ARTICLE I
TITLE, SCOPE AND JURISDICTION

SECTION 106: AMENDMENTS

These regulations may be amended, after public hearing and other requirements as specified in the Ohio Revised Code, except staff may make grammatical, numerical and section reference corrections to the Warren County Subdivision Regulations without such changes being subject to the review process provided that such changes do not alter the meaning of the regulations.

ARTICLE III
PROCEDURES FOR SUBDIVISION APPROVAL

SECTION 301: CONCEPT PLAN PROCESS/TECHNICAL ADVISORY COMMITTEE REVIEW

The concept plan process is meant to provide the applicant with expert opinions regarding issues and problems associated with a potential project, thereby aiding in the determination of project feasibility at an appropriately early stage. The Concept Plan is required as a first step in all subdivisions not eligible to be processed as a minor subdivision (lot split), alternative record plat, re-plats or right-of-way dedicated plat. The Concept Plan does not constitute a subdivision plan; plan application, preliminary plan, final plat, record plan, or formal plat review and action by the Warren County Regional Planning Commission (RPC) pursuant to Section 711.10 of the Ohio Revised Code (ORC). The Concept Plan may be waived only if a directly comparable process (including all requirements specified in Section 301.A below) has already been completed and approved by the applicable zoning authority as part of a planned unit development (PUD), or "cluster" or "conservation" option design, as defined by the applicable zoning authority. Although there is no formal action by the RPC Executive Committee on a Concept Plan application, in some cases during the Concept Plan review stage, the Committee may take formal action on an application for one or more Access Point Waiver Requests pursuant to Section 403(H) herein.

SECTION 308: PRELIMINARY PLAN REVIEW AND APPROVAL

E. Review Criteria: The Warren County Regional Planning Commission, pursuant to Ohio Revised Code Section 711.10 (B), may approve, approve with conditions, or deny a Preliminary Subdivision Plan. The RPC Executive Committee may approve a Preliminary Plan upon a finding that each criterion has been met or has been determined to be inapplicable:

1. The application meets the standards and requirements of the Subdivision Regulations and that the Preliminary Plan proposed fulfills the purpose and intent of the Warren County Subdivision Regulations.
2. The zoning authority has determined that the application meets the requirements of all township or county regulations and the applicant has demonstrated that they can and will comply with all applicable requirements of the zoning code.

3. The subdivision and site design creates a functional and attractive development and provides for lots of adequate size. The design, shape, and orientation of the proposed lots accommodate the physical features of the site.

4. The subdivision complies with the requirements of the Warren County Combined Health District or the Ohio Environmental Protection Agency. Adequate sewage disposal and other utilities, services, and improvements are provided subject to approval of detailed plans.

5. The subdivision is designed to minimize the alteration or disturbance of the natural features of the site, including unusual topography and other exceptional conditions.

6. The development of the subdivision has been coordinated with the provision of public facilities such as parks, recreation areas, and fire protection.

7. Active open space is designed, sized, and located to be functional and provide convenient access. All proposed common open space and improvements, if any, are identified on the Preliminary Plan and maintenance of such areas is ensured through an appropriate legal instrument.

8. The subdivision provides for safe and convenient pedestrian traffic circulation and adequate vehicular and pedestrian access to abutting properties.

9. The Warren County Engineer’s office has determined the Preliminary Plan for streets, storm water management, and natural drainage ways protection is acceptable.

10. The subdivision provides for convenient and safe streets of adequate capacity, includes appropriate improvements to handle anticipated traffic flow, and assure that street right-of-way are provided for in accordance with the Thoroughfare Plan and roads are designed to the Requirements and Standards for the Design and Construction of Streets and Roadway Facilities.

11. The Warren County Engineer’s Office has determined that access to individual lots necessary to serve the development conforms to the standards contained in Access Management Regulations and that the proposed streets, utilities, and surface water drainage facilities conform to the Warren County Engineer’s Office standards and allows for transitions to existing and potential future development on adjacent lands.

12. Appropriate provisions have been made for dedications and easements.

13. The subdivision does not result in a congestion of population.
14. Required local, state, and federal permits, as applicable, have been obtained or can reasonably be obtained prior to development and the applicant agrees to comply with recommendations of referral agencies.

SECTION 310: PRELIMINARY PLAN APPROVED COPY

The subdivider shall submit a copy of the preliminary plan that conforms to any changes required by the Regional Planning Commission to ensure the Executive Director may review future record plats against the approved preliminary plan. The conforming preliminary plan shall be submitted no less than 30 days after the Regional Planning Commission meeting prior to the application for final plat.

SECTION 311: FINAL PLAT REQUIREMENTS

A. The subdivider, having first received approval of the preliminary plan of the proposed subdivision, shall submit a final plat of the subdivision. The final plat shall have incorporated all changes in the preliminary plat required by the Regional Planning Commission. Otherwise, it shall substantially conform to the approved preliminary plat. An application for final plat approval may be submitted for a section of a subdivision.

B. Final plat sections shall conform to the approved preliminary plan as determined by the RPC Executive Director or designee, inclusive of any conditions that may have been part of the approval. However, the following may constitute a revised preliminary plan:

1. Changes to the road network that alters intersections with existing or planned streets, or overall connectivity of the network;

2. Changes to proposed pedestrian trails or sidewalks that alter the intent of the original pedestrian network shown on the Preliminary Plan;

3. Changes in the location of planned open space or conservation areas/easements or the total amount of such spaces. Minor adjustments to road right-of-way or utility easements that impact the quantity and design of open space may qualify as a minor amendment;

4. An increase in the residential density or an increase in the number of lots fronting along any given street/road segment;

5. Changes to the Preliminary Plan boundary;

6. Changes to the approved Preliminary Plan to accommodate clusterbox mail delivery facilities may not require a Revised Preliminary Plan and may be reviewed at staff level.

C. If the applicant plans to submit a final plat section that will in any way vary from the approved preliminary plan, the applicant shall consult with RPC staff to determine if a revised preliminary plan is necessary to achieve the variation. In cases where one or more of the criteria stated above in paragraph (B) cannot be met, a revision to the preliminary plan shall be required. The Revised Preliminary Plan process and standards shall be the same as Preliminary Plan. Other variations or modifications shall be classified as minor and shall require submission of an updated Preliminary
Plan; such submission shall not require approval by the RPC Executive Committee. However, the RPC Executive Director or designee may elect to submit the minor modification to the RPC Executive Committee for review as a revised Preliminary Plan.

SECTION 314: FINAL PLAT CONTENTS

The final plat shall contain the following information:

G. Plat boundaries shall be shown with a continuous heavy/dark line that are bolder than any other lines on the drawing, and based on accurate traverse with both angular and lineal dimensions. All dimensions, both angular and lineal, shall be determined by an accurate control survey in the field. Closure may not exceed 0.02 feet in latitudes and departure (OAR.C. 4733-37-04).

H. The plat shall show bearings and distances from at least two vertices on the subdivision perimeter to a county survey control monument or it shall show at least two GPS coordinate pairs (x, y) at vertices along the subdivision perimeter in NAD 83—Ohio State Plane South projection. The plat shall also show bearings and distance(s) to the nearest established centerline intersection of streets or highways, section or quarter section corner(s), Virginia Military Survey corner(s), or platted subdivision corner(s).

Additionally ties into two county survey control monuments regardless of the distance from the perimeter of the subdivision. As an alternative, State Plane Coordinates (NAD 83—Ohio South Zone) can be used as long as there is a minimum of two subdivision corners defined with a coordinate pair. The replat does not require GPS coordinates as specified in Section 314 H.

R. Accurate location and a description of all monuments as to type, size and whether the monument was found or set. If a monument has been or offset, from its true location in relation to the property corner or lot corner it shall be noted.

SECTION 320: REPLATS

The requirements and procedures to be followed for modifying an existing, recorded subdivision plat shall be the same as those specified for final plats. Replats do not require GPS coordinates as specified in Section 314 H. In addition to meeting the requirements of a record plat, approval of a replat shall be based on the following criteria:

SECTION 321: RIGHT-OF-WAY DEDICATION PLATS

The requirements and procedures to be followed for right-of-way dedication plats shall be the same as specified for final plats. Any dedication of public utility or other easements extraterritorial to public rights-of-way, as applicable, shall be clearly indicated in the title block and on the plat drawing, as determined by the Warren County Regional Planning Commission, the Warren County Tax Map Departments and the Warren County Recorder.
ARTICLE IV
SUBDIVISION DESIGN STANDARDS
AND IMPROVEMENT REQUIREMENTS

SECTION 403: TRAFFIC MANAGEMENT

G. ACCESS POINTS. At a minimum, access points are required in the following situations, except as provided in Section 403(H). The minimum access point requirements for major subdivisions which involve the construction/extension of public streets are as follows:

1. Access points to existing public roadways adjacent to the subdivision site, including (i.e., arterial, collector/distributor, collector, and local roads, as well as but not local subdivision streets), adjacent to the subdivision site, as permissible by the access management regulations of Warren County or ODOT (as applicable), are required as follows:
   a. For subdivisions with less than fifty (50) units, a minimum of one (1) access point to an existing public roadway is required.
   b. For subdivisions with fifty (50) units or more, a minimum of two (2) access points to an existing public roadway or roadways are required, except in cases where the access management regulations of Warren County or ODOT (as applicable) would prevent the provision of a second location.
   c. For commercial and industrial developments, more than one (1) access point may be required if the development is estimated to generate fifty (50) or more peak hour trips.

2. Access points to local subdivision streets (e.g., involving existing or future street stubs) are required as follows:
   a. Access points are required to connect to all existing street stubs (including "paper streets") adjacent to the proposed subdivision site.
   b. Access points are required to connect to all street stubs which are planned as part of an approved preliminary plan or site plan on an adjacent site.
   c. A minimum of one (1) access point is required to each adjacent property that is considered "undeveloped" by the RPC Executive Committee. The determination of whether a property is "undeveloped" is to the discretion of the RPC Executive Committee, and may be based on one (1) or more of the following factors:
      i. The adjacent property is unplatted.
ii. The adjacent property is classified as agricultural or vacant by the Warren County Auditor.

iii. The adjacent property is of sufficient size to accommodate a possible future expansion of development.

iv. The adjacent property contains sufficient area free and clear of buildings, structures, or other obstacles to make future expansion of development possible.

4d. Access points are required in all other locations for future roadways as required by the Warren County Thoroughfare Plan.

5. A minimum of one (1) access point is required to each adjacent property that is considered undeveloped. An adjacent property shall be considered undeveloped if it meets all three of the following criteria:
   a. The adjacent property is unplatted.
   b. The adjacent property is classified as agricultural or vacant by the Warren County Auditor.
   c. There is no preliminary plan or site plan currently approved for the adjacent property.

6. A minimum of one (1) access point is required to each adjacent property that is considered undeveloped as determined by RPC staff, based on the following factors:
   a. Whether the same property or properties are of sufficient size to accommodate a possible future expansion of development; and
   b. Whether the adjacent property or properties contain sufficient area free and clear of buildings, structures, or other obstacles to make future expansion of development possible.

3. Access point requirements may be expanded or reduced on a case-by-case basis in special situations or due to unique circumstances, at the discretion of the RPC Executive Committee. Factors to consider in determining whether a situation or circumstance is special or unique include, but are not limited to, the following:
   a. The existence of natural features, such as steep slopes, blue line streams, wetlands, significant wooded or vegetated areas, or other challenging topographic conditions;
   b. Existing or projected traffic patterns;
   c. Relationship to existing or planned roadway networks;
   d. Ensuring better access management;
e. Existing or future land use classifications on adjacent properties and sites;

f. Existing zoning classifications on adjacent properties and sites;

g. The total number of access points which are planned for the subdivision;

h. Length of boundaries between the subdivision site and adjoining properties;

i. Length of boundaries between the subdivision site and adjoining right-of-way;

j. Access to certain amenities or points of interest; and

k. Comments from reviewing agencies/departments.

74. Nothing in above subsections (l) through (63) prevents prohibits a single access point from satisfying multiple provisions stated above.

H. ACCESS POINT WAIVER REQUESTS. Waiver requests for one (1) or more of the minimum access point requirements stated above in subsection (G) may be made by the applicant/developer to the Regional Planning Commission. Such request must be made in writing, specifying justification for the waiver, and submitted at the same time as either a Concept Plan application or Preliminary Plan. Each required access point requested to be waived shall constitute a separate waiver request and a separate decision for the RPC Executive Committee to consider, although such decisions may be made by the Executive Committee in one motion. Factors the RPC Executive Committee may consider when making a determination of whether to grant or deny each access point waiver include, but are not limited to, those listed below in subsections (a) through (k) in Section 403(G)(3).

1. The existence of natural features, such as steep slopes, blue line streams, wetlands, significant wooded or vegetated areas, or other challenging topographic conditions;

2. Existing or projected traffic patterns;

3. Relationship to existing or planned roadway networks;

4. Ensuring better access management;

5. Existing or future land use classifications on adjacent properties and sites;

6. Existing zoning classifications on adjacent properties and sites;

7. The total number of access points which are planned for the subdivision (e.g., whether the total number of access points is considered sufficient for facilitating connection to possible future adjoining developments);
8. Length of boundaries between the subdivision site and adjoining properties (properties that share a long boundary with the subdivision site may be required to have multiple access points);

9. Length of boundaries between the subdivision site and adjoining right-of-way;

10. Access to certain amenities or points of interest;

11. Comments from reviewing agencies/departments;

12. Whether the adjacent property or properties are of sufficient size to accommodate a possible future expansion of development; and

13. Whether the adjacent property or properties contain sufficient area free and clear of buildings, structures, or other obstacles to make future expansion of development possible.

SECTION 415: POSTAL FACILITIES

A. Vehicle parking or waiting facilities shall be provided to serve combined postal delivery and collection units when they are employed to provide postal service to a subdivision. These facilities shall be located in the following areas:

1. Roadside ‘pull-off’ areas.

2. Cul-de-sac or mid-block turnaround islands.

3. Along the perimeter of cul-de-sacs or mid-block turnarounds, outside the travel way of the street.

B. The Regional Planning Commission shall approve all locations for combined postal delivery and collection units during the review of the preliminary plan for the subdivision.

C. Combined postal facilities shall be located no closer than one hundred (100) feet from any street intersection.

D. All vehicle parking or waiting areas for postal facilities shall be designed and constructed in accordance with the standards of the Warren County Board of Commissioners.

A. These regulations do not regulate individual mailboxes.

B. In situations where the USPS determines that new development will require combined postal delivery rather than individual mailbox delivery, the following requirements shall apply:

1. Maintenance of cluster mailbox units, as well as any associated shelters, structures, lighting, parking and other related amenities shall be the responsibility of the homeowners. Establishment of a homeowners’ association
is strongly encouraged in developments where individual mail delivery is unavailable.

2. Cluster mailbox units are encouraged, but not required, to be sheltered or housed within a building/structure. Whenever feasible, cluster mailbox units should be located within an amenity center (e.g. clubhouse), if one is proposed for the development.

3. A separate parking lot may be provided to serve cluster mailbox units, in which case the number of parking spaces to be provided shall be 1 per every thirty-two (32) individual address mail drops, rounded up to the nearest whole number. Multiple parking lots may serve multiple cluster mailbox unit locations.

4. In cases where a separate parking lot is not provided, a pull-off lane or driveway shall be required for all cluster mailbox units, the design of which shall be to the satisfaction of the Warren County Engineer's Office. The length of any such pull-off lanes/driveways shall accommodate a minimum of 1 parking/stacking space per every thirty-two (32) individual address mail drops, rounded up to the nearest whole number. Developers may install multiple pull-off lane/driveway locations throughout the subdivision, or concentrate all cluster mailbox units on one pull-off lane/driveway to serve the entire subdivision. All pull-off lanes and driveways shall be located a minimum of one hundred (100) feet from the edge of pavement of all street intersections.

5. At a minimum, sidewalks shall be constructed from the pavement edge to the cluster mailbox area to facilitate pedestrian access and retrieval of mail by residents. Such sidewalks shall link into any other sidewalks that may be required by other provisions of these regulations.
ARTICLE VII
REQUIRED STATEMENTS AND SIGNATURES
TO BE AFFIXED ON THE PLAT

SECTION 700: REQUIRED STATEMENTS

The following statements shall be affixed on the subdivision plat. The Regional Planning Commission may require modifications to the statements. The Regional Planning Commission shall obtain all signatures, except the signatures of the Board of County Commissioners, County Auditor, County Recorder, and the Regional Planning Commission prior to approval of the subdivision plat.

A. Deed Reference:

Situated in Section __ Town __ Range __ (or Military Survey ____ ) ___ Township, Warren County, Ohio, containing ___ acres and being (part of/all of) the same ___ acre tract/Lot ___, Plat Name ___, Plat Book ___, Page ___ as conveyed to _____ and described in the deed recorded in Deed Book ___, Page ___ / O.R. Vol ___, Page ___ / D.N. _______. Deed (Official Records) Book ___, Page ___, Warren County, Ohio. Reference may also be in the form of a Document Number or Deed Book and Page.