

# Seneca County

## Subdivision Regulations



Seneca County Ohio, Regional Planning Commission

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# UNIFORM SUBDIVISION REGULATIONS

For the subdivision and improvement of land under the jurisdiction, being that of the Board of Seneca County Commissioners, referred to herein as the Seneca County Commissioners, and the Seneca County Ohio, Regional Planning Commission, referred to herein as SCORPC, in accordance with Ohio Revised Code, Section 711.

The Seneca County Subdivision Regulations were established by the Seneca County Commissioners on October 5, 1995. The Seneca County Commissioners and the SCORPC adopted amended regulations on:

- November 17, 1997
- December 26, 2002
- February 9, 2006

This current version of the Seneca County Subdivision Regulations has been approved and adopted by the Seneca County Commissioners on November 13, 2025.

These Regulations were adopted by the SCORPC on November 13, 2025, and became effective on November 13, 2025.

The purposes of the Seneca County Subdivision Regulations are as follows:

- To protect health, safety, comfort, convenience, and general welfare of the public.
- Regulate development of subdivided areas.
- Promote proper arrangement of streets and layout of lots.
- Provide adequate and convenient provision of open spaces, utilities, recreation and provision of water, drainage, sewer, and other sanitary facilities.
- Provide for the administration of these Regulations and define the roles and duties of the administrative officers.
- Define penalties for violating the regulations or any amendments thereto, and for the repeal thereof.

# ARTICLE I – TITLE AND PURPOSE

## Section 100. TITLE

These Regulations shall be known and may be cited and referred to as the Subdivision Regulations of Seneca County, Ohio and shall hereafter be referred to as these Regulations.

## Section 101. PURPOSE

The purpose of these Regulations is to provide for the orderly growth and harmonious development of the County; to secure adequate traffic circulation through the coordinated street systems with relation to major thoroughfares, adjoining subdivisions, and public facilities; to achieve individual property lots of maximum utility and livability; to secure adequate provisions for water supply, drainage, and sanitary sewage disposal, and other health requirements, and to provide logical procedures for the achievement of these purposes.

## Section 102. FEE STRUCTURE

The SCORPC shall establish the fee structure through resolution and was last authorized on March 1, 2024, and was determined to be the following:

### Major Subdivisions Fee Structure:

- |  |                   |
|--|-------------------|
| • Plan Approvals                             | \$300.00          |
| • Administration Fee                         | \$350.00          |
| • Application Fee (Up to 2 Hours of Review)  | \$300.00          |
| • Application Fee (Beyond 2 Hours of Review) | \$150.00 Per Hour |

\*The Plan Approval, Administration, and Initial Application fees shall be paid at the time the application is submitted.

\*\*Applicants will be responsible for all advertising fees and will be invoiced accordingly.

### Minor Subdivision Fee Structure:

- |   |              |
|---|--------------|
| • A minor lot split   | \$50.00      |
| • 2nd, 3rd, or 4th from the same tract after the first split                        | \$15.00 Each |
| • Processing/Administration fee for non-member townships (Payable by the applicant) | \$150.00     |

## ARTICLE II – DEFINITIONS

### Section 200. DEFINITIONS

The following definitions shall apply in the interpretation and enforcement of these Regulations:

**Accessory Building:** A building on the same lot with, and incidental and subordinate to, the principal building.

**Alley:** A dedicated public way affording a secondary means of access to abutting property and not intended for general traffic circulation.

**Block:** That property abutting one side of a street and lying between the two (2) nearest intersecting streets, or between the nearest such street and railroad right-of-way, unsubdivided acreage, river or live stream, or between any of the foregoing and any other barrier to the continuity of development.

**Comprehensive Plan:** Any plan, or portion thereof, adopted by the SCORPC and the Seneca County Commissioners which may include the general location and extent of the present and proposed physical facilities, including housing, industrial and commercial uses, major streets, parks, schools, and other community facilities. This plan establishes the goals, objectives, and policies of the community.

**Drawings:** A printed, computer-generated plat representing a Minor, Major or Large Lot Division that is submitted for final review and approval under these Regulations.

**Dwelling Unit:** A building or portion thereof designed for human occupancy for residential purposes.

**Easement:** Specific area of land over which a liberty, privilege, or advantage is granted by the owner to the public, a corporation, or a particular person or part of the public for specific uses and purposes, and which shall be designated a public or private easement, depending upon the nature of the user.

**Engineer, Professional:** Any person registered to practice professional engineering by the Ohio State Board of Registration as specified in Ohio Revised Code, Section 4733.14.

**Flag Lot:** A lot with a unique shape resembling a flag on a pole, featuring a narrow strip of land, the “pole”, that provides access to the wider and buildable area, the “flag”. Lot size and dimensions shall exclude the pole portion of the lot.

**Improvements:** Street pavement or resurfacing, curbs, gutters, sidewalks, water lines, sewer lines, storm drains, streetlights, flood control and drainage facilities, utility poles, landscaping, and other related matters normally associated with the development of land into building sites.

**Lot:** A parcel, tract, or area of land whose boundaries have been established by some legal instrument and is recognized as a separate legal entity for the purpose of transfer of title. A lot fronts upon a public or private street and complies with the dimensional requirements of these regulations

**Large Lot Development:** proposed division of a parcel of land along an existing public street, not involving the opening, widening, or extension of any street or road, and involving no more than five lots after the original tract has been completely subdivided for approval without plat according to the Ohio Revised Code, Section 711.131.

**Major Subdivision:** A proposal involving more than five (5) lots, any one of which is less than five (5) acres, including the original tract, includes the creation, widening or extension of a street or access easement, the division or allocation of land as a utility or drainage easement, or subdividing platted land to create additional building lots in a recorded subdivision.

**Major Thoroughfare Plan:** The part of the Comprehensive Plan which may include the location, alignment and dimensions of existing and proposed streets and thoroughfares.

**Minor Subdivision:** A division of a parcel of land that does not require a plat to be approved by a planning authority according to The Ohio Revised Code, Section 711.131.

**Performance Bond or Surety Bond:** A guarantee by a subdivider or developer to the Seneca County Commissioners, or their designated agent, in the amount of the construction cost, as determined by the professional engineer, assuring the completion of certain physical improvements according to approved plans and specifications, and within the time prescribed by the subdivider's guarantee. Said bond must remain in effect for a minimum of two (2) years after final plat approval.

**Plat:** A map of a Subdivision of land.

1. Preliminary Plat: A map showing all requisite details of a proposed subdivision submitted to the SCORPC for purposes of preliminary consideration, prepared in conformance with the requirements of these Regulations.
2. Final Plat: A map of all or part of a subdivision providing substantial conformance to the preliminary plat of the subdivision, prepared in conformance with the requirements of these Regulations and suitable for recording by the Seneca County Recorder.

**Public Utility:** Any individual, firm, association, syndicate, corporation, partnership, municipal department, Commission or Board, duly authorized to furnish, and furnished under governmental



regulations, to the public: facilities, products, or services such as gas, electricity, sewage disposal, communication, transportation, water, etc.

**Public Walkway/Bikeway:** A right-of-way dedicated for the purpose of pedestrian/bicycle access through residential areas, located so as to connect to two (2) or more streets, or a street and a public land parcel.

**Seneca County Ohio, Regional Planning Commission (SCORPC):** Established by resolutions from townships, villages, municipalities, and the county. Governed by a public board made up of 13 members, who include, County Commissioners, Township Trustees, Village Mayor, Municipality Mayors, and several at-large members per the Ohio Revised Code, Section 713.21.

**Setback Line:** A line established by these Regulations and/or zoning resolution, generally parallel with and measured from the front street right of way, defining the limits of a yard in which no building, other than accessory buildings, or structures may be located above ground.

**Street:** Any street, avenue, boulevard, road, lane, parkway, viaduct, or other way which is an existing federal, state, county, township, or municipal roadway; or a street or way shown in a plat heretofore approved pursuant to law or approved by official action; or a street or way on a plat duly filed and recorded in the office of the Seneca County Recorder. A street includes the land between the right-of-way lines, whether improved or unimproved, and may comprise pavement, shoulders, gutters, sidewalks, parking areas and lawns.

1. Major Thoroughfare: An arterial street of extended continuity which is intended to serve as a large volume traffic-way for both the immediate area and region beyond, and which is designated as such in the Comprehensive Plan.
2. Secondary Thoroughfare: A street primarily used to carry traffic from minor streets to major thoroughfare: Such streets are designated as such in the Comprehensive Plan.
3. Minor Streets: A street of limited continuity used primarily for access to abutting properties.
4. Marginal Access Street: A minor street parallel and adjacent to a major thoroughfare that provided access to abutting properties and protection from through traffic.
5. Boulevard Street: A street developed into two (2) one-way pavements, separated by a median.
6. Turn-Around: A short boulevard street permanently terminated by a vehicular turn-around.
7. Cul-De-Sac Street: A minor street of short length, having one (1) end open to traffic and being permanently terminated at the other end by a vehicular turn-around.

**Street Jog:** Two (2) separated intersects from one (1) road to another, one (1) or more of which are stop controlled.

**Subdivider:** Any individual, firm, association, syndicate, partnership, corporation, trust, or any other legal entity commencing proceedings under these Regulations to affect a subdivision of land hereunder for itself or for another.

**Subdivision:**

1. The division of any parcel of land shown as a unit or as a contiguous unit on the tax roll next proceeding October 5, 1995, that date of adoption of Seneca County's original Subdivision Regulations, into two (2) or more parcels, sites, or a lot, at least one of which is five (5) acres or less in area.
2. Partition of land into parcels of more than five (5) acres not involving any new streets or easements or access
3. The sale or exchange of parcels between adjoining lot owners, where such a sale or exchange does not create additional building sites. Said subdivisions shall be exempt from regulations, and subject to the following requirements: grantor lot serviced by public sewer remain larger than 9600 square feet, grantor lot serviced by an on-lot septic remain larger than one (1) acre or subject to appropriate zoning.
4. The improvement of one (1) or more parcels of land for residential, commercial, or industrial structures or groups of structures involving the division or allocation of land for the opening, widening or extension of any street or streets, except private streets serving industrial structures; the division or allocation of land as open space for common use by owners, occupants, or leaseholders, or as easements for the extension and maintenance of public sewer, water, storm drainage or other public facilities. (See Minor Subdivision)

**Surveyor, Professional:** Any person registered to practice surveying by the Ohio State Board of Registration as specified in the Ohio Revised Code, Section 4733.14.

**Variance:** A modification of the strict terms of the relevant regulations where such modification will not be contrary to the public interest and was owing to conditions peculiar to the property and not the result of the action of the applicant, a literal enforcement of the regulations would result in unnecessary and undue hardship on the land.

**Vicinity Map:** A drawing located on the plat, which sets forth by dimensions or other means, the relationship of the proposed subdivision or use to other nearby developments, landmarks, community facilities and services, and/or watersheds within and adjacent to Seneca County in order to better locate the area in question.

## ARTICLE III – SUBDIVISION PROCEDURE

### Section 300. INITIAL PLAT INVESTIGATION

The subdivider shall meet with the SCORPC or its designated representative prior to submitting the preliminary plat. The purpose of this meeting is to discuss early and informally the purpose and effect of these Regulations and the criteria and standards contained therein; and to attempt to familiarize the subdivider with the laws, regulations and plans as exemplified by the Comprehensive Plan, applicable zoning standards, and the drainage, sewerages, and water systems for the County of Seneca and the State of Ohio.

### Section 301. PRELIMINARY PLAT REQUIRED

After the initial plat investigation, the subdivider shall submit a preliminary plat of the proposed subdivision, which shall conform to the requirements set forth in this Section, see Attachment A for the application. A Professional Surveyor and/or a Professional Engineer shall prepare the Preliminary Plat.

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 submitted 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 the 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.

## **Section 302 FINAL PLAT REQUIRED**

The subdivider, having received approval of the preliminary plat, shall submit a final plat of the subdivision within the period established in Section 301 (6) of these Regulations, and drawings and specifications of the improvements required therein. The final plat shall conform to the preliminary plat while incorporating all changes required by the SCORPC. The final plat shall bear the date, seal, and signature of a Professional Surveyor and the supplementary information shall bear the date, seal, and signature of a Professional Engineer licensed in the State of Ohio.

### **1. Preparation**

- a. **Final Plat Form:** The final plat shall be legibly drawn in waterproof archival or permanent ink on bond stock or other material of equal permanence. It shall be drawn at a scale not less than 100 feet to the inch and 10 feet to the inch inclusively and shall be one or more sheets 24" X 36" or 18" X 24" in size. If more than one sheet is needed, each sheet shall be numbered and the relation of one (1) sheet to another shall be clearly shown. The signatures of all approving authorities shall be in waterproof, permanent ink and include one set of original signatures. All other copies can or will be in electronic format.
- b. **Final Review:** All final plats must be reviewed, approved, and signed by the SCGHD, Seneca Conservation District, Seneca County Sanitary Engineer, Seneca County Engineer, Township zoning, if appropriate, and Seneca County Commissioners; prior to being signed by the President of the SCORPC and filed with the Tax Map office, the Seneca County Auditor's Office, and the Seneca County Recorder. The subdivider shall provide appropriate space on the final plat for all agencies to certify its approval thereof.
- c. **Regulations Governing Improvements:** The final plat drawings and specifications shall include a set of construction and utility plans, including typical sections, plans and profile views, construction details and estimates of quantities. All typical sections, major engineering details, and construction estimates (submitted by a professional engineer) that are to be used on a particular public improvement shall be approved in advance by the Seneca County Engineer before completion of the plans. Before the surety is accepted, it shall be approved by the Seneca County Commissioners. Prior to the granting of approval of the final plat, the subdivider shall have installed the minimum required improvements or shall have furnished a surety or certified check in the amount of the estimated construction cost of the ultimate

installation and initial maintenance of the improvements. Surety is to be retained for ten (10) years by the Seneca County Commissioners Office in an escrow fund.

d. Final Plat Contents: The final plat shall contain the following information:

- (1) Name of the subdivision, location by township and section, date, north point, scale, and acreage; acreage shall be indicated by section and/or corporation boundaries.
- (2) Name and address of the subdivider, and the Professional Surveyor who prepared the plat and appropriate registration number, seal, signature, and date.
- (3) Plat boundaries, based on accurate traverse, with angular and lineal dimensions. All dimensions, both linear and angular, shall be determined by an accurate control survey in the field which must balance and close within the minimum standards of *Boundary Surveys in the State of Ohio*, Ohio Revised Code, Section 4733.37, or modifications as established by the Seneca County Engineer, Seneca County Auditor or City Engineer, or whichever is more restrictive. All locations of monument and pins shall be as defined in *Monumentation*, Ohio Revised Code, Section 4733.37.03.
- (4) Bearings and distances to the nearest established township section corner and reference the nearest street lines or other recognized permanent monuments.
- (5) Exact locations, right-of-way, all street numbers (obtained from the Seneca County Engineer), and house numbers (obtained from the Seneca County Auditor) within and adjoining the plat and building setback lines.
- (6) Radii, internal angles, points of curvature, tangent bearings, lengths of arcs, and lengths and bearings of chords of all applicable streets within the plat area.
- (7) All easements and rights-of-way provided for public services or utilities.
- (8) All lot numbers and lines with accurate dimensions in feet and hundredths. When lots are located on a curve, the lot width at the building setback line shall be shown.
- (9) Accurate outlines of any area to be reserved for the common use of all property owners. Drainage and other utility easements the proposed use, maintenance responsibility, and accurate locations shall be shown for each parcel of land to be dedicated.
- (10) A copy of any restrictions and covenants the subdivider intends to include in the deeds to the lots in the subdivision. **NOTE:** Enforcement of restrictions and/or covenants shall **not** be the responsibility of governmental agencies.
- (11) Certification by a Professional Surveyor to the effect that the plat represents a survey made by that surveyor and that the monuments shown thereon exist as located and that all dimensional details are correct.
- (12) Notarized certification by the owner(s) of the adoption of the plat and dedication of streets and other public areas.



(13) Typical sections and complete profiles of streets, sanitary sewers, stormwater sewers, and other related improvements to be constructed in the proposed subdivision, and written approval of all construction plans by the appropriate agency shall accompany the final plat.

(14) The final plat shall only show areas approved and not proposed future development.

## **2. Final Plat Review:**

A. Subdivider must submit the Attachment B document provided by the SCORPC along with seven (7) copies of the plat, the original and any supplementary information specified.

a. This material shall be submitted at least ten (10) days prior to the date of any regular meeting, on which date shall be considered the date of filing.

B. All signatures must be obtained before the final approval. The SCORPC shall (1) approve or (2) disapprove the final plat.

1. The final plat has been approved in its entirety. The SCORPC shall return the original tracing to the subdivider for filing with the Seneca County Recorder after all necessary certifications are received.

2. The final plat has not been approved and the grounds for disapproval shall be stated in the records of the Board and a copy of said record will be forwarded to the subdivider.

\* Please note: If disapproved, the subdivider may make the necessary corrections and submit the final plat to the SCORPC for its reconsideration.

## **Section 303. MINOR SUBDIVISIONS**

Approval without a plat of a minor subdivision may be granted by the SCORPC through review by the Minor Subdivision/Lot Split subcommittee weekly review subject to the following conditions:

1. The proposed minor subdivision is located along an existing public road and involves no opening, widening, or extension of any street or road.
2. No more than five (5) lots are involved after the original parcel has been completely subdivided.
3. The property split application, Attachment C, has been completed in its entirety and the appropriate fee has been paid.
4. The proposed minor subdivision has received written approval of the SCGHD and/or the Seneca County Sewer District relative to the Subdivision Regulations of the County of Seneca, Ohio method of sewage disposal.
5. The proposed minor subdivision has received written approval of the Seneca County Engineer, Floodplain Coordinator, and the Seneca Conservation District.

6. The proposed minor subdivision has a driveway access point approved by permit by the regulating authority. All driveway permit approvals will expire if the transfer does not occur within 12 months.
7. See Attachment D for the procedure for placing minor subdivision titles under ditch maintenance.
8. The proposed minor subdivision is not contrary to applicable minor subdivision design standards or township zoning regulations if such exist. If no regulations exist, the landowner must own a minimum of 35-foot contiguous frontage per lot to an existing public street, if under five (5) acres.
9. All lots abutting a Major Thoroughfare as defined in Section 200 of these Regulations shall bear a side lot or rear lot relationship to such Thoroughfare or be provided with a marginal access drive if a front lot relationship is unavoidable; does not access a major roadway.
10. The property has been surveyed by a Professional Surveyor and has produced a boundary survey accompanied with the legal description Seneca County Conveyance Standards of the property are submitted with the application for approval.

If approval is requested under these provisions, and if the proposed minor subdivision is in compliance with items 1 through 10 above, upon presentation of a conveyance of said parcel, an authorized representative of the SCORPC shall certify Approval by the Seneca County Ohio, Regional Planning Commission; no plat required, and the authorized representative of the SCORPC shall sign to approve the conveyance. The approved survey must be filed at the Tax Map Office accompanied by a new deed, survey, legal description, and approved lot split application form, Attachment C.

All Minor Subdivision Reviews have a limitation of six (6) months to finalize the proposed survey. Following the six (6) month limitation, the Minor Subdivision will be denied by the SCORPC. Applications denied due to exceeding the six (6) month time limit may resubmit and remit payment for the proposed division.

## **Section 304. SUBDIVISIONS INVOLVING PRIVATE STREETS**

Subdivisions employing private streets as a means of access to individual lots may be permitted, subject to the following conditions:

1. The private street shall be located within a roadway easement having a width of not less than 60 feet.
2. All lots shall have a minimum area of five (5) acres, exclusive of the roadway easement, or any public street right-of-way; provided, that if the local zoning regulations permit, density may be increased to one (1) dwelling unit per acre if the subdivisions are to be served by a centralized sewage treatment system, unless otherwise permitted by local zoning regulations. All dwellings in subdivisions served by private streets shall be single-family residential structures, unless otherwise

- prohibited by local zoning regulations. Condominium projects having no more than six (6) dwelling units per acre shall be permitted provided that all applicable sanitary and stormwater discharge regulations are met.
3. The plat shall be accompanied by restrictive covenants, which prohibit further division of the lots unless the private street is improved to Seneca County standards, the street right-of-way is dedicated, and the street is accepted for public maintenance.
  4. A maintenance agreement must be filed at the local Township, Seneca County Engineer, and SCORPC with restrictive covenants to detail private roadway maintenance and repair.

Subdivisions using private streets shall be reviewed in the same manner as any other recorded subdivision and shall be subject to design standards presented in Article IV.

## ARTICLE IV- SUBDIVISION DESIGN STANDARDS

The regulations of this Article shall control the manner in which streets, lots, and other elements of subdivisions are arranged on the land. These design controls shall help ensure convenient and safe streets, creation of usable lots, provision of space for public utilities, and reservation of land for recreational uses. The planning of attractive and functional neighborhoods shall encourage the minimizing of undesirable features and unplanned, haphazard growth.

### SECTION 400. STREETS

Street(s) in proposed subdivisions shall conform to at least the following minimum requirements:

**1. Location and Arrangement:**

- a. The proposed subdivision shall conform to the various elements of the Seneca County Comprehensive Plan and be considered in relation to the existing and planned Major and Secondary Thoroughfares, and such streets shall be platted in the location and width indicated on such Plan.
- b. The street layout shall provide for the continuation of Secondary Thoroughfares and minor streets in adjoining subdivisions or the proper projection of streets when adjoining property is not subdivided.
- c. The street layout shall include minor streets so laid out that their use by through traffic shall be discouraged.
- d. Should a proposed subdivision border contain an existing or proposed Major Thoroughfare, the SCORPC may require marginal access streets, reverse frontage, or other such treatment as may be necessary for adequate protection of residential properties and to afford separation of traffic and reduction of traffic hazards.
- e. Should a proposed subdivision border or contain a railroad, expressway, or other limited access highway right-of-way, the SCORPC may require the location of a street for the development of the intervening land. Such distances shall be determined with consideration of the minimum distance required for approach grades to future grade separation.
- f. Half width streets are prohibited.
- g. Permanent dead-end streets are not permitted. Temporary dead-end streets shall be permitted only as part of a continuing street plan, and only if a turn-around and satisfactory to the SCORPC in design and provides the provisions for maintenance and removal and advancement.

- 2. Right-of-Way Widths:** street right-of-way widths shall conform to at least the following minimum requirements:

<b><u>STREET TYPE</u></b>	<b><u>RIGHT-OF-WAY WIDTHS</u></b>
a. Major Thoroughfare (divided)	120'
b. Secondary Thoroughfare (undivided)	80'
c. Industrial Service Streets	80'-120'
d. Multiple-family residential Streets (where platted)	60'
e. Minor (single family residential) streets	60' with curb and gutter 50' with curb and gutter
f. Cul-de-sac Streets	50' with curb and gutter
g. Turn-Arounds	
a) Industrial	70' Radius
b) Residential & Others	60' Radius (50' paved)
h. Length for cul-de-sac streets shall not exceed	1,400'
i. Length for marginal access streets shall not exceed	400'.

- 3. Street Geometrics:** Standards for maximum and minimum street grades, vertical and horizontal street curves and sight distances shall be established by the Construction Code for these Regulations.
- 4. Street Intersections:** Streets shall be laid out to intersect as nearly as possible to 90 degrees. Curved streets intersecting with Major Thoroughfares and Secondary Thoroughfares shall do so with a tangent section of centerline not less than 50 feet in length, measured from the right-of-way line of the Major Secondary Thoroughfare.
- 5. Street Jogs:** Street jogs with centerline offsets of less than 125 feet shall be prohibited.

## **Section 401. BLOCKS**

Blocks within major subdivisions shall conform to the following standards:

### **1. Sizes**

- a. Blocks shall not exceed 1,400 feet in length, except where, in the opinion of the SCORPC, conditions may justify a greater distance.
- b. Widths of blocks shall be determined by the condition of the layout and shall be suited to the intended layout.

## **2. Public Walkways/Bikeways:**

- a. The Board may require the location of public walkways/bikeways or crosswalks to obtain satisfactory pedestrian access to public or private facilities, or where blocks exceed 900 feet in length.
- b. Public walkways/bikeways shall be in the nature of an easement for this purpose or the purpose of a public right-of-way.

## **3. Easements:**

- a. Location of utility line easements shall be provided along the rear or front and side lot lines as necessary for utility lines. Easements shall give access to every lot, park, or public grounds. Such easements shall be a total of not less than 20 feet wide, ten (10) feet from each parcel; front easements may be ten (10) feet wide.
- b. Recommendations of the proposed layout and easement requirements for telephone, electric, and water lines shall be sought by the subdivider from all the utility companies serving the area.

The following only concerns conservation drainage structures, contact the Seneca Conservation District for any questions:

- c. In the case of open ditches, the permanent easement so used shall be not more than twenty-five feet from the top of the bank, measured at right angles thereto, and wherever practical the area so used shall be on one side of the ditch only per Ohio Revised Code, Section 6137.12 (B)(1)
- d. In the case of an open ditch log-jam removal project within a wooded riparian corridor, a maintenance easement may be created from the top of the bank to twenty-five feet outside of the edge of the wooded riparian corridor per Ohio Revised Code, Section 6137.12 (B)(2)
- e. The maximum width of permanent easement for closed ditches shall not exceed eighty feet centered on the centerline of the improvement per Ohio Revised Code, Section 6137.12 (C)

## **Section 402. LOTS**

Lots within major subdivisions shall conform to the following standards:

### **• Sizes and Shapes:**

- a. The size, width, depth, and shape of any lot in the proposed subdivision shall be appropriate for the location and the type of development contemplated. When a subdivision in an area not regulated by local zoning is to be connected to public water and sanitary sewer facilities or to a community sewage disposal plant, and when lots in such subdivision are intended for single-family residential use, all

lots shall have a minimum width of 75 feet at the required building setback line and a minimum area of 9,000 square feet. In areas where township zoning regulations are in effect, the lot width and lot area requirements of such zoning regulations shall control where more restrictive.

- b. Whenever either public or community sewage disposal facilities are not available, lots intended for single-family residential use shall have a minimum width of 125 feet and a minimum area of one (1) acre excluding the right of way and/or easements(s) and conform to standards of the SCGHD.
- c. Unless otherwise controlled by township zoning regulations, the minimum front yard setback shall be 30 feet, side yard ten (10) feet and rear yard 30 feet. In the case of a rear yard abutting a side yard, the side yard setback shall be not less than the minimum front yard setback required herein, and all regulations applicable to a front yard shall apply.
- d. Corner lots in residential subdivisions shall be platted at least ten (10) feet wider than the minimum width permitted by these Regulations or any applicable zoning regulations.
- e. Excessive lot depth in relation to width should be avoided. A depth-to-width ratio of 3 to 1 shall be considered a maximum, unless over 5 acres then 4 to 1 with 35' foot frontage. Exemptions may be granted due to natural barriers.
- f. Lots intended for purposes other than residential use shall be specifically designed for such purposes, and shall have adequate provision for off-street parking, setbacks, and loading and unloading areas.
- g. Lots may not be created by dividing land at the ends of stub streets in adjacent subdivisions with such stub streets being intended to provide continuity of street systems in adjoining subdivisions.
- h. All parcels shall be provided not less than 35 feet of frontage on a public roadway, or on a private roadway that has been approved as part of a record subdivision plat. All lot splits 20 acres or less must have a minimum of 35' frontage at a location suitable for parcel access or replace with a flagpole parcel. The 35' width must be maintained throughout the entire length of the 'flagpole' parcel.
- i. The SCORPC reserves the right to require wider access depending on use and site conditions.

## **2. Arrangement:**

- a. Every lot shall front or abut a public street or approved private street, except lots that have existed prior to the effective date of these Regulations, and which are so recorded in the records of the Seneca County Recorder.
- b. Wherever practical, side lot lines shall be at right angles or radial to the street right-of-way lines.

- c. Residential lots abutting Major Thoroughfares, where marginal access streets are not desirable or possible to attain, shall be platted with reverse frontage lots, or with side lot lines parallel to the major traffic streets. This requirement may be waived by the mutual consent of the SCORPC and the Seneca County Engineer.
- d. Lots should have a front-to-front relationship across all streets where possible.

## **Section 403. NATURAL FEATURES**

To the greatest extent possible, the natural drainage features and character of the land must be preserved. The preservation of drainage and natural stream channels must be considered by the subdivider and dedication and provision of adequate barriers and erosion control structures, where appropriate, shall be required.

## **Section 404. FLOOD AREAS AND STORM DRAIN DITCHES**

### **1. Floodplain Areas:**

All subdivisions shall conform to the Seneca County Federal Emergency Management Agency (FEMA) Floodplain Regulations and pursuant to Ohio Revised Code Chapters 307.37 and 306.85 and any amendments thereto. Such regulations are available through FEMA.

Whenever all or part of a proposed subdivision lies within an area of Special Flood Hazard as identified in the most recent available mapping published by the Federal Emergency Management Agency (FEMA), approval of the subdivision plat shall be conditioned on the following:

- A. No encroachment by either fill material or future structures shall be permitted in the area identified as a “floodway” on FEMA mapping. Modifications of floodway areas shall only be permitted if a professional engineering analysis demonstrates to the satisfaction of FEMA that such modifications will not result in detrimental impacts either up or downstream, consistent with FEMA regulations.
- B. Development within Flood Hazard Areas shall not result in a decrease in the flood storage capacity of the floodplain area. A subdivision proposed in Flood Hazard Areas shall be accompanied by a grading plan indicating how land balancing may be achieved, and how all building sites can be elevated above the base flood elevation for the location and a certificate from a professional surveyor shall be presented to FEMA as to where the property will be elevated.
- c. If a subdivision is approved in a Flood Hazard Area, the subdivider shall be required to post a performance bond guaranteeing execution of the grading plan. The grading plan shall be executed, and the results certified by a professional engineer or professional surveyor prior to the plat being signed by the Seneca County Engineer and Seneca Conservation District and submitted to the Seneca



County Recorder. The plat shall be accompanied by restrictive covenants prohibiting the placement of any fill material in areas lying below the base flood elevation, and the subdivider shall be responsible for enforcement of the covenants until all lots in the subdivision have been conveyed to others.

## **2. Flood Control and Storm Drainage Facilities:**

Flood control or storm drainage facilities shall be provided as follows:

- A. All new subdivisions shall be designed in such a manner that the volumetric flow of stormwater discharge after development does not exceed the volumetric flow of stormwater discharge prior to development. The basis for determining stormwater discharges and for designing new storm drainage shall be provided for in the Construction Codes of Seneca County, Ohio, with checks at 25, and 100-year storms. Detention- retention calculations shall be reviewed by the Seneca County Engineer. All lots within recorded subdivisions shall be graded to provide positive drainage to avoid standing water.
- B. Access to flood control or storm drainage ditches and channels shall be by means of easements. Such easements shall be not less the 30 feet in width, exclusive of the width of the ditch or channel, and an easement of this type shall be provided on one (1) side of a flood control or storm drainage ditch, channel, or similar type facility.
- C. Flood control or storm drainage easements containing underground facilities shall have a minimum width of 30 feet with a center-line pipe located no closer than ten (10) feet from the side.

## ARTICLE V- IMPROVEMENTS

The improvements set forth under this Article are to be considered as the minimum acceptable standard. All improvements for which standards are not specifically set for herein shall have said Standards approved by Resolutions of the Board of Seneca County Commissioners. All improvements must meet the approval of the Seneca County Engineer.

Prior to the undertaking of any improvements, the subdivider shall deposit a bond as escrow with the Seneca County Commissioners, cash or a certified check, whichever the subdivider selects, or a surety bond acceptable to the Board of Seneca County Commissioners, to ensure faithful completion of all improvements within the time specified. The amount of the deposit shall be 110% based upon an estimate by the Professional Engineer. The Developer shall do the following:

- 1) Pay the full cost of construction.
- 2) Put up escrow.
- 3) Estimate the project length in days.

The subdivider shall require, as part of the contract documents, that the 'Prime Contractor' is responsible for providing 'as built' plans. The Seneca County Commissioners shall release the performance escrow as work is completed and approved by the Seneca County Engineer.

Prior to the acceptance of improvements by the County, a one (1) year maintenance bond in the amount of 100% of the completed projected cost shall be posted by the subdivider.

Improvements shall be provided by the subdivider in accordance with the standards and requirements established in this Article V and/or any other such standards and requirements which may from time to time be established by Resolution of the Board of Seneca County Commissioners.

### Section 500. STREETS

Per plans approved by the Seneca County Commissioners and in accordance with details and specifications, all streets and appurtenances thereto shall be constructed in accordance with the Seneca Regional Planning Construction Code or modifications thereto on file at the Seneca County Engineer's and Seneca County Commissioner's Office.

### Section 501. PUBLIC UTILITIES

**1. Requirements for Underground Wiring:** per plans approved by the Seneca County Commissioners and in accordance with details and specifications. The subdivider shall make arrangements for all lines to be constructed as provided in Section 301, 1-A-VIII of this document and other similar services distributed by wire or cable to be placed underground

entirely throughout a newly subdivided area, except for Major and Secondary Thoroughfare rights-of-way, and such conduits or cables shall be placed within private easements provided to such public utility service companies by the developer or within dedicated public ways; provided, however, that overhead lines may be permitted within the limits of said newly subdivided area upon approval of the Seneca Regional Planning Commission and Seneca County Commissioners and the Seneca County Engineer at the time of the final plat approval where it is determined that overhead lines will not constitute a detriment to the health, safety, general welfare, plat design and character of the subdivision. All such facilities placed in dedicated public ways shall be planned so as not to conflict with other underground utilities. All such facilities shall be constructed in accordance with the National Bureau of Standards Handbook 81 (National Electrical Safety Code). All drainage and underground utility installations, which traverse privately owned property shall be protected by easements granted by the subdivider.

**2. Storm Drainage System and Other Drainage Improvements:** Per plans approved by the Seneca County Commissioners in accordance with details and specifications of the U.S. and/or Ohio EPA, National Pollution Discharge Elimination Systems (NPDES), and any other applicable regulations from the Construction Code of Seneca County Ohio. Said improvements will be assessed 20% of said work to be established as a base for a permanent group under Ohio Revised Code, Section 6131.

**3. Water Supply and or Sewage Disposal- Water Distribution System:** Per plans approved by the Seneca County Commissioners in accordance with details and specifications of the SCGHD and/or the Ohio Environmental Protection Agency, regarding single family dwellings.

## **Section 502. OTHER IMPROVEMENTS**

**1. Sidewalks:** If sidewalks are proposed, they shall meet the following criteria:

- Made of concrete
- Four (4) feet wide
- Four (4) inches thick, unless crossing over a drive, then six (6) inches thick
- One (1) foot from the property line and within the right of way

**2. Public Walkways/Bikeways (outside of road rights-of-way):** walkways shall be at least eight (8) feet in width. Planting pockets may be provided in public walkways for tree and shrub planting. No trees with mature height exceeding 12' are permitted. Fences and other improvements may also be required if the SCORPC determines they are necessary to protect the adjacent property owners.

**3. Street Signs:** street name signs shall be placed at all street intersections and shall conform with the current Seneca County Engineer Standard. Traffic regulation signs, in accordance with OMUTCD (Ohio Manual of Uniform Traffic Control Devices), will be located as required by the

Seneca County Engineer. All signage costs shall be included in the development of the land. The Seneca County Engineer will provide and install the signs the Developer has paid for.

## ARTICLE VI – JURISDICTION

These Regulations shall be applicable to all subdivisions of land within the unincorporated areas of Seneca County as provided in the Ohio Revised Code and any amendments thereto. The SCORPC shall have the power of final approval of plats.

The approvals required under the provisions of these Regulations shall be obtained prior to the installation of any subdivision or project improvements within Seneca County in public streets, public alleys, public right-of-way, public reservations, or public easements, or under the ultimate jurisdiction of the County, and shall comply with all the provisions and requirements of this or any other related resolution.

## ARTICLE VII- INTERPRETATION/MINIMUM REQUIREMENTS

The provisions of these Regulations shall be held to be the minimum requirements adopted for the promotion and preservation of public health, safety, and general welfare, and to improve, protect, and preserve the environment of Seneca County. These Regulations are not intended to repeal, abrogate, annul or in any manner interfere with existing regulations or laws of the County, nor conflict with any laws of the State of Ohio, except that unless otherwise noted herein these Regulations shall prevail in cases where these Regulations impose a greater restriction than is provided by existing laws or regulations.

## ARTICLE VIII – VIOLATIONS AND PENALTIES

The following penalties shall apply to the violations of these Regulations:

1. Whoever violates any rule or regulation adopted by the Seneca County Commissioners for the purpose of setting standards and requiring and securing the construction of improvements within a subdivision or fails to comply with any order pursuant thereto is creating a public nuisance and the creation thereof may be enjoined and the maintenance thereof may be abated by action at suit of the County of any citizen thereof. Whoever violates these Regulations shall pay not less than 100 dollars, but not more than 1000 dollars. Such a sum may be recovered with costs in a civil action in the Court of Common Pleas of Seneca County. Each day that a violation is permitted to exist shall constitute a separate violation.

2. Whoever, being the owner or agent of the owner of any land within the jurisdiction of these Regulations, transfers any lot, parcel or tract of such land from or in accordance with a plat of subdivision before such plat has been recorded in the Office of the Seneca County Recorder, shall forfeit and pay the sum of not less than 100 dollars, but not more than 500 dollars for each lot, parcel, or tract of land sold. The description of such lot, parcel, or tract by metes and bounds in the deed or transfer shall not serve to exempt the seller from the forfeiture provided in this section.

## ARTICLE IX – SEVERABILITY

If any section, paragraph, clause, phrase, or part of these Regulations is for any reason held invalid by any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of these Regulations; and the application of those remaining valid provisions to any person or circumstances shall not be affected thereby.



## ARTICLE X – REPEAL & AMENDMENTS

All Resolutions and amendments thereto enacted or adopted by the Board of Seneca County Commissioners inconsistent with the provisions of these Regulations are hereby repealed, as of the effective date of these Regulations. The repeal of the above Resolutions and their amendments do not affect or impair any act done, offense committed or right accruing, accrued, or acquired or liability, penalty, forfeiture, or punishment incurred prior to the time enforced, prosecuted or inflicted.

## ARTICLE XI – VARIANCE

The following regulations shall govern the granting of variances:

1. Any variance request must be made to the SCORPC in writing ten (10) days prior to the SCORPC meeting.
2. Where the SCORPC finds that undue and unnecessary hardship may result from strict compliance with these Regulations, it may grant a variance as defined in ARTICLE II of these Regulations. Such variations shall not have the effect of nullifying the intent and purpose of these Regulations, the Comprehensive Plan and shall not amend or change any zoning regulations, as they exist.
3. In granting variances or modifications, the SCORPC may require such conditions as well, in its judgment to secure substantially the objective of the standards or requirements so varied or modified. All such variances must be issued in writing.

## ARTICLE XII – APPEAL

Any person who believes they have been aggrieved by these Regulations, or the action of the SCORPC has the right to appeal as set forth in the Ohio Revised Code, Section 711 or any applicable Section of the Ohio Revised Code.

# ARTICLE XIII – LARGE LOT DEVELOPMENTS

## Section 1300. LARGE LOT DEVELOPMENT RULES

### 1300.01 General

The purpose of Section 1300 is to establish the procedure for review and approval of large lot divisions as authorized under the Ohio Revised Code, Section 711.131.

The Large Lot Development (LLD) Rules shall be used to request a proposed division of a parcel of land along an existing public street, not involving the opening, widening or extension of any street or road, and involving the establishment of any lot ranging in size from not less than 5.001 acres to no more than 20.000 acres. A proposed division of land under and in compliance with this Section 1300 shall not be considered a subdivision for purposes of division (B)(1) of the Ohio Revised Code, Section 711.001 and need only be approved under the provisions of Section 1300.

An LLD application (see Attachment C) shall be filed by the landowner or designated representative at the SCORPC office. In addition to the submittal requirements set forth below, the application shall include one copy of the survey drawing (no smaller than 18” x 24”) and one copy of the legal description, the signed and completed application form and the required fee.

### 1300.02 Pre-Application Conference and Sketch Plan

Prior to filing a formal LLD application, an applicant is encouraged to request an informal discussion with SCORPC staff to discuss the procedure for approval and to familiarize the applicant with applicable requirements. A request for a pre-application conference shall require the submission of a sketch plan no smaller than 18” x 24”. The sketch plan shall be drawn to a convenient scale of not more than 100 feet to an inch and shall show the following information:

- A. Location or Vicinity Map.
- B. Ownership of property.
- C. Existing and proposed public roads and easements.
- D. Existing structures.
- E. North arrow.
- F. Outline of areas to be divided.
- G. Approximation of proposed lot lines and dimensions.
- H. Important natural features and drainage ways.
- I. Information concerning any existing or proposed locations of storm drainage, maintenance ditches and tiles, sewage treatment, water supply, and other facilities that impact development.

Within a reasonable period of time following the submittal of the sketch plan, SCORPC staff will meet with the applicant to discuss the proposed division. Staff may request a site visit prior to such discussion, in which case, the applicant shall accompany staff on the site visit. Within two (2) weeks following the site visit (or, if none, following the conference with the applicant), staff shall provide written comments to the applicant on the proposed division. All Large Lot Development Reviews have a limitation of six (6) months to finalize the proposed survey. Following the six (6) month limitation, the Large Lot Development will be denied by the SCORPC. Applications denied due to exceeding the six (6) month time limit may resubmit and remit payment for the proposed division.

### **1300.03 Survey Requirement**

No division of land involving a metes and bounds description shall be approved or exempted unless it is accompanied by a survey and legal description certified by a Professional Surveyor licensed in the State of Ohio. The survey must meet the Seneca County Conveyance Standards, Ohio Administrative Code 4733-37, and the County Engineer or designated person must approve the survey and description.

### **1300.04 Lot Frontage Requirement**

Unless the applicable zoning regulations specifically provide otherwise, all parcels created under Section 1300 shall have a minimum, (referenced in 402-1(i)), 35 feet of continuous frontage, measured horizontally, on an existing and improved public/private road measured at the right-of-way line.

### **1300.05 Lot Width to Depth Ratio**

Unless the applicable zoning regulations specifically provide otherwise, the maximum depth of a lot measured at the building setback line shall not exceed four (4) times the width of the lot (measured horizontally). For the purpose of determining these lot measurements, the lot shall be measured as follows:

- A. Depth of a lot shall be considered to be the distance between the mid-points of straight lines connecting to the foremost points of the side lot lines at the front yard setback and the rearmost points of the side lot lines in the rear.
- B. Width of a lot shall be considered to be the distance between straight lines connecting front and rear lot lines at each side of the lot, measured at the front building setback line as established by the applicable zoning regulations or, where no zoning exists, 30 feet back from the edge of the current or proposed road right-of-way.

## **1300.06 Application Submittal Requirements**

An LLD application shall include the following information and materials:

- A. Existing or proposed buildings, well, home sewage treatment system locations, and design and system replacement area.
- B. Deed language addressing lot development, conditions, or restrictions.
- C. New or additional roadway easements and/or utility easements. Roadway easements must be conveyed and recorded by a separate instrument prior to the recording of the LLD deed.
- D. Appropriate floodplain status information showing areas within the 100-year floodplain/floodway.
- E. Access points in accordance with the agency responsible for the maintenance of the right-of-way for driveway approval.
- F. Drainage improvements in compliance with applicable Seneca County standards.
- G. Approval from the LLD from health and zoning authorities.
- H. Approval from the LLD from the Seneca County Sewer District if the LLD is proposed to be serviced by public water and/or sewer.
- I. Approval of the Seneca County Engineer concerning survey and legal description in conformance with the conveyance standards.
- J. Approval of the Seneca Conservation District regarding existing surface or subsurface drainage.
- K. Approval by the appropriate zoning inspectors, if applicable.
- L. A proposed land division vicinity map.
- M. An approved survey and legal description prepared by a professional surveyor registered in Ohio.
- N. A Location Map certified by a professional surveyor. The location map may be combined with the survey or be a separate drawing. The location map must include the following:
  - 1. All newly created lot lines for proposed lot(s).
  - 2. All adjoining public roads.
  - 3. All existing above ground structures (including overhangs) located within 100 feet of a newly created lot line.
  - 4. All proposed points of access.
  - 5. The dimensions of the newly created lot(s) and acreage.
  - 6. Signature, seal, and date.
- O. All applicable fees
- P. Any other material or information the SCORPC finds necessary for the review of the large lot development.

In addition, all corners of the proposed lot(s) shall be marked with stakes and colored flagging prior to, or at the time of filing the LLD application.

### **1300.07 Review and Approval**

If the SCORPC, acting through their Administrator or their Administrator's designee(s), finds that the proposed division is not contrary to any applicable zoning, health, sanitary, flood or access management regulations, existing surface, or subsurface drainage, including, but not limited to, rules governing household sewage disposal systems or the regulations set forth in this Section 1300, it shall be approved in accordance with the following schedule:

- A. For proposed divisions into not more than six (6) separate parcels, approval shall be within seven (7) calendar days after its submission.
- B. For proposed divisions into more than six (6) separate parcels but less than fifteen (15) parcels, approval shall be within fourteen (14) calendar days after its submission.
- C. For proposed divisions into more than fifteen (15) parcels, approval shall be within twenty-one (21) calendar days after its submission.

The burden is put upon the applicant to demonstrate compliance with these Regulations. Incomplete or deficient applications will not fall under the timetable above. The applicant shall be notified in writing or via email of issue(s) and reason for deficiency(s). Upon presentation of an approved application for said parcel, the conveyance shall be stamped "approved by Seneca County Ohio, Regional Planning Commission; No Plat Required under the Ohio Revised Code, Section 711.133," and signed and dated by the Administrator or their designated representative. LLD deeds shall be recorded within 12 months from the date of approval, or the approval expires. Upon the expiration of the approval, any proposed division of the subject tract shall be filed and processed as a new application under Section 1300 of these Regulations.

### **1300.08 Agricultural and Personal Recreational Purposes Exemption**

A proposed division of a parcel of land along an existing public street, not involving the opening, widening, or existing of any street or road, and which meets the acreage requirements set forth in Section 1300.01, but which is to be used only for agricultural or personal recreational purposes (as hereinafter defined) shall be exempt from the LLD approval requirements. Upon presentation of a conveyance of such a parcel, the conveyance shall be stamped "Approved by Seneca County Ohio, Regional Planning Commission; No Approval or Plat Required under Ohio Revised Code, Section 711.133; "For agricultural and personal recreational use only" and signed and dated by the Administrator or their designated representative. If approval has been given the exemption must be recorded on the bottom of the deed.

Nothing in this Section 1300 of these Regulations shall be construed as excluding parcels that are exempt under this procedure that are currently being used only for agricultural or personal recreation purposes from the provisions of these Regulations for any future division or partition(s) of those parcels.

When parcels that are exempt from the approval requirements under this Section 1300.08 are subsequently to be used for other than agricultural or personal recreational purposes, the Administrator or their designated representative shall first determine that such a parcel complies with the regulations set forth in Section 1300.

An exemption under this Section 1300.08 shall require a statement (see Attachment E) signed by the grantor and grantee, that certifies that the proposed parcel will only be used for agricultural or personal recreational use only, and that any subsequent change in use shall require that the Administrator of SCORPC first determines that the parcel complies with the then current provisions of Section 1300.

For purposes of Section 1300.08 the terms “agricultural purposes” as defined in the Ohio Revised Code, Section 303.01 and “personal recreational purposes” shall be defined as follows:

- **Agricultural Purposes-** parcel(s) that are devoted exclusively to commercial animal or poultry husbandry, aquaculture, apiculture, the production for commercial use of field crops, tobacco, fruits, vegetables, nursery stock, ornamental trees, sod, or flowers or other similar agricultural uses.
- **Personal Recreational Purposes-** parcel(s) that are devoted exclusively to personal recreational use of a private type and nature that is conducted by the owner(s) of such parcel(s) or the individual(s) entitled to exclusive use and possession of such parcel(s), without fee or consideration of any kind, excluding and commercial or membership recreational type of use whether or not for fee or profit.



## ARTICLE XIV – ENACTMENT

### Section 1400. EFFECTIVE DATE

These Regulations shall become effective from and after the date of their approval and adoption by the Seneca County Ohio Regional Planning Commission and the Board of Seneca County Commissioners after public hearings and certification to the Seneca County Recorder.



Bill Frankart, President Seneca Regional Planning Commission

Date


11/13/2025



Mr. Anthony Paradiso, Seneca County Commissioner

Date

11/13/2025



Mr. Brent Busdeker, Seneca County Commissioner

Date

11/13/2025



Mr. Bill Frankart, Seneca County Commissioner

Date

11/13/2025

APPROVED AS TO FORM ONLY



ELEANOR J. ANDERSON  
ASST. PROSECUTING ATTORNEY  
79 S. WASHINGTON ST.  
TIFFIN, OH 44883  
419-448-4444

# APPENDIX

**ATTACHMENT A**  
**PRELIMINARY PLAT APPLICATION**  
**SENECA COUNTY, OHIO REGIONAL PLANNING COMMISSION**

Subdivision Name: \_\_\_\_\_

Township: \_\_\_\_\_ Section: \_\_\_\_\_ Existing Road: \_\_\_\_\_

Name and Address of Property Owner:

\_\_\_\_\_  
\_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Surveyor Contact Name: \_\_\_\_\_

Surveyor Phone Number: \_\_\_\_\_ Surveyor Email: \_\_\_\_\_

Is this a NEW Subdivision \_\_\_\_\_ YES \_\_\_\_\_ NO

Is this an UPDATE to an existing Subdivision \_\_\_\_\_ YES \_\_\_\_\_ NO

**FEE STRUCTURE:**

*PLAN APPROVALS	\$300.00
*ADMINISTRATION FEE	\$350.00
*APPLICATION FEE (UP TO 2 HOURS OF REVIEW)	\$300.00
APPLICATION FEE (BEYOND 2 HOURS OF REVIEW)	\$150.00/HOUR

**\*\*APPLICANTS WILL BE RESPONSIBLE FOR ALL ADVERTISING FEES AND WILL BE INVOICED ACCORDINGLY**

**\*THE PLAN APPROVAL, ADMINISTRATION AND INTITIAL APPLICATION FEE SHALL BE PAID AT TIME OF SUBMISSION**

All checks are be made payable to Seneca County, Ohio Regional Planning Commission and Submitted with the initial application.

The following items shall be included on or with the Plat for consideration by the Regional Planning Commission:

**ATTACHMENT A**  
**PRELIMINARY PLAT APPLICATION**  
**SENECA COUNTY, OHIO REGIONAL PLANNING COMMISSION**

**Existing Conditions:**

- ☐ Subdivision
- ☐ Legal Description
- ☐ Name & Address of Engineer/Surveyor/Planner
- ☐ North Arrow
- ☐ Plat Scale (1"=200' Minimum)
- ☐ Vicinity Map (1"=1000' Minimum)
- ☐ Boundary with Dimensions
- ☐ Existing Easements on proposed Plat and adjoining property
- ☐ Names of adjoining Subdivisions and Parcel Owners
- ☐ Names of adjoining Streets and Right-of-way widths, Railroads, and other utilities or easements
- ☐ Location of existing water mains, sanitary and storm sewers
- ☐ Existing topography (2 foot intervals- U.S.G.S. Datum)
- ☐ Flood Hazard Boundary (when applicable)
- ☐ Location of existing buildings, wood, tree lines, creeks & ditches, etc.
- ☐ Ditch maintenance – special assessments

**Proposed Conditions:**

- ☐ Location, right-of-ways and names of all proposed streets
- ☐ Easement location
- ☐ Public walkways
- ☐ Lot layout, with approximate Lot dimensions and Lot numbers
- ☐ Setback Lines
- ☐ Lot or parcel use, Number of dwelling units
- ☐ Land set aside for Public use
- ☐ Sanitary Sewer size & location
- ☐ Water Main size & location
- ☐ Storm Sewer size & location
- ☐ Detention or Retention areas
- ☐ Phasing of development
- ☐ Typical Pavement section
- ☐ Protective Covenants

Two (2) copies of the Preliminary Plan and the application showing all the required Existing Conditions and Proposed Conditions must be submitted at a minimum of 30 days prior to the regularly scheduled Seneca County, Ohio Regional Planning Commission Board Meeting to be considered for the agenda. It is understood that if all the above requirements are not met the Administrator may remove this submittal from consideration for the next Board Meeting.

**Approval is granted for a maximum of 12 months.**

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Signature of Owner or Authorized Agent

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Date

**ATTACHMENT A**  
**PRELIMINARY PLAT APPLICATION**  
**SENECA COUNTY, OHIO REGIONAL PLANNING COMMISSION**

**FOR PLANNING COMMISSION USE ONLY**

Date Filed: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Fee: \_\_\_\_\_

Recommendation of Planning Commission: Approval \_\_\_\_\_ Denial \_\_\_\_\_

Reason for Recommendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Approval: \_\_\_\_\_

Chairman, Planning Commission: \_\_\_\_\_

Secretary, Planning Commission: \_\_\_\_\_

**ATTACHMENT B**  
**FINAL PLAT APPLICATION**  
**SENECA COUNTY, OHIO REGIONAL PLANNING COMMISSION**

Subdivision Name: \_\_\_\_\_

Township: \_\_\_\_\_ Section: \_\_\_\_\_ Existing Road: \_\_\_\_\_

Name and Address of Property Owner:

\_\_\_\_\_  
\_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Surveyor Contact Name: \_\_\_\_\_

Surveyor Phone Number: \_\_\_\_\_ Surveyor Email: \_\_\_\_\_

Date Preliminary Plat Approved: \_\_\_\_\_

**Requirements for the Final Plat Application:**

\_\_\_\_ Complete set of construction plans

\_\_\_\_ 2 Copies of plat

\_\_\_\_ 2 Copies of restrictive covenants

\_\_\_\_ Engineer/Surveyor seal and signature

\_\_\_\_ Engineer's estimate

\_\_\_\_ Performance and Maintenance Bond

\_\_\_\_ Form letter for street dedication completed

\_\_\_\_ Subdivision Name

\_\_\_\_ Legal Description

\_\_\_\_ Ditch maintenance assessment

\_\_\_\_ Date, North Arrow and Scale

\_\_\_\_ Name and address of Engineer/Surveyor who prepared the plat

\_\_\_\_ Plat boundaries with angular and lineal dimensions

\_\_\_\_ Bearings and distances to established monuments

\_\_\_\_ Monument description

\_\_\_\_ Locations and Names of Existing:

\_\_\_\_ Street rights-of-way \_\_\_\_ Setbacks \_\_\_\_ Easements \_\_\_\_ Lot #

\_\_\_\_ Lot dimensions \_\_\_\_ Curve data \_\_\_\_ Public land

\_\_\_\_ Base flood elevation data

\_\_\_\_ Phasing of site development

**Agency Approvals**

\_\_\_\_ Seneca GHD

\_\_\_\_ Seneca County Sanitary Sewer District

\_\_\_\_ Township Trustees

\_\_\_\_ Township Zoning Inspector

\_\_\_\_ Flood Plain Manager

\_\_\_\_ Seneca Conservation District

\_\_\_\_ Seneca County Engineer

\_\_\_\_ Notarized owner's signatures of plat dedication

\_\_\_\_ Surveyor

\_\_\_\_ Dedication of street and public areas

**ATTACHMENT B**  
**FINAL PLAT APPLICATION**  
**SENECA COUNTY, OHIO REGIONAL PLANNING COMMISSION**

This application, copies of the plat showing all items listed above, and one complete set of construction plans shall be submitted a minimum of 10 days prior to the next scheduled Seneca County, Ohio Regional Planning Commission meeting to be considered for placement on the agenda. I understand that upon review, if any of the above data or documents have been omitted, the Administrator shall remove this submittal from consideration for the Regional Planning Commission Agenda.

Certification: the undersigned certifies that the information accompanying this application is true and correct to the best of their knowledge.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

\*\*\*\*\*

**FOR PLANNING COMMISSION USE ONLY**

Date Filed: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Recommendation of Planning Commission:      Approval      \_\_\_\_\_      Denial      \_\_\_\_\_

Reason for Recommendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Approval: \_\_\_\_\_

Chairman, Planning Commission: \_\_\_\_\_

Secretary, Planning Commission: \_\_\_\_\_

## INSTRUCTIONS

### **APPLICANT:**

To ensure proper consideration of this application the following steps must be taken:

1. All local *township zoning requirements* including minimum road frontage/lot width and minimum lot size must be met. For this information, contact the local township zoning inspector, zoning contact information can be found on the Seneca County Auditor's website.
2. All county subdivision regulations concerning minor land divisions must be met.
3. An *Attachment C* application with both the applicant & surveyor's section filled out in their entirety.
4. *One (1) copy of the survey* (18" X 24" or 24" X 36") rolled not folded, and *one (1) copy of the legal description* completed by a registered State of Ohio surveyor must accompany each application.
5. All lot split fees are to be paid with a personal check, money order, cash, or credit card.
6. Filing Fees as of March 1, 2024, are \$50.00 for a minor lot split and \$15.00 thereafter for a 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> from the same tract after the first split.
7. When completed, bring these items to the Seneca County, Ohio Regional Planning Commission (SCORPC) located in the RTA Building, 109 S. Washington St., Suite 2206 Tiffin, OH, 44883 between 8:30 a.m. and 4:30 p.m. Monday through Friday.

**EACH OF THE ABOVE ITEMS MUST BE MET BEFORE FILING WITH THE SCORPC,  
OTHERWISE THE APPLICATION WILL BE RETURNED TO THE APPLICANT.**

### **SURVEYOR:**

According to the Seneca County Subdivision Regulations, as prepared by Seneca County, Ohio Regional Planning Commission and the Seneca County Conveyance Standards, the following information is recommended for submittal with all surveys accompanying a lot split application. Failure to submit required information may delay approval:

1. Documentation showing compliance with Ohio Administrative Code, Chapter 3701-29 governing Home Sewage Treatment System, specifically a Site and Soil Evaluation performed by the Board of Health.
2. Proposed division of land, including dimensions of the entire original tract.
3. Owner of parcel and all adjoining parcels.
4. Dimension and location of the lot lines for the proposed lot.
5. North orientation arrow.
6. Existing structures, wells, septic systems/leach fields, easements, site disturbances, existing driveways and other hardscapes/proposed hardscapes, public facilities, direction of drainage, and bodies of water including intermittent/perennial streams and rivers.
7. Any adjoining public road, road right-of-way, zoning setbacks, and distance to the nearest driveway or intersection in each direction within 1,000 feet along the road frontage. Driveway distance should be noted on the application form.
8. 100-year floodplain boundary and floodway, if it exists anywhere in the original tract. The panel number and flood zone should be noted on the application form.
9. All new parcels require adequate access via a drive. Please ensure the driveway permit(s) for the parcel(s) has been submitted to the appropriate authorizing public office.

**EACH OF THE ABOVE ITEMS MUST BE MET BEFORE FILING WITH THE SCORPC,  
OTHERWISE THE APPLICATION WILL BE RETURNED TO THE APPLICANT.**  
**ALL APPLICATIONS WILL BE PROCESSED THROUGH THE SCORPC iWorQ SOFTWARE**



Date/Time Filed:

**Seneca County Ohio, Regional Planning Commission (SCORPC)**  
**ATTACHMENT C**

**MINOR LOT SPLITS/LARGE LOT DEVELOPMENT SPLITS**  
**APPLICATION FOR ADMINISTRATIVE APPROVAL**

Regulated by Ohio Revised Code 711.131, 711.133 & Seneca County Subdivision Regulations Section 303

**PLEASE COMPLETE IN PEN OR TYPE**

**APPLICANT**

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL (REQUIRED): \_\_\_\_\_

PROPOSED USE: ☐ RESIDENTIAL ☐ COMMERCIAL ☐ INDUSTRIAL ☐ AGRICULTURAL/PERSONAL RECREATION ☐ EXEMPTION ATTACHED

CONTACT PERSON: ☐ OWNER ☐ AGENT

IF AGENT, NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**NOTE: PLEASE INCLUDE ONE (1) COPY OF THE SURVEY, ONE COPY OF THE LEGAL DESCRIPTION, AND ONE COPY OF THE MAP COORDINATES**

**SURVEYOR**

PARCEL 1 NUMBER/AC: \_\_\_\_\_ PARCEL 2 NUMBER/AC: \_\_\_\_\_

PARCEL 3 NUMBER/AC: \_\_\_\_\_ PARCEL 4 NUMBER/AC: \_\_\_\_\_

PARCEL 5 NUMBER/AC: \_\_\_\_\_

TOWNSHIP: \_\_\_\_\_ SECTION: \_\_\_\_\_ NW NE SW SE

ROAD NUMBER: \_\_\_\_\_ ROW WIDTH: \_\_\_\_\_ DRIVE PERMIT APPLIED FOR (DATE): \_\_\_\_\_

IS ANY PART OF THE PARCEL IN A FLOOD ZONE: ☐ YES ☐ NO TYPE: ☐ A ☐ AE PANEL NUMBER: \_\_\_\_\_

IS THERE A SPECIAL/DRAINAGE ASSESSMENT ON THE PROPERTY: ☐ YES ☐ NO

DISTANCE OF NEAREST DRIVEWAY FROM: ☐ NORTH ☐ EAST PROPERTY LINE: \_\_\_\_\_ FT ☐ SOUTH ☐ WEST PROPERTY LINE: \_\_\_\_\_ FT

**PLEASE GIVE A BRIEF EXPLANATION OF WHAT'S OCCURRING WITH THIS SPLIT(proposed use):**

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SURVEYOR NAME (PRINT)

SURVEYOR NUMBER (PRINT)

EMAIL (REQUIRED): \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FOR SENECA REGIONAL PLANNING USE BELOW THIS LINE

(Attachment C is Time/Date Stamped upon receipt by SCORPC)

TOTAL ACREAGE:

.001 – 5.000 ACRES \_\_\_\_\_

5.001 – 20.000 ACRES \_\_\_\_\_

+ 20.001 ACRES \_\_\_\_\_

FEE PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

VARIANCE NEEDED? YES: \_\_\_ NO: \_\_\_ N/A: \_\_\_ TYPE \_\_\_\_\_

(IF APPLICABLE) DATE VARIANCE APPLIED FOR: \_\_\_\_\_ GRANTED? YES: \_\_\_ NO: \_\_\_ DATE: \_\_\_\_\_

IF ON STATE ROUTE, WAS ODOT ACCESS GRANTED? YES: \_\_\_ NO: \_\_\_ N/A: \_\_\_ DATE: \_\_\_\_\_ BY: \_\_\_\_\_

PERFORMANCE BOND REQUIRED: YES NO

PRELIMINARY COMMENTS THAT MUST BE ADDRESSED BEFORE APPROVAL

Seneca Conservation  
District \_\_\_\_\_

Seneca County  
Engineer \_\_\_\_\_

Seneca County  
General Health District \_\_\_\_\_

Tax  
Map \_\_\_\_\_

Zoning \_\_\_\_\_

**AGENCY APPROVALS****SENECA COUNTY GENERAL HEALTH DISTRICT (SCGHD)**

APPROVED \_\_\_\_ DENIED \_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*The proposed lot(s) is still subject to Household Sewage Treatment installation permit approval by the SCGHD. The written review required by the SCGHD does not preclude denial of an installation permit pursuant to rule 3701-29-09 of the Ohio Administrative Code. A review by the SCGHD is required. To conduct the review, a completed Site and Soil Evaluation must be provided to the SCGHD. The SCGHD will determine through its review whether the provisions of the Ohio Administrative Code, Chapter 3701-29 can be met. Other comments: PLEASE CONTACT ENVIRONMENTAL SCIENCE AT 419-447-3691 IF YOU HAVE ANY QUESTIONS*

**FLOODPLAIN MANAGER**

APPROVED \_\_\_\_ DENIED \_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please note that development of any kind, including filling is prohibited within a floodplain.*

**ZONING INSPECTOR (IF REQUIRED)**

APPROVED \_\_\_\_ DENIED \_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ DATE SENT: \_\_\_\_\_

*Please note that a zoning permit is required to be obtained before any new construction starts*

**SENECA COUNTY, OHIO REGIONAL PLANNING COMMISSION**

APPROVED \_\_\_\_ DENIED \_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please note that any new construction on the proposed lots requires a building notice from the Auditor's Office*

**APPROVALS WILL EXPIRE IF TRANSFER DOES NOT OCCUR WITHIN 12 MONTHS****AFTER PLANNING APPROVAL:**

The following steps must be completed in order: (Note: there may be additional charges, please contact the appropriate office)

1. Have a professional deed prepared for the proposed lot by an attorney.
2. Take a copy of the legal description of the proposed lot to the Seneca County Tax Map Office, located at 3300 Infirmary Road, Tiffin, OH, 44883 between the hours of 7am and 2pm.
3. To transfer the proposed lot into the new owner's name: take a copy of the new deed, survey, and legal description to the Seneca County Auditor's Office, located at 109 S. Washington Street, Suite 2206, Tiffin, OH, 44883 between the hours of 8:30am and 4:30pm
4. To establish a new address for the proposed lot; the new owners of the proposed lot must submit a copy of the recorded deed, survey, issued driveway permit, and aerial map with the driveway location to [addressing@senecacountyohio.gov](mailto:addressing@senecacountyohio.gov) or in person at the Seneca County Auditor's Office, located at 109 S. Washington Street, Suite 2206, Tiffin, OH, 44883 between the hours of 8:30am and 4:30pm. Per Seneca County Commissioner Resolution 19-60, addresses will be assigned at the Seneca County Auditor's Office.
5. To officiate the new deed of the proposed lot: deed must be filed with the Seneca County Recorder's Office at 109 S Washington St., Suite 2104, Tiffin, OH, 44883 between the hours of 8:30am and 4:30pm.

**PLAT MECHANICS (TAX MAP OFFICE):**

RESEARCH ALL ADJOINERS  
POINT OF BEGINNING  
COMMENCES AT ESTABLISHED POINT  
NORTH ARROW WITH BASIS OF REFERENCE  
TITLE BLOCK  
DISTANCE AND BEARING ON EACH LINE  
SURVEYOR INFO ON DRAWING  
LEGAL CLOCKWISE  
PAPER SIZE 18"x24" OR 24"x36"  
FIVE PARCEL SPLIT RULE

ROAD RECORDS  
ROW ACREAGE  
WRITTEN AND GRAPHICAL SCALE  
REMAINDER AC. & FRONTAGE  
LEGEND OR WRITTEN NOTATIONS  
DATE ON LEGAL AND PLAT  
SURVEYOR INFO & SIGNATURE ON LEGAL  
LEGAL AND PLAT COMPARED  
MEETS CLOSURE REQUIREMENTS  
ADJOINER INFO AT END (COMBINE?)

SUBDIVISION PLATS MONUMENTATION  
  
ORIGINAL ON MYLAR  
ACREAGE OF PARCEL  
CONTROL STATIONS  
  
CHECKED WITH MAP  
COMPUTER GENERATED

SHOULD YOU HAVE ANY QUESTIONS COMPLETING THIS FORM  
CALL THE SENECA COUNTY, OHIO REGIONAL PLANNING COMMISSION AT 419-447-0692

Revised 9/2/2025 ILK

**ATTACHMENT D**  
**PROCEDURES FOR PLACING MINOR SUBDIVISION/LARGE**  
**LOT DEVELOPMENT (LLD) TILE**  
**UNDER SENECA COUNTY DITCH MAINTENANCE**

**PURPOSE**

The purpose of this policy is to provide a procedure for a landowner or developer of a minor subdivision/LLD to place new tile mains serving home sites into a permanent maintenance program.

**SCOPE**

Currently the permanent maintenance of storm sewers and drainage outlets for major subdivisions are regulated through the “construction Code for the Subdivision Regulation of the County of Seneca, Ohio” Tile mains designed to handle the drainage of two or more proposed or current home sites for minor subdivisions (as defined in Section 303 of Subdivision Regulations of the County of Seneca, Ohio) or LLD are addressed by this procedure.

This procedure will also be used for those landowners requesting tile maintenance for multiple home sites on parcel splits of more than five (5) acres.

**PROCEDURE**

1. The current landowner must submit a survey, by a Professional Surveyor registered in the State of Ohio, of the proposed minor subdivision/LLD, including lot layout along with the tile easement to an approved outlet (i.e., open ditch or other outlet approved by the Seneca Conservation District or Board of Health). This survey shall be submitted to the Seneca County, Ohio Regional Planning Plat Review Committee or directly to the Seneca County Engineer, Seneca Conservation District and Seneca County Board of Health.
2. The landowner will meet with a representative of the Seneca Conservation District to discuss the procedure for placing the drainage system on maintenance. The landowner will sign a “Request for Maintenance” (Attachment D1) and provide \$500, to be placed into escrow per the terms on the request.
3. The survey shall include a separate tile plan for the proposed tile being placed on maintenance. The tile plan shall be signed by a Professional Engineer in the State of Ohio and include a minimum of the information included on Attachment 2.
4. Tile plan shall be reviewed by the Seneca County Engineer, Seneca Conservation District and Seneca County Board of Health, within ten (10) working days of receipt of a complete plan by the Seneca Conservation District or Seneca County, Ohio Regional Planning Commission.

5. After review by the above agencies and corrections are made, the final tile plan, with the signature of a Professional Engineer, will be submitted to the Seneca Conservation District.
6. The Seneca Conservation District will then write the maintenance agreement for the proposed tile within 15 working days of the final tile plan submittal.
7. Once the agreement is written, it will be given to the developing landowner (or representative) to be signed by all landowners involved in the project.
8. The signed maintenance agreement will be returned to the Seneca Conservation District, and an additional \$300 to start the Maintenance Fund, will be made by the landowner to the Ditch Maintenance Department to establish the permanent fund for the tile... This \$300 transaction amount will not be returned to the landowner and is different than the \$500 Request for Maintenance deposit that is to be held in escrow.
9. Once the \$300 start of Maintenance Fund is received, construction can begin on the tile main. It is the developing landowner's responsibility to hire and pay the contractor to install the tile.
10. The contractor and/or developer shall meet with the Seneca Conservation District ten (10) days prior to any tile installation. The pre-construction layout of the tile shall be the responsibility of the Professional Engineering firm that designed the tile system. The contractor is responsible for contacting the Seneca Conservation District to view the installed tile before the tile trench is backfilled.
11. It is the developing landowner's Professional Engineer's responsibility to certify proper construction and provide "as-built" tile plans showing how the tile was installed versus what was planned. The Seneca Conservation District has the right to inspect tile during and after installation.
12. Once the tile and necessary structures are installed and as built tile plans are received from the Professional Engineering firm by the Seneca Conservation District, the \$500 held in escrow will be released back to the developing landowner and the tile plan and maintenance agreement will be recorded by the Seneca County Recorder and placed on to Seneca County Ditch Maintenance<sup>13</sup>. The landowner and their successor and assigns will be responsible for future tax assessments against property benefits by the maintenance agreement in order to fund necessary maintenance repairs or replacements.

**REQUEST FOR MAINTENANCE**

I \_\_\_\_\_ hereby request assistance from the Seneca  
(Name of person filling out form and making deposit)

Conservation District to place the main drainage tile for the

\_\_\_\_\_  
(Name of Minor Subdivision)

Minor Subdivision/Large Lot Development in Section number(s) \_\_\_\_\_ of  
\_\_\_\_\_ Township of Seneca County, under the Seneca County Ditch Maintenance  
Program. I have read and understand the procedures for placing the main tile under the  
maintenance program. I understand that I must put forth \$500.00 to be held in escrow by the  
Seneca Conservation District. Once all the procedures for placing the tile on maintenance are  
met, the \$500.00 will be returned to me. I further understand that if I do not follow the  
procedures and/or the tile main is not ready to be enrolled into the maintenance program, within  
one year of the date I signed this form, that I will forfeit the amount of money spent by the  
District for the tile project up to the \$500.00. No assistance to place the tile on maintenance will  
be completed by the Seneca Conservation District until this form is signed and the \$500.00 is  
received.

\_\_\_\_\_  
Landowner/Developer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Funds Received

\_\_\_\_\_  
Approved by Board of Supervisors

\_\_\_\_\_  
Date

## TILE PLAN REQUIREMENTS

The following information is required on all tile plans being proposed for maintenance:

1. Title Block
2. Location Map
3. The location within construction area of all roads, fences, buildings, utilities, bridges, culverts, property lines, and landowners, important to the project
4. Benchmarks and Legends (must be set to USGS elevations)
5. Watershed Boundary of all parcels benefitting from tile
6. Underground utilities notification information- Notice to excavator (OUPS Phone Number – 1-800-362-2764)
7. Soil types and boundary lines
8. Construction approval block
9. Plan view of tile layout. (The need for topographic survey and spot elevations of low areas will be determined on a case by case basis.)
10. Length, size, quality and kind of tile
11. Length, size, and kind of outlet pipe (specify animal guard)
12. Stationing and invert elevations at key points (i.e. grade and directional changes etc.)
13. Location of all right of way, easements, etc.
14. Profile of tile showing ground line and grade
15. Minimum trench width and bedding requirements
16. Recommended depth, required spacing
17. Bill of materials
18. Bottom and low flow elevation of outlet ditch
19. Hydraulic Design Data
20. X,Y,Z Geo-referenced Data to be provided to the Seneca Conservation District

The following information needs to accompany the tile plan before approval:

1. Design calculations which includes parameters or scope of design (i.e. curtain drains, roof downspout, footer drains etc.) Calculation MUST be signed and have the seal of Professional Engineer registered in the State of Ohio.
2. Capacity of tile and the designed grade in cubic feet per second (cfs)
3. Estimated cost of both the materials and installation
4. If tile project is within county or township road rights-of-way then permits shall be obtained and attached to the plan

# ATTACHMENT E

## CERTIFICATION FOR EXEMPTION OF PARCELS TO BE USED ONLY FOR AGRICULTURAL OR PERSONAL RECREATIONAL PURPOSES PURSUANT TO OHIO REVISED CODE SECTION 711.133

The undersigned Grantor(s) and Grantee(s), make the following statements for the express purpose of inducing the Seneca County, Ohio Regional Planning Commission (the "Commission") to exempt from the approval requirement of Section 1300 of the Seneca County Subdivision Regulations (the "Regulations") the following described property (the "Property") and to stamp the conveyance of the Property "No Approval Required under O.R.C. 711.133; **FOR AGRICULTURAL AND PERSONAL RECREATIONAL USE ONLY**":

The Grantor(s) and Grantee(s) certify that the Property proposed for exemption is described as follows:


1. The Grantor(s) and Grantee(s) certify that the Property is to and shall be used **ONLY** for agricultural or personal recreational purposes as defined in Section 1300 of the Regulations.
2. The Grantor(s) and Grantee(s) acknowledge and understand that if the Property is subsequently changed in use from agricultural or personal recreational purposes, no such change in use shall be made by the Grantor(s) or Grantee(s) or their successors and assigns unless the Administrator of the Commission or their designated representative first determines that the Property complies with the then current provision of Section 1300 of the Regulations.

The undersigned Grantor(s) and Grantee(s) have signed this Certification on the date(s) set forth below.

### GRANTOR(S):

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### GRANTEE(S):

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

APPROVED BY SENECA COUNTY, OHIO REGIONAL PLANNING COMMISSION

DATE: \_\_\_\_\_

Approved by Administrator:

\_\_\_\_\_



SENECA COUNTY, OHIO REGIONAL PLANNING COMMISSION

October 1, 2025

Resolution Number: 10-01-2025-008

**IN THE MATTER OF: RESOLUTION – APPROVING THE UPDATED SENECA COUNTY  
SUBDIVISION REGULATIONS**

Scott Harrison offered the following resolution and moved the adoption of the same, which was duly seconded by Gary Hoepf.

**WHEREAS**, Seneca Regional Planning Commission Board met this 1<sup>st</sup> day of October, 2025, in an open and regular session, and

**WHEREAS**, The Seneca Regional Planning Commission has presented the following Seneca County Subdivision Regulations updated September 15, 2025 (with Prosecutor approval):

**NOW THEREFORE BE IT RESOLVED**, this Board does hereby approve the proposed Seneca County Subdivision Regulations and that the Administrator will communicate with the Seneca County Commissioners as to the next steps; and

**RESOLVED**, That the Administrator of the Seneca County, Ohio Regional Planning Commission be and is hereby instructed to certify a copy of this resolution to the Seneca County, Ohio Regional Planning Board and Seneca County Commissioners and be it further

**RESOLVED**, That it is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with the law.

Bill Frankart

President Bill Frankart, Seneca County  
Commissioner

Barbara Dibble

Secretary Attorney Barbara Dibble,  
Tiffin/Fostoria At Large Member

Donald L. Mennel

Don Mennel, Mayor of Fostoria

Jason Painter

Jason Painter, Loudon Township Trustee

Brent D. Busdeker

Commissioner Brent Busdeker

Jim Distel

Jim Distel, Clinton Township Trustee

Greg Cassidy

Greg Cassidy, Seneca County, Ohio  
Regional Planning Commission At-Large  
Member

Scott Harrison

Vice President Scott Harrison, Mayor of  
Bettsville

Brian Burns

Brian Burns, Seneca County, Ohio Regional  
Planning Commission At-Large Member

Lee Wilkinson

Lee Wilkinson, Mayor of Tiffin

Anthony Paradiso

Commissioner Anthony Paradiso Proxy Barb Patterson

Gary Hoepf

Gary Hoepf, Adams Township Trustee

Kyle Daugherty

Kyle Daugherty, Tiffin City Council

**IN THE MATTER OF: RESOLUTION- APPROVING THE UPDATED SENECA  
COUNTY SUBDIVISION REGULATIONS**

Paradiso offered the following resolution and moved the adoption of the same, which was duly seconded by Busdeker.

**WHEREAS**, The Seneca County Commissioners, Anthony Paradiso, William Frankart and Brent Busdeker met this 13<sup>th</sup> day of November 2025, in open and regular session, and

**WHEREAS**, The Seneca Regional Planning Commission Board has approved the updated Seneca County Subdivision Regulations and

**WHEREAS**, a public hearing was held on this day for the purpose of considering the updated subdivision regulations after a 30-business day notice was duly published in the Advertiser-Tribune for the purpose of public review and comment, and

**WHEREAS**, after due consideration of the recommendations of the Seneca Regional Planning Commission regarding the updated Seneca County Subdivision Regulations, it is the opinion of this board that said update is reasonable and in the best interest of the county, now, therefore, be it,

**RESOLVED**, That the Board of Seneca County Commissioners hereby approves of the updated Seneca County Subdivision Regulations, as submitted, and that they are made part of this resolution as a fully written herein, the same to govern all subdivision development from this date forward, and be it further

**RESOLVED**, That the Clerk of the Board be and she is hereby authorized and instructed a certified copy of this resolution with the Seneca Regional Planning Commission, the Seneca County Engineer, and the Seneca County Auditor in line with this action; and be it further

**RESOLVED**, That it is found and determined that all formal action of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of the Board, and that all deliberations of the Board and any of its committees that resulted in such formal actions, were in meetings open to the public, in compliance with the law.

Mr. Busdeker – Yes

Mr. Paradiso – Yes

Mr. Frankart – Yes

William Frankart  
Anthony Paradiso  
Brent D. Busdeker

I, the undersigned, Clerk to the Board, Seneca County, Ohio, do hereby certify that the foregoing is a true and correct copy from the official record of said Board of County Commissioners as recorded in Resolution 2025- 228

Cheryl A. Steyer  
Clerk to the Board



SENECA COUNTY, OHIO REGIONAL PLANNING COMMISSION

November 13, 2025

Resolution Number: 11-13-2025-009

**IN THE MATTER OF: RESOLUTION – APPROVING THE UPDATED SENECA COUNTY  
SUBDIVISION REGULATIONS AFTER COMMISSIONERS' APPROVAL**

Scott Harrison offered the following resolution and moved the adoption of the same, which was duly seconded by Lee Wilkinson.

**WHEREAS**, the Seneca County, Ohio Regional Planning Commission Board and Seneca County Commissioners met in a joint meeting this 13th day of November, 2025, in an open meeting (special session for Seneca County, Ohio Regional Planning Commission), and

**WHEREAS**, The Seneca County, Ohio Regional Planning Commission has presented the approved Seneca County Uniform Subdivision Regulations to the Seneca County Commissioners for their approval,

**NOW THEREFORE BE IT RESOLVED**, this Board does hereby acknowledge receipt of the Seneca County Commissioner's approval of the Seneca County Uniform Subdivision Regulations; and

RESOLVED, That the Administrator of the Seneca County, Ohio Regional Planning Commission be and is hereby instructed to certify a copy of this resolution to the Seneca County, Ohio Regional Planning Board, Seneca County Commissioners and Seneca County Recorder and be it further

RESOLVED, That it is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with the law.

Bill Frankart  
President Bill Frankart, Seneca County  
Commissioner

Barbara Dibble  
Secretary Attorney Barbara Dibble,  
Tiffin/Fostoria At Large Member

Don Mennel  
Don Mennel, Mayor of Fostoria

Absent  
Jason Painter, Loudon Township Trustee

Brent Busdeker  
Commissioner Brent Busdeker

Absent  
Jim Distel, Clinton Township Trustee

Greg Cassidy  
Greg Cassidy, Seneca County, Ohio  
Regional Planning Commission At-Large  
Member

Scott Harrison  
Vice President Scott Harrison, Mayor of  
Bettsville

Absent  
Brian Burns, Seneca County, Ohio Regional  
Planning Commission At-Large Member

Lee Wilkinson  
Lee Wilkinson, Mayor of Tiffin  
Anthony Paradiso  
Commissioner Anthony Paradiso

Absent  
Gary Hoepf, Adams Township Trustee

Kyle Daugherty  
Kyle Daugherty, Tiffin City Council