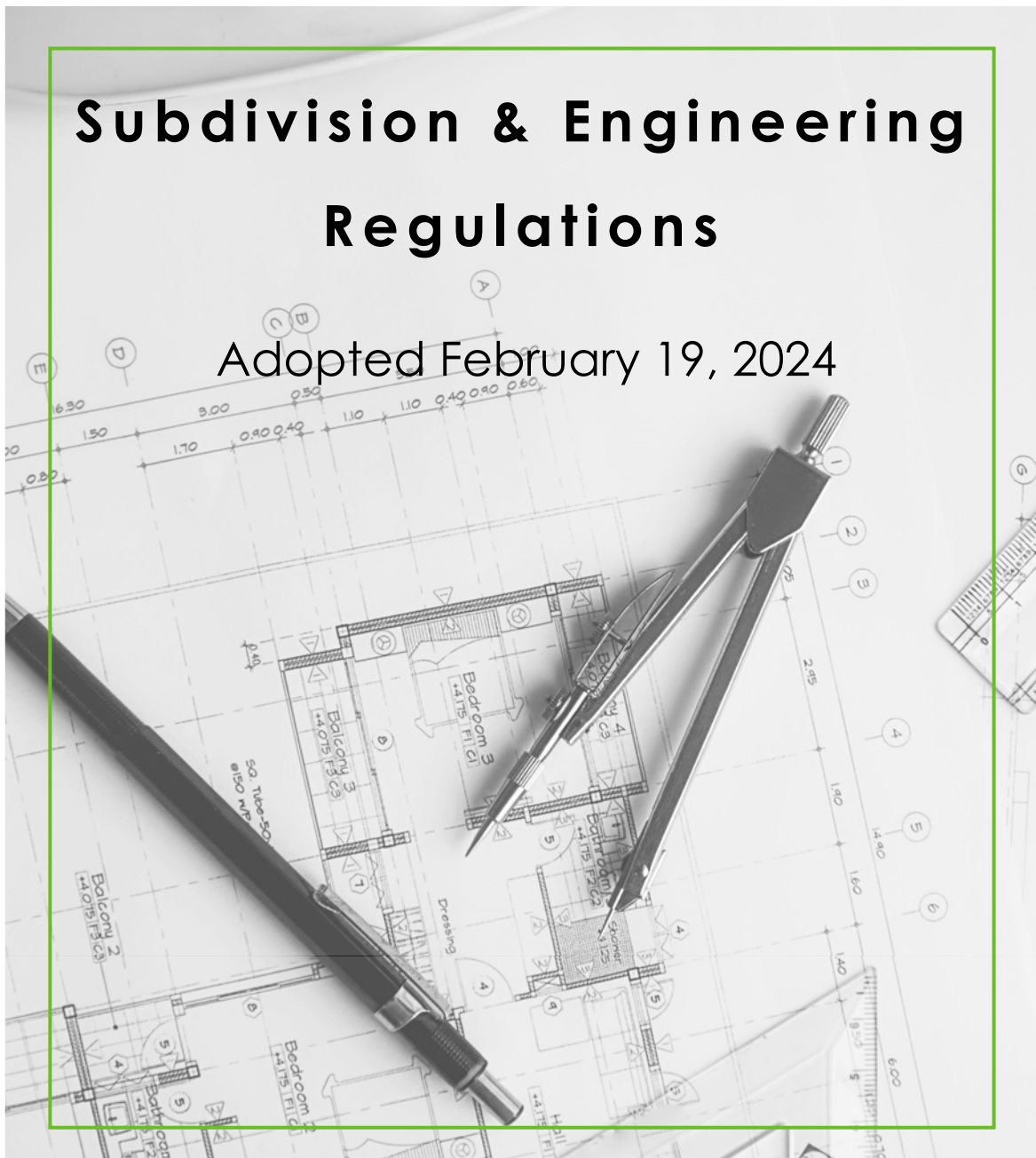


Village of Archbold

Fulton County, Ohio

Subdivision & Engineering Regulations

Adopted February 19, 2024



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SECTION 1 | General Provisions

§ 151.101 Title

These rules, regulations, and standards shall be officially known as the “Subdivision & Engineering Regulations of Archbold, Ohio,” and shall hereinafter be referred to as “these Regulations.”

§ 151.102 Interpretation & Purpose

In their interpretation and application, the provisions of these Regulations shall be held to be the minimum requirements adopted for the protection of the public health, safety, and welfare of the Village of Archbold. These Regulations are intended to:

- 1 Establish standards for logical, sound, and economical development.
- 2 Secure safety from fire, flood, and other danger; to prevent population congestion and overcrowding of the land; to provide orderly expansion and extension of community services and facilities at minimum cost and maximum convenience.
- 3 Provide for the proper arrangement of streets and highways in relation to those existing or planned, and to provide for the most beneficial relationship between use of land, buildings, traffic, and pedestrian movements that encourage innovative layout and designs to afford citizens choices in housing and design, and to protect and preserve significant common open space areas.
- 4 Improve quality of life through the protection of the environment, including the prevention of air, water, light, and noise pollution, the prevention of soil erosion, and the preservation of natural beauty and topography.
- 5 Ensure appropriate surveying of land, preparing and recording of plats, and the equitable handling of all subdivision plats by providing uniform procedures and standards for observance by both the municipality and developers.

- 6 Ensure that land subdivision and development are in accordance with the official Thoroughfare Plan of Archbold and the Archbold Zoning Code, and be properly related to the Archbold Comprehensive Plan, adopted April 5, 2021.

Note

The Archbold Zoning code can be found under [Chapter 152](#) of the Village of Archbold Codified Ordinances.

§ 151.103 Policy

- a) It is the policy of this municipality to consider a subdivision of land within its corporation limits and its subsequent development as subject to this municipality for orderly, planned, safe, and efficient community development.
- b) A proposed subdivision shall be of such character that it can be used safely for building purposes and shall not be subdivided until adequate facilities and improvements such as drainage, water, sewerage, and public open space are provided, or a performance bond is filed to assure that the required improvements will be made by the subdivider.
- c) The existing and proposed public improvements shall conform to and be in accordance with the proposals shown in the official Thoroughfare Plan, the Zoning Code, the Comprehensive Plan, and the Capital Improvements Program. It is also intended that these Regulations shall supplement and facilitate the enforcement of the provisions and standards contained in the aforementioned documents under this section.

§ 151.104 Authority

- a) The Archbold Planning Commission derives its legal authority in the matter of regulating the subdivision and improvement of land from the following:
 - 1 The Ohio Revised Code including, but not limited to, the statutes contained in Chapters 711 and 713.
 - 2 The Village of Archbold Charter including, but not limited to, Section 10.03.
- b) Whenever any provision of these Regulations refers to or cites a section of the Ohio Revised Code (as amended) and that section is later amended or superseded, these Regulations shall be deemed amended to comply with the updated section of the Ohio Revised Code applicable to these Regulations.

§ 151.105 Jurisdiction

These Regulations shall apply to all land, subdivisions of land, and land development within the corporation limits of the Village of Archbold, Ohio.

§ 151.106 Relation to Other Laws

- a) The provisions of these Regulations shall supplement the laws of the State of Ohio, the Fulton County Land Transfer Requirements, other ordinances adopted by Archbold Council, and the rules and regulations enforced under such law or ordinance relating to the purpose and scope of these Regulations.
- b) No subdivision plat shall be approved for recording until the requirements of these Regulations have been met and certification thereof has been endorsed upon the plat by the appropriate reviewing authority.
- c) Whenever the requirements of these Regulations vary from the requirements of other lawfully adopted rules, regulations, or ordinances, the most restrictive or that imposing the highest standard shall govern. These Regulations shall be interpreted as the minimum requirements.

§ 151.107 Engineering Standards Manual

The Archbold Engineering Standards Manual offers guidance, minimum standards, and acceptable procedures for the design of streets, drainage, and the location of public and quasi-public utilities. These standards are frequently referenced herein, and they represent the controlling requirements for surveys, storm drainage design requirements, pavement and roadway design, utilities, construction drawing standards, plat/improvement review fees, and inspection fees.

§ 151.108 Validity & Separability

If any clause, provision, or portion of these Regulations shall be held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect validity or legality of these Regulations as a whole or any part thereof, other than the part deemed invalid. These Regulations shall not interfere with other applicable laws, regulations, deed restrictions, covenant, or other private agreement, or with restrictive covenants running with the land to which the municipality is a party.

§ 151.109 Saving Provision

These Regulations shall not be construed as abating any action now pending under, or by virtue of, prior existing subdivision regulations as approved by the Archbold Planning Commission; or as discontinuing, abating, modifying or altering any penalty accruing or about to accrue; or as affecting the liability of any person, firm or corporation; or as waiving any right of the Village of Archbold under any section or

provision existing at the time of adoption these Regulations; or, as vacating or annulling any rights adopted by any person, firm or corporation by lawful action of this municipality except as shall be expressly provided for in these Regulations.

§ 151.110 Adoption & Amendments

- a) The adoption of, and amendments to, these Regulations may be initiated by the Planning Commission or Village Council per Chapter 711 of the Ohio Revised Code. If initiated by Council, such adoption or amendment shall be referred to the Commission for review. After receiving recommendations thereon, the Commission shall hold a public hearing in accordance with the provisions set forth in the Archbold Zoning Code.

Adopted by the Village of Archbold Council on _____.

Resolution # _____.

These Regulations will become effective _____.

- b) Henceforth, any other regulations previously adopted by the Planning Commission shall be deemed to be repealed. These Regulations shall in no way affect any subdivision having received preliminary plan approval prior to the effective date of these Regulations or any amendment thereto, provided that no changes to the approved preliminary plan are introduced by the subdivider.
- c) The Planning Commission may amend, supplement, or change these Regulations in accordance with Chapter 711 of the Ohio Revised Code. However, the Commission may only amend, supplement, or change regulations requiring the actual construction of improvements or the posting of performance guarantees after review and adoption by Council. If the amendment is approved by the Commission, Village Council may adopt the amendment by a majority vote; or, if such amendment is not approved by the Commission, it shall require a vote of five Village Council members for adoption.
- d) The Village Engineer may, as necessary, update and revise the Archbold Engineering Standards Manual on file at the Engineering Department to maintain consistency with current best practices for construction materials specifications and applicable rules and regulations.

SECTION 2 | Administration

§ 151.201 General

These Regulations, having been adopted by the Archbold Council and Planning Commission according to statutory requirements, shall be administered and enforced by the Village Engineer and Planning Director, with the assistance of other government agencies and legal counsel. Discretionary, conflicting, or disputed aspects of these Regulations shall be interpreted by the Village Engineer and, in the event of their absence, the Planning Director.

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Table 1 **Review Bodies | Summary of Responsibilities**

Procedure	Village Council	Planning Commission	Board of Zoning Appeals	Planning Director	Village Engineer	Per Section
Zoning Code Text and/or Map Amendment	H D	H R	X	R	X	§ 152.006
Planned Development <i>Pre-Submittal Meeting</i>	X	X	X	R	R	§ 152.035
Planned Development <i>Final Plan</i>	H D	H R	X	R	R	§ 152.035
Minor Subdivision	X	A	X	R	R D	§ 151.303
Replat	A	M D	X	R	R	§ 151.305
Major Subdivision <i>Pre-Application Sketch</i>	X	X	X	R	R	§ 151.304
Major Subdivision <i>Preliminary Plat</i>	A	M D	X	R	R	§ 151.304
Major Subdivision <i>Final Plat</i>	M D	M R	X	R	R	§ 151.304
Subdivision Variance	X	H D	X	R	R	§ 151.202
Minor Site Plan	X	X	X	R D	R D	§ 152.121
Major Site Plan	X	H D	X	R	R	§ 152.122
Conditional Use	X	H D	X	R	X	§ 152.143
Zoning Variance	X	X	H D	R	X	§ 152.134
Appeal to Planning Director Decision	X	X	H D	R*	X	§ 152.133
Zoning Permit	X	X	A	R D	X	§ 152.151

Public Meeting Required = M

Public Hearing Required = H

Entity Review & Recommendation
Required = R

Entity To Make Decision = D

Hear & Decide Appeal = A

No Intervention Necessary = X

* The Planning Director shall forward all records of their decisions to the BZA, including any staff report or summary that provides a history of actions and decisions made in relation to the appealed action.

§ 151.202 Variances, Exceptions & Waiver of Conditions

- a) Should any exceptional topographic or other physical conditions be present in any facet of a proposed major or minor subdivision, or site plan, and should the Planning Commission find that extraordinary and unnecessary hardship may result from the strict application of these Regulations or that the purposes of these Regulations may be served to a greater extent by an alternative proposal, the Commission may approve variances, exceptions, and/or a waiver of condition(s) provided that they will not be detrimental to the public health, safety or welfare of other properties.
- b) Such variances shall not have the effect of nullifying the intent and purpose of these Regulations, applicable land use plans, and zoning ordinances where they exist, per Section 152.134 of the Village of Archbold Zoning Code.

§ 151.203 Expirations & Extensions

Failure to comply with the stated time limitations of these Regulations shall result in the expiration of the application and associated approvals. Before expiration, the applicant may provide a letter stating why their project cannot meet the pre-established timeframe. The applicant is solely responsible for knowing expiration dates and meeting or extending them in accordance with these Regulations. The Commission and Planning Director shall have no duty, obligation, or responsibility to remind or notify the applicant of approaching expiration dates.

§ 151.204 Voided Applications

An application shall become void and have no rights, standing, or status under these Regulations upon expiration, withdrawal, or disapproval accepted by the applicant or confirmed by appeal.

§ 151.205 Recording of Plat

No plat of any subdivision shall be recorded by the Fulton County Recorder or have any validity until said plat has received a final approval in the manner prescribed in these Regulations.

§ 151.206 Revision of Plat After Approval

No change, modification, or revision shall be made on any plat of a subdivision after approval has been given by the Village Engineer, and endorsed in writing on the plat, unless said plat is first resubmitted to the Village Engineer.

§ 151.207 Fees

Village Council may establish a schedule of fees, charges, expenses, and collection procedures for the administration of these Regulations. Until all applicable fees, charges, and expenses have been paid in full, no action shall be taken on any application or appeal. The subdivider shall be solely responsible for the submittal of additional fees to other local agencies having jurisdiction over proposed improvements including, but not limited to, storm and drainage improvements, and water and sanitary sewage facilities.

§ 151.208 Violations

Whoever willfully violates any rule or regulation set forth in these Regulations or fails to comply with any order issued pursuant thereto, shall forfeit and pay no more than the maximum amount allowed by Chapter 711.102 of the Ohio Revised Code. This sum may be recovered with costs in a civil action brought in any court with jurisdiction.

§ 151.209 Appeals

Any person who believes that they have been aggrieved by these Regulations or the actions of the Planning Commission has the right to appeal as allowed by Chapter 711.09 of the Ohio Revised Code.

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SECTION 3 | Subdivision Application & Procedure

§ 151.301 General

The purpose of this section is to establish the procedure for review and approval of subdivisions, as authorized under Chapter 711 of the Ohio Revised Code. The procedure is intended to provide orderly and expeditious processing of such applications.

§ 151.302 Standard Subdivision Procedure

- a) Before any land is subdivided, the owner of the property or their authorized agent shall apply for and secure approval of the proposed subdivision in accordance with the following procedures:

Minor Subdivision (Lot Split)

Minor subdivision applications shall be processed by the Planning Director and Village Engineer. Minor subdivision approval requires the submission of a Village of Archbold Minor Subdivision Application, a survey plat including a legal description of the parcel to be split, and the legal description of the residual parcel if it is to be transferred.

Major Subdivision (Platted)

Major subdivision applications require Planning Commission and Village Council approval. The approval process for a major development includes four principal steps: submit a sketch plan for review by the Village Engineer; submit a preliminary plat for Commission approval; submit preliminary construction plans to the Village Engineer and complete planned improvements; finally, submit a final plat for review by the Commission and Village Council.

- b) In addition to the general procedures described above, the Fulton County Auditor and the Fulton County Engineer have adopted Conveyance Standards effective August 24, 2016 (or subsequent amendment thereto). This policy was adopted pursuant to Section 319.203 of the Ohio Revised Code and sets forth requirements for all parcel splits and land transfers. All surveys and legal descriptions shall meet all the requirements of the Archbold Engineering Standards Manual and the Fulton County Conveyance Standards.

§ 151.303 Minor Subdivision (Lot Split)

303.1 Purpose

The purpose of the minor subdivision review process is to ensure compliance with these Regulations while allowing for the small-scale subdivision of land without the formalities of platting approval procedure in circumstances where pre-existing development has substantially resolved issues concerning the adequacy and integration of street access, fire protection fixtures, and sewer and water systems.

303.2 Conditions for Minor Subdivision Approval

Approval without a plat of a minor subdivision (lot split) may be granted by the Village Engineer if the proposed division of the tract meets all the following conditions:

- 1 The subdivision would result in no more than five lots, with each subdivided lot being up to, and including, five acres in size, after the original tract has been completely subdivided.

Note

Per Section 711.133 of the Ohio Revised Code, lot splits greater than five acres up to, and including, 20 acres, located along an existing public street and not requiring the opening, widening, or extension of any street or road shall not qualify as a subdivision under Section 711.001(B)(1)(a) of the Ohio Revised Code. These splits shall be referred to as “exempted lot splits” for the purpose of this section and shall not count as a subdivision from an original tract. Exempted lot splits shall still require Engineer approval set forth in this section.

- 2 Each of the newly created lots are located along an existing public improved and dedicated street right-of-way, and would not involve the opening, widening, or extension of any public or private street or road, nor the integration of any access easement created within the parcel or other means of access.
- 3 The subdivision adheres to the standards set by these Regulations and the applicable zoning regulations, including dimensional requirements, described in the Village of Archbold Zoning Code.
- 4 The property has been surveyed, and a survey drawing, legal description, Minor Subdivision Application, and any other necessary documentation have been submitted to the Village Engineer.
- 5 The newly created lot(s) would not create undue hardship on neighboring properties (e.g., complications that impact existing utility, access, and drainage easements).

- 6 Said minor subdivision is in harmony with the Village Thoroughfare Plan.

303.3 Minor Subdivision Procedure

Applicants are strongly encouraged to meet with the Village Engineer prior to submitting a Minor Subdivision Application and its associated materials. This meeting may ensure that the applicant is made aware of the purpose of these Regulations and additional standards such as those required by other regulations, such as the Village Zoning Code, Thoroughfare Plan, and floodplain regulations. At this meeting, the Village Engineer and other Village entities may informally assess the proposed subdivision's adherence to existing regulations and the Comprehensive Plan.

The following must be provided when applying for a minor subdivision (lot split):

- 1 A Minor Subdivision Application, available at the Village of Archbold Engineering Department, shall be filed by the landowner or their designated representative. The applicant shall include a survey depicting the lines and dimensions for all proposed lots and bearing the signature and seal of a professional surveyor registered in the State of Ohio. The application and survey shall be accompanied by a deed with the legal description, appropriate fees, and evidence of compliance with these Regulations and other applicable requirements.

Note

The legal description shall be recorded as part of the deed conveyance. The survey drawing and legal description must conform to the minimum standards for boundary surveys under OAC 4733-37 and meet the standards of these Regulations and the Fulton County Land Transfer Policy. Areas within the 100-year floodplain and within floodways, as determined from flood studies or by scaling from mapping provided by the Federal Emergency Management Agency (FEMA), shall be delineated.

- 2 After the subdivision proposal has been approved by the necessary departments with review authority, the conveyance (deed) and a copy of the survey drawing shall be reviewed by the Village Engineer for its conformity with these Regulations. Within 14 calendar days, the Village Engineer shall stamp and sign the legal description within the deed document used for transfer, ***"approved; no plat required"*** if the subdivision in question meets all requirements as specified in Section 303.2 of these Regulations.

- 3 The deed shall then be recorded with the Fulton County Recorder, after which the newly created lot(s) will become a legal lot(s) of record. Lot split requests shall expire if not recorded within one year following Village Engineer approval. Incomplete or deficient proposals shall be disapproved, and the Village Engineer shall notify the subdivider of the reasons for said disapproval.

303.4 Parcel Additions

A parcel addition occurs when a portion of an existing lot is split and combined with another existing lot. Parcel additions fall under the requirements of Section 303 of these Regulations and the resulting parcel must meet the conditions required for minor subdivision approval, additionally requiring the following:

- 1 A completed Minor Subdivision Application, survey drawing, and legal description shall be submitted to the Village Engineer.
- 2 The parcel addition shall only be approved if the property conveyance expressly states an intention to combine the split piece of land with the adjacent parcel.

303.5 Exempted Lot Splits

Exempted lot splits are not considered a minor subdivision, meaning that they do not count as a subdivision from an original tract of land. Exempted lot splits shall, however, still meet the requirements listed in Section 303.5 of these Regulations and Chapter 711.133 of the Ohio Revised Code.

- a) The sale or exchange of parcel(s) of less than five acres between adjoining or adjacent lot owners may qualify as exempted lot splits. Such splits shall be considered exempt given the following circumstances:
 - 1 The proposed exempted lot split, including the remainder of the original tract, is not contrary to any other applicable regulations, including but not limited to the requirements found in the Village Zoning Code and the Village Thoroughfare Plan.
 - 2 Deeds for said exempted lot splits shall include the following covenant notation prior to approval:

“The herein described x.xx acres shall not constitute an independent building site separate from the Grantees’ adjacent parcel unless approved by the Village Engineer as such in accordance with applicable Subdivision Regulations.”

- b) The creation of parcel(s) five acres or more in size may qualify as exempt lot splits. Such splits shall be considered exempt given the following circumstances:
- 1 It can be clearly demonstrated that the parcel(s) has direct frontage on an existing public road and does not create any new access of easement.
 - 2 The proposed exempted lot split is not contrary to any other applicable regulations, including but not limited to the requirements found in the Village Zoning Code and the Village Thoroughfare Plan.
 - 3 The proposed exempted lot split shall meet the depth-to-width ratio prescribed by these regulations.

303.6 Minor Subdivision Appeals

An applicant whose minor subdivision proposal is subject to disapproval may, within 60 calendar days of the date of disapproval, request in writing an appeal to the Planning Commission.

§ 151.304 Major Subdivision

304.1 Purpose

The purpose of the major subdivision review process is to ensure compliance with these Regulations while promoting the appropriate development of the Village as described in this section.

304.2 Conditions for Major Subdivision Approval

Any subdivision not meeting the requirements for minor subdivision approval and/or involving any of the following shall be subject to the procedures and requirements set forth by these Regulations for major subdivision approval:

- 1 Results in the creation of more than five lots, inclusive, after the tract of record has been completely subdivided.
- 2 Includes the opening, widening, or extension of a street or streets.
- 3 Results in the division or allocation of land as open space for common use by owners, occupants, or leaseholders.
- 4 Divides land to create easements for the purpose of extending and/or maintaining public sewer, water, storm drainage, and/or other public facilities.

304.3 Major Subdivision Procedure

304.3A Step 1: Pre-Application & Sketch Plan

Before preparing and submitting the preliminary plat to the Planning Commission, the applicant or their engineer shall consult with the Village Engineer while the proposed plat is in sketch form. The applicant is required to submit a sketch plan to the Village Engineer, legibly drawn at a suitable scale and containing the following information:

- 1 The proposed subdivision in relation to existing community facilities, thoroughfares, and other transportation modes, shopping centers, manufacturing establishments, residential developments, and existing natural and manmade features.
- 2 The layout and approximate dimensions (width, depth, length, area) of streets, lots, and any non-residential sites (commercial, manufacturing, educational facilities, or recreational uses) within the proposed subdivision.
- 3 The location of utilities in the proposed subdivision, if available, or the locations of the nearest sources for water and public facilities for the disposal of sewage and stormwater management and dedicated areas.
- 4 The proposed name of the subdivision and proposed street names, which shall not duplicate or closely approximate the name of any other subdivision in the County.
- 5 The scale and title of the subdivision, a north arrow, and the date.
- 6 The names, addresses, and telephone numbers of the property owner and developer.

After an informal meeting with the developer to discuss the proposed sketch plan, the Village Engineer shall, in writing, provide recommendations and commentary regarding the sketch plan within 30 calendar days from the date the sketch was received.

304.3B Step 2: Preliminary Plat

Following the submittal and review of the sketch plan, the subdivider shall apply for preliminary plat approval. To properly plan for and develop a subdivision, the subdivider or their agent shall comply with the general principles of design and minimum requirements for the layout of subdivisions described in these Regulations, and in every case shall pursue the following procedure:

Prepare and Submit

The subdivider shall prepare a preliminary plat of the proposed subdivision. The preliminary plat, in conjunction with any associated documentation, the Preliminary Plat Application, and its associated fees shall be filed with the Village Engineer for processing, review, and scheduling. Copies of said preliminary plat will be disbursed by the Engineer to the applicable administrative officials governing zoning, building, engineering, public works, and/or fire, for the review of all items within their jurisdiction.

Note

Please refer to [Section 803.1](#) of these Regulations for a checklist of required preliminary plat contents.

Staff and Planning Commission Review

The Planning Commission shall meet to review the preliminary plat to confirm that it meets the standards set forth in the Comprehensive Plan, Thoroughfare Plan, Zoning Ordinance, and these Regulations.

Planning Commission Decision

Upon receipt of departmental recommendations required under Staff and Planning Commission Review, the Commission shall tentatively approve or disapprove the preliminary plat, or approve it with modifications and note, in writing, any changes that will be required.

One copy of the preliminary plat will be returned to the subdivider with tentative approval or disapproval provided in writing. Similar copies will be reviewed by the Engineer and applicable review parties. The approval of the preliminary plat by the Commission is to be considered only as an approval of the layout, with the understanding that the Village Engineer, and other applicable departments, may modify any engineering or construction details proposed by the subdivider, whenever required for the protection of the public interest.

Preliminary Plat Submission Timeline

Preliminary plats shall be filed at least 20 calendar days prior to the next regularly scheduled Planning Commission meeting. The preliminary plat shall be considered officially filed after it is examined by the Commission and is found to be in full compliance with the formal provisions of these Regulations. The Commission shall act on the preliminary plat within 45 calendar days after filing unless such time is extended by agreement with the subdivider or their agent.

Preliminary Plat Expiration

- a) A preliminary plat is valid for two years from the date of approval by the Planning Commission, and it is the responsibility of the developer to ensure compliance with said timeline. A time extension may be requested in writing and granted administratively. Preliminary approval shall confer upon the subdivider the right and guarantee that the general terms and conditions under which the preliminary approval was granted will not be affected by any changes and/or amendments to these Regulations within the time frame described in this section.
- b) Any preliminary plat that expires preceding an update to the Subdivision Regulations or Zoning Code is subject to the updated requirements if/when it is submitted. Preliminary plats that have been approved for a time extension preceding said updates may meet the requirements of the previously established regulations.

Preliminary Plat Appeals

- a) If the Planning Commission disapproves the application for a preliminary plat, the applicant may appeal the decision to Village Council within 30 calendar days of the Commission's decision. The applicant shall file a written appeal of said decision with the Clerk of the Commission. Upon receiving the written appeal of the Commission's decision, the Clerk of the Commission shall transmit the written appeal with all documents and materials related to the appealed decision or determination to Village Council.
- b) Village Council shall hold a public hearing to hear the appeal and shall decide on the appeal. The Clerk of Council shall notify the appellant in writing of Village Council's decision. A decision or determination shall not be reversed or modified unless there is competent, material, and substantial evidence in the record that the decision or determination fails to comply with either the procedural or substantive requirements of these Regulations.

304.3C Step 3: Preliminary Construction Plans

The developer shall submit preliminary construction plans to the Village Engineer for review and tentative approval prior to the creation and submittal of detailed construction drawings. The review of said preliminary plans does not constitute a formal subdivision review. With the submission of the preliminary plans, the applicant waives any rights to an approval under Section 711.10 of the Ohio Revised Code until such time as application is made for preliminary subdivision plat review and is submitted to the Planning Commission for approval. Construction plans, at a minimum, shall include street, storm sewer, erosion control, and detention/retention plans.

Note

Please refer to Section 7 of these Regulations and the Village of Archbold Engineering Standards Manual for specific requirements regarding the construction and installation of improvements.

Construction of Planned Improvements

Prior to the submission of a final plat, the applicant's engineer must complete the final design and construction of planned improvements to a point as agreed upon by the Village Engineer or furnish a performance guarantee for the ultimate installation of said improvements. The requirements, approval, and length of term for the performance guarantee shall be determined by the Village Engineer. Said improvements must conform to the approved preliminary plat.

304.3D Step 4: Final Plat

- a) Once the preliminary plat and planned improvements for the proposed subdivision have been approved, the applicant shall submit a final plat and its associated application materials for review and approval by the Planning Commission and Village Council.

Note

Please refer to [Section 803.2](#) of these Regulations for a checklist of required final plat contents.

- b) The applicant shall provide at least two original drawings of the final plat, one electronic copy and one or more hard copies. The material upon which the drawings are made shall be Mylar or equal and measuring not more than 24 inches by 36 inches.
- c) The final plat and its associated application materials shall be submitted within two years after approval of the preliminary plat; otherwise, approval of the preliminary plat will become null and void unless an extension is granted by the Commission. The final plat shall have incorporated all changes required by the Commission in the preliminary plat and construction plan. If no changes are necessary, the final plat shall conform to the preliminary plat. The final plat and the supplementary information shall be prepared by a qualified registered engineer or surveyor.

Additional Information May Be Required for Final Plat Approval

If a zoning change or similar is required, certification from the Village Zoning Inspector or other responsible review party shall be necessary to ensure that the change has been approved and is in effect.

Planning Commission Review

- a) An application for approval of the final plat shall be submitted to the Planning Commission at least 20 calendar days before a regularly scheduled meeting. The applicant shall submit all fees as applicable for a final plat prior to the hearing date.
- b) The final plat application shall be submitted within two years after approval of the preliminary plat; otherwise, approval of the preliminary plat will become null and void unless an extension is granted by the Village Engineer.
- c) If the final plat, as reviewed by the Planning Commission at a regularly scheduled meeting, conforms to the provisions of these Regulations and other applicable rules and requirements, and is consistent with the preliminary plat with such changes as required by the Commission, and if satisfactory provision is made regarding site improvements, the Commission shall provide a written recommendation regarding final plat approval or disapproval within 30 calendar days following the meeting during which the final plat is reviewed.
- d) If the Commission fails to act upon the final plat within 30 calendar days after said meeting, or at a later time as the applicant may agree to, the plat shall be considered approved.
- e) Approval of the final plat shall be indicated in writing on the original drawing by the signature of the Chairman of the Commission. Reasons for disapproval of a final plat shall be stated in the records of the Commission.

Village Council Action

- a) Following Planning Commission recommendation for approval, the final plat shall be reviewed and approved or disapproved by Village Council at a public meeting. The Commission shall provide its recommendation, in writing, along with all associated application materials, to the Clerk of Council within 30 calendar days following the receipt of the recommendation.
- b) If approval is given by Village Council, the plat and any appropriate documents shall be signed by the Mayor and Clerk of Council upon passage of the acceptance legislation by Village Council.

- c) All drawings shall be returned to the Commission after approval by Village Council. The Commission shall provide written notification to the applicant of the action by Village Council within ten calendar days after the public meeting.

Statements & Signatures to be Affixed on the Plat

Specific statements and signatures of approval as described in these Regulations shall be affixed on the subdivision plat.

Note

Please refer to [Section 802.1](#) of these Regulations to review the necessary statements and signatures required to be affixed to the final plat.

Signing, Recordation & Transmittal of Copies of Final Plat

- a) When a final plat has been approved and all conditions for approval have been satisfied, the designated representative of the Planning Commission shall return the original drawing to the applicant.
- b) The Commission shall, within 60 days of Village Council approval, submit a copy of the approved plat for processing by the Village Engineer, Village Council, the Administrator, the Wastewater Department, and the Water Treatment Department.
- c) After receiving the original drawing, the applicant shall secure the necessary signatures from the Fulton County Auditor and file the final plat with the Fulton County Recorder. The applicant shall supply a copy of the recorded plat to the Village Engineer.

Final Plat Appeals

Within 60 days following the receipt of Village Council disapproval of the final plat proposal, the applicant may file a petition with the Fulton County Court of Common Pleas, per Section 711.09(C) of the Ohio Revised Code.

Final Plat Amendments & Revisions

Procedures and requirements for changing a final plat previously approved by the Planning Commission (signed, unsigned, recorded, or unrecorded) shall be specified by the Commission in keeping with the spirit, intent, and purpose of these Regulations. Amendment of the preliminary plat, if one was submitted previously, may be required before or concurrent with amendment of the final plat. A fee to consider a plat amendment may be required, the amount specified by the Commission. No change, modification, or revision shall be made in any plat after approval has been given by the Commission and endorsed in writing on the plat unless said plat is first resubmitted to the Commission.

Final Plat Expiration

The subdivider shall record the approved final plat within one year of Village Council approval; otherwise, the final plat approval shall expire and become void.

§ 151.305 Replats, Vacations & Parcel Combinations

305.1 Replats

A replat shall be required for any changes made to any lot within a previously recorded plat. Any change to streets or lots in a platted subdivision is subject to the standards of Section 304 of these Regulations. An updated plat, a copy of the current lot and street configuration, a Replat Application and its associated fees, and any other pertinent information requested by the Village Engineer shall be submitted. A preliminary plat shall not be required if changes to improvements or the street configuration are not included in the proposal.

305.2 Vacations

Proposals of subdivision vacation or abandonments shall meet the requirements of Sections 711.17 through 711.39 of the Ohio Revised Code. Provisions for the subdivision of land for use by utility companies shall be considered based on the special conditions present in each case.

305.3 Parcel Combinations

A request concerning the combination of whole existing tax parcels may be pursued through the Fulton County Auditor's Office. An applicant may complete a Combination Request Form and submit said form directly to the Auditor.

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SECTION 4 | Plat Design Standards

§ 151.401 General

This section shall guide and control the way streets, lots, rights-of-way, and other easements of a subdivision are arranged within its boundaries. These design controls shall help ensure the provision of convenient and safe streets, the creation of usable lots, the provision of space for public utilities, and the reservation of land for recreational uses. The planning of attractive and functional neighborhoods shall be promoted, minimizing the undesirable features of unplanned, haphazard growth.

§ 151.402 Land Suitability

- a) If the Village Engineer finds that a proposed subdivision is unsuitable for development due to poor drainage, flood hazard, topography, inadequate water supply, landslip potential, unstable subsurface conditions due to underground mining or other reasons, and other such conditions which may endanger health, life, safety, or property, the subdivision shall not be approved unless an acceptable solution is provided. If any reviewing agencies determine that the land should not be developed due to circumstances that conflict with current rules and regulations, the Planning Commission shall not approve the subdivision unless adequate methods for solving the problems are provided by the applicant.
- b) In all cases, sites that are located wholly within the 100-year floodplain will be regarded as not being suitable for subdivision development, and development shall not be permitted. When only portions of a development site are located within a 100-year floodplain, areas outside of the 100-year floodplain may be improved, subdivided, and developed; areas inside the 100-year floodplain should be set aside as open space or places for leisure activity. For major subdivisions, a written statement shall be required by the Planning Commission describing characteristics of the development site, such as bedrock geology and soils, topography, flood prone areas, existing vegetation, structures and road networks, visual features, and past and present use of the site.

§ 151.403 Conformance to Applicable Regulations

In addition to the requirements established in these Regulations, all development plans shall be consistent with the following:

- 1 All applicable elements of the Village of Archbold Municipal Code of Ordinances.
- 2 Any regulation of the State or Fulton County Health Department, and/or appropriate state agencies.

- 3 The rules of the Ohio Department of Transportation (ODOT) if the subdivision or any lot contained therein abuts a state highway per Section 5511.01 of the Ohio Revised Code.
- 4 The rules and regulations outlined by the Village of Archbold Water and Wastewater Departments.

§ 151.404 Plat Design

- a) Subdivision design shall take into consideration the Village Comprehensive Plan and shall be based on a site analysis. To the greatest extent feasible, development shall be located to preserve the natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative impacts upon and alterations to natural features.
- b) The following areas shall be preserved as undeveloped open space, to the extent consistent with the reasonable utilization of land, and in accordance with the following state and federal regulations:
 - 1 Unique and/or fragile areas, including wetlands, as may be defined in the Federal Water Pollution Act, as amended, and in the Ohio Environmental Protection Agency's standards.
 - 2 Land in the floodplain as identified and mapped using the Federal Emergency Management Agency's Flood Hazard Boundary Maps.
 - 3 Steep slopes more than 15 percent unless appropriate engineering measures concerning slope stability, erosion, and resident safety are considered.
 - 4 Habitats of endangered wildlife, as identified on federal and state lists.
 - 5 Historically and culturally significant structures and sites, as listed on the National Register of Historical Places.
 - 6 Land located within 300 feet of an existing oil or gas well.
- c) Development shall be laid out to avoid adversely affecting groundwater and aquifer recharge; to reduce cut and fill; to avoid unnecessary impervious cover; to prevent flooding; to provide adequate access to lots and sites; and to mitigate adverse effects of noise, odor, traffic, drainage, and utilities on neighboring

properties. The placement of buildings in residential development shall take into consideration land topography, building height, orientation, and drainage.

§ 151.405 Blocks

- a) The street layout of the subdivision shall generally conform to the Archbold Thoroughfare Plan, which exhibits the most advantageous development of adjoining areas and the entire neighborhood. Subdivision blocks shall meet the following requirements:
 - 1 Proposed streets shall be extended to the boundary lines of the tract to be subdivided, unless prevented by topography or other physical conditions or unless, in the opinion of the Planning Commission, such extension is not necessary or desirable for the coordination of the layout of the subdivision as existing or the most advantageous future development of adjacent tracts.
 - 2 Cul-de-sacs of reasonable length will be approved where necessitated by topography or where, in the judgment of the Commission, they are appropriate for the development type.
 - 3 Permanent dead-end streets shall not be permitted.
 - 4 Proposed streets shall intersect with one another as nearly at right angles as topography and other limiting factors of good design permit.
 - 5 Wherever there exists a dedicated or platted and recorded half-width street or alley adjacent to the tract to be subdivided, the other half-width of such street or alley shall be platted.
 - 6 Alleys or service drives may be platted in commercial and industrial areas if no other provisions are made for adequate access to parking and loading spaces. To provide safe access to residential lots located on freeways, expressways, and arterials, the alleys may be platted in the rear of such lots or service drives using such means suggested in this section. Alleys may also be appropriate in traditionally designed neighborhoods that provide private drives to serve rear-loaded garages.
 - 7 If intended for residential use, lands abutting limited access highways, arterials, and railroads shall be platted to create attractive lots for such use by cushioning the impact of heavy traffic on such thoroughfares and minimizing the interference

of traffic. In each specific case, the subdivider shall take into consideration topography, existing physical conditions, the character of the existing and contemplated development, and other pertinent factors that may apply. Additional solutions may also be considered when a subdivision contains a petroleum or natural gas pipeline, or other utility easements. The subdivider may accomplish this objective in several ways, particularly those described as follows:

- i) Plat the lots abutting such traffic ways at very generous depths and provide vehicular access to them by means of either alleys or service drives in the rear or provide a frontage access road next to the highway.
 - ii) Front the lots on a minor street that parallels the highway, arterial, or railroad at a generous lot depth, rather than on the major thoroughfare. Private driveways in this case would connect with the minor street.
 - iii) Plat a collector street more or less parallel with the highway or railroad, with a depth of 600 to 1,000 feet, from which loop streets or dead-end streets would extend toward the highway or railroad, the ends of which giving access to the lots abutting the highway or railroad to the rear.
 - iv) Use landscaping, fencing, mounds, or other appropriate buffers of sufficient depth and height to mitigate the impacts of abutting major thoroughfares and railroads.
- 8 Temporary dead-end streets, due to a phased development schedule, future planned connection, or other similar reason, shall be permitted where necessary for the subdivision design provided that a temporary turnaround shall be constructed when lots front on such temporary dead-end streets. The extra width, in said case, shall be the same as that required for permanent turnarounds, provided that such extra width in excess of the street right-of-way shall be vacated upon the extension of the street.
- 9 Blocks shall have sufficient width to provide for two tiers of lots of appropriate depth. Single tier lots may be permissible to accommodate stormwater detention areas, common green spaces, etc.

- 10 The lengths of blocks shall be appropriate for the locality and the type of development under the direction of the Planning Commission. Blocks shall not be less than 500 feet nor exceed 1,400 feet.
- 11 The Commission may require a mid-block crosswalk or pedestrian way with a minimum of ten feet in width to be constructed across any block that is over 900 feet in length to provide proper access to schools, recreational areas, shopping centers, and other facilities.
- 12 The number of intersecting streets along freeways, expressways, and arterials shall be held to a minimum. Wherever practical, blocks along such traffic ways shall be not less than 1,000 feet in length unless otherwise approved by the Commission.

§ 151.406 Lots

The following regulations shall govern the design and layout of lots. The requirements of this section, including the dimensional requirements listed in Table 2, shall apply to lots created via both minor subdivision and major subdivision approval. The following shall apply:

- 1 The lot arrangement and design shall be such that all lots will provide satisfactory building sites, properly related to the topography and character of surrounding development.
- 2 All lots shall conform to or exceed the zoning requirements for the district in which they are located and the use for which they are intended.
- 3 Each lot shall front on a public thoroughfare except as permitted by the Village Engineer.
- 4 All side lot lines shall be at a right angle to street lines and radial to curved street lines, except where the Planning Commission determines that a deviation from this rule would provide a better layout.
- 5 Lots with double frontage shall be avoided except where the Planning Commission decides that the separation of residential development from arterial and collector streets is essential.
- 6 Driveway access to buildings on the lot shall be via a dedicated public street or a private street meeting the public street standards.

- 7 The maximum average depth of any lot shall not be greater than 2.5 times its average width.
- 8 All newly created parcels shall maintain their minimum frontage to the front yard setback line of the parcel.

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Table 2 **Dimensional Requirements | Lots**

Development Type	Minimum Lot Width (Feet)	Minimum Lot Area (Square Feet)
R-2		
Low Density Residential		
Single-Family	80	10,000
Two & Three Family	120	7,500
All Other Residential Uses	150	1 Acre
R-3		
Medium Density Residential		
Single-Family Attached	25	N/A
Single-Family Detached	60	N/A
Two & Three Family	90	N/A
Multi-Family	120	N/A
All Other Residential Uses	150	1 Acre
MH		
Manufactured Home Park	N/A	4 Acres
CBD		
Central Business District		
Core	N/A	N/A
Transition	N/A	N/A
Gateway	50	N/A
B-2		
Highway & General Business	130	18,000
M-1		
Restricted Industrial	200	1 Acre
M-2		
General Industrial	200	1 Acre
S-1		
Special Use	250	3 Acres
A-1		
Agricultural		
Residential	150	1 Acre Per Dwelling
All Other Uses	250	3 Acres

§ 151.407 Street & Circulation System Design

407.1 Street Connectivity

The following standards shall guide the arrangement of street networks to promote proper connectivity:

- 1 Access points are subject to the standards of the Archbold Access Management Regulations.
- 2 Access from all types of subdivisions to arterial and collector streets shall be provided by streets or driveways serving all lots or developments within the subdivision.
- 3 Streets or driveways serving commercial and industrial developments and their accessory parking areas shall connect with arterial or collector streets so as not to generate traffic on local or residential streets.
- 4 Where a subdivision adjoins an arterial street, a marginal access street shall be designed if the subdivision design is such that residential lots would require direct vehicular access onto the arterial street.
- 5 Access points to streets from lots within the subdivision shall not be located nearer than the standards specified in the Archbold Access Management Regulations.
- 6 Driveways for agricultural operations and temporary purposes are exempt from this section.

407.2 Right-of-Way

- a) Street right-of-way widths shall conform to the following minimums listed in Table 3:

FUNCTIONAL CLASSIFICATION	MINIMUM RIGHT-OF-WAY WIDTH
ARTERIAL STREETS	100 feet
MAJOR COLLECTOR STREETS	100 feet
MINOR COLLECTOR STREETS	60 feet*
LOCAL STREETS	60 feet**
ALLEYS	30 feet

*100 feet may be permissible if the street is the continuation of a township or county road.

**50 feet may be approved upon review by the Village Engineer under extenuating circumstances.

Table 3 Road Classification | Minimum Right-of-Way Width

- b) The right-of-way width of a new street that is a continuation of an existing street shall not be continued at a width less than that of the existing street.

§ 151.408 Street Names

The following requirements shall apply to street naming:

- 1 Both public and private street name signs, as approved by the Village Engineer and the Planning Commission, shall be erected at all intersections at the expense of the subdivider.
- 2 Names of new streets shall not duplicate or nearly duplicate those of existing or platted streets in the Village, irrespective of the use of the suffix.
- 3 When a new street is a direct extension of an existing street, the name shall remain the same.
- 4 Sign color shall conform to Village requirements.
- 5 Whenever a new street is constructed along the approximate alignment or extension of an existing street, its name shall be the same as that of the existing one.
- 6 Whenever a street alignment changes direction more than 75 degrees without a return to the original alignment within 500 feet, then the name of the street shall be changed at the point of curvature.
- 7 When a cul-de-sac street serves not more than three lots, the name of the intersecting street shall apply to the cul-de-sac.
- 8 The Planning Director shall assign addresses, conforming to their street numbering system, for all public and private streets.

§ 151.409 Easements

- a) Utility line easements shall be located outside of the road right-of-way. Utility easements may also be located along the front line or centered on the rear or side lot line as necessary for utility lines. Such utility easements shall be of a width specified in the Archbold Engineering Standards Manual. Easements may also be provided to give every lot access to adjacent parks or other public grounds, and such easements shall not be less than ten feet in width.

- b) Recommendations regarding the proposed layout of all utility company easements shall be sought from the utility companies serving the area. It shall be the responsibility of the subdivider to submit copies of the preliminary plan to all appropriate public utility companies.
- c) Easements shall be provided for storm drainage purposes. Such easements shall conform substantially with the lines of any natural water course, channels, streams, or creeks which traverse the subdivision or for any new channel which is established to replace an existing natural water course, channel, stream or creek. Such easements shall be of sufficient width to provide adequate area for maintenance consistent with the requirements of the Archbold Engineering Standards Manual. The plat shall specify the entity or person responsible for maintenance of stormwater facilities.
- d) Whenever possible, the utilities shall be placed underground according to the standards of the appropriate utility company.
- e) The location of mailboxes and similar structures in the right-of-way of a public or private street shall be constructed so as not to create a hazard to the public and shall be constructed pursuant to the standards set by the Ohio Department of Transportation and the United States Postal Service.

§ 151.410 Non-Residential Subdivisions Design Standards

- a) In addition to the standards described in these Regulations, the applicant shall demonstrate to the satisfaction of the Planning Commission that the proposed streets, parcels, blocks, and lot patterns are specifically adapted to the intended use(s) and consider other uses in the vicinity.
- b) Proposed non-residential parcels shall be suitable in area and dimensions to be complimentary with the types of proposed and existing residential development.
- c) Every effort shall be made to protect adjacent residential areas from potential nuisance caused by a proposed non-residential subdivision, including the provision of additional depth of parcels backing up on existing or potential residential development, and provisions for a permanently landscaped buffer strip when necessary.
- d) Blocks intended for non-residential subdivisions shall be designed specifically for such purposes and shall include adequate provisions for parking, loading, and delivery services. Such blocks shall not be less than 250 feet in width and not less than 500 feet in length.

- e) Lots intended for non-residential uses shall be specifically noted and designed for such purposes and shall have adequate provisions for off-street parking, setbacks, and loading and unloading areas.

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SECTION 5 | Streets & Sidewalks

§ 151.501 General

These Regulations shall control the manner in which the road system is arranged to:

- 1 Permit the safe, efficient, and orderly movement of traffic in anticipation of the needs of the present and future population.
- 2 Have a simple and logical pattern.
- 3 Discourage through-traffic in the interior of a subdivision.
- 4 Include some extensions to the boundaries of the development to provide circulation to existing and future neighborhoods as needed.
- 5 Respect natural features and topography.
- 6 Present an attractive streetscape.
- 7 Meet the requirements described in the Archbold Engineering Standards Manual.

§ 151.502 Conformity to Development Plans & Zoning

The arrangement, character, width, and location of all thoroughfares or extensions thereof shall conform to the Archbold Thoroughfare Plan. Thoroughfares not contained in the plan shall conform to the Planning Commission's recommendation based upon the design standards described in this section. Such a street or highway must be suitably improved as required by these Regulations or guaranteed as such with a performance bond.

§ 151.503 Official Street Design Standards

- a) The design and improvement standards for arterial streets, major collectors, minor collectors, local streets, cul-de-sacs, and dead-end streets are contained in the Archbold Engineering Standards Manual and the Archbold Thoroughfare Plan and are described in this section.
- b) The subdivision shall provide, within the boundaries of the subdivision plat, the necessary right-of-way for the widening, continuance, or alignment of streets in conformity with the Archbold Thoroughfare Plan. Thoroughfares not shown in the Archbold Thoroughfare Plan shall conform to the design standards of these Regulations.

- c) The arrangement, character, extent, width, and location of all streets shall be considered in their relationship to other existing and planned streets, to topographical conditions, and to public convenience and safety.

Alleys

- a) Alleys may be permitted as a continuation of an existing dedicated or platted alley.
- b) The minimum pavement width of alleys shall be 16 feet.

Arterials

- a) The design and improvement standards for collector streets contained in the Archbold Engineering Standards Manual are the minimum standards for all arterial streets.
- b) If a standard contained herein conflicts with the Major Thoroughfare Plan, the Major Thoroughfare Plan shall control.

Collector Streets

- a) The design and improvement standards for collector streets contained in the Archbold Engineering Standards Manual are the minimum standards for all collector streets.
- b) If a standard contained herein conflicts with the Major Thoroughfare Plan, the Major Thoroughfare Plan shall control.

Cul-de-Sacs, Local, and Loop-Type Streets

- a) The minimum cul-de-sac radius shall be 37 feet from the center to the edge of pavement in residential subdivisions.
- b) The minimum cul-de-sac radius shall be 72 feet from the center to the edge of pavement in commercial and industrial districts.

Dead-End Streets

Permanent dead-end streets shall not be permitted. Temporary dead-end streets may be permitted if the dead-end street is part of a future street continuation plan and if a temporary turnaround is provided.

Half-Streets

- a) The dedication of right-of-way for half-streets shall not be permitted.

- b) Where a dedicated or platted half-street exists adjacent to the tract being subdivided, the other half of the right-of-way shall be platted if required by the Engineer.

§ 151.504 Horizontal Alignment

- a) The stopping sight distance and the horizontal sight distance shall be used with the ODOT Location and Design Manual to obtain the minimum radius allowed between street tangents.
- b) The minimum distance between reverse horizontal curves shall be 100 feet for local streets and 200 feet for collector and arterial streets.

§ 151.505 Vertical Alignment

- a) The minimum street grade is 0.5 percent, and the maximum street grade is 3.5 percent.
- b) Pavement and gutter grades shall be established on the intersection plans or details at the following locations:
 - 1 At the end of all radii.
 - 2 At high and low points within the radii.
 - 3 At the intersection of pavement centerlines.
 - 4 At any point it is necessary to clarify drainage.
- c) All changes in grade shall be connected by vertical curves. Vertical curve lengths shall be 50 feet. Shorter vertical curve lengths may be allowed for temporary transitions.
- d) Streets shall be constructed to allow drainage from the front of the lots to the curbs. Streets should not be constructed with excessive cut through the topography that results in steep grades sloping to the curbs.

§ 151.506 Intersection Design Standards

- a) Intersections involving junctions of more than two streets shall be avoided.
- b) The angle of intersection between any street and an arterial street or collector street shall not be less than 80 degrees as measured from the centerline of each street. All other streets shall not intersect at an angle less than 70 degrees.

- c) At street intersections, the minimum required curb radius is listed in Table 4 below:

INTERSECTION BY CLASSIFICATION	MINIMUM RIGHT-OF-WAY WIDTH
LOCAL – LOCAL STREETS	30 feet
LOCAL – COLLECTOR STREETS	35 feet
COLLECTOR – COLLECTOR STREETS	40 feet*
COLLECTOR – ARTERIAL STREETS	50 feet*

*Larger radii and/or tapers shall be used at intersections if the number of truck traffic movements warrant a larger intersection.

Table 4 Road Intersection | Minimum Right-of-Way Width

- d) At street intersections, the property line corners shall be rounded by an arc, the radius of which shall be 20 feet.

§ 151.507 Street Width

- a) The minimum street width for all streets shall be 24 feet measured from edge to edge of its pavement. The street width may require adjustment if the new street connects to an existing street with a wider or narrower width.
- b) The minimum street width for streets that require a turn lane, or a two-way left turn lane shall be 36 feet measured from edge to edge of its pavement.

§ 151.508 Street Subgrade

- a) Subgrade stabilization fabric shall be placed between the pavement structure and the street subgrade for all streets except alleys and temporary turnarounds and pavement transitions.
- b) If required by the Village Engineer, a structural geogrid base reinforcement shall be installed between the pavement structure and the street subgrade instead of the subgrade stabilization fabric.

§ 151.509 Street Stone & Asphalt Base Course

Subdivision pavement sections shall include a stone and an asphalt concrete base. The minimum thicknesses of stone base and asphalt concrete base are shown in Table 5:

STREET TYPE	AGGREGATE BASE	ASPHALT CONCRETE BASE
LOCAL	8 inches	3 inches
COLLECTOR	8 inches	4 ½ inches
ARTERIAL	10 inches	5 ½ inches

Table 5 Street Pavement | Base Minimum Requirements

§ 151.510 Street Intermediate & Surface Course

Subdivision pavement sections shall include an intermediate and a surface asphalt course. The minimum thicknesses of intermediate and surface asphalt concrete layers are shown in Table 6:

STREET TYPE	AGGREGATE CONCRETE INTERMEDIATE	ASPHALT CONCRETE SURFACE COURSE
LOCAL	2 inches	1 ½ inches
COLLECTOR	2 inches	1 ½ inches
ARTERIAL	2 inches	1 ½ inches

Table 6 Street Pavement | Surface Minimum Requirements

§ 151.511 Street Curbs & Gutters

- a) All streets shall be improved with a modified ODOT Type 2 concrete curb and gutter per the details listed in the Archbold Engineering Standards Manual.
- b) Temporary turnarounds and temporary pavement transitions do not require curb and gutters.

§ 151.512 Driveways

- a) Where driveways are required, they shall be constructed in conformance with the following requirements, as described in the Archbold Engineering Standards Manual:
 - 1 The Typical Type 2 Driveway shall be installed for residential lots.
 - 2 The Typical Type 1, Type 3, or Type 4 Driveway shall be installed for commercial and industrial lots and for alley approaches.
- b) Within the street right-of-way, residential driveways shall be Portland cement concrete pavement with a thickness of six inches. Commercial, industrial, and alley driveways shall be Portland cement concrete pavement a minimum of eight inches within the street right-of-way.

- c) The minimum driveway width shall be ten feet.
- d) Driveways shall have a maximum grade of eight percent. Commercial and industrial driveways should have a maximum grade of four percent.
- e) Driveways shall be located at least three feet from the side lot line.

§ 151.513 Sidewalks

Residential Subdivisions

Sidewalks shall be required on both sides of a street in all residential subdivisions. Sidewalks may be required in other instances, as determined by the Planning Commission.

Nonresidential Subdivisions

Public sidewalks shall be required for industrial and commercial lots, subject to the approval of the Planning Commission. Special consideration shall be given to areas where potentially heavy pedestrian traffic may develop, such as schools, hospitals, churches, parks, and similar types of uses.

Construction Standards

All sidewalks shall be constructed in accordance with the standards contained in the Archbold Engineering Standards Manual. Concrete sidewalks shall be constructed in conformance with the Archbold Engineering Standards Manual, described as follows:

- 1 Concrete sidewalks along arterial streets shall have a minimum width of five feet.
- 2 Wider sidewalks may be required along all streets to match wider existing sidewalk widths and near sites that generate large numbers of pedestrians.
- 3 Sidewalks shall be located within the right-of-way, typically one foot from the right-of-way line.
- 4 Sidewalks shall have a transverse slope of $\frac{1}{4}$ inch per foot except at driveways where the transverse slope may match the driveway slope.
- 5 The longitudinal slope of sidewalks shall not exceed $\frac{3}{4}$ inch per foot.

- 6 ADA ramps with curb drops shall be provided at all intersections.

§ 151.514 Street & Walkway Lighting

The Planning Commission shall require the subdivider to install streetlights in accordance with standards and specifications provided by the local electric utility company in each residential subdivision. Such lights shall be located at each street intersection within the subdivision and at other locations deemed necessary by the local electric utility company. Streetlights shall be designed with appropriate lamps and reflectors to minimize light pollution. Streetlights and posts may be of the decorative type at the owner's expense.

§ 151.515 Monuments & Pins

Boundary Monuments

The surveyor shall set boundary monuments so that, upon completion of the survey, each corner of the subdivision is physically marked. The boundary monuments shall be 39 inches long, with $\frac{3}{4}$ -inch reinforcing iron rods set in the center of a six-by-six by 48 inches concrete encasement.

Iron Pins

The surveyor shall set iron pins at all lot corners, at the P.C. and the P.T. of all lot line curves, and at other points as necessary to establish all lines of the plat. These iron pins shall be 30 inches long, with $\frac{3}{4}$ -inch reinforcing iron rods. Reinforcing rods shall be identified with a durable marker bearing the surveyor's Ohio registration number and name or company name.

Street Monumentation

- a) For local and collector streets, the surveyor shall set monuments at street intersections, quarter corners, point of beginning and end of curves, and other locations as determined by the Village of Archbold according to the Archbold Survey Monument Rod Standard Construction Detail.
- b) For arterial streets, the surveyor shall set iron pins in monument box assemblies at street intersections, quarter corners, point of beginning and end of curves, and other locations as determined by the Village of Archbold according to the Archbold Survey Monument Assembly Standard Construction Detail.

§ 151.516 Culverts & Bridges

Culverts and bridges shall meet the following requirements:

- 1 Where natural drainage channels cross any street right-of-way, the subdivision shall contain satisfactory bridges or culverts.
- 2 The length, cover, and capacity of street culverts shall be approved by the Village Engineer.
- 3 Depending on existing drainage conditions, head walls may be required as directed by the Village Engineer.
- 4 The minimum diameter of a culvert pipe shall be 12 inches.
- 5 The culvert pipe material shall be ASTM C76 concrete pipe or ASTM D3034 SDR-25/ASTM F679 46 psi PVC pipe.
- 6 Driveway culverts shall only be allowed to serve the subdivision lots that front an existing street with existing open ditch roadside drainage.
- 7 Driveway culverts shall be laid to maintain the grade line of the open ditch.

§ 151.517 Street & Alley Vacations, Narrowing & Change of Name

The vacation, narrowing, or name change of streets and alleys in the Village shall follow the standards and procedures outlined in Ohio Revised Code Section 723.

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SECTION 6 | Utility & Environmental Design Standards

§ 151.601 General

Careful thought and consideration shall be given regarding how to best preserve and enhance existing plant material and other natural features of the site when designing building sites, roadways, and other improvements. A professional engineer, licensed in Ohio, shall design any plans for water supply, and storm and sanitary sewers. Storm drainage improvements shall be designed in accordance with the Archbold Engineering Standards Manual. Water supply and sanitary sewers shall be designed in accordance with the 10-State Standards (GLUMRB) and the Ohio Environmental Protection Agency (EPA).

§ 151.602 Water Supply

- a) The subdivision shall be provided with a complete water distribution system meeting the requirements of the Ohio EPA, the Great Lakes Recommended Standards for Water Works, and the Village of Archbold.
- b) Water supply lines shall be extended across the entire length of all the streets and shall serve the entire subdivision. The Village Engineer may allow sections of subdivision streets to be constructed without a water supply line if adjacent lots can be served from another street, and if circulation through the water system can be maintained.
- c) Each lot shall be provided with a connection to the water distribution system. For residential lots that are located on the opposite side of the street from the water main, the subdivider shall install water services to those lots. For residential lots that are located on the same side of the street as the water main, the Village of Archbold Water Department shall install the water services.
- d) The following shall also regulate water services in subdivisions:
 - 1 Water service connections shall be sized based upon the water fixture demand. The minimum size for a water service shall be one inch in diameter, Type K Copper.
 - 2 Residential water services should be installed eight feet west or north of the center of each lot. Water services may be moved to avoid other utilities or to align with the building's water service, if known.

- 3 Water services shall be installed to the street right-of-way line or to the outside edge of a utility easement that parallels the street right-of-way, whichever length is greater.
 - 4 Two- and three-family dwelling units shall have a separate water service installed for each dwelling unit.
 - 5 Water mains should be installed within the street right-of-way and should be installed approximately three to five feet from the right-of-way line. Where practical, water mains should be installed on the north or east side of a subdivision street.
 - 6 Water valves shall be provided at water main intersections and spaced a maximum of 500 feet apart. Where the water system supplies widely scattered customers, the maximum spacing between water valves may be increased to 800 feet if approved by the Village Engineer.
 - 7 The subdivider shall supply a certificate of approval from the appropriate state agency to the Village of Archbold.
 - 8 Water mains and services shall be designed with a minimum depth of five feet to the top of the pipe. Water mains and services, if approved by the Village Engineer, may be designed with a minimum depth of four feet to the top of pipe for short distances to be constructed over a storm or sanitary sewer main with adequate clearance.
- e) For additional requirements and standards regarding the water supply, refer to the Archbold Engineering Standards Manual.

§ 151.603 Sanitary Sewers

- a) Each lot shall be provided with a connection to the sanitary sewer system. Sanitary sewers shall be installed to adequately serve all lots, including lateral connections to the sanitary sewer mains.
- b) The following requirements shall also regulate sanitary sewer installation:
 - 1 Sanitary sewers shall meet the requirements of the Ohio EPA, the Great Lakes Recommended Standards for Wastewater Facilities, and the Village of Archbold.
 - 2 Combination sanitary sewers and storm sewers are prohibited.

- 3 Roof drains, foundation drains, and other clean water connections to the sanitary sewer are prohibited.
 - 4 Residential sanitary sewer leads should be installed eight feet east or south of the center of each lot.
 - 5 Sanitary sewer leads shall be installed five feet past the street right-of-way line, or five feet beyond the outside edge of a utility easement that parallels the street right-of-way, whichever length is greater.
 - 6 Sanitary sewer leads may connect to a sanitary sewer manhole.
 - 7 Two- and three-family dwelling units shall have a separate sanitary sewer lead installed for each dwelling unit. These leads may be installed near the center of each dwelling unit.
 - 8 Sanitary sewer mains should be installed within the street right-of-way.
 - 9 Sanitary sewer mains should be installed between the curb and the proposed/future sidewalk.
 - 10 Where practical, sanitary sewer mains should be installed on the south or west side of a subdivision street.
 - 11 The subdivider shall supply a certificate of approval from the appropriate state agency to the Village of Archbold.
- c) For additional requirements and standards regarding the sanitary sewers, refer to the Archbold Engineering Standards Manual.

§ 151.604 Storm Sewers

- a) A study of the drainage pattern of areas contiguous to development must be conducted. Stormwater drainage design should begin with the designer verifying with the Village Engineer the limits of the drainage basin in which the proposed development is located and the location of the nearest adequate outlet.
- b) The following requirements shall also regulate storm sewer installation:
 - 1 Provisions shall be made to accommodate runoff from upstream areas without diversion onto neighboring properties.

- 2 Tributary flows having a direct effect on the storm drainage of the proposed site shall be determined and included in the design capacities of the storm drainage system of the development.
 - 3 A map depicting the drainage patterns of the surrounding basin shall be submitted with the drainage system design. The map shall show the limits of the contributing watershed, broken down into areas contributing to each drainage inlet point.
- c) Each lot shall be provided with a connection to the storm sewer system. The following connection requirements shall apply:
- 1 The minimum size for a storm sewer lead is six inches in diameter.
 - 2 Residential storm sewer leads should be installed at least eight feet from the east or south property line. Storm sewer leads may be moved to avoid other utilities, connect a tile from the lot to the storm sewer main, or to align with the building's storm service, if known.
 - 3 Storm sewer leads shall be installed five feet beyond the street right-of-way line, or five feet beyond the outside edge of a utility easement that parallels the street right-of-way, whichever length is greater.
 - 4 Residential storm sewer leads may connect to a catch basin in the curb and gutter of the street.
 - 5 Storm sewer leads may connect to a storm sewer manhole.
 - 6 Two- and three-family dwelling units shall have a separate storm sewer lead installed for each dwelling unit.
 - 7 Storm sewer mains should be installed between the curb and the proposed/future sidewalk.
 - 8 Where practical, storm sewer mains should be installed on the north or east side of a subdivision street.
 - 9 As required by the Village Engineer, other storm sewers and sanitary sewers shall be removed within the street right-of-way or replaced with new pipe within the street right-of-way.

- 10 Underdrains shall be installed along the edge of pavements and on both sides of all streets in the subdivision.
- 11 The subdivider shall apply for an Ohio EPA NPDES General Stormwater Permit for Construction Activities and supply a copy of the permit to the Village of Archbold.
- d) For additional requirements and standards regarding the storm sewers, refer to the Archbold Engineering Standards Manual.

§ 151.605 Flood Areas & Storm Drainage Ditches

- a) All subdivisions shall comply with current Village floodplain regulations and all other applicable local, state, and federal regulations. Appropriate measures shall be taken to elevate buildings to the required levels.
- b) A proposed subdivision may be denied if access to the subdivision is periodically blocked by floodwaters.
- c) Flood control or storm drainage facilities shall be provided as follows:
 - 1 Access to flood control or storm drainage ditches and channels shall be provided by easements of not less than 20 feet in width, located on one side of the flood control or drainage ditch, channel or similar facilities.
 - 2 Flood control or storm drainage easements containing underground facilities shall have a minimum width of 20 feet.
 - 3 Whenever a flood control or storm drainage ditch or channel has a depth of five feet or more, or a bank slope of two feet horizontal to one foot vertical or steeper, a five-foot-tall masonry wall or a five-foot-tall chain link fence may be required by the Planning Commission.

§ 151.606 Fire Protection

The following shall regulate fire protection measures:

- 1 Fire hydrants with control valves meeting the requirements of the Village of Archbold shall be provided in all subdivisions.
- 2 Fire hydrants shall be spaced at a maximum of 400 feet apart.

- 3 Fire hydrants shall be installed at all street intersections, at the ends of cul-de-sacs, and at the ends of dead-end water mains. Hydrants should be located near property lines where practical.
- 4 The minimum size of a water main serving any fire hydrant shall not be less than eight inches in diameter.

§ 151.607 Electric, Gas & Communications

- a) Electric service and communication services shall be provided within each subdivision. The following requirements shall apply:
 - 1 Electric, communication, and street lighting conduits, cables, and wires shall be installed underground. When a development is constructed along an existing street with aerial service lines, such utilities shall be installed underground from the street to the building.
 - 2 Electric and communication services shall be installed in easements with a minimum width of ten feet and outside of the street right-of-way.
 - 3 Electric conduits shall be installed crossing under the street near property lines to carry the electric service from the electric easement on one side of the street to the other side.
- b) Gas mains and service lines may be required where available. The following gas main and service line requirements shall apply:
 - 1 Gas mains may be installed within the street right-of-way.
 - 2 Where practical, gas mains should be installed on the same side of the street as sanitary sewer mains and two to four feet from the right-of-way line.
- c) For additional requirements and standards regarding electric, gas, and communications, refer to the Archbold Engineering Standards Manual.

§ 151.608 Oversize & Offsite Improvements

- a) Where the Village of Archbold determines that the design and construction of utilities, pavements, and/or other improvements are integral to the orderly development of adjacent properties or the development of an efficient, adequately designed utility or pavement network for service to the area in which the subdivision is located, the Village shall require the developer to oversize the

improvement in design and construction, and/or require the construction of extensions from improvements to be constructed in the subdivision, so as to provide service to property beyond the subdivision boundary.

- b) If required by the Village, sanitary sewer, and/or water mains shall be oversized to serve future developments. The cost difference between the oversized pipe size and the minimum pipe size required shall be paid by the Village.
- c) If required by the Village, storm sewer mains shall be oversized to serve future developments. The subdivider shall pay for their portion of the oversized storm sewer based on the percentage of the area of the subdivision being served by the storm sewer main compared to the planned total area that the oversized storm sewer will serve in the future.
- d) If streets or utilities are not available at the boundary of a proposed subdivision, the subdivider may be required, prior to approval of the final plat, to obtain the necessary easements or rights-of-way and to construct and pay for such extensions.

§ 151.609 Public Sites, Open Space & Recreation

To the greatest extent possible, the natural features and character of land must be preserved. Due regard shall be shown for all natural features such as large trees, natural groves, and similar community assets that will add attractiveness and value to the property, if preserved. The preservation of drainage and natural stream channels must be considered by the subdivider, and the dedication and provision of adequate barriers where appropriate, shall be required.

§ 151.610 Soil Erosion

In the development of a subdivision, the developer shall provide for soil erosion and sedimentation control. Sediment control shall follow the standards and specifications in *Rainwater and Land Development: Ohio's Standards for Stormwater Management, Land Development and Urban Stream Protection, Third Edition* (2006) or as later amended, by the Department of Natural Resources, Division of Soil and Water Conservation. In addition, the subdivider or developer shall comply with all the applicable requirements for soil erosion and sedimentation control per the requirements of the Village of Archbold, Fulton County Soil and Water Conservation District, the Ohio EPA, and all other applicable regulations.

SECTION 7 | Improvement Construction Requirements

§ 151.701 General

The following rules establish the minimum requirements for the installation of improvements in subdivisions within the Village of Archbold. Improvements shall be designed in accordance with the Archbold Engineering Standards Manual. Improvements shall be installed under the supervision and inspection of the Village Engineer.

§ 151.702 Improvement & Cost Information

- a) Before the Planning Commission signs the final plat, the subdivider or developer shall complete, to the satisfaction of the Village Engineer in accordance with other appropriate agencies, all pavement, sanitary, waterline and storm drainage improvements, sidewalk, seeding, mulching, monuments, landscape requirements, and other public improvements, including lot improvements on individual lots, as described on the approved construction plans and as certified on the Final Plat, or, the subdivider or developer shall insure their completion with a performance guarantee acceptable to the Planning Commission.
- b) All required improvements shall be made by the subdivider or developer at their expense, and construction cost estimates for various materials and labor shall be provided. The construction cost estimate shall be in the form of an executed construction contract with the contractor of those improvements, or, if not available, the Village Engineer will estimate the construction costs of the improvements.
- c) The subdivider or developer shall dedicate public improvements to the Village of Archbold, free and clear of all liens and encumbrances on the dedicated property and public improvements.
- d) The subdivider or developer shall secure approval of the construction plans from the Village of Archbold and execute a plat license agreement with the Village prior to the start of construction on a form provided by the Village.

§ 151.703 Performance Guarantee for Improvements Installation & Maintenance

To guarantee the construction of the required improvements prior to the approval and recording of the final plat, the subdivider or developer shall be required to provide a performance guarantee in one or a combination of the following arrangements:

Performance Bond or Certified Check

The subdivider or developer shall post a bond, executed by a surety company or a certified check equal to the estimated cost, plus 15 percent of the required improvements. The Planning Commission shall approve the guarantee. Said bond or check shall guarantee construction of the improvements according to the plans and specifications approved by the Village of Archbold. The term of the bond or check shall not exceed two years. The format and language will be provided by the Village of Archbold. The Planning Commission may grant an extension where due cause can be shown.

Deposit

The subdivider or developer may make a deposit with the Financial Director, with a responsible escrow agent, or with a trust company. The deposit shall be money or negotiable bonds in an amount equal to the estimated cost, plus 15 percent of the required improvements. An agreement may be executed to provide payments to the contractor or the subdivider from the deposit as the work progresses and as approved by the Planning Commission. The escrow agreement format and language shall substantially conform to a template provided by the Village of Archbold.

Maintenance Bond

Upon completion of the improvements and acceptance by the Village of Archbold, a maintenance bond for a two-year period commencing with the Village of Archbold's final inspection date in an amount of 50 percent of said improvement cost shall be provided to the Village Engineer by the subdivider or developer or the developer's contractor. The maintenance bond format and language shall substantially conform to a template provided by the Village of Archbold.

§ 151.704 Temporary Improvements

The applicant shall build and pay for all temporary improvements required by the Planning Commission and shall maintain those temporary improvements for the period specified by the Commission. Prior to construction of any temporary facility or improvement, the subdivider or developer shall file a separate performance guarantee in an amount equal to the estimated cost of the temporary facilities, which shall ensure that the temporary facilities will be properly constructed, maintained, and removed.

§ 151.705 Time Extension

If the construction or installation of any improvements or facility, for which a guarantee has been made by the subdivider or developer in the form of a performance bond, certified check, or cash deposit, is not completed within two years from the date of final approval of the plat, the subdivider or developer may request that the Planning

Commission grant an extension of six months provided that the subdivider or developer can show reasonable cause for said time extension. The request shall be accompanied by a revised cost estimate of the construction to be completed and construction completion schedule. The guarantee shall be extended according to the revised completion schedule.

§ 151.706 Failure to Complete Improvements

In case the subdivider or developer fails to complete the required public improvements within such time period as required by the conditions or guarantees as outlined above, the Planning Commission may proceed to have such work completed and reimburse the Village of Archbold for the cost thereof by appropriating the performance bond, cash deposit, certified check, or by drawing upon the letter of credit, or shall take the necessary steps to require performance by the bonding company.

§ 151.707 Progressive Installation

- a) After the preliminary construction plans of a proposed subdivision have been approved by the Planning Commission, the subdivider or developer may improve a part of the entire area and submit a final plat for that improved portion to the Commission for approval.
- b) Whenever it is deemed necessary by the Planning Commission to defer the construction of any improvement, the subdivider or developer shall pay his share of the costs of the future improvements to the Village of Archbold prior to the signing of the final plat by the Commission. The subdivider or developer may provide a separate performance bond or cash deposit for the completion of the deferred improvements upon demand by the Village of Archbold.

§ 151.708 Deferral or Waiver of Required Improvements

- a) The Planning Commission may defer or waive, at the time of final plat approval and subject to appropriate conditions, the provision of any or all public improvements as, in its judgment, are not contrary to the pursuit of public health, safety, or welfare, or which are inappropriate because of the inadequate or nonexistence of connecting facilities. Any determination to defer or waive the provision of certain public improvements must be expressly made on the record.
- b) Whenever it is deemed necessary by the Planning Commission to defer the construction of any improvement, the subdivider shall pay his share of the costs of the future improvements to the Village of Archbold prior to the signing of the final subdivision plat by the Planning Commission. The developer may provide a separate performance bond, cash deposit or irrevocable letter of credit for the completion of the deferred improvements upon demand of the county.

§ 151.709 Inspection of Improvements

- a) The Village Engineer and any other appropriate agency may provide for the inspection of required improvements during construction and shall ensure their satisfactory completion. The subdivider or developer shall pay inspection fees and shall notify proper administrative officials at least 48 hours prior to the start of construction. With work requiring periodic inspections, an inspection schedule shall be agreed upon and finalized by the subdivider or developer and the Village of Archbold inspectors before any work begins.
- b) The Village Engineer shall charge a fee to the subdivider or developer to cover the cost of reviewing the construction plans, the preliminary and final plats, and construction inspection and testing.
- c) If construction inspection is performed by the Village Engineer or its designated inspector, the subdivider or developer shall pay an amount equal to two percent of the estimated cost of construction (including contingencies) of all improvements to be connected to Village utilities, as verified by the Village Engineer, for the Village to provide part-time services.
- d) If the subdivider or developer hires or utilizes their own inspector responsible for the supervision of construction during the construction period with the consent of the Village Engineer, the inspector shall be a professional engineer registered in the State of Ohio or employed by a qualified engineering consulting firm. The inspector shall be responsible for submitting construction reports to the Village Engineer on a regular basis as determined by the Village Engineer and notify the Village Engineer a minimum of one working day before the testing is to be performed.

§ 151.710 Completion of Work & Reduction of Security

As required improvements are completed, the Planning Commission may reduce the amount of the performance bond, cash deposit, or irrevocable letter of credit. The amount released shall be the approved cost of the work completed less cash reserve/retainage. Said cash reserve/retainage will be released upon final acceptance and completion of all improvements and acceptance of maintenance bonds and all required closeout documents.

§ 151.711 Acceptance of Improvements for Public Use & Maintenance

- a) The subdivider or developer shall have properly constructed and maintained all required improvements at the time they request approval from the Commission. Upon completion of all improvements, including all punch list items, maintenance bonds, waivers, and other required closeout documents, the

Village Engineer will perform an inspection for acceptance. After the inspection, the Village Engineer will do one of the following:

- 1 Issue a letter to the developer or contractor listing items of work necessary to accomplish satisfactory completion of the improvements; and/or,
 - 2 Issue a letter to the subdivider or developer accepting the improvements and releasing the performance guarantee.
- b) A maintenance bond shall assure maintenance and repair. The subdivider or developer shall also remedy impacts (ex: erosion) caused by actions of utility companies installing utilities for the plat and shall restore all improvements before the end of the maintenance period.
- c) At the end of the maintenance period, after the subdivider or developer and/or the developer's contractor has restored all improvements to the acceptable condition, the Village Engineer shall perform a final inspection. After the inspection, the Village Engineer will do one of the following:
- 1 Issue a letter to the subdivider or developer and/or the developer's contractor releasing the maintenance bond.
 - 2 Issue a letter to the subdivider or developer and/or the developer's contractor listing items or work necessary to complete before the release of the maintenance bond.

§ 151.712 As-Built Plans

The property owner or developer shall, within 60 days after the completion of construction, submit one set of electronic plans in PDF format titled "As-Built" to the Village Engineer. The owner or developer's engineer shall certify the completion of the work is in accordance with the approved plans. If any changes to the approved plans occur, a list of these deviations shall be included with the certification.

SECTION 8 | Appendix

§ 151.801 Definitions

801.1 Interpretation of Terms

Certain words used in these Regulations shall be interpreted as follows:

- 1 The word “person” includes a firm, association, organization, partnership, trust, company, corporation, or an individual.
- 2 The present tense includes the future tense, the singular number includes the plural, and the plural number includes the singular.
- 3 The word “shall” is a mandatory requirement, the word “may” is a permissive requirement, and the word “should” is a preferred requirement.
- 4 The words “used” or “occupied” include the words “intended, designed or arranged to be used or occupied”.
- 5 The word “lot” includes the words “plot” or “parcel”.

801.2 Glossary

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section.

Annexation: Procedure for placing unincorporated property into a village or city.

Applicant: Unless otherwise specified, an owner of a property or an agent for the owner, including a subdivider, developer, attorney, or similar representative, who has filed an application for development review.

Block: A piece or parcel of land surrounded by public highways, public streets, streams, or parks, and the like, or a combination thereof.

Building: A structure designed to be used as a place of occupancy, storage, or shelter.

Central Sewage Treatment: Wastewater treatment provided by county, city, village, or public utility, including sewers and treatment plants.

Clerk of Council: The Clerk of Council of the Village of Archbold.

Comprehensive Plan: The Comprehensive Plan of the Village of Archbold, Ohio. The Comprehensive Plan (which may consist of several maps, data, and the like) or any portion thereof, made, and adopted by the Planning Commission, and which shows the general location and extent of physical facilities including major streets and main thoroughfares, parks, schools and other public open spaces, and public building sites.

County: Fulton County, State of Ohio.

Dedication: The conveyance of private land, either in fee simple or as an easement, for public use.

Developer: Any individual, subdivider, firm, association, syndicate, partnership, corporation, trust, or other legal entity commencing proceedings under these Regulations to subdivide land for themselves or another.

Driveway: A private way, other than a street or alley, that provides access to one lot of record for the use of vehicles and pedestrians.

Easement: A grant by the property owner to the public, a corporation, or persons, of the use of a strip of land for specific purposes.

Final Plat: The final map, drawing or chart on which the subdivider's plan of subdivision is presented to Village Council for approval, and which, if approved, will be submitted to the Recorder of Fulton County, Ohio.

Grade: The average level of the finished surface of the ground adjacent to a sign, building, or other structure being measured.

Grading: Earth disturbing activity such as excavation, stripping, cutting, filling, stockpiling, or any combination thereof.

Improvements: Street pavement, curbs, gutters, sidewalks, waterlines, gas lines, sewer lines, storm drains, streetlights, electric facilities, flood control and drainage facilities, utility lines, landscaping, and other related matters, whether public or private, normally associated with the development of raw land into building sites.

Lot: A parcel of land intended for transfer of ownership or building development, having its full frontage subject to the application of these Regulations.

Lot Types

Buffer Lot: A lot on a plat across the end of a street proposed to be extended by future platting or a lot along the length of a street where only part of the width has been dedicated, retained by the owner but conditionally dedicated on the plat for street purposes when the street is extended or widened.

Corner Lot: A lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot meet at an interior angle of less than 135 degrees.

Flag Lot: A lot whose only frontage on a public street is through a narrow strip of land which is generally wide enough to accommodate a driveway, but too narrow to accommodate any structures. The narrow strip of land is referred to as the panhandle.

Interior Lot: A lot other than a corner lot with only one frontage on a street.

Reversed Frontage Lot: A reversed frontage lot is a double frontage lot that is designed to be developed with the rear yard abutting a major street. The primary means of ingress and egress are provided on a minor street. A reversed frontage lot may also be a corner lot.

Through Lot: A lot other than a corner lot with frontage on more than one street. Through lots abutting two streets may be referred to as double frontage lots.

Major Subdivision: A division of a parcel of land that requires a record plat to be approved by Village Council.

Manufactured Home Park: Any site or tract of land under single ownership, upon which three or more residential manufactured homes are parked, either free of charge or for revenue purposes. This includes any roadway, building, structure, vehicle, or enclosure used or intended for use as a part of the facilities of such park.

Mayor: The Mayor of the Village of Archbold.

Minor Subdivision (Lot Split): A division of a parcel of land that does not require a record plat to be approved by the Archbold Planning Commission as specified in section 711.131 of the Ohio Revised Code.

Monuments: Permanent concrete or iron markers used to establish all lines of the plat of a subdivision, including all lot corners, and points of change in street alignment.

Municipality: The Village of Archbold, Fulton County, State of Ohio.

Official Map: The map established by the Archbold Planning Commission, showing the streets, highways and parks theretofore laid out, adopted and established by law and any amendments thereto adopted by the Council and the Commission, or additions thereto resulting from the approval of subdivision plats by the Planning Commission and the subsequent filing of such approved plats.

Official Thoroughfare Plan: The officially adopted plan designating a system of principal or major streets for traffic intercommunication.

Open Space: An area open to the sky, which may be on the same lot as a building. The area may include — along with the natural environmental features — swimming pools, tennis courts, or any other recreational facilities that the Planning Commission deems permissive. Streets and structures for habitation shall not be included.

Owner: Any individual, firm association, syndicate, co-partnership, corporation, trust, or any other legal entity having sufficient proprietary interest in the land sought to be subdivided to commence and maintain proceedings to subdivide the same under these Regulations.

Parcel Addition: A portion of land that is split from its parent parcel and combined with an existing adjacent parcel.

Parking Space, Off-Street: For these Regulations, an off-street parking space shall be an area adequate for parking an automobile with room for opening doors on both sides, and with properly related access to a public street or alley and maneuvering room but shall be located totally outside of any street or alley right-of-way.

Performance Bond or Surety Bond: An agreement by a subdivider or developer, adequately secured with the County, for the estimated construction cost, guaranteeing the completion of physical improvements according to plans and specifications within the timeframe listed in the subdivider's agreement.

Planned Unit Development (PUD): An area of land in which residences and/or related commercial and industrial facilities are accommodated in a pre-planned environment under more flexible lot dimension standards than the restrictions that would normally apply under these Regulations. The procedure for approval of such development contains requirements in addition to those of the standard subdivision, such as building design principles and landscaping plans.

Planning Commission: The Planning Commission for the Village of Archbold; also referred to as the “Commission”.

Planning Director: The Planning Director for the Village of Archbold.

Plat: A map graphically indicating a proposed land subdivision or re-subdivision prepared in a form suitable for filing for record, with necessary affidavits, dedications and acceptances, and with complete bearings and dimensions of all lines defining lots, blocks, streets, alleys, public areas, and other dimensions of land.

Preliminary Plan (Plat): The preliminary map, drawing or chart indicating the proposed layout of the subdivision.

Public Hearing: A regular or special meeting open to the public and advertised in advance in the local printed media or as otherwise required by statute, concerning proposed ordinances, amendments or other official village business requiring public participation and input.

Public Meeting: A regular or special meeting of Village Council or the Planning Commission open for public attendance.

Public Way: An alley, avenue, boulevard, bridge, channel, ditch, easement, expressway, freeway, highway, land, parkway, right-of-way, road, sidewalk, street, subway, tunnel, viaduct, walk, or other ways in which the general public or public entity has a right, or which are dedicated, whether improved or not.

Replat: A reconfiguration of lots and/or further subdivision of lots in a recorded plat. It may include all or any part of a previously recorded plat.

Right-of-Way: A strip of land taken or dedicated for public access. In addition to the roadway, it normally incorporates the curbs, lawn strips, sidewalks, lighting, and drainage facilities, and may include special features (required by the topography or treatment) such as grade separation, landscaping, viaducts, and bridges.

Setback: The distance between the street right-of-way line and the front line of a building or any projection thereof, excluding uncovered steps.

Sidewalk: The portion of the road right-of-way outside of the roadway which is improved for the use of pedestrian traffic.

Solicitor: The Solicitor or legal advisor of the Village of Archbold.

Thoroughfares: Alleys, Highways & Streets

Alley or Service Drive: A passage or way affording generally a secondary means of vehicular access to abutting properties and not intended for general traffic circulation.

Arterial Highway, Arterial Street, Major Thoroughfare or Major Street: A principal or heavy traffic street of considerable continuity. Is used primarily as a traffic artery for intercommunication among large areas. Driveways should not be permitted access to these thoroughfares.

Collector or Local Street: A street that carries traffic from minor streets to arterial or major streets, including the principal entrance streets of a residential development and streets for circulation within such a development.

Cul-De-Sac/ Dead-End Street: A minor street with only one outlet.

Marginal Access Street: A minor street which is parallel and adjacent to an arterial street, and which provides access to abutting properties and protection from through traffic.

Minor Street: Any street, not a highway, primary, or secondary thoroughfare, parkway, or local or collector street, and intended to serve and to provide access exclusively to the properties abutting thereon.

Private Street: A street which has not been duly accepted by the Village for public use.

Public Street: A street which has been dedicated and accepted by the Village for public use.

Street: A way for vehicular traffic, whether designated as a street, highway, thoroughfare, parkway, throughway, road, avenue, boulevard, lane, place, or however otherwise designated.

Street Width: The shortest distance between the lines delineating the right-of-way of a street.

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

Subdivision: The improvements of one or more parcels of land of 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 spaces for common use by owners, occupants or lease holders or as easements for the extension and maintenance of public sewer, water, storm drainage or other public facilities.

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

Treasurer: The Treasurer of the Village of Archbold, Ohio.

Variance: A modification of the terms of these Regulations where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of these Regulations would result in unnecessary and undue hardship.

Village: The Village of Archbold, Ohio.

Village Council: The Municipal Council (Legislative Authority) of the Village of Archbold.

Village Engineer: The Engineer of the Village of Archbold.

§ 151.802 Statements & Forms

802.1 Statements to be Affixed to the Final Plat

The following statements shall be affixed to a final subdivision plat:

*Situated in Section ____, Township ____, Range ____, County of Fulton, Ohio.
Containing ____ acres and being the same tract as conveyed to _____ and
described in the deed recorded in Deed Book _____, Fulton County, Ohio.*

*I, the undersigned _____, hereby certify that the attached plat correctly
represents their _____, a subdivision of lots ____ to ____, inclusive, do hereby
accept this plat of same (and dedicate to public use as such, all or parts of the
roads, boulevards, cul-de-sacs, parks, planting strips, etc. shown herein and
not heretofore dedicated), if appropriate⁶³.*

*The undersigned further agrees that any use of improvements made on this land
shall be in conformity with all existing valid zoning, platting, health, or other
lawful rules and regulations including the applicable off-street parking and
loading requirements of _____ (Village, County), Ohio for the
benefit of themselves and all other subsequent owners or assigns taking title*

*from, under, or through the undersigned In Witness thereof the day of _____
____, _____.*

Witness (print name): _____

Signature: _____

*We do hereby certify that we have surveyed the premises and prepared the
attached plat and that said plat is correct.*

By: _____

STATE OF OHIO COUNTY OF FULTON

*Before me a Notary Public in and for said _____ (Village,
County), personally came _____, who acknowledged the signing of the
foregoing instrument to be their voluntary act, and deed for the purposes
therein expressed. In witness whereof I have hereunder set my hand and affixed
my official seal this day of _____, _____.*

Reviewed this day of _____, _____.

Zoning Inspector: _____

Reviewed this day of _____, _____.

Engineer: _____

Reviewed this day of _____, _____.

Water Treatment Department: _____

Reviewed this day of _____, _____.

Wastewater Department: _____

Reviewed this day of _____, _____.

Planning Commission _____

Reviewed this day of _____, _____.

Council President: _____

Council Vice President: _____

Administrator: _____

*(Approval of this plat for recording does not constitute an acceptance of the
dedication of any public street, road or highway dedicated on such plat, per
Section 711.04 of the Ohio Revised Code).*

Transferred this day of _____ , _____.

County Auditor: _____

Filed for Record this day of _____ , _____ at _____ a.m. /p.m.

Recorded this day of _____ , _____ in Slide _____, Page No. _____

Fulton County Recorder: _____

§ 151.803 Applicable Checklists

803.1 Preliminary Plat Contents Checklist

Preliminary Plat General Information

- 1) Proposed name of the subdivision, which shall not duplicate or closely approximate the name of any other subdivision in the County.
- 2) Location by section, range, and township.
- 3) Names, addresses, and telephone numbers of the owner/subdivider, and professional engineer and registered surveyor who prepared the plat, and appropriate registration numbers and seals.
- 4) Date of survey.
- 5) Scale of the plat and north point.

Preliminary Plat Graphic Information

- 1) Boundary lines and approximate acreage.
- 2) Names of adjacent subdivisions, owners of adjoining parcels of non-subdivided land, and the location of their boundary lines.
- 3) Locations, widths, and names of existing streets; railroad rights-of-way; easements; parks; permanent buildings; corporation and township lines; the location of wooded areas and other significant topographic and natural section lines; features within 200 feet of the plat.
- 4) Location, names, and width of proposed streets and easements.
- 5) Existing sewers, water lines, culverts and other underground structures, and power transmission poles and lines within and adjacent to the tract.

- 6) Existing contours at an interval of not greater than 2 feet if the slope of the ground is 15 percent or less; and not greater than 5 feet where the slope is more than 15 percent.
- 7) Location and dimensions of all proposed utility and sewer lines.
- 8) Layout, number, and dimensions of each lot. When a lot is located on a curved street or when side lot lines are not at 90-degree angles, the width at the property lines shall be shown.
- 9) Location of buildings and their setback lines with dimensions. Corner lots and double frontage lots fronting upon a public street must include the direction each building is facing.
- 10) Parcels of land in acres to be reserved for public use or to be reserved by covenant from residents of the subdivision.
- 11) A vicinity map at a scale of not less than 2,000 feet to the inch shall be shown on, or accompany, the preliminary plat. This map shall show all existing subdivisions, roads, and tract lines and the nearest existing thoroughfares. It shall also show the most advantageous connections between the roads in the proposed subdivision and those of the neighboring areas.

Preliminary Plat Supplementary Information

- 1) Statement of proposed use of lots, including type and number of residential, commercial, or industrial units.
- 2) Zoning classification(s) of the tract.
- 3) 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.
- 4) Description of proposed covenants and restrictions.

803.2 Final Plat Contents Checklist

Final Plat General Information

- 1) Name of the subdivision.
- 2) Location by section, range, and town of the subdivision.
- 3) Date of creation.
- 4) North point, scale, and acreage.
- 5) Names and addresses of the subdivider(s) and professional engineer and/or registered surveyor who prepared the plat, and appropriate registration numbers and seals.
- 6) Restrictions and covenants which the subdivider intends to impose by the final plat.
- 7) Certification by a registered surveyor to the effect that the plat represents a survey made by them and that the monuments shown thereon exist as located and that all dimensional details are correct.
- 8) Notarized acknowledgment by the owner or owners of the adoption of the plat, and the dedication of streets and other public areas.

Final Plat Graphic Information

- 1) 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 limit of 1 to 10,000.
- 2) Bearings and distances to nearest established street lines or other recognized permanent monuments.
- 3) Radii, internal angles, points of curvatures, tangent bearings, lengths of arcs, and lengths and bearings of chords of all applicable streets within the plat area.
- 4) All easements and rights-of-way provided for public services or utilities.
- 5) 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.
- 6) Accurate location and description of all monuments and pins.

- 7) Accurate outlines of areas to be dedicated or reserved for public use, or any area to be reserved for the common use of all property owners. The use and accurate boundary locations shall be shown for each parcel of land to be dedicated.

Final Plat Supplementary Information

- 1) Statement of proposed use of lots, including type and number of residential, commercial, or industrial units.
- 2) Zoning classification(s) of the tract.
- 3) 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.

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