

CHAPTER 3400
ZONING ORDINANCE
Procedure for Approval

Passed 11/21/2000

- 3401 General Procedure Prior to the Submission of a Plat of A Subdivision for Approval.
 - 3402 Sketch Drawing.
 - 3403 Preliminary Drawing.
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SECTION 3401: General Procedure Prior to the Submission of a Plat of A Subdivision for Approval.

It is suggested that before any extensive work is done on any subdivision, the owner, or his representative, should discuss his plans with the Planning Commission staff, which will give assistance concerning requirements and further procedures, the purpose being to determine whether the proposed subdivision will fit into the neighborhood development of the area and conform, in effect, to the Land Use Policy Plan. The following steps may be taken to secure approval of a plat.
(Ord. 27-2000)

SECTION 3402: Sketch Drawing.

A sketch drawing may be submitted, in duplicate, to the Planning Commission staff for its review and recommendations. The drawing shall contain enough information so that an accurate analysis can be made. The commission staff shall advise and aid the developer, or owner, in obtaining the best possible layout for all concerned. After a proper solution has been worked out, the developer or owner may proceed with his Preliminary Drawing.
(Ord. 27-2000)

SECTION 3403: Preliminary Drawing.

A preliminary drawing hereinafter referred to in this section as “drawing”, containing all the information, as required by these regulations, may be submitted to the Planning Commission for processing.

1. The drawing shall be analyzed by the staff of the Planning Commission for conformance with these regulations. If the drawing does not conform with these regulations, the developer or his agent shall be notified so that the drawing may be revised.
2. If the drawing is acceptable, it shall be sent to the appropriate public agencies for their review and recommendations.
3. When the recommendations of the public agencies are received, they are reviewed, and if the drawing is not acceptable to any public agency, the developer or his agent is notified so that the drawing may be revised. If the drawing is acceptable and/or subject to certain modifications, the drawing is presented to the Planning Commission for consideration.
4. If the subdivision lot areas or uses do not conform with the existing zoning classifications, a petition to rezone such area must be submitted by the property owner and acted upon by the Planning Commission prior to the consideration of the drawing.
5. The Planning Commission may introduce such changes, or revisions, to the drawing as are deemed necessary to the interests and needs of the community, provided such changes are not in violation of the within rules and regulations. Any changes agreed to by the subdivider, or his representative, shall be marked in red on the approval drawing. The

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developer or his agent shall then furnish the Planning Commission with **seven (7)** copies of the revised drawing containing such agreements.

6. Approval of the drawing is valid for **one (1)** year to allow the developer to proceed with the preparation of the improvement plans required by the various public agencies. It also allows the developer to proceed with construction of the improvements as soon as the required plans are reviewed and approved by the appropriate public agencies.
7. The Planning Commission shall disapprove the drawing if it does not contain the necessary information, is not in accordance with the provisions of these regulations, or if the proposed improvements are not approved by the appropriate public agencies.
8. The subdivider and his agent shall be notified in writing of the Planning Commission action, and the notification of its action will also be given to the appropriate public agencies.
9. After approval of the drawing by the Planning Commission, a plat may be filed as provided for in **Chapter 3500** herein.
10. **Six (6)** copies of the drawing shall be submitted at least **twenty (20)** days before a meeting of the Planning Commission.
11. The Planning Commission shall approve or disapprove within **sixty (60)** days, or within such further time as the applying party may agree to.
12. The drawing shall not be accepted for processing unless the following data are contained therein:

Identification noted as follows:

- a. The title "Preliminary Drawing."
- b. Proposed name of the subdivision.
- c. Location by township, section, town and range, or by other legal description.
- d. Names and addresses of developer and his agent who designed the subdivision.
- e. Scale of the drawing (1" = 100 ft. preferred).
- f. Date and northpoint.
- g. Approximate acreage.
- h. Key location shall be shown on the Preliminary Drawing.

Delineation shall include, but is not limited to, the following:

- a. Boundary line of proposed subdivision indicated by dashed heavy line.

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- b. Location, widths and names of all existing or prior platted streets or other public ways, railroad and utility right-of-way and easements, parks and other public open spaces, permanent buildings and structures, and section and corporation lines, within or adjacent to the tract.
- c. Existing sewers, water mains, culvers, or other underground facilities and open drainage ditches in and within close proximity to the tract, indicating size, depth, direction of flow and location.
- d. Boundary lines of all tracts of unsubdivided land, abutting the proposed plat, showing owners of tracts greater than **one (1)** acre.
- e. Indication of ground forms, preferably contours at **two (2)** foot intervals as measured in the field
- f. Existing zoning and proposed subdivision and abutting tracts in zoned areas.
- g. Layout of proposed streets, their proposed names and widths, and also the widths of proposed alleys, cross-walkways, and easements. Proposed street names shall be checked with the Real Estate Transfer Department of the Lucas County Auditor's Office to avoid duplications.
- h. Layout numbers and dimensions of lots or parcels with appropriate designations.
- i. Suggested location of proposed water lines, sanitary sewer lines and sidewalks shall be delineated on the drawings.
- j. Sanitary treatment plant, well and septic tank locations are to be shown.
- k. Where septic tanks are proposed, results of soil percolation tests are to be submitted. Location of soil percolation tests are to be indicated and keyed to the results submitted.
- l. Diagram of proposed drainage development, including streets and lots, with indication of their outlet into existing facilities, and proposed elevations of drains at critical points.
- m. In critical areas, high water levels are to be indicated, and areas subject to flooding shown.
- n. Screen planting plan, if any.
- o. Proposed building setback lines, showing dimensions.

(Ord. 27-2000)