

Preliminary Approval of Major Subdivision Procedure

The procedure for the preparation and submittal of a preliminary plat of the land or area to be subdivided shall be as follows:

1. Filing:

- A. Provide a minimum of five (5) written copies of the preliminary plat of the proposed subdivision. All applications must include an electronic version in PDF format via email or on a USB Drive, in addition to the five (5) physical copies. All copies and the electronic version shall be sent to the following for review:
 - I. SCORPC
 - II. Seneca County Engineer (Engineer will distribute to departments)
 - III. Township Trustees & Zoning (if applicable)
 - IV. City/Village (if applicable)
 - V. Seneca Conservation District
 - VI. Developer
 - VII. SCGHD
 - VIII. Utilities (Cable, Gas, Water, Electric, Phone, etc.)
 - IX. Fire Department
 - X. School Board
 - XI. Floodplain Manager

*The remaining copies will be filed with the SCORPC.

B. The date of filing will be considered the date on which all documents outlined in Section 301 have been submitted and shall be at least 45 Business days prior to the first Wednesday of the even month in which the SCORPC meets. The SCORPC shall begin the preliminary review process on the preliminary plat at said meeting. Should any documents outlined in Section 301 be omitted, the SCORPC staff shall notify the subdivider of the documents needed and the SCORPC will delay the preliminary review until all required documents are submitted.

i.e. A preliminary plat must be submitted in full on 3/5/2025 in order to begin the review process at the SCORPC meeting on 5/7/2025

2. Identification and Description: the preliminary plat shall include:

- A. Proposed name of subdivision.
- B. Location by Township, Section, or other legal description.
- C. Names and addresses of the subdivider, owner, planner, designer, Professional Surveyor and Professional Engineer who designed the subdivision layout. The subdivider shall also indicate their interest in the land.
- D. Scale of plat, 1" = 100' as minimum acceptable scale, and shall be presented on one or more sheets of 24" by 36" in size.
- E. Date and North Point.

3. Existing Conditions: the preliminary plat shall include:

- A. A vicinity map at a scale of minimum to 1" = 1 mile maximum shall be provided showing the relationship of the subdivision to its surroundings within one-half (1/2) mile.
- B. Boundary line of the proposed subdivision, section, or corporation lines within or adjacent to the tract, and overall property dimensions.
- C. Names of all adjacent subdivisions, owners of adjoining parcels of unsubdivided land, and the location of their boundary lines.
- D. Location, widths, and names of existing or prior platted streets and public easements within or adjacent to the tract being proposed for subdivisions, including those located across abutting roads. The location, width and names of existing streets, railroad right of way, easements, parks, permanent buildings, and corporation and township lines.
- E. Location of existing sewers, water mains, storm drains and other underground facilities within and adjacent to the tract being proposed for subdivision.
- F. Topography drawn as contours with a consistent interval of less than or equal to two (2) feet. Topography is to be based on U.S.G.S. datum. The location of wooded areas and other significant topographic and natural features within and adjacent to the plat for a minimum of 200 feet.

- G. Existing Zoning.
- H. Soils information: including soil type, wetlands, and floodplain locations as defined on the most current FEMA maps.
- I. List of interested parties on the application and contact information for said party or parties as an attachment to the application.

4. Proposed Conditions: the preliminary plat shall include:

- A. Layout of streets indicating proposed street and number(s), obtained from the Seneca County Engineer, right-of-way widths, and connections with adjoining platted streets, and the widths and location of easements and public walkways/bikeways.
- B. Layout, numbers, and approximate dimensions of lots, including building setback lines showing dimensions.
- C. Indication of parcels of land intended to be dedicated or set aside for public use or for the use of property owners in the subdivision.
- D. An indication of ownership of/or interest in adjacent parcels and the subdivider's future development interest. In the case where the subdivider wishes to subdivide a given area but wishes to begin with only a portion of the total area, the preliminary plat shall include the proposed general layout for the entire area. The part which is proposed to be subdivided first shall be clearly superimposed upon the overall plan to clearly illustrate the method of development which the subdivider intends to follow. Each subsequent plat shall follow the same procedure until the entire area controlled by the subdivider is subdivided. The approvals of a portion of a subdivision, do not include future development interest within the subdivision. Future plans may have additional/less requirements due to the changes in laws and/or specifications.
- E. A written recommendation of the proposed systems for water supply, sewage disposal, storm drainage and control of soil erosion and sedimentation according to standards established by the Ohio EPA, National Pollution Discharge Elimination System (NPDES), SCGHD, the Seneca County Commissioners, the Seneca County Engineer, Seneca Conservation District, and Seneca County Sewer District.
- F. Statement of proposed use of lots, giving the type and number of dwelling units, existing and proposed zoning (if applicable), setbacks and type of business or industry.
- G. Location and approximate dimensions of all existing buildings.
- H. For commercial and industrial development, the location, dimensions, and approximate grade of proposed parking and loading areas, alleys, pedestrian

walks, streets and the points of vehicular ingress and egress to the development.

- I. Descriptions of proposed covenants and restrictions.
- J. Existing and proposed final grades.

5. Preliminary Plat Review by The Board

- A. The SCORPC staff will, within thirty (30) days, review and check for completeness of the preliminary plat as submitted. When complete and in conformance with these Regulations, the preliminary plat can be placed on the agenda of the next regular Board meeting.
- B. The staff shall assemble all comments from the agencies that receive preliminary plats and shall transmit all comments to the SCORPC
- C. The SCORPC shall review all details of the proposed subdivision within the framework of applicable zoning regulations, within the various elements of the Comprehensive Plan, and within the standards of these Regulations.
- D. The SCORPC shall 1) approve 2) approve with condition(s) or 3) disapprove the preliminary plat.
 - (1) The preliminary plat has been approved in its entirety and the subdivider may submit a final plat. On approval, the president shall sign to that effect on the preliminary plat and copies of the front sheets shall be distributed as follows:
 - a. Return one original to the subdivider
 - b. Retain one copy, which shall become a matter of record in SCORPC files
 - c. Forward one copy to the Seneca County Engineer
 - d. Forward one copy to the appropriate Township Trustees
 - e. Forward one copy to the Seneca County Auditor

*All parties are to receive a digital copy
 - (2) The preliminary plat has been approved with conditions that must be met by the subdivider, giving certain criteria and timelines outlined by the SCORPC.
 - (3) The preliminary plat has not been approved and cannot be submitted as a final plat. Should the SCORPC disapprove of the preliminary plat, it shall record the reasons in the minutes of the meeting. A copy of the minutes shall be sent to the subdivider.

The meeting minutes are digitally recorded. All parties of interest from Section 301 (1) (A) of these Regulations shall receive a link to the digitally recorded meeting minutes.

6. Approval Period:

The approval of the preliminary plat shall be effective for a maximum period of 12 months and shall guarantee that the terms under which the approval was granted will not be affected by changes to these Regulations during that period. The SCORPC may grant one (1) extension not to exceed 12 months after a written request from the owner is delivered to SCORPC.