

## DEVELOPMENT | MAJOR SUBDIVISION APPLICATION GUIDE

### APPROVAL PROCESS

#### PRE-APPLICATION MEETING

- The purpose for this meeting with the City is to discuss the proposed subdivision, review submittal requirements and discuss compliance with the Code prior to any application is submitted. Prior to the meeting, the applicant is encouraged to meet with local utilities and county soil & water agencies.
- To schedule a Pre-Application Meeting, contact the Planning & Zoning Department.

#### PRELIMINARY PLAT APPLICATION (PAGE 2)

- Submit the application by 3 pm on the deadline date established by the Zoning Administrator, generally **45 days** prior to the Planning & Zoning Commission Public Meeting.
- The application must be submitted in accordance with the general requirements delineated on page 2.

#### STAFF REVIEW & STAFF REPORT

- Upon determination by the Zoning Administrator that the application is complete, the preliminary plat shall be accepted as officially filed and reported on as such to the Commission at the next scheduled PZC Meeting.
- The Planning & Zoning Department will disseminate copies of the application and supporting documents to applicable departments and agencies for review and comments in preparation of a Staff Report.
- Notification to property owners located in the city within 500' of the proposed plat will be mailed 14 days prior to the public meeting.

#### PLANNING & ZONING COMMISSION (PZC)

- The Planning & Zoning Commission reviews the application and approves or rejects the application based on compliance with the City of Tallmadge Thoroughfare Plan, zoning, design standards and procedural requirements of the application. They may continue the meeting if questions regarding the plan are not addressed by the applicant.
- The PZC may grant variances to the preliminary plat.
- Approval of the preliminary plat by PZC does not constitute approval of the subdivision, but is merely an authorization to proceed with the preparation of the improvement plans and final plat.

#### IMPROVEMENT PLANS (PAGE 4)

- Improvement plans may be submitted prior to/simultaneously with the Final Plat for review by the City. The applicant's engineer will prepare these plans conforming to the approved Preliminary Plat and include all work to be performed.
- During this process, if any of the approved Preliminary Plat is not workable, the applicant should inform the Planning & Zoning Department as this may require a revised preliminary plat to be re-submitted for approval.
- A long-term maintenance plan is to be prepared and initiated to be recorded prior to or with the Final Plat.

#### SOIL & WATER POLLUTION PREVENTION PLAN

- Per Section 1110.09, the developer must submit two sets of SWPPP plans to Summit Soil & Water after the approval of the Preliminary Plat.
- SSWD and/or the City Engineer will review the plans for conformance with current NPDES permit requirements and approve or return with comments and recommendations for revisions.

#### PRE-CONSTRUCTION MEETING

- A pre-construction meeting may be held with the City Engineer and/or SWCD inspector or their designee, at their discretion, prior to earthwork activities. The developer, contractor and design engineer should be in attendance at the pre-construction meeting.

#### FINAL PLAT APPLICATION (PAGE 5)

- The final plat stage requires the developer to present all data needed to enable the Planning & Zoning Commission to determine the subdivision fully complies with the regulations and conforms to the approved preliminary plat.
- The final plat application shall be submitted within 2 years of approval on the preliminary plat.

#### PLANNING & ZONING COMMISSION (PZC)

- The Planning & Zoning Commission reviews the final plat and approves, approves with conditions or denies the plat. The Commission may grant variances to the final plat.

#### CITY COUNCIL & RECORDING OF PLAT

- After approval of the final plat by the Planning & Zoning Commission and after acceptance of all streets, highways or other public ways or open spaces, and the acceptance of required bonds by Council, the plat may be recorded.
- Approved final plats not recorded within 60 days of the date of approval shall result in the final plat being considered.

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## SUBMISSION PROCEDURES

To develop a major subdivision, the application must be considered by the Planning & Zoning Commission. The application must be submitted at least 14 days prior to the regularly scheduled Planning & zoning Commission Meeting (held the first Thursday of each month).

### PROCEDURE FOR PRELIMINARY PLAT

- Submit twelve (12) assembled sets PLUS one electronic set of the application and all relative information as listed below with payment (per the fee schedule) to the Planning & Zoning Department (checks made payable to City of Tallmadge).

**The 12 application packets, stapled or clipped (no loose-leaf uncollated sets), must include the following:**

- Typewritten application signed and dated by both applicant and owner.
- The preliminary plat shall be prepared by a registered engineer or surveyor and shall indicate facts needed to enable the Commission to determine whether the proposal is satisfactory and in the interest of the public health, safety and welfare.
- The plat shall be clearly and legibly drawn to scale, on reproducible material of not less than twelve inches by eighteen inches, nor larger than twenty-four inches by thirty-six inches. Scale shall be one inch equal fifty feet (1":50') or one inch equal one hundred feet (1":100').

The preliminary plat shall contain the following information:

- Vicinity map. The map shall show the relationship of the proposed subdivision to existing community facilities which serve or influence it. The vicinity map may be on the same sheet as the preliminary plat drawing. The vicinity map shall show:
  - Subdivision name; township; tract and original lot or section number; and north arrow.
  - Existing and proposed main traffic arteries.
  - Any other significant community, activity or features.
  - The total drainage area affecting the subdivision and acreage calculated.
- Identification.
  - Proposed name of subdivision, not duplicating others in the county, city, tract or original lot or section number.
  - Names, addresses and telephone numbers of owners, subdivider, and registered surveyor, city planner, landscape architect or professional engineer.
  - Scale, north arrow and date.
- Existing data.
  - Legal description and drawing to scale.
  - Easements: location, width and purpose.
  - Streets on and adjacent to the subdivision: names, location, right of way, and roadway width. Planned public improvements; highways or other major improvements planned by public authorities for future construction.
  - Location of proposed underground utilities on or near the subdivision; including journalized routes for highways.
  - Utilities on and adjacent to the subdivision: location and size of sanitary and storm sewers; location and size of water mains; location of gas lines, fire hydrants and utility poles. If water mains, sewers and/or culverts are not on or adjacent to the tract, indicate the direction and distance to and size of nearest ones.
  - Existing contours at intervals of not more than five feet where the ground slope is generally greater than ten percent (10%) and not more than two feet where the ground slope is generally less than ten percent (10%).
  - Subsurface conditions on the subdivision such as depth of water table, bedrock and any unique conditions such as abandoned mines.

Continued.

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### SUBMISSION PROCEDURES (cont.)

- Other conditions on the subdivisions or adjacent land within 200 feet:
  - Water courses and areas subject to flooding.
  - Marshes.
  - Rock outcroppings.
  - Wooded areas.
  - Any structures or other significant features.
  - Approximate direction and gradient of ground slope including any embankments or retaining walls.
  - Location and type of buildings, fences, tree lines, etc.
  - Railroad lines.
  - Power lines and towers.
  - Other nearby nonresidential uses of land.
  - Owners of adjacent un-platted land. (For adjacent platted land refer to subdivision plat by name, plat book and pages.)
- Zoning requirements:
  - District.
  - Lot size and yard requirements.
  - Proof of any granted variance or special exceptions, which have a bearing on the subdivision.
- Proposals.
  - Streets: show proposed streets (indicate each street by name or by a letter, right-of-way widths, approximate grades and proposed improvements.)
  - Other rights of way or easements: location, width and purpose.
  - Lots: numbers, dimensions and area of irregular lots in square feet.
  - Minimum building setback lines.
  - Land parcels within the subdivision not to be divided into lots.
  - Public sites: reserved or dedicated for parks, playgrounds, or other public uses.
  - Sites for other uses: multi-family dwellings, shopping facilities, churches, industry or other nonpublic uses exclusive of single-family dwellings.
  - Total site data: including acreage, number of residential lots, typical lot size, acres in parks and other public uses.
  - When extensive changes of topography are contemplated, the proposed topography shall be indicated.
  - Proposals for the control of erosion, drainage and sedimentation.
  - Location of all underground utilities: immediate and future construction.
- Other Information. The Planning & Zoning Commission may require such additional information as deemed necessary.

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## SUBMISSION PROCEDURES (cont.)

### PROCEDURE FOR IMPROVEMENT PLAN SUBMITTAL

- Submit four (4) assembled sets PLUS one electronic set of the application and all relative information as listed below with payment (per the fee schedule) to the Planning & Zoning Department (checks made payable to City of Tallmadge).

**The 4 application packets, stapled or clipped (no loose-leaf uncollated sets), must include the following:**

- Typewritten application signed and dated by both applicant and owner.
- The improvement plan shall be prepared by a registered engineer or surveyor and meet all applicable city and state standards and regulations.
- Upon final completion and approval of construction, record drawings and electronic file (AutoCad) format shall be filed with the Planning & Zoning Department.

**Per Zoning Code Section 1110.03 D (4), Submission of Improvement Drawings:**

- i. The applicant shall submit all necessary improvement drawings for review within one year of the decision on the preliminary plat unless an alternative schedule is approved as part of the preliminary plat approval or the subdivider can show just cause for extending the deadline. For phased subdivisions, the deadline shall apply to the first phase of the subdivision. Failure to submit the improvement plans within this time frame shall void the preliminary plat approval and the subdivider will be required to submit a new application in accordance with these regulations.
- ii. The applicant shall submit improvement drawings and specifications incorporating all changes in the preliminary plat approval for review and approval by the Director of Public Service. In cases where the applicant proposes to develop the subdivision in phases, the improvement plans and final plat shall be submitted for each individual phase.
- iii. The improvement drawings shall be prepared, signed, and sealed by an engineer or surveyor who is qualified and registered in the State of Ohio.
- iv. Upon determination that the submission of the improvement drawings is complete, the Zoning Administrator shall transmit copies of the application for review by applicable agencies including, but not limited to the City Engineer, Fire Department, Police Department, agencies having jurisdiction for water and/or sanitary sewer, or other agencies the Zoning Administrator deems appropriate.
- v. Construction of Improvements
  - (a) Applicants shall have the choice to construct all public improvements prior to the approval of the final plat, without a financial guarantee, but such public improvements must be completed and then inspected and approved by the City before the City can approve the final plat. The improvements shall be constructed within a reasonable time as determined by the City, but not to exceed two years.
  - (b) All required subdivision improvements shall be maintained in a satisfactory condition by the subdivider during any interim period between their construction and final approval and acceptance of the subdivision by the City. See Section 1110.08 Installation of Public Improvements and Financial Guarantees.
  - (c) If the applicant requests approval of a final plat prior to installation of the public improvements, the applicant shall be required to provide a financial guarantee in accordance with the regulations of this code at the time the final plat is submitted for review.

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## SUBMISSION PROCEDURES (cont.)

### PROCEDURE FOR FINAL PLAT SUBMITTAL

- Submit twelve (12) assembled sets PLUS one electronic set of the application and all relative information as listed below with payment (per the fee schedule) to the Planning & Zoning Department (checks made payable to City of Tallmadge).

**The 12 application packets, stapled or clipped (no loose-leaf uncollated sets), must include the following:**

- Typewritten application signed and dated by both applicant and owner.
- The final plat shall be prepared by a registered surveyor and shall conform to the approved preliminary plat and include any changes recommended by the Commission except that it may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at this time. This portion must conform with all the requirements of these regulations.
- The final plat shall be clearly and legibly drawn on mylar, or tracing cloth. It shall be eighteen inches by twenty-four inches in outside dimensions; scale shall be one inch equals fifty feet or one inch equals one hundred feet and shall contain the following:
  - Name of the subdivision. Location by section, original lot, township, county, state, scale, date, north point.
  - Plat boundaries and proposed lot lines with distance to hundredths of a foot and bearings to half minutes.
  - Distances and bearings to the nearest existing street lines, section corners, or other recognized permanent monuments which shall be accurately described on the plat.
  - Distances, bearings and names of all proposed streets, alleys or crosswalk lines and all connecting streets with adjoining plats.
  - Curve data shall include internal angle, radius, arc, tangent, chord bearing, point of curvature and point of tangency.
  - Location of all survey monuments to be placed.
  - Any areas to be dedicated or reserved for public use with the purpose indicated.
  - Building setback lines, with dimensions.
  - Protective covenants and restrictions.
  - Certification of a registered surveyor using the following standard form:

CERTIFICATE OF SURVEYOR	
I hereby certify that this plat is a true and complete land survey made (under my supervision), (by me), on date and that all survey monuments shown have been set.	
(SEAL)	_____
	REGISTERED SURVEYOR #

- An acknowledgment by the owner or owners, adopting the plat, offering streets for dedication, and establishing utility easements and other public area; using the following standard form:

OWNERS' CONSENT AND OFFER OF DEDICATION	
1. We, the undersigned, being all the owners, and lien holders of the lands herein platted, do hereby voluntarily consent to the execution of this plat and do offer for dedication the streets, parks and public grounds as shown thereon to the public use forever.	
2. All easements shown hereon are for the construction, operation, maintenance, repair, replacement, or removal of water, sewer, gas, electric, telephone or other utility lines or services, and for the express privilege of removing any and all trees, shrubs, bushes, buildings or other obstructions to the free use of said utilities and for providing ingress and egress to the property for said purposes and are to be maintained as such forever.	
_____	WITNESS
_____	WITNESS
_____	WITNESS
_____	WITNESS

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## SUBMISSION PROCEDURES (cont.)

- A Certificate of Notary relative to the previous.

CERTIFICATE OF NOTARY PUBLIC

STATE OF OHIO, COUNTY OF SUMMIT, SS

Be it remembered that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me the undersigned, a Notary Public in and for said County and State, personally came \_\_\_\_\_ and \_\_\_\_\_ and acknowledged the signing and execution of the foregoing plat to be their voluntary act and deed.

IN TESTIMONY WHEREOF, I have set my hand and notary seal on the day and date above written.

My Commission expires \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for  
SUMMIT COUNTY, OHIO

- A signature block for the Commission in accordance with the following standard form:

APPROVED BY THE PLANNING & ZONING  
COMMISSION OF THE CITY OF TALLMADGE, OHIO,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(printed name), CHAIRMAN

\_\_\_\_\_  
(printed name), SECRETARY

- A signature block for City Council in accordance with the following standard form:

APPROVED BY CITY COUNCIL OF TALLMADGE, OHIO,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(printed name), PRESIDENT

\_\_\_\_\_  
(printed name), CLERK OF COUNCIL

- A signature block for the City Engineer in accordance with the following standard form:

APPROVED BY \_\_\_\_\_, CITY  
ENGINEER OF TALLMADGE, OHIO, this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_

- Reserve a block three inches by five inches for the official stamp of the County Auditor and County Recorder in the area of the aforementioned certifications.



PLANNING & ZONING DEPARTMENT | 46 NORTH AVE, TALLMADGE, OH 44278 | P 330.633.0090 | F 330.633.1359 | ZONING@TALLMADGE-OHIO.ORG | WWW.TALLMADGE-OHIO.ORG

OFFICE USE ONLY			
RCT		FEE	
<input type="checkbox"/> PZ	<input type="checkbox"/> SVC	<input type="checkbox"/> STR	<input type="checkbox"/> UTIL <input type="checkbox"/> ENG <input type="checkbox"/> B/C

## PLANNING & ZONING CERTIFICATE APPLICATION

**BASIC APPLICATION REQUIREMENTS** (See the appropriate application guide for any additional requirements)

- Completed & Signed Application Form     Application Fee     Plot Plan     Building Plan     Additional per Application Guide

**APPLICATION TYPE** (Check all that apply)

SITE DEVELOPMENT		DEVELOPMENT	USE PERMIT
<input type="checkbox"/> Residential Construction	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Preliminary Plat/RePlat	<input type="checkbox"/> Use & Compliance
<input type="checkbox"/> Non-Residential Construction	<input type="checkbox"/> Signage	<input type="checkbox"/> Improv.Plan/ Final Plat	<input type="checkbox"/> Conditional Use
<input type="checkbox"/> Demolition	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Similar Use

### PROJECT DETAILS

PROJECT: \_\_\_\_\_

PROJECT ADDRESS/LOCATION \_\_\_\_\_

### EXISTING CONDITIONS

ACREAGE: \_\_\_\_\_ NO. OF LOTS \_\_\_\_\_

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

EXISTING LAND USE: \_\_\_\_\_

CHECK ALL THAT APPLY AND PROVIDE DOCUMENTATION:

- EASEMENT     FEMA FLOODPLAIN     RIPARIAN     WETLANDS

### PROPOSED PROJECT DETAILS, WHERE APPLICABLE

SQ.FT OF PROPOSED STRUCTURE: \_\_\_\_\_

PROPOSED ZONING DISTRICT: \_\_\_\_\_

PROPOSED LAND USE \_\_\_\_\_

EST COST (TRACKING PURPOSE ONLY): \_\_\_\_\_

### CONTACT INFORMATION

**Applicant** \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Architect/Engineer/Surveyor/Other:** \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Owner** \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Architect/Engineer/Surveyor/Other:** \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### SIGNATURES & ENDORSEMENTS

\_\_\_\_\_ I UNDERSTAND THAT I MUST CONTACT SUMMIT COUNTY DEPARTMENT OF BUILDING STANDARDS (330-630-7280) TO VERIFY BUILDING DEPARTMENT REQUIREMENTS FOR APPLIED PROJECTS.

\_\_\_\_\_ I UNDERSTAND THAT I MUST CONTACT THE CITY OF TALLMADGE ZONING DEPARTMENT WHEN THE PROJECT IS STAKED OUT FOR SETBACK COMPLIANCE. I AM RESPONSIBLE FOR DETERMINING PROPERTY LINES AND MAINTAINING THE APPROVED SETBACKS.

The undersigned hereby certifies that the information in and with this application is accurate, and consents to employees and/or agents of the City entering the premises for inspection verification of the information submitted.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_