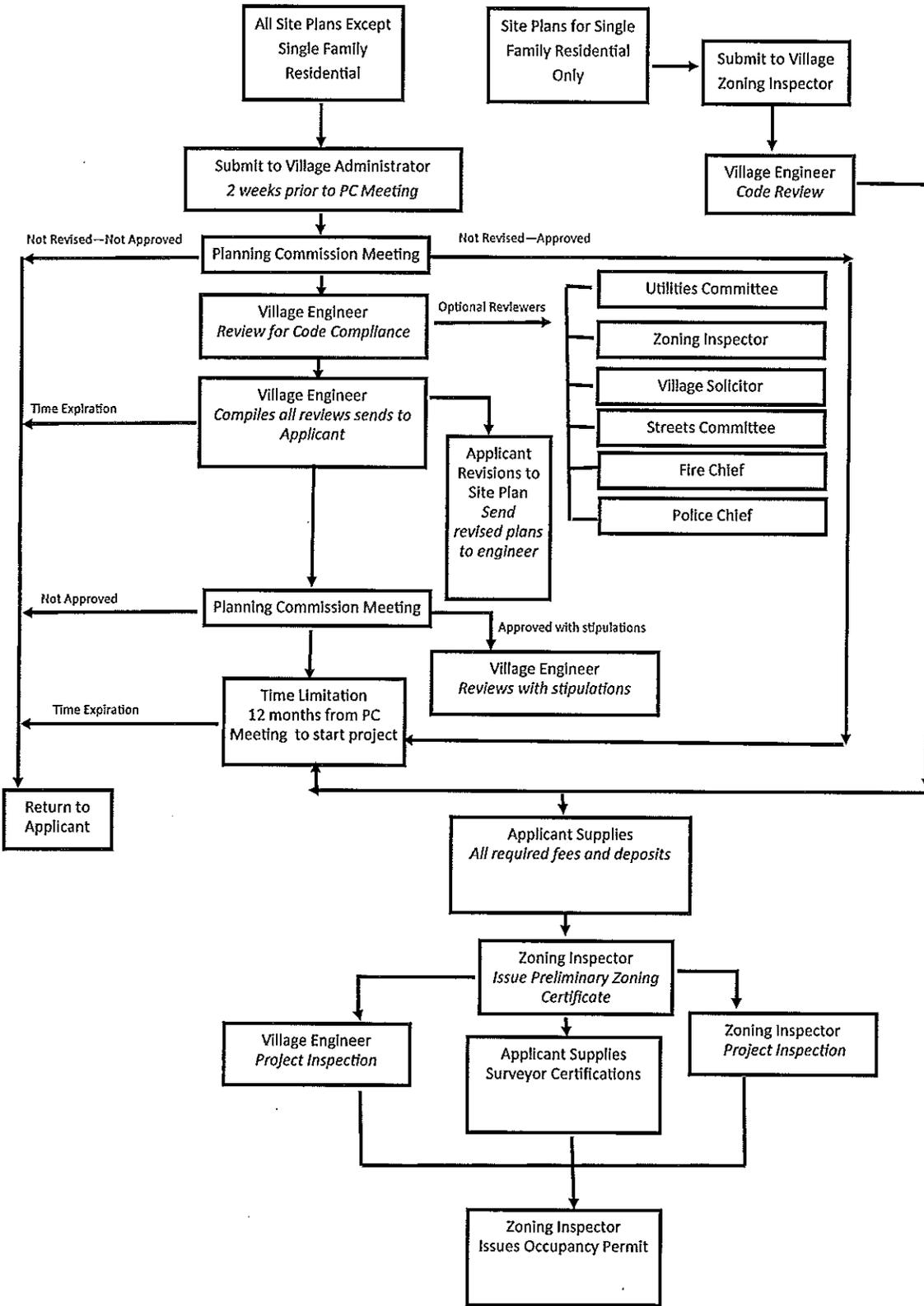


Site Plan Approval and Construction Process
Village of Middlefield, Ohio



FEE
PAID _____

**APPLICATION FOR ZONING PERMIT
WITHIN THE VILLAGE OF MIDDLEFIELD**

14860 North State Avenue
P.O. Box 1019

Phone: (440) 632-5248
Fax: (440) 632-0591

Date of Application: _____

Address of Property: _____

Village _____ State _____ Zip _____

Signature of Property Owner _____ Date _____ Signature of Applicant _____ Date _____

Print Name _____

Print Name _____

Phone/Fax _____

Phone/Fax _____

Mailing Address: _____

Mailing Address: _____

.....

Application For: (check one) (see reverse side for fees)

- Single family dwelling
- Two family dwelling
- Residential Construction/Addition
- Commercial construction / addition
- Industrial construction / addition
- Permanent Sign
- Temporary Sign
- Temporary Sign (for non-profit organization)
- Other: (explain) _____
- Deck
- Shed
- Garage
- Pool
- Zoning Exemption
- Lot Split
- Fence
- Open Storage & Display

For residential, commercial and industrial construction / additions, site plans conforming to the Village of Middlefield Site Plan Regulations must be provided with the application for review.

- Each application for a sign permit shall be accompanied by professional quality, color scale drawings showing:
1. The width of the building face which abuts the frontage street and, for a building located on a corner lot, the building depth facing the secondary street.
 2. The sign design, color and proposed layout, including the total area of the sign and the size, height, character and materials of all letters, lines and symbols.
 3. The exact location of the sign in relation to the building and property lines.
 4. Details and specifications for construction, erection and attachment of the sign, and the name and address of any contractor who will be installing the sign.
 5. Color photographs of existing buildings or color renderings of proposed buildings.
 6. For illuminated signs, the number and types of lamps and lens material and a statement in writing that the illumination of such sign will comply with the provisions of Section 1165.05.
 7. Each application for a sign permit shall depict the location and type of lighting fixture, if any, including the method and intensity of the illumination.
 8. A table of existing and or proposed signs showing dimensions and square footage of the signs, along with showing the calculated allowable square footage for the site.

RESIDENTIAL \$50.00 _____
 COMMERCIAL \$100.00+ (see chart) _____
 INDUSTRIAL \$250.00+ (see chart) _____

**APPLICATION FOR OCCUPANCY PERMIT
 WITHIN THE VILLAGE OF MIDDLEFIELD**

14860 North State Avenue
 P.O. Box 1019

Phone: (440) 632-5248
 Fax: (440) 632-0591

The undersigned hereby makes application for Occupancy in accordance with the requirements of section 1140 of the Village of Middlefield Municipal Ordinances. The undersigned agrees that the premises described below shall not be occupied until an Occupancy Permit has been issued.

Date of Application: _____

Name of Applicant: _____ Telephone No. _____

Address: _____

City _____ State _____ Zip _____

Address of Premises to be occupied: _____

Square Footage _____ Land Lot/Parcel _____ Zoning _____

Proposed Date of Occupancy _____ Zoning Permit No. _____

Use of Building _____ New _____ Alteration _____

Owner of Building _____ Former Occupant _____

Signature of Owner	Date	Signature of Applicant	Date
_____	_____	_____	_____
Print Name		Print Name	
_____		_____	
Phone/Fax		Phone/Fax	
_____		_____	

REQUIREMENTS FOR PERMIT:

1. Approved site plan Yes _____ No _____ Date: _____
2. Approved Foundation elevation check Yes _____ No _____ Date: _____
3. Approved Record As-Built Drawings Yes _____ No _____ Date: _____
4. Residential Occupancy Permit
 Geauga County Building Dept. Yes _____ No _____ No. _____
5. Impact Fee Paid Yes _____ No _____ Date: _____
6. Fire Department Approval (Commercial) Yes _____ No _____ Date: _____

Municipal Standards for Plan Content

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I. GENERAL APPLICATION OF STANDARDS. These requirements for plan content are intended for use on all development projects involving building construction and / or earth disturbing activities within the municipality.

1. **REQUIREMENTS ARE MINIMUM.** These requirements for plan contents establish the minimum information necessary to adequately review development plans for conformance with Municipal regulations, and to provide for the enforcement of said regulations during the construction of development projects. They further define the specific minimum content requirements for each of the component plans required to be included in various submittals.
2. **GENERAL APPLICATION OF REQUIREMENTS.** The standards are intended to provide not only a reference for the preparation of plans for submittal, but also as a checklist for the review of plans the municipal reviewing authorities. Therefore, applicants submitting plans for review should insure that the required information is provided when and where these regulations stipulate. Failure to do so may result in unnecessary confusion, delayed processing and additional expense to the applicant for plan review.
3. **APPLICATION OF REQUIREMENTS TO SPECIFIC PROJECTS.** It is recognized that not all of the items or improvements addressed in these standards will be included in all typed of development projects. When a particular item or improvement is not part of a subject project it will not be included in the plans. For instance, there may not be any existing buildings on or adjacent to a particular subject property; therefore any requirement contained in these standards that relates to "existing buildings on or adjacent to the subject property" would not be applicable in that instance. A minor subdivision may be proposed for the sole purpose of selling the subject property and no grading work of any kind will be done by the developer; the requirement to include a grading plan would not be therefore applicable in this example. When an item or improvement is included in subject project it shall be included in the plans.
4. **VARIANCES.** Conformance with these and all other applicable regulations is required. However, when for just cause and in accordance with applicable regulations, the developer needs to attempt to gain a variance from any requirement, the plans and details should reflect the proposed variation. The appropriate application for variance including all required documentation shall be included in the submittal. When a variance has been granted prior to plan submittal, written approval of same from the appropriate approving authority shall be included in the current submittal.
5. **Degree of Detail Required in Plans.** In most cases the plan content requirements are divided into minimum, concept, preliminary and construction document information layers. These information layers are cumulative. When an applicant makes a concept submittal the plans shall contain the concept information required. When a preliminary submittal is made, the plans shall contain the required concept information and the required preliminary information. Construction document submittals shall contain all of the required concept, preliminary and construction information. When a particular plan is required only in construction documents submittal it shall contain all of the required information. In certain instances (including, but not limited to, topographic maps, grading plans and landscaping plans) no division of requirements is made. In such instances all of the information shall be included when the plan is first required to be submitted.
6. **CROSS INDEXED REQUIREMENTS.** In instances the content requirement for a plan may require the inclusion of minimum information from some other plan (i.e. "minimum property information (See Plat Survey) or Minimum Street (see Street Plan). In these instances the referenced plan content requirements identify the minimum information to be provided. This method of cross indexing information requirements has been carefully considered and arranged to meet the need to have the same information occur in more than one location without duplicating requirements.
7. **STANDARDS SUBJECT TO CHANGE.** These standards are subject to change in order to meet the changing needs of the Municipality; to accommodate new development methods, processes and changing technologies, and provide for improvements in the processing of development projects. They form the standard components for future additional submittal content requirements and component plan requirements.

II. RESIDENTIAL SITE PLAN REQUIREMENTS

This section applies to site plan requirements for one or two family dwellings new construction, additions or alterations.

Site Plan requirements – The site plan shall be 11 by 17 inches or 17 inches by 22 inches using a standard engineers scale no less than 1 inch equals 60 feet and prepared by an Ohio registered engineer, surveyor, or architect. The site plan is to conform to the master grading plan for the subdivision or development, if applicable. The Site Plan shall contain the following minimum information:

1. Owners name and address
2. Street name and address of site
3. Name of Builder, address, and telephone number
4. Name of Plan preparer, address and telephone number
5. Name of subdivision, record volume and page numbers
6. Sub lot number
7. Permanent parcel number
8. Zoning District scale
9. Scale
10. Date
11. Proposed Use of Land
12. Surveyors statement, signature, and seal:

I, the undersigned, do hereby state, that this topography, indicated by 6", 1', or 2' contours, and elevations shown hereon represent an actual field survey made by name on the day of month, 20year and that the elevations were taken at the appropriate intervals and that as of the date of the survey the existed as indicated hereon.
13. North Arrow
14. Bench mark
15. Legend depicting all symbols
16. The distances and bearings of all property lines
17. Corner documentation with a notation as to found or set and description of material and condition
18. Lot size – square feet and acreage
19. Distance to nearest intersection (provide street names)
20. Proposed or existing easements, which apply to any part of the site, shall be shown and their ownership and purpose stated.
21. Existing contours (as dashed lines) and proposed contours (as solid lines) shall be shown for the entire site and fifty (50) foot beyond the property lines with intervals as directed by the following:
 - i. Less than 1% grades - 6"
 - ii. 1%-6% grades – 1'
 - iii. Greater than 6% grades – 2'
22. Dimension of all existing and proposed structures or buildings, including patios, decks and accessory structures, including overall height of structures
23. Number of families
24. Notation of new Construction, Addition, or Alteration
25. Number of stories
26. Number of bedrooms
27. Usable floor space designed for use as living quarters exclusive of basements, porches, garages, breezeways, terraces, attics or partial stories.
28. First floor sq. ft.
29. Second floor sq. ft.
30. Provide sideline and setback dimensions from all structures to all property lines.
31. Indicate the proposed top of footer elevation along with finish floor elevations of the basement, first floor or slab floor, and the garage floor.

32. Indicate existing finish floor elevations, garage floor elevations and ground elevations or buildings and/or structures on the adjacent properties.
33. Existing and proposed grade elevations at corners or existing and proposed buildings shall be indicated.
34. Existing and proposed grade elevations at the lot corners and on the property line, opposite all house corners shall be shown.
35. Show the location and composition of existing and proposed driveways, sidewalks, and aprons
36. Show the location and material of existing pavement with grades at the centerline, gutter and top of curb
37. Label the existing proposed grade at the back of the sidewalk and at any proposed curb cuts
38. The location and elevation of all existing and proposed utilities within or adjacent to the lot, including but not limited to,
 - a. Sanitary sewers including upstream and downstream manholes
 - b. Storm sewers including upstream and downstream manholes
 - c. Drive culverts
 - d. Water lines, fire hydrants, water shut off and line valves
 - e. Gas service
 - f. Electric, phone, cable services
39. Show rim and invert elevations of all manholes, catch basins and lateral connections. Show size material and grade of all pipes.
40. Show the location of all existing, swales, yard drains, or other drainage facilities on or adjacent to the site
41. Show the location of all proposed swales, yard drains, or other drainage facilities sufficient to provide positive drainage of the entire site.
42. Show roof downspout discharge points and direction for all structures. Include note that all downspouts are to be outletted on splash blocks if a storm connection is not provided.
43. Show any platted or jurisdictional wetlands
44. Show the location and details for all erosion control measures (silt fence, diversion swales, construction entrance, inlet protection, concrete truck wash out location, etc.)
45. Add the following general notes to the plan if applicable.
 - a. A variance for _____ was granted per ordinance _____, dated _____.
 - b. Provide an expansion joint per ODOT item 705.03 where the drive apron abuts the sidewalk and street curb.
 - c. All drive aprons and sidewalks across the drive shall be a minimum of 6 inches thick ODOT item 452.
 - d. Temporary seeding and mulching to be completed within 7 days after foundation is backfilled
 - e. The applicant shall complete the installation of the lawn within one (1) year of the issuance of the Preliminary Zoning Certificate.
 - f. Street sweeping shall be performed on streets adjacent to construction entrances and those streets tracked off site. If applicable, catch basins shall be cleaned weekly.
 - g. Mud tracked onto streets shall be removed daily to prevent it from accumulating. It shall be removed by shoveling and scraping and shall not be washed off paved surfaces or into storm drains.
 - h. Rough graded areas shall be below flow elevation of curbs and inlets.
 - i. The applicant or applicants representative shall inspect and maintain the erosion control measures at least once every seven calendar days and within 24 hours after any storm event greater than ½" of rain in a 24 hour period.
 - i. All control measures in need of repair or maintenance shall be repaired or maintained within 3 days of inspection or notification from the Village.
 - ii. If a control measure is failing to perform its intended function and a more appropriate control measure is required, the site plan must be amended and the new control measure installed within 10 days of inspection or notification from the Village.
 - iii. If erosion control measures have not been installed, they must be implemented within 3 days of inspection or notification from the Village. If a planned erosion control measure is not needed, a written statement of explanation shall be provided to and approved by the zoning inspector.
46. Any other information that may be required by the Zoning Inspector or the Village Engineer to assure that the proposed building elevations and site grading is compatible with adjacent property and that positive drainage is achieved.
47. Record ("as built") drawings for one or two family dwellings, new construction, additions or alterations, shall be submitted upon completion of the site plan construction for review and approval by the Village. The as built drawing shall contain a statement by a registered surveyor:

I hereby state the circled information as shown hereon is existing as obtained on the site this ____ day of _____, 20__.

Signature _____
Printed name and registration no.

Date _____

- (a) The Record ("as built") drawing requirements are:
- (1) Verify actual locations of all structures, setbacks, utilities, pavements, and other physical features.
 - (2) Verify elevations of:
 - i. basement, first floor, and garage
 - ii. ground grades at corner of buildings
 - iii. sidewalk
 - iv. lot corners and property line opposite building corners
 - v. rim and invert of each yard drain, catch basin and manhole
 - vi. inverts of culverts or flow line of ditches and swales
 - vii. sufficient spot elevations to substantiate drainage patterns
 - (3) Driveway and apron must be completed and indicate type of pavement
 - (4) Iron pins at all lot corners
 - (5) As Built certification and seal of registered Surveyor

III. APPROVAL PROCESSING AND CONSTRUCTION ACTIVITIES. The following is a summary of the Municipal Ordinances and the approval procedure for Preliminary and Construction Documents. Concept plans do not require, nor will they receive any Municipal approval, only a review with the applicant.

1. All submittal packages will be delivered to the Village Administrator a minimum of two weeks prior to meeting of the Planning Commission. Required with the submittal are the application and payment of appropriate fees. The required applications and fees will be reviewed, outlined and listed to determine applicability of each required depending upon the type of development to take place. The Village will then distribute received submittals to Village Engineer and Zoning Inspector and determine applicability of each required depending upon the type of development to take place. If the submittal does not conform to the requirements of this section, the Village Engineer and/or Zoning Inspector shall notify the applicant and require the submittal be changed to eliminate all nonconforming aspects thereof. If accepted for review, Village Engineer will review, report and recommend on the effects of traffic circulation, safety, utility usage, construction plans and compliance with all village ordinances, municipal standards for plan content, and design guidelines.
2. Based on the scope of the project, the Engineer may forward copies of the site plan to the following:
 - a. Utility Committee will review the submission for effects and resolution of impacts on all Village utilities. i.e. Sanitary, Water and Storm Sewer Systems. When impacts to utilities are defined, a report will be forwarded to Planning Commission with a statement as to impacts on utilities and recommendations.
 - b. Streets Committee will review, report and recommend on effects to streets and sidewalks.
 - c. Zoning Inspector will review, report and recommend on effects to Zoning Ordinances.
 - d. Fire Chief will review, report and recommend on effects of safety and fire prevention.
 - e. Police Chief will review, report and recommend on effects of safety and traffic control.
 - f. Solicitor will review with respect to all legal issues.
3. Upon resolution of all matters contained in the reports received above, the Village Engineer will place the submittal on the next available Planning Commission agenda for action. Upon approval by the Planning Commission, the Zoning Inspector may issue the Preliminary Zoning Permit.
 - a. Prior to issuance of the Preliminary Zoning Certificate, the Village should receive escrow amounts from developer / builder to cover the cost of inspection services as may be necessary during construction.
 - b. All approvals to issue the Preliminary Zoning Permit will be valid for twelve months only. If Construction not started, new submittals may be required.
4. Preliminary Zoning Permit issuance allows construction to commence. The following existing codes require developer's actions during construction to assure construction compliance to the approved plans.
 - a. 1140.06(c) – Surveyor certification that stakes set on property line and building location prior to construction activities
 - b. 1140.06(d) – Surveyor places bench mark within 25' of building and certifies– inspection by zoning inspector.
 - c. 1140.06(e) – Engineer and zoning inspector right to inspect site at any time.
 - d. 1140.06(f) – Surveyor certification of footer location and elevation prior to construction on these footers.
 - e. 1140.06(g) – Surveyor certification of first floor elevation prior to grading activities.

- f. 1140.06(h) – Surveyor certification of as built site plan and final grading.
5. An Occupancy Permit must be issued prior to occupancy of building and upon completion of site plan improvements and punch list items

IV. TITLE INFORMATION AND TITLE SHEET REQUIREMENTS. Title sheets, or the first sheet in a plan set where a separate title sheet is not required in the submittal contents, shall contain the following Main Title Information.

- 1. Submittal identification (concept, preliminary, etc.)
- 2. Project Name or other means of identification
- 3. Project location information (street address, municipality)
- 4. Property owner information: name mailing address, phone number
- 5. Plan author information: company, mailing address, phone number
- 6. Developer information: name, mailing address, phone number
- 7. Vicinity map
 - a. All surrounding streets shall be shown and labeled
 - b. Display a north arrow
 - c. Depict and label corporation limits
 - d. Minimum area shown shall be the radial distance of 3000' from the edges of the project site
- 8. Index of sheets in the plan set
- 9. Legends shall include all symbols used and their description
- 10. Zoning districts in which the property is located and all surrounding parcels
- 11. The gross square footage of each non residential building.
- 12. A statement indicating whether or not any part of the subject land has been previously used to provide yard space or lot area for another use, parcel, building or development project.
- 13. Proposed zoning district change, if any.
- 14. Proposed zoning use classifications to be included in the project.
- 15. Space for Municipal approval.
- 16. Certifications (see Plat of Survey)
- 17. The seal of an Architect, Surveyor or Engineer as may be applicable. Ohio registrations required.
- 18. Furthermore, each sheet within the plan set shall contain the following minimum Plan Title Information
 - a. Project Identification
 - b. Sheet Number
 - c. Plan name or content identification
 - d. Date prepared or revised
 - e. Scale of drawings as necessary
 - f. North point symbol as necessary

- V. SUBDIVISION PRELIMINARY PLAN REQUIREMENTS. The preliminary plan shall contain the following information:
1. The preliminary plan shall be clearly and legibly drawn by a professional surveyor registered with the state of Ohio. The plan shall be labeled "preliminary plan." There is no minimum sheet size required. If the subdivision is on more than one sheet, match lines and page references shall be provided. Each sheet shall be numbered (ex. 1 of 2, 2 of 2).
 2. The preliminary plan shall include all land intended for ultimate development even though only a portion of the tract is to be initially recorded.
 3. The name by which the proposed subdivision will be recorded. The name shall not duplicate, be the same in spelling or alike in pronunciation with any other recorded subdivision in Geauga County.
 4. The location of the subdivision by section numbers, township, county, state and other legally established district, corporation or unit.
 5. Scale of 1"=100', or at the option of the applicant, the scale may be larger if the size of the subdivision so warrants.
 6. The basis of bearings, north arrow, date and graphic scale.
 7. A vicinity map with a north arrow showing the boundaries of the subdivision in relationship to existing roads.
 8. The name, address, and telephone number of the owner and/or developer.
 9. If the subdivision boundary has been surveyed, the name, address, and telephone number of the registered surveyor who surveyed it and prepared the plan. The name, address, and telephone number of the registered surveyor who surveyed the boundary of the subdivision, if different from the surveyor who prepared the plan.
 10. If the subdivision boundary dimensions may be based upon a survey of the premises or upon existing deed records, as recorded in the county recorder's office, provided such records are adequate. Certification, signature, and seal of the registered surveyor who surveyed the subdivision and prepared the plan, that the plan represents a boundary survey made by him in accordance with the provisions of Chapter 4733-37 of the Ohio Administrative Code, that he has prepared the plan, and that the dimensions shown thereon are correct to the best of his knowledge and belief. If the surveyor who surveyed the subdivision did not prepare the plan, then he also should sign the plan and place his seal thereon and certify that he has surveyed the boundary of the subdivision in accordance with the provisions of Chapter 4733-37 of the Ohio Administrative Code and that they survey is correct to the best of his knowledge and belief. If the subdivision boundary dimensions are from existing deed records, then the surveyor who prepared the plan shall indicate the same thereon. He shall also state that he has prepared the plan, sign and date the plan, and place his seal thereon. All existing easements and existing deed restrictions shall also be listed.
 11. The area in acres shall be given for each lot or block. The area may be rounded to the nearest hundredth of an acre.
 12. The name of any abutting subdivision with the plat book volume and page number of the recorded plat and the owner's names, deed volume and page number, and permanent parcel numbers of all abutting properties.
 13. The location and distance to the property lines of existing and proposed streets, buildings and structures, water courses and other features in the subdivision and within one hundred (100) feet adjacent to the proposed subdivision.
 14. The location, right-of-way width, and dimensions both at the right-of-way margin and centerline for all existing and proposed roads both adjacent to and within the subdivision.
 15. The purpose, location, and dimensions of all existing and proposed easements, including utility and oil and gas easements, both adjacent to and within the subdivision. Any existing blanket easement(s) of

record shall be released either on the final plat or by recording a separate instrument for same. Existing easements which interfere with the installation of road or other public improvements may be required to be relocated.

16. The purpose, location, boundaries, dimensions, and acreage of any lots used for, including but not limited to, open space areas, recreation areas, common areas, water and sewage treatment sites, storm water retention or detention sites, and any other public or private sites or lots.
17. A tabulation of the total subdivision data including:
 - a. Area in sublots (in acres).
 - b. Area in existing and proposed road right-of-way(s) (in acres).
 - c. Area in any blocks (in acres).
 - d. Total area in the subdivision (in acres).
 - e. Total length of roads (lineal feet).
 - f. Total number of sublots.
18. If two family dwelling units or multiple family dwelling units are proposed, a statement regarding the number of buildings and dwelling units for the entire subdivision along with the number of units per acre.
19. A statement with respect to the proposed use of lots, stating type of proposed buildings so as to reveal the effect of the development on traffic (a traffic impact analysis may be required), fire hazards (a water distribution impact analysis may be required), increase in school enrollment or congestion of population and with respect to protective covenants and deed restrictions.
20. The location, width, name and approximate grade of proposed streets, lots, easements or other rights of way indicated as dedicated or undedicated. A typical street cross section shall be shown indicating the location of the sidewalks and curbs and the location and size of utilities.
21. The lot dimensions and lot numbers.
22. The location, elevation and size of all existing sanitary and storm sewers, water mains, culverts and other underground structures.
23. A statement that water mains, fire hydrants and other appurtenances will be installed accordance with the rules and regulations and under the supervision of the Village of Middlefield.
24. Elevation datum shall be based on and related to the Geauga County Geodetic Survey. At a minimum, two (2) County Monuments shall be referenced and shown on the drawings. The contour and topographic conditions shall be shown as follows:
 - a. Existing Ground elevations and water sources in the subdivision and within one hundred (100) feet of its boundaries showing contours at an interval of not more than two (2) feet. The source of information concerning ground elevations shall be provided.
 - b. The base flood elevation data and the boundary of the flood hazard area shall be shown on the plan. If there are not flood hazard areas in the subdivision pursuant to the Flood Insurance Rate Map(s), then a statement shall be provided on the preliminary plan indicating same. The map number and effective date of the applicable flood insurance rate map(s) shall be provided.
25. Any wetland area(s) under the purview of the U.S. Army Corps of Engineers and the Ohio EPA shall be identified by category (1, 2, or 3) and the boundaries and acreage thereof shall be shown on the plan based upon a wetland delineation. The source(s) of information pertaining to detailed soils and wetlands (if any) within the subdivision shall be documented on the plan. A qualified wetland professional accepted by the US Army Corps of Engineers shall provide the wetlands information and their name, address, and phone number shall appear on the plan. IF wetland exist within the subdivision, it shall be the responsibility of the developer to consult with the U.S. Army Corps of Engineers and the Ohio EPA, regarding applicable regulations. In addition, the planning is encouraged to place wetlands, to be granted to an entity such as a land trust, and to devise and record covenants and restrictions running with the land to preserve and protect them. If no wetlands exist within the subdivision, a statement on the plan shall be provided indicating same. The developer shall be responsible for the following all applicable federal and state regulations for wetlands, regardless of the statement on the plan.
26. The zoning classification including use, heights and area requirements and the minimum setback building lines.
27. Proposed sites that are to be dedicated or reserved for parks, playgrounds, schools or other public uses or open spaces.
28. If any zoning changes are contemplated by the subdivider, the proposed zoning shall be outlined.
29. A notation of the plan shall be shown as follows: "This plan is hereby (approved) or (conditionally approved) by the Village of Middlefield Planning Commission this ___ day of ___, 20___. By _____ (Signature of the Chairman of Planning Commission), Chairman, Village of Middlefield Planning

- VI. SUBDIVISION FINAL PLAT REQUIREMENTS. The final plan shall be prepared and legibly drawn by a professional surveyor, registered with the state of Ohio, based upon his survey of the premises in accordance with the provisions of Chapter 4733-37 of the Ohio Administrative Code. The final plat shall be drawn in black ink on Mylar and shall contain at a minimum the following information.
1. The sheet size shall be 24 inches x 36 inches with a border of 0.5 of an inch. Each sheet shall be numbered (eg. 1 of 2, 2 of 2). If the subdivision is on more than one sheet, match lines and page references shall be provided.
 2. The proposed name of the subdivision, which shall not duplicate the name of any other subdivision already recorded in the county.
 3. Township, tract, original lot or section number, permanent parcel number, and deed volume and page in which the subdivision is located.
 4. Scale of 1"=100', or at the option of the applicant, the scale may be larger if the size of the subdivision so warrants.
 5. North arrow and date of plat.
 6. A vicinity map with a north arrow showing the boundaries of the subdivision in relationship to existing roads.
 7. All dimensions, angles and bearings are to be referred to the nearest established road lines; recognized permanent monuments, township tract, lot, or section lines; and other established control points.
 8. The names of all adjacent lot owner(s) with the volume page number of each owner's deed and permanent parcel number or the adjacent subdivision name(s) with the plat book volume and page number of the subdivision as recorded with the County recorder.
 9. The road name of each road within the subdivision and those adjacent to its boundaries.
 10. The location, right-of-way width, bearings and dimensions of all existing and proposed roads both adjacent to and within the subdivision both at the right-of-way margin and center line. The bearings shall be to the nearest second and dimensions to the nearest one-hundredth of a foot. The dimensions of all curves shall include the following information: radii, acres, chords, chord bearings, deltas, and tangents. Any road right-of-way to be dedicated for public use shall be free of any easements, encroachments, liens, mortgages or other encumbrances.
 11. The purpose, location, width, bearings and dimensions of all existing and proposed easements, including but not limited to the drainage maintenance district, utility, and oil and gas easements, both adjacent to and within the subdivision. The volume and page number from the County Recorder's office shall be provided for existing easements of record. Proposed easements shall either be granted on the plat and accepted by the appropriate entity or recorded prior to the submission of the final plat. Existing and proposed towers; utility lines; drainage pipe and structures; oil and gas pipelines, \Veils, and tank batteries; pipe, pipelines, cable, or any other appurtenant structure(s) and the like, whether for public or private use, shall be within specifically delineated easements on the plat. Such easement rights may include the right to install, construct, reconstruct, maintain, and remove such facilities and related appurtenances within said easement as well as the right of ingress and egress. Any existing blanket easement(s) of record shall be released either on the final plat or by recording a separate instrument for same, before the final plat is submitted for approval. Existing easements which interfere with the installation of road or other public improvements may be required to be relocated or extinguished.
 12. The location, boundaries, owner's name and volume and page number of the recorded deed and permanent parcel number of any outlot(s) not platted and already divided out of the original tract. Such lot(s) shall be labeled "not a part of this subdivision." Such lot(s) shall not be numbered.
 13. The boundary lines of the subdivision showing the bearings and dimensions as surveyed by a registered surveyor. The bearings shall be to the nearest second and dimensions to the nearest one hundredth of a foot. The dimensions of all curves shall include the following information: radii, arcs, chords, chord bearings, central angles, and tangents.
 14. The boundary lines of each lot or block in the subdivision with bearings and dimensions. The bearings shall be to the

- nearest second and dimensions to the nearest one hundredth of a foot. The dimensions of all curves shall include the following information: radii, arcs, chords, chord bearings, central angles, and tangents.
15. Lots in the subdivision shall be numbered progressively. If the subdivision is phased, lots shall be numbered in progressive order as each phase is submitted. Blocks shall be labeled alphabetically.
 16. The area in acres shall be given for each lot or block. Said areas shall be calculated to the third decimal place.
 17. The dimensions and location of the minimum building setback line(s), including any minimum riparian setback line(s), in accordance with the applicable and current zoning ordinance requirements for the Village and zoning district in which the subdivision is located.
 18. The location and description of all existing monuments and iron pipes or pins found and those set in the subdivision shall be shown. If new, monuments encased in concrete shall be set in place at all subdivision corners, iron pins in boxless monuments shall be set at all appropriate road centerline locations and all road intersections, and iron pins shall be set at all sub lot corners, the termination of curves, and angle points.
 19. The purpose, location, boundaries, bearings and dimensions and acreage of any blocks used for, including but not limited to, open space areas, recreation areas, common areas, Water and sewage treatment sites, storm water management facilities, and any other public or private sites or lots. The dimensions shall be to the nearest one-hundredth of a foot and the bearings to the nearest second. Acreages shall be to the third decimal place. Such sites shall be given a block designation on the plat (ex. block "A").
 20. The base flood elevation data and the boundary of the special Flood hazard area shall be delineated on the plat. The developer is encouraged to place special flood hazard areas in common open space or to delineate an easement generally around such areas and to devise and record covenants and restrictions running with the land to preserve and protect them.
 21. Any wetland area(s) under the purview of the U.S. Army Corps of Engineers and the Ohio EPA shall be identified by category (1, 2, or 3), if applicable. Boundaries and acreage thereof shall be shown on the plat based upon the wetlands delineation. Pursuant to Article IV, Section 401(A)(21) of these regulations, if wetlands exist within the subdivision, it shall be the responsibility of the developer to consult with the U.S. Army Corps of Engineers and the Ohio EPA. In addition, the planning commission shall transmit a copy of the final plat to the U.S. Army Corps of Engineers. The developer should place wetlands in common open space or delineate an easement, with its dimensions and area, generally around such wetlands and devise and record covenants and restrictions running with the land to preserve and protect them. The easement should be granted to an entity that will provide ongoing monitoring of the wetlands, such as a land trust. Granting the easement to a homeowners' association is strongly discouraged.
 22. A tabulation of the total subdivision data including:
 - a. Area in sub lots (in acres).
 - b. Area in existing and proposed road right-of-way(s) (in acres).
 - c. Area in any blocks (in acres).
 - d. Total area in the subdivision (in acres).
 - e. Total length of roads (lineal feet).
 - f. Total number of sublots.
 - g. If two family dwelling units or multiple family dwelling units are proposed, a statement regarding the number of buildings and dwelling units contained therein for each proposed lot and the total number of buildings and dwelling units for the entire subdivision.
 23. The plat shall be superimposed on a survey of the lands of the dedicators from which such plat is drawn, and shall contain an accurate background drawing of any metes and bounds descriptions of the lands of the dedicators from which such plat is drawn.
 24. At the time of submission of the final plat the following certifications shall appear on the plat:
 - a. Certification, signature, seal, and date by a registered surveyor that he has surveyed the premises and prepared the plat in accordance with the provisions of Chapter 4733-37 of the Ohio Administrative Code and that the plat is correct to the best of his knowledge and belief. If the surveyor who surveyed the subdivision did not prepare the plat, then he shall also sign the plat and place his seal thereon and certify that he has surveyed the subdivision in accordance with the provisions of Chapter 4733-37 of the Ohio Administrative Code and the survey is correct to the best of his knowledge and belief. The subdivision boundary and all of the sublots therein shall close within the minimum standards for surveying as set forth in Ohio Administrative Code Chapter 4733-37.
 - b. Notarized certification by the owner of the subdivision, signature, and date that the plat represents his subdivision or land and that he has offered for dedication to public use those roads, improvements, and other areas shown thereon that will be used for public purposes and granted any easement(s) shown on the plat on the appropriate entity. The grantee of any easement shall sign the plat, indicating its acceptance.
 - c. A notarized mortgage release statement (if applicable) by the financial institution that it has released its lien on the roads or other areas shown on the plat to be dedicated to public use. The statement shall be signed and dated by the appropriate official of the financial institution.
 - d. The planning commission shall require proof of compliance with any applicable zoning ordinances as a basis for the approval of a final plat. Said proof of compliance shall consist of a statement on the final plat, signed and dated by the zoning inspector, that the plat applies with the applicable Village zoning ordinances. If revisions to a final plat are made subsequent to the date that the zoning inspector has signed

it, and such revisions affect any of the sub lots shown thereon, then the zoning inspector shall re-sign and date the plat.

25. At the time of submission of the final plat the following notations for approval shall appear on the plat:
 - a. For approval of the plat by the chairman of the planning commission.
 - b. For acceptance of the utility easement by all of the public utility companies and the acceptance by the appropriate entity of any other easement(s) granted by the owner of the subdivision and shown on the plat.
 - c. For certification by the village engineer that he has inspected the construction of the road and related improvements on the premises and that the road has been constructed in accordance with the specifications set forth on the approved plat and plans and that the road is in good repair; and, that the plat has been reviewed and meets the minimum standards for boundary surveys codified in Chapter 4733-3 7 of the Ohio Administrative Code,
 - d. The signature of the Fiscal Officer, certifying that the Council has adopted an ordinance approving the filing of the final plat and stating the ordinance number and its date of adoption;
 - e. The signature of the Solicitor, certifying that the final plat conforms to the formal requirements of the Codified Ordinances. The Solicitor shall not sign the plat until both of the following have occurred;
 - f. The developer shall present to the Solicitor evidence that all taxes against proposed roads and streets have been paid and evidence that all encumbrances or liens of record against such proposed roads have been released.
 - g. The developer shall present to the Solicitor evidence that all improvements have either been installed and approved by the proper officials or agencies, or that a performance bond or a performance fund complying with the requirements of the Codified Ordinances and insuring their installation has been accepted by Council.
 - h. For transfer by the county auditor.
 - i. For recording by the county recorder.
26. A notation for the volume and page number assigned by the county recorder for the covenants and restrictions (if any) shall be provided for on the plat.

VII. LAND USE PLAN REQUIREMENTS. The plan shall show the overall land use design of the proposed project. The plan shall include all land contained within the project boundaries. The proposed use of land shall conform to all applicable requirements and master plans of the municipality. The plan content shall include the following:

1. A detailed statement regarding the zoning uses to be established
2. A topographic map (see requirements) upon which the following shall be shown:
 - a. Title information (see Title Information requirement)
 - b. Vicinity map
 - c. Minimum Site Plan (See Site Plan Requirements). The location and footprint of proposed buildings may be general, rather than specific only under the conditions of the submittal being concept or preliminary. In Construction document submittals when the subject buildings are proposed to be on fee simple lots and their design and location is the responsibility of the future lot owner, houses shall be delineated in order to show a reasonable size and location. The locations and sizes shall also show the possibility of accordance with all applicable zoning and other municipal regulations.
 - d. Minimum property survey information (See Plat of Survey)
 - e. Minimum street information (See Street Plan)
 - f. Minimum utilities information (See Utility Plan)
 - g. For Major subdivision and Planned Unit Developments the plan shall also show the allocation of land use by location, type of use, and acreage including:
 1. Open / Common areas and proposed ownership thereof
 2. Lands to be dedicated to public use
 3. Parks, playgrounds and other recreational uses
 4. Sublots and / or building sites
 5. Non-residential uses
 6. Residential uses (one, two and multifamily dwellings)
 7. Where residential uses are proposed in PUDs include a) Estimated population of the development; b) types of dwelling units to be constructed; c) unit densities by area; d) total number of units for each density area; e) total number of units proposed in the plan

VIII. SITE PLAN REQUIREMENTS.

1. Minimum site plan information shall contain the following:
 - a. The location and footprint of all proposed and existing structures inside the project boundaries and within 35 feet thereof.
 - b. Proposed modifications to the existence, location, or size of existing structures.
 - c. Existing underground structures not otherwise indicated within the plans to be submitted (i.e. abandoned building foundations, cisterns, etc.)
 - d. The location and width of proposed sidewalks and pedestrian ways.
 - e. The location and size of parking areas, loading/unloading areas and their associated means of access.
2. Concept site plans shall also include:
 - a. Title information (see title information requirements).
 - b. Vicinity map
 - c. Minimum property survey information (see Plat of Survey).
 - d. Minimum street plan information (if applicable; see Street Plan).
 - e. The location of the subject property referenced along the centerline of the street, or streets, providing access thereto, to its intersection with the nearest cross street centerline.
 - f. The required building setback line and other yard space limits on all sides of the project boundaries.
 - g. The building setback line along both sides of proposed streets.
 - h. Traffic circulation patterns (if not otherwise clear and evident)
3. Preliminary site plans shall further include:
 - a. A topographic map (see Topographic Map) upon which all information shall be shown.
 - b. Proposed construction phase lines for multi-phased projects.
 - c. The location of existing and proposed fire hydrants and fire lanes on the subject property or adjacent thereto.
 - d. The location of any other proposed or existing structures not otherwise defined within the submittal including sufficient details, specifications and/or other data to clearly communicate the scope and intent of the proposed work or existing facility.
4. Construction document site plans shall further include:
 - a. The number of floors, floor area (per floor) and building height of each existing and proposed building on the subject property.
 - b. Paving specifications for sidewalks and other pedestrian ways.
 - c. Paving specifications for parking areas, loading/unloading areas and their associated means of ingress and egress.
 - d. The size and dimensions of each parking space and loading/unloading area, and the width of all means of access thereto.
 - e. The location of garbage collection facilities and type of enclosure.
 - f. Architectural elevation drawings demonstrating the design and character of the proposed structures and/or the proposed modifications to existing structures.
 - g. US Army Corps of Engineers or Ohio Environmental Protection Agency wetlands permit as may be applicable. In lieu of permit, a letter of non-jurisdiction by the US Army Corps of Engineers office will be acceptable.

IX. LOT SPLIT REQUIREMENTS

1. Plan Title Information
2. Plat of Survey Information
3. For each new parcel being created or left in residue, an accurate and current survey description shall be prepared by a professional surveyor registered with the State of Ohio and in accordance with the following.
 - a. Professional Land Surveyors of Ohio publication "Minimum Standards for Boundary Surveys in the State of Ohio"
 - b. The Conveyance Standards for Geauga County
 - c. The requirements as stated herein
4. Zoning classification of all parcels split, remaining and adjoining.
5. Location, type, dimensions and distances to property lines from any existing ponds, buildings or structures on the lot and adjacent thereto including any driveways, parking areas, signs and/or loading/unloading spaces serving said buildings or structures, sufficient to determine the lot split(s) and remainder parcels all meet current zoning.
6. Reference to an established point of beginning, such as a monumented centerline of intersections of streets or monumented corner of sections, lots or township lines.
7. Survey Descriptions and Plats must be stamped approved by the Geauga County Engineers Office.
8. Signature and approval block for the Village Engineer and Planning Commission.
9. All approved lot split, consolidations, and remainder descriptions and plats shall be recorded with the Geauga County Recorder.

- X. PLAT OF SURVEY REQUIREMENTS. For the purposes of this section, the term “Accurate bearings and distances” shall be interpreted to mean that distances shall be to the nearest one-hundredth of a foot and bearings to the nearest second. The dimensions of all curves shall include the delta angle, radius, arc length, tangent, and chord bearing and distance. The area shall be described in acres and calculated to the third decimal place.
1. Minimum Plat of Survey or property survey information shall contain the following:
 - a. All existing streets on, or adjacent to, the subject property; including the street name, right of way width, centerline referenced with accurate bearings and distances, and the location and width of pavement.
 - b. Boundaries of the subject submittal area referenced with accurate bearings and distances. This information may be based on record information.
 - c. All existing rights of way and easement on, or adjacent to, the subject property, giving their width and purpose. The centerline thereof shall be accurately referenced by bearings and distances.
 - d. When sub lots or other separate parcels are to be contained in the subject project the boundary lines of such lots or parcels shall be shown.
 2. Plats of Survey shall further include:
 - a. Title information (as appropriate)
 - b. Identification of the Municipality, County, and State, original township section, tract, or lot of the subject property.
 - c. All municipal corporation, township and county lines and section lines traversing or immediately adjacent to the property.
 - d. All proposed streets on, or adjacent to, the subject property; including the street name, right of way width, centerline referenced with accurate bearings and distances, and the location and width of pavement.
 - e. All proposed rights of way and easements on, or adjacent to, the subject property, giving their width and purpose. The centerline thereof shall be accurately referenced by bearings and distances.
 - f. All abutting property boundaries.
 - g. The name of the concerned property, if any and the property deed reference number(s).
 - h. Which abutting land was formerly that of the owner of the subject property and the date of title transfer.
 - i. The name of all owners of record of adjoining unplatted land; include the Geauga County Recorder’s deed record volume and page reference.
 - j. The plat name of adjoining platted lands: include the Geauga County Recorder’s plat volume and page reference.
 - k. The location and description of all property monuments; include whether monuments are found, set, or to be set.
 - l. When sub lots are to be contained within the subject property includes the following:
 1. The property boundaries of each lot referenced with accurate bearings and distances.
 2. A tabulation showing the exact area of each lot, reserve or other parcels shown on the plat (other than streets and alleys).
 3. Show the sub lot identification number for each lot.
 4. Show the required building setback line for each lot along the street, or streets, providing access thereto.
 - m. Horizontal control for all surveys shall be tied to a minimum of two (2) Geauga County Geodetic Survey markers, and information shown on the plat.
 3. The boundaries of the subject property shall be referenced, with accurate bearings and distances, to the surrounding area in conformance with the following requirements:
 - a. Single lot development and subdivisions with a total land area of less the ten (10) acres shall be referenced along the centerline of the street, or streets, providing access to the property to the nearest cross street centerline.
 - b. Planned Unit Development and all other projects of ten (10) acres or more shall be referenced from a monument established upon the subject property boundary to the following

1. The three (3) nearest existing street centerline monuments or other official monument.
 2. Each subdivision and P.U.D. boundary within two hundred (200) feet of the subject property.
4. The following certifications shall be required on all plats.
 - a. Registered surveyor's preparation of plat
 - b. Current taxes and assessments paid
 - c. Signature approval block for Approving Authority
5. The following additional certifications shall be required on all plats which include lands and/or improvements to be dedicated to, or reserved for, public use.
 - a. Ownership and dedication (with acknowledgment).
 - b. Current title commitment for the property.
 - c. Release of all encumbrances.
 - d. Approval of installation of improvements.
 - e. Acceptance of public lands, easements and improvements by Council.
6. The following legal descriptions shall be required when applicable:
 - a. Each separate area to be dedicated to, or reserved for, public use; include purpose and acreage.
 - b. Areas to be reserved by deed covenant for the common use of all property owner; including acreage.
7. All Plats of survey shall be prepared in accordance with the Professional Land Surveyors of Ohio publication "Minimum Standards for Boundary Surveys in the State of Ohio", the Conveyance Standards for Geauga County, and the requirements as stated herein, by a professional surveyor registered with the State of Ohio.

XI. STREET PLAN REQUIREMENTS.

1. Minimum street plan information shall include the following information.
 - a. Information shall be provided for all streets whether public or private.
 - b. All existing streets (and other means of vehicular access) providing access to, or immediately adjacent to, the subject project including; name, right of way width (if applicable), and pavement width.
 - c. All existing and proposed sidewalks and other pedestrian ways including; location and width.
 - d. All proposed streets (and other means of vehicular access) whether public or private on or immediately adjacent to the subject project including; name, right of way width, and pavement width.
 - e. All proposed streets shall be annotated as to proposed ownership (public or private).
 - f. Provisions for the off-site extension and/or connection of existing and proposed streets.
2. Concept streets plans shall further include:
 - a. Plan title information
 - b. Minimum property survey information (see Plat of Survey)
 - c. Traffic circulation patterns (if not otherwise clear and evident).
3. Preliminary street plans shall further include:
 - a. Right of way cross section details: include pavement, utilities and other pertinent details. A similar cross section detail shall be provided for private access facilities.
 - b. Street centerline curve radii.
 - c. Cul-de-sac radius to outer edge of pavement.
 - d. Centerline distance between street intersections.
 - e. The center line length of non-through streets; measured from the intersection of the street centerlines to the center of the cul-de-sac or end of pavement as may be applicable.
4. Construction document street plans shall further include:
 - a. Use of the drafting standards identified in the O.D.O.T. LOCATION AND DESIGN MANUAL, VOLUME 3, (HIGHWAY PLANS), section 1205 "Drafting" and 1206 "Computer Aided Design and Drafting (CADD)" is recommended.
 - b. Pavement specifications for streets.
 - c. Pavement specification for sidewalks.
 - d. Centerline bearings, distances, angles to accurately locate and reference existing and proposed streets.
 - e. Plan and centerline profile drawings with maximum scales of Horizontal scale of 1"=20' and Vertical scale of 1"=5'
 - f. Tabulated curve data including radii, arc length, tangent length, central angle, point of curvature, point of tangent, chord distance, chord bearing.
 - g. Street monuments (both centerline and offset) conforming to Municipal requirements.
 - h. The location of all street name signs, traffic control signs and devices, and pavement markings.
 - i. Other construction details, specifications, and data as may be necessary to clearly communicate the intent, scope and specifics for all of the proposed and required work.
 - j. Vertical curves shall be indicated on the plans with data giving the type and length of curve; location and elevation of points of vertical tangency, intersection and curvature; centerline elevations at 25 foot intervals; and stopping sight distance.

- XII. TOPOGRAPHIC MAP REQUIREMENTS. Topography may be compiled by photogrammetric methods or by actual field surveys. Topographic maps shall contain the following:
1. Plan title information
 2. The topographic information shall be certified by a professional surveyor as reflecting a true and actual survey performed by himself, or under his direction, and giving the date of such survey.
 - a. Certification statement shall be "I, the undersigned, do hereby state that this topography, indicated by 6", 1' or 2' contours, and elevations shown hereon, represent an actual field survey made by name on the day of month, year and that the elevations were taken at the appropriate intervals and that of the date of the survey they existed as indicated hereon."
 - b. Certification Statements shall be signed and sealed with the surveyor's name and registration number clearly printed and legible.
 3. Elevation datum shall be based on and related to the Geauga County Geodetic Survey. At a minimum, two (2) County Monuments shall be referenced and shown on the drawings.
 4. The maximum contour interval shall be two feet. On plans for streets and utilities which are intended for dedication to public use, the topographic data used shall be based on a recent and accurate topographic or photogrammetric survey originally prepared at a scale not greater than 1"=50'; with a maximum one foot contour interval. Smaller contour intervals may be required by the Municipal Engineer for some cases.
 5. Topography information on the subject property and within fifty feet thereof. When, in the opinion of the Municipal Engineer, this distance is deemed inadequate for a particular project (due to severe conditions, or for other good cause) said engineer may require a greater distance within which said information shall be provided.
 6. All physical features and natural conditions including the location of substantial tree masses.
 7. The location and identification of isolated, perceivable trees and other significant features (isolated tree locations not required for other than single building site projects).
 8. Natural and artificial water courses, marshes, and shorelines.
 9. Surface drainage, and areas subject to flooding, within fifty feet of the project boundaries, unless modified by the Municipal Engineer (See Note 5 above).
 10. Existing buildings, and other permanent facilities on the subject property and within thirty five feet thereof, unless modified by the Municipal Engineer (See Note 5 above.)
 11. The location of existing streets; including the location of pavement and sidewalks within thirty five feet of the project boundaries, unless modified by the Municipal Engineer (See Note 5 above).
 12. Indicate subsurface soils/conditions within the project boundaries.
 13. Wetland areas as defined and affirmed by the US Army Corps of Engineers.

XIII. GRADING AND SURFACE WATER DRAINAGE PLAN REQUIREMENTS. The grading and surface water drainage plan shall consist of a topographic map (see requirements) upon which the following shall be shown:

1. Plan title information
2. Minimum property survey information (see Plat of Survey).
3. Minimum Street plan information (see Street Plan).
4. Minimum site plan information (see Site Plan).
5. A benchmark shall be established, based on and related to the Geauga County Geodetic Survey, at a permanent convenient location which shall remain undisturbed during construction activities.
6. All proposed changes to existing grade and/or topography.
7. All proposed grading shall be shown with maximum one (1) foot contour intervals.
8. Grade elevations for existing and proposed streets and means of vehicular access shall include centerline, gutter/edge of pavement, top of curb (if applicable), bottom of ditch (if applicable), back of sidewalks, right of way/property line. Such elevations shall be provided at convenient intervals to adequately depict conditions.
9. Storm water drainage inlets with top of casting elevations.
10. Storm sewer outfalls (where permitted) including; location, discharge pipe size, invert elevation, headwall detail, erosion control measures.
11. Sanitary sewer manholes with top of casting elevation.
12. Proposed finish grades.
13. Existing and proposed drainage ways, water courses and other bodies of water.
14. Rechanneled waterways.
15. Existing and proposed drainage ways, water courses and other bodies of water.
16. Terraces, retaining walls and construction details therefor.
17. Storm water management structures including retention/detention basins, dams, spillways, etc. and construction details therefor.
18. First floor elevation of existing and proposed buildings.
19. All areas of proposed excavation, grading and filling.
20. Bottom width, side slopes and grade of existing and proposed drainage ways.
21. Driveway and street culvert pipes; including size and specification.
22. When not otherwise included in the submittal the following information shall be provided:
 - a. Provide a general description of fill materials which are to be deposited on the property; and their source.
 - b. Identify haul roads to be used within the Village if over the road vehicles are to be employed.
 - c. Identify methods of traffic control to be utilized.
 - d. Identify methods to be employed to maintain public rights of way to insure that they are kept undisturbed and clean and safe along, and in the vicinity of, the haul roads involved.

XIV. UTILITY PLAN REQUIREMENTS.

1. Minimum utility information shall show the following information:
 - a. The location, size, and purpose of existing and proposed utility easements.
 - b. The location and size of main lines for all utilities necessary to serve the subject development including:
 - c. All existing utilities on, or adjacent to, the subject land (when utilities that are not on, or adjacent to, the subject land identify all utilities that are accessible to the property (within 1000 feet thereof), and their location relative to the property).
 - d. All proposed Municipal utility mains within the project boundaries, as well as off-site extensions of same.
2. Concept utility plans shall further include:
 - a. Plan title information
 - b. Minimum property survey information (see Plat of Survey)
 - c. Minimum site plan information (see Site Plan)
 - d. Minimum street information (see Street Plan).
3. Preliminary utility plans shall further include:
 - a. Storm water drainage facilities including drainage calculations, detention/retention facilities, and storm sewer facilities.
 - b. Storm sewer outfalls (where permitted) including; location, discharge pipe size, invert elevation, and erosion control measures.
 - c. Storm sewer inlets including; the location, top of casting elevations, invert elevations.
 - d. Storm sewer lines including; location, size, slope, distance between inlets.
 - e. Sanitary sewer manholes including; location, top of casting elevation, invert elevations.
 - f. Sanitary sewer lines including; location, size, slope, and distance between manholes, etc.
 - g. Water main location and size.
 - h. Fire hydrant locations and branch size.
4. Final utility plans shall further include:
 - a. Use of the drafting standards identified in the O.D.O.T. LOCATION AND DESIGN MANUAL, VOLUME 3, (HIGHWAY PLANS), section 1205 "Drafting" and 1206 "Computer Aided Design and Drafting (CADD)" (or as thereafter amended) is recommended.
 - b. Plan and profile drawings for water mains, sanitary sewers, and storm sewers (required for major subdivisions and PUDs and when required by municipal reviewing authority where extensive improvements are proposed). Plan and profile drawings for utilities to be dedicated to public use shall be at the following scales: horizontal 1"=20'; vertical 1"=5'.
 - c. The location reference, based on centerline stationing and the off-set therefrom, for all catch basins, manholes, main valves, curb boxes, fire hydrants, tap-ins, end of service laterals (wye poles) and other major components of storm sewers, sanitary sewers, and water mains.
 - d. All tap-ins to Municipal utilities including; location and specifications.
 - e. All utility service laterals to existing buildings within the project boundaries including; location, size, and specification.
 - f. All utility service laterals to proposed buildings, building sites and sublots including; location, size, and specification.
 - g. Construction detail for all improvements (including but not limited to manholes, storm sewer inlets, headwalls, hydrant installation, pipe bedding, etc.). Detail for Municipal utilities (sanitary, storm, and water) shall conform to the applicable Municipal Standard Specifications.
 - h. Specifications for all improvements. Specifications for conform to the applicable Municipal Standard Specifications.
 - i. The location, size, and pressure rating of gas mains.
 - j. The location of electric service lines.
 - k. The location of telephone service lines.
 - l. The location of cable television service lines.
 - m. The location and detail for manual relief valve on temporary dead end water lines.

- XV. LANDSCAPE PLAN REQUIREMENTS. Plans shall demonstrate conformance with all rules and regulations of the Shade Tree Commission and other applicable Municipal requirements. The identification of all planting shall be, at a minimum, by botanical and common name. Landscape plans shall contain the following minimum information.
1. Plan title information
 2. Minimum Site Plan information.
 3. Minimum Streets Plan information.
 4. The location of all signs; include architectural elevation details for each type of sign. Traffic control signs, conforming in all respects with the Ohio Department of Transportation specifications for same, are not required to be detailed.
 5. The location of all required landscape screening (including fences, screening structures, and natural plantings); include architectural elevation details thereof.
 6. The location and identification of any landscape plantings, and ground covers, proposed to be located in any public right of way, or easement.
 7. The location and identification of all proposed trees and shrubs.
 8. Identify areas to be planted with ground covers including identification of said ground covers.
 9. The location of all proposed planting areas. Include a separate detail defining the areas and contents.
 10. A tabulation of all proposed plantings including; botanical and common name, shape, foliage color, flower color, flowering season, approximate mature height, number of units to be installed, minimum proposed height on installation, growth rate.
 11. Planting details for ground covers, trees and shrubs; include anchoring details, planting specifications, excavation, and backfill requirements.

XVI. RECORD (AS-BUILT) DRAWING REQUIREMENTS.

1. Record drawings are required to reflect the actual construction details, specifications, locations, and other pertinent information for all underground utilities, lands or improvements to be dedicated to public use, and other improvements connected to, or having a direct impact upon, public utilities and public facilities; and other improvements when so required by Municipal regulations.
2. One complete Mylar set of the approved as built drawings shall be provided to the Municipality as part of the record documents submittal.
3. As built maps and details shall show the actual location and specifics of the subject improvements. Said map and details shall conform to the applicable plan requirements of these regulations. For the purpose of defining the degree of detail and information to be required on such maps they shall be considered construction documents.
4. In instances where storm water management control devices are installed on the project, as built record information shall be used to verify that the design of the as built devices will function according to the original design. The design engineer shall submit calculations verifying this functionality. 5. The as build drawings shall contain a statement by a registered surveyor certifying the information shown on the submitted as-built plan is existing as obtained on the site this day ____ of _____, 20____, and include his printed name, registration number, seal and signature.

XVII. EROSION AND SEDIMENT POLLUTION CONTROL PLAN REQUIREMENTS. See Village of Middlefield Sediment Control and Water Quality Regulations.

XVIII. STORM WATER MANAGEMENT PLAN REQUIREMENTS. See Village of Middlefield Storm Water Management Regulations.

Effective 9/10/2016

*Revised per
May 26, 2016 recommendation
of Planning Commission*

ORDINANCE 16-121

**AN ORDINANCE AMENDING CHAPTER 1171 OF THE CODIFIED
ORDINANCES, SHIFTING PRIMARY RESPONSIBILITY FOR WATER
MANAGEMENT AND SEDIMENT CONTROL FOR VILLAGE DEVELOPMENT
TO THE GEUGA SOIL AND WATER CONSERVATION DISTRICT**

WHEREAS, existing Chapter 1171 of the Codified Ordinances sets forth the Village's requirements for water management and soil control; and

WHEREAS, pursuant to Ordinance 96-131, primary enforcement responsibility for water management and soil control fell upon the Geauga Soil and Water Conservation District ("GSWCD"); and

WHEREAS, pursuant to Ordinance 02-120, the Village adopted legislation shifting primary enforcement responsibility for these regulations from GSWCD to the Village, and empowering the GSWCD with secondary enforcement responsibility only; and

WHEREAS, because the Village is not an MS4 Community under applicable Ohio EPA regulations, the Village is not mandated to have or enforce storm water regulations; and

WHEREAS, even without municipal regulation, the existing law already obligates developers to follow the requirements of the NPDES Construction General Permit, and it is the responsibility of those developers to comply with all applicable regulations promulgated by GSWCD, Ohio EPA and others; and

WHEREAS, Council has determined that economic development in the Village will be enhanced by returning jurisdiction for enforcement of these regulations to GSWCD.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Middlefield, County of Geauga, and State of Ohio that:

SECTION 1. Existing Chapter 1171 of the Codified Ordinances is hereby amended to read as follows:

1171.01 INTENT.

In repealing the previous requirements of this Chapter, originally adopted in Ordinance 02-120, the Village intends to shift primary responsibility for

enforcement of Water Management and Sediment Control in the Village from the Village to the Geauga Soil and Water Conservation District ("GSWCD"). The Village, however, reserves the right, in its discretion to enforce provisions of the GSWCD Regulations (1) when GSWCD's efforts to obtain compliance have failed, thereby necessitating enforcement action and (2) when the Village deems it necessary and appropriate to do so.

(a) The primary monitoring and enforcement of these standards shall be through the GSWCD. Enforcement actions, if necessary, shall be through the Village Zoning Inspector and Solicitor.

(b) The Village shall have the right, but not the obligation, to perform monitoring and enforcement of the standards adopted by the GSWCD, and shall exercise such authority only in its discretion and only when it determines necessary and appropriate.

(c) The intent of this Chapter is to authorize the GSWCD to enforce in the Village the most recently adopted Geauga County Water Management and Sediment Control Regulations (the "GSWCD Regulations") adopted by the Geauga County Board of County Commissioners and administered by GSWCD. This Chapter shall also authorize the Village Zoning Inspector and the Village Solicitor, when necessary, to take enforcement actions in the event a property owner fails and refuses to comply with a final directive from GSWCD.

(d) (Repealed)

1171.02 PURPOSE. (Repealed)

1171.03 SCOPE. (Repealed)

1171.04 DISCLAIMER OF LIABILITY.

Neither the submission of a plan under the GSWCD Regulations, nor compliance with provisions of the GSWCD Regulations shall relieve any person or other entity from responsibility for damage to any person or property otherwise imposed by law; nor shall it create a duty by the Village or by the GSWCD to those damaged by flooding or soil sediment pollution.

1171.05 SEVERABILITY. (Repealed)

1171.06 NUISANCES.

The GSWCD Regulations shall not be construed as authorizing any person to maintain a private or public nuisance on his/her property, and compliance with the provisions of the GSWCD Regulations shall not be a defense in any action to abate such a nuisance.

1171.07 RESPONSIBILITY.

Failure of the GSWCD or the Village to observe or recognize hazardous or unsightly conditions or to recommend corrective measures shall not relieve the owner from the responsibility for the condition or damage resulting therefrom, and shall not result in any liability to the Village its officers, employees or agents.

1171.08 ADOPTION AND AMENDMENT OF MUNICIPAL REGULATIONS.
(Repealed)

1171.09 GSWCD REGULATIONS.

The GSWCD Regulations shall be the most recently adopted version of the regulations promulgated by GSWCD,

1171.10 INTERPRETATION OF TERMS AND WORDS. (Repealed)

1171.11 WORDS AND TERMS DEFINED.

For the purpose of this Chapter, the following terms and words shall have the following definitions:

- (a) "GSWCD": The Geauga Soil and Water Conservation District.
- (b) "GSWCD Regulations": The most recently adopted version of the Geauga County Water Management and Sediment Control Regulations

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1171.12 GENERAL REQUIREMENTS FOR STORM WATER MANAGEMENT.

No person shall cause or allow earth-disturbing activities on any area in the Village unless the GSWCD has determined that such activity complies with the GSWCD Regulations. GSWCD shall work with property owners and developers to achieve compliance with the GSWCD Regulations. If compliance cannot be achieved, the Village Zoning Inspector and Village Solicitor shall then take any steps necessary to enforce compliance.

1171.13 NOTIFICATION. (Repealed)

1171.14 PROTECTION OF ADJACENT PROPERTIES. (Repealed)

1171.15 WATER MANAGEMENT AND SEDIMENT CONTROL (WMSC) PLAN CRITERIA. (Repealed)

1171.16 FEE SCHEDULE. (Repealed)

1171.17 REVIEW BY THE MUNICIPAL ENGINEER. (Repealed)

1171.18 REVIEW BY THE GEAUGA CONSERVATION DISTRICT. (Repealed)

1171.19 INSPECTION AND COMPLIANCE.

The GSWCD shall determine compliance with the GSWCD and shall work with property owners and developers to achieve compliance.(b) If the GSWCD determines that a violation exists and cannot achieve voluntary compliance from the property owner or developer, GSWCD may request the Village Solicitor to seek an injunction or other appropriate relief to secure compliance with the GSWCD Regulations. In granting relief the court may order the construction of sediment control improvements or implementation of other control measures, and shall award the Village all expenses including legal fees, engineering fees, expert fees, and all such other fees which the Village may have incurred in bringing such action.

1171.20 VARIANCES. (Repealed)

1171.21 APPEALS. (Repealed)

1171.22 MAINTENANCE.

The property owner shall be obligated to perform all necessary maintenance of any permanent structures and other facilities designed to control erosion and manage stormwater runoff, and shall further be obligated to comply with the maintenance requirements of the GSWCD Regulations. \The Village may, but shall not be obligated to assume responsibility for such maintenance. Where maintenance of permanent erosion control and stormwater management facilities is assumed by the Village, easements for the purpose of maintenance shall be granted to the Village. Nothing in this section shall create any enforceable obligation or duty by the Village to assume any such maintenance.

SECTION 2. Upon passage of this Ordinance, the Zoning Inspector, with the assistance of the Solicitor, is hereby directed to prepare revisions to the "Municipal Standards for Plan Content" regulations adopted by the Planning Commission on October 28, 2010, to make said regulations consistent with Amended Chapter 1171, pursuant to the provisions of this Ordinance.

SECTION 3. This Ordinance shall take effect at the earliest date permitted by law.

PASSED this _____ day of _____, 2016.

MAYOR

PRESIDENT PRO TEMPORE

ATTEST:

FISCAL OFFICER