a Major Subdivision under this procedure shall be consistent with the general timeframe as provided in Section 5.11, E.~~

F. Subdivision – Major: Before any land is subdivided the owner of the property proposed to be subdivided, or the authorized agent, shall apply for and secure approval of the proposed subdivision in accordance with the following procedures, which includes a Preliminary Plat and Record plat.

1. Preliminary Plat

- a. Pre-application Meeting: The Subdivider shall meet with the City Planner prior to submitting a Preliminary Plat for consideration by the Planning Commission.*
- b. Review by City Planner: Upon receipt of an application, the City Planner shall, within 5 days, review the application as to completeness. If it is incomplete, the City Planner shall advise the Applicant of the deficiencies and shall not process the application until all the necessary required information has been provided. If the application is complete, the City Planner shall submit the application to the TRC.*
- c. Review by the TRC: The TRC shall review the application after the City Planner determines that the application is complete and forward its comments within 18 days to the City Planner. The City Planner shall forward copies of all documents filed with the Planning Department to the Planning Commission along with any report or recommendation of the TRC.*

- d. *Planning Commission Review: The Planning Commission shall review the application and render a decision on the Preliminary Plat; approve as requested, approve with modifications, or the plat be denied. The decision of the Planning Commission shall indicate the specific reasons(s) upon which their decision is based.*
- e. *Zoning Certificate: The Subdivider shall submit to the City Planner five sets of plans meeting the submittal requirements of Section 5.13 and all conditions of approval by the Planning Commission to the City Planner for approval and signature.*
- f. *Expiration: The Planning Commission's approval of a Preliminary Plat shall be effective for a maximum period of 1 year. The terms under which the approval was granted will not be affected by changes to the UDO. The approval of a Preliminary Plat will expire 1 year after the date of approval if a Record plat has not been approved for any section(s) or portion(s) of the Preliminary Plat. The Planning Commission may, upon written request by the Subdivider, grant 1 six-month extension of the Preliminary Plat approval. Such request must be granted by the Planning Commission prior to the expiration date.*

2. *Record Plat*

- a. *Pre-application Meeting: The Subdivider is encouraged meet with the City Planner prior to submitting a Record plat for consideration by the Planning Commission.*
- b. *Review by City Planner: Upon receipt of an application, the City Planner or a designated representative shall, within 5 business days, review the application and determine whether it provides all necessary and required information. If it is incomplete, the City Planner shall advise the Subdivider of the deficiencies and inform the Subdivider that no further action will be taken on the application until all necessary and required information has been submitted.*
- c. *Review by TRC: The TRC shall review the application after the City Planner determines that the application is complete and forward its comments within 18 days to the City Planner. The City Planner shall forward copies of all documents filed with the Planning Department to the Planning Commission along with any report or recommendation of the TRC.*
- d. *Planning Commission Review: The Planning Commission shall recommend, within thirty days after the public meeting that the record plat be approved as requested, approved with modifications, or the plat be denied. The decision of the Planning Commission shall indicate the specific reasons(s) upon which their decision is based.*
- e. *City Council Review: Within thirty (30) days after approval of the Record plat by the Planning Commission, the plat shall be transmitted to the City Council. City Council shall approve as recommended by Planning Commission, approve with modifications, or deny the plat.*

- f. *Subdivider's Agreement: Prior to recording of the Record plat, the Subdivider shall execute a Subdivider's Agreement with the City.*
- g. *Recording of Record plat: After a Record plat has been approved by the City Council, the Subdivider shall make all modifications to the original mylars for submission to the City Clerk of Council. The Subdivider shall also submit with the original mylars the following information:*
- 1) *Construction drawings*
 - 2) *Performance Bond*
 - 3) *Fee for the Subdivider's Agreement*
 - 4) *Any other fee required by this Record plat including a fee in-lieu of parkland dedication.*
- Record plats may not be recorded until all required signatures of officials have been placed on the Record plat. The City Clerk of Council shall release to the Subdivider the original mylars for recording at the County Recorder's Office upon completion of the following:*
- 1) *The Record plat has been properly signed by the appropriate officials*
 - 2) *A Subdivider's Agreement between the City and the Subdivider is executed*
 - 3) *The construction drawings are approved by the City Engineer and City Planner*
 - 4) *All other necessary information is approved by the respective city officials*
 - 5) *All necessary fees are paid.*
- h. *Construction Drawings: Five sets and one electronic copy of construction drawings for all improvements shall be provided to the City Planner for approval by the City.*
- i. *Expiration of Approval: Approvals granted for a Record plat shall expire 1 year after the date of approval by the City Council.*
- j. *Expedited Subdivision Procedure: In cases where the proposed subdivision includes less than 10 lots, to be developed in one phase, and is within a Planned Development Zoning District, the City Planner may elect to use the Expedited Subdivision Procedure. If so determined, the Subdivider may combine a Final Development Plan and Record plat. In doing so the same procedural steps for a Record plat will occur, however, a single set of documents for both the Development Plan and Record plat will be submitted as directed by the City Planner.*
- k. *Single Lot Subdivisions: A Major Subdivision plat that consists of a single lot may be submitted to the City under this procedure. The City Planner is hereby authorized to review and decide single lot Major Subdivisions. The City Planner can submit the Preliminary Plat and Record plat as a single set of documents to the TRC for review. The City Planner will identify the appropriate documents for submittal.*

~~G. Final Plat Amendment: Upon the application of an owner(s) of land described in a Final Plat, the City Council may amend the Final Plat, in whole or in part, where unusual or exceptional factors or conditions require the amendment to avoid undue hardship.~~

~~1. Plat Amendment Defined: A plat amendment is the alteration of a Final Plat that changes any of the feature(s) required to be set forth in the plat by Section 5.11, E. The vacation or alteration of any street, road, highway, alley, or easement by the City is not a plat amendment subject to the requirements of this section.~~

~~2. Filing Requirements: The applicant(s) shall file with the City Planner a Final Plat amendment which meets the requirements of Section 5.11, F and other City ordinances as applicable, together with an application for approval thereof, an original mylar, and a fee for the review of said plat amendment.~~

~~3. Procedure: The procedure for a Final Plat amendment shall be as follows:~~

~~a. The applicant(s) shall file with the City Planner an application including required submittals, which sets forth the location and description of the proposed plat amendment and the reason(s) why the amendment of the plat is sought. A copy of the application shall be filed along with the required sets of amended plat drawings proposed by the applicant(s); and~~

~~b. The City shall give 30 days notice of the proposed plat amendment application by publication in a newspaper of general circulation. Such notices shall set forth the part of the plat to be amended and briefly describe the proposed amendment, the date(s) of the Planning Commission meeting hearing(s) on the application and the date(s) City Council will consider the application. Notices for the Planning Commission and Council meetings shall be published separately for each meeting.~~

~~4. Letter of Adequacy: Within 5 days after the Final Plat amendment application has been filed with the Planning Officer, a copy thereof shall be transmitted to the Technical Review Committee (TRC), who will check said plat to determine adequacy with existing street, storm, sanitary, water and utility services. If said final plat amendment does so conform, the TRC, within 10 days after said plat has been transmitted to him/her, will return said plat to the City Planner, together with a report verifying adequacy of the proposed amendment. The City Planner shall thereupon transmit the report to the Planning Commission for its consideration.~~

~~5. Planning Commission Review: At the first meeting of the Planning Commission and after a copy of the Final Plat amendment application, together with the staff report and recommendation, has been received by the Planning Commission, it shall consider the Final Plat amendment and forward its recommendation to City Council. If the Planning~~

~~Commission recommends disapproval of the final plat amendment, it shall enter in its minutes the reason(s) for such disapproval.~~

~~6. City Council Acceptance of Plat Amendment: The Final Plat shall be transmitted to the City Council, together with all certificates and endorsements herein required. The Council shall take action regarding the plat amendment request at its next regular meeting after the Final Plat amendment has been reviewed by the Planning Commission. If the Final Plat amendment is approved by City Council, the applicant(s) shall follow all Final Plat filing requirements.~~

G. Record Plat Amendment: Upon the application of an owner(s) of land described in a Record plat, the City Council may amend the Record plat, in whole or in part, where unusual or exceptional factors or conditions require the amendment to avoid undue hardship.

- 1. Plat Amendment Defined: A plat amendment is the alteration of a Record plat that changes any of the feature(s) required to be set forth in the plat by Section 5.11, F. The vacation or alteration of any street, road highway, alley, or easement by the City is not a plat amendment subject to the requirements of this section.*
- 2. Filing Requirements: The Subdivider shall file with the City Planner a Record plat amendment which meets the requirements of Section 5.13, G and other City ordinances as applicable, together with an application for approval and all necessary plans and drawings, a letter indicating the reasons for the amendment, and a fee for the review of said plat amendment.*
- 3. Procedure: The procedure for a Record plat amendment shall be the same as a Record Plat established in Article 5.11, F, 2.*
- 4. Record Plat Amendment is not a Variance: A Record Plat Amendment shall comply with all established requirements of the UDO. Any proposed modification that does not meet an established or minimum requirement shall be subject to the variance procedures outlined in Article 5.17 of the UDO.*

5.13 Development Approvals: Submittal Requirements

~~H. Final Plat: An application form shall be completed by the developer/subdivider and submitted with the Final Plat. The application form shall be provided by the Planning Department. The required fees shall be paid at the time of application submittal. The following supplementary information shall be supplied in addition to these requirements:~~

- ~~1. Boundary Lines: All plat boundary lines with lengths of courses to hundredths of a foot and bearings to half-minutes. These boundaries shall be determined by an accurate survey in the field, which shall be balanced and closed with an error of closure of not to exceed one to ten thousand.~~

2. ~~Recorded Streets: The exact location and the width along the property line of all existing recorded streets intersecting or paralleling the boundaries of the tract.~~
3. ~~Bearings: True bearings and distances to nearest established street bounds, patent or other established survey lines, or other official monuments, which monuments shall be located or accurately described on the plat. Any patent or other established survey or corporation lines shall be accurately monument marked and located on the plat, and their names shall be lettered on them.~~
4. ~~Monuments: The accurate location and material of all permanent reference monuments.~~
5. ~~Site Layout: The exact layout including:
 - a. ~~Streets and alley lines— their names, bearings, angles of intersection and widths (including widths along the line of any obliquely intersecting street);~~
 - b. ~~The chord length of all arcs— radii, points of curvature and tangent bearings;~~
 - c. ~~All easements and rights of way, when provided for or owned by public services (with the limitation of the easement rights definitely stated on the plat); and~~
 - d. ~~All lot lines with dimensions in feet and hundredths, and with bearings and angles to degrees, minutes and seconds if other than right angles to the street and alley lines.~~~~
6. ~~Lot Numbers: Lots shall be numbered in numerical order.~~
7. ~~Property Offered for Dedication: The accurate outline of all property which is offered for dedication for public use, and of all property that may be reserved by covenant in the deeds for the common use of the property owners in the subdivisions, with the purpose indicated thereon. All lands dedicated to public use other than streets or roads shall be marked "Dedicated to the Public". Streets and roads not dedicated shall be marked "Private Street."~~
8. ~~Setback Lines: As shown on the preliminary plat. Side and rear setbacks marked "for reference only" do not constitute a separate covenant.~~
9. ~~Name of Subdivision: Name of subdivision and name or number of the largest subdivision or tract of which the tract now subdivided, forms a part and section number, if part of a larger subdivision.~~
10. ~~Adjoining Subdivision: Names and locations of adjoining subdivisions and location and ownership of adjoining un-subdivided property.~~
11. ~~Names of Owners: Names and addresses of the owner of record, the subdivider, and of the engineer or surveyor.~~

- ~~12. All record plats shall include a north arrow, scale, date and title.~~
- ~~13. Engineer's Certificate: A certificate by a registered professional engineer or surveyor to the effect that said plat was prepared by him, pursuant to an actual survey of the premises and that said plat is correct.~~
- ~~14. Owner's Certificate: A certificate by the owner of the land to the effect that he has caused said land to be platted and that he dedicates to public use the streets, parks and other lands indicated on the plat as intended for public use. This certificate shall be executed as a conveyance is executed.~~
- ~~15. Bond, Letter of Credit or Certificate to Ensure Street Construction: Security that is accepted by the City to ensure that street improvements will be satisfactorily completed.~~
- ~~16. Parkland Dedication: The proprietor of each new residential subdivision in the City, as a prerequisite to the approval of the Final Plat thereof on behalf of the City, shall dedicate parkland or pay a fee in lieu of parkland dedication to the City, in accordance with the provisions of Section 9.47.~~

H. Reserved

~~J.—Landscape Plan—Major: A Landscape Plan shall be submitted to the City Planner to coordinate review by City departments. Proposed landscape treatment shall be indicated on the Major Landscape Plan and shall not be shown on any separately required Major Site Plan. Landscape plans shall be submitted with Major Site Plans and Development Plans as required in Section 5.09, G. Landscape plans may be submitted to the City Planner subsequent to Development Plan approval and prior to applying for CZC. Each landscape plan shall be drawn to scale, show the placement of individual plants and include the following information in print as well as in digital format:~~

- ~~1.—Project name and address;~~
- ~~2.—Project owner's name, address and telephone number;~~
- ~~3.—Name, address and telephone number of landscape architect;~~
- ~~4.—Distance from the property to nearest intersecting street;~~
- ~~5.—Signature panel for the City Planner;~~
- ~~6.—North arrow, scale (determined by the City Planner), date and/or date of revisions;~~

- ~~7. A notation stating, "This landscape plan has been reviewed and approved by the owner/responsible agent who understands that any changes, substitutions, or deletions may require review and approval by the responsible reviewing authority" and a listing of proposed trees and plant material;~~
- ~~8. The species (common name and botanical name), location and crown spread to scale of all trees existing on the site prior to construction with a caliper of 6 inches or greater at common breast height. An indication of which trees are to be retained and which are to be removed, including a plan for how those to be retained will be preserved;~~
- ~~9. Existing and proposed buildings and accessory structures to include existing and proposed signs;~~
- ~~10. Zoning District boundaries and zoning designations of the site and adjacent properties;~~
- ~~11. Parking and loading spaces showing all required wheel stops, curbs, including full depth curbing around all internal parking lot landscaped islands, driveways, landscape screening, parking lot landscaping, and sidewalks or other pedestrian paths;~~
- ~~12. All sight distance triangles;~~
- ~~13. Location, width and names of all existing/proposed streets and watercourses;~~
- ~~14. Right of way lines and property lines;~~
- ~~15. All easements (provide dimensions and purpose);~~
- ~~16. Location of all existing and proposed utilities, both overhead and underground;~~
- ~~17. Location and type of trash disposal and details of screening;~~
- ~~18. Location, height, type and material of all fences, walls, screen planting and landscaping details of all buildings and grounds. Show each individual plant on the plan;~~
- ~~19. Location of all ground mounted heating, ventilating and cooling equipment;~~
- ~~20. Location of all transformers;~~
- ~~21. Square footage measurements of the total site, building, parking and hard surface areas, and landscape areas. Show percentage of landscape area for the total project. For parking spaces, show percentage of interior landscape area;~~
- ~~22. Dimensions and distances of landscape strips as required in Table 9.13;~~

~~23. All landscaping materials shall meet the minimum specifications and standards described in the "American Standard for Nursery Stock," 1986 or as may be amended, published by the American Association of Nurserymen, 1250 I Street, N.W., Suite 500, Washington, D.C. 20005; and;~~

~~24. Grading plan, including mounding, and topographical lines at 2 one-foot intervals.~~

~~K. Landscape Plan—Minor: A Minor Landscape Plan shall be submitted to the City Planner to coordinate review by City departments. Proposed landscape treatment shall be indicated on the Minor Landscape Plan and shall not be shown on any separately required minor site plan. Landscape plans shall be submitted with minor site plans as required in Section 5.09, O. Each landscape plan shall be drawn to scale, show the placement of individual plants and include the following information:~~

- ~~1. Project name and address;~~
- ~~2. Project owner's name, address and telephone number;~~
- ~~3. Name, address and telephone number of landscape architect;~~
- ~~4. An indication of which trees are to be retained and which are to be removed, including a description of how those to be retained will be preserved;~~
- ~~5. Existing and proposed buildings and accessory structures to include existing and proposed signs;~~
- ~~6. Parking and loading spaces showing all required wheel stops, curbs including full depth curbing around all internal parking lot landscaped islands, driveways, landscape screening, parking lot landscaping, and sidewalks or other pedestrian paths;~~
- ~~7. All vehicle sight distance triangles;~~
- ~~8. Location of all existing and proposed utilities, both overhead and underground, and easements;~~
- ~~9. Location and name of all streets (public and private);~~
- ~~10. Right of way lines and property lines;~~
- ~~11. Grading, mounding and berming;~~
- ~~12. Location and type of trash disposal and details of screening;~~

- ~~13. Location, height, type and material of all fences, walls, screen planting and landscaping of all buildings and grounds;~~
- ~~14. Location of all ground mounted heating, ventilating and cooling equipment and location of all transformers;~~
- ~~15. Square footage measurements for the total site, building, parking and hard surface areas, and landscape areas; and,~~
- ~~16. Water features including drainage courses and any body of water, flood plain, and floodway route.~~

~~**L. Landscape Plan Alternative:** Under certain conditions, the strict application of the regulations contained within this Section may be impractical. In order to accommodate modifications to existing landscaping requirements, an Alternative Landscape Plan may be submitted to the City Planner. An Alternate Landscape Plan may be submitted as part of an overall site plan in accordance with Section 5.09 G. for a Major Site Plan or Section 5.09 O. for a Minor Site Plan. The Alternative Landscape Plan shall be provided at the time of submittal. Said Alternative Landscape Plan and justification statement shall be forwarded to the City Planner for a recommendation on the proposal. Requests for Alternative Landscape Plans will be accepted for review only when 1 or more of the following conditions apply:~~

- ~~1. The site involves space limitations or is an unusually shaped lot;~~
- ~~2. Topography, soil, vegetation, or other physical conditions of the lot are such that full compliance is impossible or impractical;~~
- ~~3. Public safety considerations are involved; and,~~
- ~~4. Impact on the environmental quality of the lot and surrounding area will be improved with the proposed Alternative Landscape Plan.~~

J. Landscape Plan: *A Landscape Plan shall be submitted to the City Planner for review and approval. A landscape plan may be submitted as a part of any Development Plan or Major Site plan or submitted as a Minor Site Plan. A Landscape Plan shall meet the minimum requirements of Article 9.25 of the UDO and include the following information:*

- 1. A scaled plan show the placement of individual plants on a site in relation to all improvements and existing plants including a table identifying all plantings proposed to be installed.*
- 2. The Project name and address,*

3. *Subdivider's contact information including name, address and telephone number,*
4. *Location me of all existing and proposed property lines,*
5. *Location and name of all existing and proposed streets (public and private),*
6. *Location of all existing and proposed utilities, both overhead and underground, and their easements,*
7. *Existing or proposed grading,*
8. *Location of all existing and proposed site improvements including, but not limited to buildings, parking lots, driveways, fences, walls, light poles, and dumpsters,*
9. *Identify all plants, fencing, walls, and mounding required by the UDO for screening purposes,*
10. *The species (common name and botanical name), location and crown spread to scale of all trees existing on the site prior to construction with a caliper of 6 inches or greater at common breast height.*
11. *Identify all existing trees to remain on the site, including a plan for how those to be retained will be preserved and if credit is to be given in-lieu of required new plantings,*
12. *Identify all existing trees proposed to be removed,*
13. *Show vehicle sight distances in accordance with Article 9.31 of the UDO,*
14. *All landscaping materials shall meet the minimum specifications and standards described in the "American Standard for Nursery Stock," 1986 or as may be amended, published by the American Association of Nurserymen, 1250 I Street, N.W., Suite 500, Washington, D.C. 20005.*

K. Reserved.

L. Reserved.

~~**Q. Subdivision—Major:** An application form shall be completed by the developer/subdivider and submitted with the Major Subdivision. The application form shall be provided by the Planning Department. The following information shall be provided upon submittal of an application for a Major Subdivision:~~

- ~~1. **Major Subdivision—Preliminary Plat Application and Base Information:** An application form shall be completed by the developer/subdivider and submitted with the Preliminary Plat and~~

~~required supplemental information. The Preliminary Plat and base information shall be provided at the time of submittal. The application form shall be provided by the Planning Department. The required fees shall also be paid at the time of application submittal. The City Planner shall certify the receipt of a complete application package meeting the requirements of the UDO prior to scheduling the application on the Planning Commission agenda. The Preliminary Plat shall be drawn on a 24-inch by 36-inch sheet(s) to a scale determined by the City Planner. When more than 1 sheet is required, an index shall be incorporated into the title block. The City Planner may approve the consolidation of the submittal requirements provided the intent of this Section is met. The Preliminary Plat shall contain the following information at a minimum:~~

- ~~a. Name and address of developer, property owner or designated agent, land planner, landscape architect, engineer and/or surveyor;~~
 - ~~b. Adjoining property owners, deed references and/or recorded subdivision names, recording references and adjoining property structures within 300 feet or as specified by the City Planner;~~
 - ~~c. Vicinity map (section and range);~~
 - ~~d. The ownership, acreage and boundaries of all adjacent properties within 300 feet of the subdivision or as specified by the City Planner. If a recorded subdivision adjoins the subject site, the subdivision name, lot numbers and recording number shall be indicated with dashed lines;~~
 - ~~e. North arrow;~~
 - ~~f. Title block shall be in the lower right hand corner. The title block shall include title "Preliminary Plat", sheet title, proposed subdivision name, developer and preparer, scale of the plan, tax map and parcel numbers, sheet index, date and revisions numbered and dated;~~
 - ~~g. Boundary of the proposed subdivision clearly indicated by a heavy line with bearings and distances; and;~~
 - ~~h. Existing topography at two-foot intervals for slopes between 2 and 10 percent and at 10-foot intervals for slopes greater than 10 percent. Contour lines shall be indicated at least 50 feet beyond the subdivision boundary. For slopes under 2 percent, one-foot contour intervals shall be shown.~~
- ~~2. Preliminary Plat Existing Conditions: The Existing Conditions Map and text shall indicate the subdivision and all property within 200 feet of the subdivision or as specified by the City Planner, the following conditions depicted to scale:~~

- 1) ~~Existing generalized natural features, topographic map of existing site;~~
 - 2) ~~Existing zoning;~~
 - 3) ~~Existing utilities, including: water; sanitary sewer and stormwater facilities, (indicating approximate pipe sizes and directions of slope); underground transmission lines; electric and telephone poles; street lights; fire hydrants; landfills; and public utility easements;~~
 - 4) ~~Existing streets and roads, including: locations, widths and names of all streets and roads; existing easements; and streets which have been preliminarily approved or recorded but which remain unimproved shall be indicated;~~
 - 5) ~~Existing community facilities, including parks and recreation facilities; and~~
 - 6) ~~Comprehensive Plan recommendations for the subject site and applicable zoning districts and standards;~~
3. ~~Preliminary Plat Proposed Subdivision Plan: The following proposed improvements are to be superimposed on top of the Existing Conditions Map:~~
- e. ~~Proposed generalized land use, including proposed building footprint(s);~~
 - d. ~~Proposed layout of all proposed and existing lots with approximate dimensions and minimum area in square feet (acres if lot size is greater than 100,000 square feet), section number, phase number and parcel number, building lines, lot frontages and required setbacks;~~
 - e. ~~Lot numbers in numerical order throughout the entire subdivision;~~
 - f. ~~The location, dimensions, use and area of all property proposed to be reserved or temporarily reserved for public use, or reserved for the use of all property owners in the subdivision and the location, dimensions and purposes of any proposed easements; and~~
 - g. ~~Total number of lots, area of lots and parcels, area of public roadways, areas of public and private open space dedications, and total area of the subdivision.~~
4. ~~Preliminary Plat Proposed Water, Sanitary Sewer, and Stormwater: The following improvements are to be superimposed on top of the Existing Conditions Map:~~
- a. ~~Proposed water system;~~
 - b. ~~Proposed sewer system;~~

- e. ~~Proposed drainage and stormwater management systems, including: the type of structures; drainage easements; proposed changes in topography; the 100-year floodplain (floodway and floodway fringe shall be indicated separately); and~~
 - d. ~~A preliminary storm drainage study including an evaluation of drainage structures and/or drainage systems, both upstream and downstream, affected by the drainage from the area covered by the Preliminary Plat, as directed by the City Engineer.~~
5. ~~Preliminary Plat—Proposed Circulation: The following improvements are to be superimposed on top of the Existing Conditions Map:~~
- a. ~~Proposed streets and roads, including: widths of rights-of-way and pavements; tentative profiles of each street centerline; tentative horizontal curve data; and typical cross sections of each type of street proposed;~~
 - b. ~~Proposed sidewalks and bike paths, including: locations; widths of rights-of-way; surface widths; and typical cross sections; and~~
 - c. ~~Proposed locations of street trees and landscape features.~~
6. ~~Preliminary Plat—Proposed Sedimentation and Erosion Control: The following improvements are to be superimposed on top of the Existing Conditions Map:~~
- a. ~~Locations and extent of tentative erosion and sedimentation control measures; and~~
 - b. ~~A preliminary grading plan for the entire area covered by the Preliminary Plat.~~
7. ~~Final Plat: The Final Plat shall include the subdivision design and layout in accordance with the approved Preliminary Plat or Development Plan.~~
8. ~~Final Plat—Construction Documents: The Final Plat shall include a set of construction drawings and specifications of improvements. This shall be a set of construction plans prepared by a registered professional engineer that shall include typical sections, plan and profile views, construction details, and estimates of quantities. A set of construction drawings and specifications for all improvements shall be provided to the City Engineer.~~
9. ~~Final Plat—Security for Construction: In lieu of constructing improvements, the subdivider may apply for Final Plat approval by insuring completion of the required improvements by one of the following methods and review and approval by the City Attorney, the City Engineer and the Finance Director:~~

- ~~1) A surety performance bond and/or irrevocable letter of credit running to the City sufficient to cover the full cost of said improvements as estimated by the officials having jurisdiction, to assure the satisfactory installation of said improvements in accordance with its regulations;~~
 - ~~2) The subdivider may deposit with the City Finance Director, the sum not less than the total estimated improvement cost, to be held in escrow to guarantee the satisfactory completion of said improvements within the required time, the form of said escrow agreement to be subject to the approval of the Finance Director and the City Attorney and which agreement may provide for the making of payments from such funds from time to time upon certificates of the City Engineer that the balance remaining after such payments will, in his opinion, be adequate to pay the remaining costs of said improvements;~~
 - ~~3) The subdivider may deposit with the Finance Director a certified check in the amount of the total estimated improvement cost to be held in escrow until the satisfactory completion of construction, unless a default in the completion of said improvements occurs, in which event the check may be cashed by the Finance Director and the proceeds thereof used to complete the improvements, to pay claims connected therewith for which the subdivider may be liable, or to cure any other default of the subdivider connected with the making of said improvements; and;~~
 - ~~4) Inspection fee(s) shall be paid at the time of scheduling an on-site inspection.~~
- ~~10. Final Plat—Construction of Buildings: Construction of buildings shall not be permitted until all improvements are completed and accepted by the City.~~
- ~~11. Final Plat—Regulations Concerning Improvements Required in Subdivisions:~~
- ~~1) Required Minimum Improvements: Minimum improvements shall be installed in the case of subdivisions within the City, in accordance with the requirements of the UDO.~~
 - ~~2) Time for Construction of Improvements: All required improvements shall be constructed within 2 years of the acceptance of the Final Plat by the City Council.~~
 - ~~3) Street Construction: Streets shall be graded to full width of the right of way and fully constructed with asphalt pavement or concrete pavements surfaced with asphaltic or Portland cement concrete wearing surfaces, concrete curbs and gutters with tile underdrain and porous backfill and proper storm drains and inlets. Streets constructed within this City shall be in conformity with the plans and specifications for street construction adopted by Council, duplicates of which shall be kept on file in the office of the City Manager and the City Engineer.~~

- 4) ~~Water Supply: Where a public water supply main is reasonably accessible, the subdivision shall be provided with a complete loop type water distribution system adequate to serve the area being platted, including a connection for each lot and appropriately spaced fire hydrants in accordance with the requirements of the Washington Township Fire Department. Water lines must be sized to provide sufficient fire flow to meet local fire department requirements.~~
- 5) ~~Storm Drainage: Every subdivision shall be provided with a storm water sewer or drainage system adequate to serve the area being platted and otherwise meeting the requirements of Section 9.29, B, Drainage of adjoining ground at a higher elevation must be included in stormwater design.~~
- 6) ~~Sewerage: Where a public sanitary sewer main is reasonably accessible, the subdivision shall be provided with a complete sanitary sewer connected with such sewer main, including a lateral connection for each lot.~~
- 7) ~~Electric and Telephone Lines: Where it is necessary to locate electric or telephone lines in the street right of way, they shall be not closer less than nine feet six inches to the back of curb.~~
- 8) ~~Street Signs: The City will erect the necessary street signs. The subdivider shall reimburse the City for the cost thereof.~~
- 9) ~~Construction Plans: Construction plans, including the following, for improvements shall be furnished in accordance with the specifications of the City Engineer and shall receive approval of the City Engineer and the Fire Department before improvements are installed, and before approval of the Final Plat:
 - 1) ~~The centerline or top of curb profile of each proposed street, with tentative grades indicated;~~
 - 2) ~~The cross section of each proposed street, showing the width of pavement, the location and width of sidewalks and the location and size of the utility mains and thickness of materials specified;~~
 - 3) ~~The plans and profiles of proposed sanitary sewers and storm water sewers, with grades and sizes indicated, or method of sewage or storm water disposal in lieu of sewers;~~
 - 4) ~~A plan of the proposed water distribution system, showing pipe sizes and the location of valves and fire hydrants;~~~~

~~5) A drainage plan showing all existing and proposed storm sewers, manholes, catch basins, watercourses, culverts and other underground structures within the tract and immediately adjacent thereto, with pipe sizes and grades, waterway openings indicated thereon. The drainage plan shall show the method to be used for the adequate disposal of all storm water, including drainage outlets, and such other data as may be required by the City Engineer and Section 9.35; and,~~

~~6) Submit worksheets showing that storm and sanitary pipe crossings and the design of catch basins at street low points.~~

~~10) Inspection: Prior to the start of any work covered by the above plans, after approval thereof and the payment of inspection fee(s), arrangements shall have been made to provide for inspection of the work sufficient, in the opinion of the City Engineer, to insure compliance with the plans and specifications as approved.~~

~~11) Completion of Construction: The construction of all improvements required by these rules and regulations must be completed within 2 years from the date of approval of the final plat by City Council, unless good cause can be shown for the granting of an extension of time by authority of the Planning Commission and City Council.~~

~~12) Maintenance After Approval: For a period of 1 year from the date the constructed improvements were approved by the City Engineer the subdivider shall make such repairs or replacements as may be required and assured in the maintenance bond by reason of defective workmanship or material.~~

~~13) Modification: Where unusual or exceptional factors or conditions exist, the Planning Commission may modify any of the provisions of these regulations.~~

R. Subdivision—Minor: ~~The Minor Subdivision shall be provided at the time of submittal. An application form shall be completed by the developer/subdivider and submitted with the Minor Subdivision. The application form shall be provided by the Planning Department. In order to be complete and to be accepted for review and processing, all Minor Subdivision (lot split) proposals must be legible and include or comply with the following:~~

~~1. Name, address, telephone number, fax number and e-mail address of the existing property owner;~~

~~2. Name, address, telephone number, fax number and e-mail address of the surveyor or preparer of the submittal if different from the property owner;~~

~~3. Location and size of existing and proposed parcels, including date of creation of existing parcel to be split;~~

4. ~~North arrow and bar scale;~~
5. ~~Location information including: location map; adjacent or frontage roads; adjacent parcel ownership; proposed easements of access; etc.;~~
6. ~~Acreage of all proposed lots and acreage of all remaining property resulting from the division of the original parcel, including existing and proposed boundaries;~~
7. ~~Proposed building envelope, building footprint and proposed site drainage and grading may be required by the TRC if existing data indicates a situation where development constraints should be addressed in detail sufficient for approving the development proposal;~~
8. ~~Site drainage and 100-year floodplain (floodway and floodway fringe, elevation and boundaries);~~
9. ~~Steep slopes, ravines, drainage swales, and all other natural features;~~
10. ~~All other natural and built features or conditions that in the determination of the City Planner are directly relevant to the ability of the proposed lot(s) to be buildable per these regulations. Existing topography at two-foot intervals for slopes under 10 percent and 10-foot intervals for slopes greater than 10 percent or as approved by the TRC if topographic characteristics of the site and/or adjacent properties indicates a situation where development constraints should be addressed in detail sufficient for approving the development proposal;~~
11. ~~Any and all proposed easements, reserve areas or no-build zones; and,~~
12. ~~A filing fee shall be charged and must be paid at the time that the final survey is filed with the Planning Department.~~

Q. Subdivision – Major: Preliminary Plat

1. *An application form shall be submitted with the Preliminary Plat maps and required supplemental information. The required fees shall be paid at the time of application submittal. The City Planner shall certify the receipt of a complete application package meeting the requirements of the Article 5.11 of the UDO.*
2. *The Preliminary Plat should be drawn on a 24-inch by 36-inch sheet(s) to a scale determined by the City Planner. When more than 1 sheet is required, an index shall be incorporated into the title block. The City Planner may approve the consolidation of the submittal requirements provided the intent of this Section is met. The Preliminary Plat shall contain the following information at a minimum:*

- a. *Name and address of developer, property owner or designated agent, land planner, landscape architect, engineer and/or surveyor;*
 - b. *Adjoining property owners, deed references and/or recorded subdivision names, recording references and adjoining property structures or as specified by the City Planner;*
 - c. *Vicinity map (section and range);*
 - d. *The ownership, acreage and boundaries of all adjacent properties to the subdivision or as specified by the City Planner. If a recorded subdivision adjoins the subject site, the subdivision name, lot numbers and recording number shall be indicated with dashed lines;*
 - e. *North arrow;*
 - f. *Title block shall be in the lower right-hand corner. The title block shall include title "Preliminary Plat", sheet title, proposed subdivision name, developer and preparer, scale of the plan, tax map and parcel numbers, sheet index, date and revisions numbered and dated;*
 - g. *Boundary of the proposed subdivision clearly indicated by a heavy line with bearings and distances; and,*
 - h. *Existing topography at two-foot intervals for slopes between 2 and 10 percent and at 10-foot intervals for slopes greater than 10 percent. Contour lines shall be indicated at least 50 feet beyond the subdivision boundary. For slopes under 2 percent, one-foot contour intervals shall be shown.*
3. *Existing Conditions Map: The Existing Conditions Map and text shall indicate the subdivision and all property within 200 feet of the subdivision or as specified by the City Planner, the following conditions depicted to scale:*
- a. *Existing generalized natural features, topographic map of existing site;*
 - b. *Existing zoning;*
 - c. *Acreage of property;*
 - d. *Existing utilities, including: water; sanitary sewer and stormwater facilities, (indicating approximate pipe sizes and directions of slope); underground transmission lines; electric and telephone poles; street lights; fire hydrants; landfills; and public utility easements;*

- e. *Existing streets and roads, including: locations, widths and names of all streets and roads; existing easements; and streets which have been preliminarily approved or recorded but which remain unimproved shall be indicated;*
 - f. *Existing community facilities, including parks and recreation facilities; and*
4. *Proposed Subdivision Plan - The following proposed improvements are to be superimposed on top of the Existing Conditions Map:*
- a. *Proposed generalized land use, including proposed building footprint(s);*
 - b. *Proposed layout of all proposed and existing lots with approximate dimensions and area in square feet (acres if lot size is greater than 100,000 square feet), section number, phase number and parcel number, building lines, lot frontages and required setbacks;*
 - c. *Lot numbers in numerical order throughout the entire subdivision;*
 - d. *The location, dimensions, use and area of all property proposed to be reserved or temporarily reserved for public use, or reserved for the use of all property owners in the subdivision and the location, dimensions and purposes of any proposed easements; and*
 - e. *Total number of lots, area of lots and parcels, area of public roadways, areas of public and private open space dedications, and total area of the subdivision.*
5. *Proposed Water, Sanitary Sewer, and Stormwater systems - The following improvements are to be superimposed on top of the Existing Conditions Map:*
- a. *Proposed water system;*
 - b. *Proposed sanitary sewer system;*
 - c. *Proposed drainage and stormwater management systems, including: the type of structures; drainage easements; proposed changes in topography; the 100-year floodplain (floodway and floodway fringe shall be indicated separately); and*
 - d. *A preliminary storm drainage study including an evaluation of drainage structures and/or drainage systems, both upstream and downstream, affected by the drainage from the area covered by the Preliminary Plat, as directed by the City Engineer.*
6. *Proposed Vehicular and Pedestrian Systems - The following improvements are to be superimposed on top of the Existing Conditions Map:*

- a. *Proposed streets and roads, including: widths of rights-of-way and pavements; tentative profiles of each street centerline; tentative horizontal curve data; and typical cross sections of each type of street proposed;*
 - b. *Proposed sidewalks and bike paths, including: locations; widths of rights-of-way; surface widths; and typical cross sections; and*
 - c. *Proposed locations of street trees and landscape features.*
7. *Proposed Sedimentation and Erosion Control: The following improvements are to be superimposed on top of the Existing Conditions Map:*
- a. *Locations and extent of tentative erosion and sedimentation control measures; and*
 - b. *A preliminary grading plan for the entire area covered by the Preliminary Plat.*

R. Subdivision – Major: Record Plat

- 1. *An application form shall be submitted with the Record Plat maps and required supplemental information. The required fees shall be paid at the time of application submittal. The City Planner shall certify the receipt of a complete application package meeting the requirements of the Article 5.11 of the UDO.*
- 2. *The Record Plat should be drawn on a 24-inch by 36-inch sheet(s) to a scale determined by the City Planner. When more than 1 sheet is required, an index shall be incorporated into the title block. The City Planner may approve the consolidation of the submittal requirements provided the intent of this Section is met.*
- 3. *Record plat shall include the subdivision design and layout in accordance with the approved Preliminary Plat or Development Plan.*
- 4. *Boundary Lines: All plat boundary lines with lengths of courses to hundredths of a foot and bearings to half minutes. These boundaries shall be determined by an accurate survey in the field, which shall be balanced and closed with an error of closure of not to exceed one to ten thousand.*
- 5. *Recorded Streets: The exact location and the width along the property line of all existing recorded streets intersecting or paralleling the boundaries of the tract.*
- 6. *Bearings: True bearings and distances to nearest established street bounds, patent or other established survey lines, or other official monuments, which monuments shall be located or accurately described on the plat. Any patent or other established survey or corporation lines shall be accurately monument-marked and located on the plat, and their names shall be lettered on them.*

7. *Monuments: The accurate location and material of all permanent reference monuments.*
8. *Site Layout: The exact layout including:*
 - a. *Streets and alley lines – their names, bearings, angles of intersection and widths (including widths along the line of any obliquely-intersecting street);*
 - b. *The chord length of all arcs – radii, points of curvature and tangent bearings;*
 - c. *All easements and rights-of-way, when provided for or owned by public services (with the limitation of the easement rights definitely stated on the plat); and*
 - d. *All lot lines with dimensions in feet and hundredths, and with bearings and angles to degrees, minutes and seconds if other than right angles to the street and alley lines.*
 - e. *Lot Numbers: Lots shall be numbered in numerical order.*
 - f. *Property Offered for Dedication: The accurate outline of all property which is offered for dedication for public use, and of all property that may be reserved by covenant in the deeds for the common use of the property owners in the subdivisions, with the purpose indicated thereon. All lands dedicated to public use other than streets or roads shall be marked "Dedicated to the Public". Streets and roads not dedicated shall be marked "Private Street."*
 - g. *Setback Lines: As shown on the preliminary plat. Side and rear setbacks marked "for reference only" do not constitute a separate covenant.*
 - h. *Name of Subdivision: Name of subdivision and name or number of the largest subdivision or tract of which the tract now subdivided, forms a part and section number, if part of a larger subdivision.*
 - i. *Adjoining Lands: Names and locations of adjoining subdivisions and location and ownership of adjoining un-subdivided property.*
 - j. *Names of Owners: Names and addresses of the owner of record, the Subdivider, and of the engineer or surveyor.*
 - k. *All record plats shall include a north arrow, scale, date and title.*
 - l. *Owner's Certificate: A certificate by the owner of the land to the effect that he has caused said land to be platted and that he dedicates to public use the streets, parks and other lands indicated on the plat as intended for public use. This certificate shall be executed as a conveyance is executed.*

- m. Engineer's Certificate: A certificate by a registered professional engineer or surveyor to the effect that said plat was prepared by him, pursuant to an actual survey of the premises and that said plat is correct.*

- n. Construction Documents: The Record plat shall include construction drawings and specifications of improvements. This shall be a set of construction plans prepared by a registered professional engineer that shall include typical sections, plan and profile views, construction details, and estimates of quantities. A set of construction drawings and specifications for all improvements shall be provided to the City Engineer for approval including the following:*
 - 1) The centerline or top of curb profile of each proposed street, with tentative grades indicated;*

 - 2) The cross-section of each proposed street, showing the width of pavement, the location and width of sidewalks and the location and size of the utility mains and thickness of materials specified;*

 - 3) The plans and profiles of proposed sanitary sewers and storm water sewers, with grades and sizes indicated, or method of sewage or storm water disposal in lieu of sewers;*

 - 4) A plan of the proposed water distribution system, showing pipe sizes and the location of valves and fire hydrants; and*

 - 5) A stormwater drainage plan showing all existing and proposed storm sewers, manholes, catch basins, watercourses, culverts and other underground structures within the tract and immediately adjacent thereto, with pipe sizes and grades, waterway openings indicated thereon. The drainage plan shall show the method to be used for the adequate disposal of all storm water, including drainage outlets, and such other data as may be required by the City Engineer and Section 9.35 of the UDO.*

- o. Performance Bond/Security for Construction: In lieu of constructing improvements, the Subdivider may apply for Record plat approval by insuring completion of the required improvements in accordance with Article 9.17A of the UDO.*

- p. Maintenance Bond: The Subdivider shall provide a Maintenance Bond in accordance with Article 9.17A of the UDO.*

- q. Inspection of Improvements: The Subdivider shall contact the City Public Works Office to schedule inspections of work performed in accordance with Article 9.17B of the UDO.*

- r. *Inspection Fees: Inspection fee(s) shall be paid at the time the Record Plat original mylar is submitted to the Clerk of Council for signature to provide for inspection of the work sufficient, in the opinion of the City Engineer, to insure compliance with the plans and specifications.*
- s. *Parkland Dedication: The proprietor of each new residential subdivision in the City, as a prerequisite to the approval of the Record plat thereof on behalf of the City, shall dedicate parkland or pay a fee in-lieu of parkland dedication to the City, in accordance with the provisions of Section 9.47.*

S. Subdivision – Minor: *The Minor Subdivision (lot split) shall be provided at the time of submittal. An application form shall be completed by the Subdivider and submitted with the Minor Subdivision. The application form shall be provided by the Planning Department. In order to be complete and to be accepted for review and processing, all Minor Subdivision proposals must be legible and include or comply with the following:*

1. *Contact information including the name, address, telephone number, and e-mail address of the property owner;*
2. *Contact information including the name, address, telephone number, and e-mail address of the surveyor or preparer of the Minor Subdivision;*
3. *Plans shall include a north arrow, scale, date and title.*
4. *Location information including: location map, adjacent roads, adjacent parcel ownership, proposed easements of access and other information that the City Planner may require.*
5. *Acreage of the proposed new lot and the remaining property resulting from the division of the original parcel, including existing and proposed boundaries;*
6. *All other natural and built features or conditions that, in the determination of the City Planner are directly relevant to the ability of the proposed lot(s) to be used per the regulations established by the UDO;*
7. *Existing topography shall be provided at two-foot intervals for slopes under 10 percent and 10-foot intervals for slopes greater than 10 percent or as approved by the City Planner if topographic characteristics of the site and/or adjacent properties indicates possible development constraints if subdivided;*
8. *Any and all proposed easements, reserve areas or no-build zones; and*
9. *A filing fee is filed with the City Planner for the Minor Subdivision at the time of submission.*

S. T. Temporary Use

F. U. Landmarks

Section 3. By amending Article 9: Part 2, Subdivision as follows:

9.13 Required Improvements

B. Streets

5. *Street Construction: Streets shall be graded to full width of the right-of-way and fully constructed with asphalt pavement or concrete pavements surfaced with asphaltic or Portland cement concrete wearing surfaces, concrete curbs and gutters with tile underdrain and porous backfill and proper storm drains and inlets. Streets shall be in conformity with the plans and specifications for street construction adopted by Council, duplicates of which shall be kept on file in the office of the City Manager and the City Engineer.*
6. *Submit worksheets showing that storm and sanitary pipe crossings and the design of catch basins at street low points.*
7. *Electric and Telephone Lines: Where it is necessary to locate electric or telephone lines in the street right-of-way, they shall be not closer less than nine feet six inches to the back of curb.*
8. *Street Signs: The City will erect the necessary street signs. The Subdivider shall reimburse the City for the cost thereof.*

H. Improvements

6. *Street Trees in the Public Right-of-Way*

If proposed, Street trees in the public right-of-way shall be planted as part of the subdivision development subject to the standards located in Section 9.33-9.25 of the UDO.

~~**K. Preservation of Trees**~~

~~1. Site Plans~~

~~As a part of the construction drawings, plot plans showing the location, trunk diameter and common name of all trees shall be presented to the Planning Commission for public record. Reference on the plot plan shall be made to any tree where removal or damage to the root system, trunk or branches is contemplated.~~

~~2. Care of a Tree during Development, Construction, Improvement, Excavation and Grading.~~

~~a. Every effort shall be made to locate structures, driveways, parking areas, swimming pools, streets, sidewalks, water, sewer, gas, electrical and telephone lines, or any other improvement, when a tree is involved, in such a manner so as to minimize the removal, cutting or damaging of it.~~

~~b. If a change in the grade level of a property is necessary and the removal or addition of soil is needed, then the root system of the tree shall be protected by an acceptable tree well or retaining wall. Reference must be made to this on the site plan.~~

~~3. Tree Removal Necessitated by Construction, Development or Improvement of Land.~~

~~a. A tree may be removed within six feet of a proposed permanent building as indicated on a plot plan, but only after considering all alternative building sites on the property. The tree to be removed must be referred to on the site plan and its removal must be approved in advance, in writing, by the Planning Commission or its staff designate.~~

~~b. A tree may be removed elsewhere on the lot, but only after consideration of all alternative plans has shown that such removal is necessary for the development of parking areas, driveways, streets and sidewalks and the installation of water, sewer, gas, telephone and electrical lines.~~

~~c. When a tree is a safety hazard, it may be removed after written approval has been obtained from the City.~~

~~d. Any tree removed or seriously damaged shall be replaced by a like tree on that lot at a location suitable to the owner, provided that it does not create or extend a safety hazard.~~

Section 4. By amending Article 9: Part 3, Site Design and Improvement Standards as follows:

9.23 Required Improvements

G. Street Trees (See Section ~~9.33~~ 9.25)

9.25 Landscaping, Screening and Buffering Standards

C. Landscape, Screening and Bufferyard Requirements

4. Location of Required Screening: All planting, berming, fencing and/or walls required by this ordinance shall be installed within the area established as the bufferyard. However, at the discretion of the approving authority, all or a portion of the required screening may be placed outside of the required bufferyard where, because of topographical or other physical constraint, such location provides the most effective screening. *All landscaping installed shall be aesthetically located to maximize buffering to any adjoining residentially zoned land.*

D. Parking Lot Landscaping Requirements

1. Landscaping Required

- f. ~~All landscaping installed shall be aesthetically located to maximize buffering to any adjoining residentially zoned land.~~ A minimum of 1 canopy tree, 1 understory tree, and 2 shrubs shall be installed for every 300 square feet of landscaped area. The landscaped area shall include plantings of a type and size described in Section 9.25, C, above
- h. All landscaped areas shall be designed and located to standards acceptable to the ~~Department of Development~~ *City Planner* that clearly define internal streets, traffic lanes and parking areas and maintain intersection sight distance. *In addition:*
 - 2) Raised concrete curbing shall be placed around the perimeter of all landscaped areas. *Up to two (2) gaps each of 12 inches or less are permitted per landscaped area to allow for the drainage of stormwater into landscape islands for the purposes of irrigation.*

E. Street Trees

- 1. ***Purpose:*** *To establish minimum planting and maintenance requirements for street trees installed by a Subdivider or Developer within a public right-of-way.*
- 2. ***Requirements for Trees Located within Public Right-of-Way:*** *A Subdivider or Developer that proposes to plant trees in a public right-of-way within or adjacent to their subdivision or development may plant such trees in a manner, type, quantity and location as approved by the Planning Commission and subject to the following:*
 - a. *Trees shall be planted in accordance with any Landscape Plan that is a part of an approved Development Plan, Site Plan or Subdivision. Final tree locations may be adjusted by the City as unusual conditions may warrant.*
 - b. *The specific tree types proposed on a Landscape Plan shall be subject to approval by the Public Works Director or appointed designee.*
 - c. *The minimum spacing between trees shall be 40 feet for canopy trees, 30 feet for medium trees and 20 feet for understory trees.*
 - d. *The minimum distance between the tree and the edge of the street shall be two and one-half feet for a canopy tree, two feet for a medium tree and one and one-half feet for an understory tree. In areas where a sidewalk exists or is proposed, the minimum distance between the tree trunk and both the edge of the street and the sidewalks shall be two feet for a large tree, two feet for a medium tree and one and one-half feet for a small tree.*
 - e. *The tree location shall maintain required intersection sight distances.*
 - f. *The trees shall be planted a minimum of ten feet from a fire hydrant.*

- g. *Only understory trees shall be planted under or within ten lateral feet of overhead utility wires.*
- h. *A Subdivider shall include street trees as a part of their Maintenance Bond required by Article 9.17, Guarantees of the UDO.*
- i. *A Developer shall provide to the City a Maintenance Bond in accordance with Article 9.17, Guarantees of the UDO.*
- j. *All street trees shall be maintained in accordance with Chapter 1028 of the Centerville Municipal Code.*

F. *Preservation of Trees*

1. *Subdivisions, Development Plans or Major Site Plans: Existing trees or stands of trees shall be shown on the construction drawings or plot plans with the location, trunk diameter and common name of all trees to be presented to the Planning Commission for its consideration. Reference on the plot plan shall be made to any tree where removal or damage to the root system, trunk or branches is contemplated.*
2. *Care of a Tree during Development, Construction, Improvement, Excavation and Grading.*
 - a. *Trees shall be protected as described in two documents by the International Society of Arboriculture titled "Tree Care Information: Avoiding Damage During Construction" and "Tree Care Information: Treatment of Trees Damaged By Construction."*
 - b. *Every effort shall be made to locate structures, driveways, parking areas, swimming pools, streets, sidewalks, water, sewer, gas, electrical and telephone lines, or any other improvement, when a tree is involved, in such a manner so as to minimize the removal, cutting or damaging of it.*
 - c. *If a change in the grade level of a property is necessary and the removal or addition of soil is needed, then the root system of the tree shall be protected by an acceptable tree well or retaining wall. Reference must be made to this on the construction plans.*
3. *Tree Removal Necessitated by Construction, Development or Improvement of Land.*
 - a. *A tree may be removed within six feet of a proposed permanent building as indicated on a plot plan, but only after considering all alternative building sites on the property. The tree to be removed must be referred to on the site plan and its removal must be approved in advance, in writing, by the Planning Commission or its staff designate.*
 - b. *A tree may be removed elsewhere on the lot, but only after consideration of all alternative plans has shown that such removal is necessary for the development of*

parking areas, driveways, streets and sidewalks and the installation of water, sewer, gas, telephone and electrical lines.

- c. When a tree is a safety hazard, it shall be removed in accordance with Chapter 1028 of the Centerville Municipal Code.*
- d. Any tree removed or seriously damaged shall be replaced by a like tree on that lot at a location suitable to the owner, provided that it does not create or extend a safety hazard.*

Section 5. By amending Article 9: Part 3, Site Design and Improvement Standards as follows:

Article 9.33, Street and Public Tree Requirements is hereby repealed in its entirety.

Article 9.33 Reserved

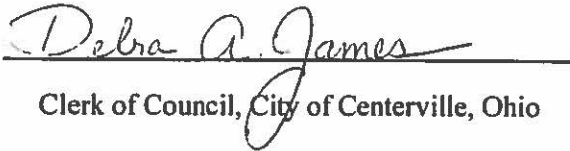
Section 6: This Ordinance shall become effective at the earliest date allowed by law.

PASSED THIS 16th DAY OF December, 2013.



Mayor of the City of Centerville, Ohio

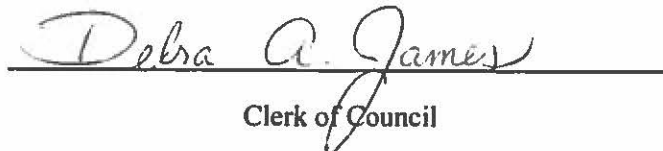
ATTEST:



Clerk of Council, City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of Ordinance No. 16-13, passed by the Council of the City of Centerville, Ohio on the 16th day of December, 2013.



Clerk of Council

Approved as to form and consistency with existing ordinances, the charter and constitutional provisions.

Department of Law

Scott A. Liberman

Municipal Attorney