City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

Agenda

Oxford City Council

Court House

TUESDAY, MAY 3, 2011

EXECUTIVE SESSION
7:15 P.M.

1. Roll Call. Richard Keebler, Mayor; Ken Bogard, Vice-Mayor; John Harman; Bob Blackburn; Kevin McKeehan; Kate Currie; Greig Rutherford

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MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, proceed to the podium, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

REGULAR MEETING
7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

This facility is wheelchair accessible. If you plan to attend this meeting and you have a disability that requires special arrangements, please notify the City Manager's office 48 hours in advance so that reasonable accommodations can be made.

3. Public Participation.

   A. Proclamation - 'NALC Food Drive Day'

   Proclamation

   B. Public Comments.

   The purpose of the Public Comments Section is for members of the Public to speak to the City Council on any subject not scheduled on the Agenda, except Consent Agenda items. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff or other members of the public and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

4. Consent Agenda.

   A. Minutes of the April 19, 2011 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

   Minutes

   B. Report regarding the April 20, 2011 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)

   Report

   C. Report regarding the April 25, 2011 CIC Loan Review Committee Meeting. (Alan Kyger, Economic Development Director)

   Report

   D. Report regarding the April 27, 2011 Civil Service Commission Meeting. (Donna Heck, Human Resources Director)

   Report

5. Resolutions - None.

6. Ordinances.

   A. First Reading.

   1.An Ordinance Repealing Oxford Codified Ordinance Chapter 1101, Subdivision Regulations, And Adopting New Oxford Codified Ordinance Chapter 1101, Subdivision Regulations. (Jung-Han Chen, Community Development Director)

   Staff Report/Ordinance

   Attachment "A"

   B. Second Reading - None.

7. A. Announcements & Communications. The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, the Oxford City Council, or the City staff.

   1. Remarks from City Council and City Staff.

B. Future Meetings. (Note: Meetings will be held at the Court House unless otherwise indicated.)

WED - May 4 Environmental Commission Meeting 7:00 Municipal Building

WED - May 4 Historic and Architectural Preservation Commission Meeting 7:30 p.m.

WED - May 10 Planning Commission Work Session 6:00 p.m.

TUES - May 10 Planning Commission Meeting 7:30 p.m. Cancelled

THUR - May 12 Recreation Board Meeting 4:00 p.m. New High School site

MON - May 16 Historical Marker Program Open House 5-7 p.m. OCAC

MON - May 16 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

TUES - May 17 City Council Meeting 7:30 p.m.

WED - May 18 Board of Zoning Appeals Meeting 7:30 p.m. Cancelled

WED - May 25 Civil Service Commission Meeting 7:00 p.m.

MON - May 30 Holiday - City Offices Closed

8. Adjourn.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: May 3, 2011

Kathryn A. Dale
Prepared By

Account Code No. #:

Budgeted Amount:

April 21, 2011
Date Prepared

Agenda Title:	**Board of Zoning Appeals Meeting Report – April 20, 2011**
Recommendation:	**N/A**

DISCUSSION:

Election of Officers:
The election of officers took place. Mr. Todd Hollenbaugh was re-elected to serve as BZA Chair, Mr. Gary Meyer will serve as Vice-Chair. Ms. Prudence Dana was elected to serve as Secretary to the Board.

Public Hearing:

BZA-01-2011 615 Ogden Court, *formerly Candlewood Apartments; Variance to Sections 1137.10(b) loss of legal nonconforming status; 1151.05(d)(1) permanent signs, exceeding allowable amount; 1151.03(e)(1) signage right-of-way distance,* ***Cindi Zigovits, Property Manager, Oxford West Apartments, Applicant, Agent***

The Appellant proposed to install three ground signs; in addition to the one permitted on the property, for a total of four ground signs. All of the additional signs will stand 4' x 5.8' and have 15 sq.ft sign faces between the posts. The property consists of nearly 28 buildings, 304 units, 23 parcels and 14.8 acres. The Appellants indicated that they wished to provide additional signage for better identification of the property along S. Locust and McGuffey. The Appellants also withdrew their request for setback variances.

Much of the discussion with the Board was in regards to the size of the property, the former McGuffey Manor building and other signage in the vicinity. Discussion focused on placement of two additional signs as opposed to the three additional signs the Appellant requested

Regarding the requested variances, the BZA made the following Findings of Fact:

1.) The property in question will continue to yield a reasonable return and can be used beneficially without the variance because the property will continue to be used as multi-family residential.
2.) The request for additional signage is not substantial due to the size of the development site. The Board finds that a reduction to the number of signs from three additional signs to two additional signs would be less substantial.
3.) The essential character of the neighborhood would not be substantially altered, nor would adjoining properties suffer a substantial detriment, by granting a variance to allow a ground sign along S. Locust Street and McGuffey, again due to the size of the site and because the proposed signage is less than what would be permitted in the commercial district surrounding the site.
4.) There were no comments received from the various City Departments indicating any detrimental effect on government services.
5.) The owner did not purchase the property with the knowledge of the zoning restriction because signs from the previous owner were in the same general area that the Appellant was requesting, but the Appellant was not aware that the previous owner had installed them illegally.
6.) The Appellants predicament cannot be addressed by a means other than a variance due to the size of the site.

7.) The spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance, because they are the minimum variances necessary and remain in keeping with the overall character of the neighborhood.

After considering and weighing these facts and circumstances, the Board found that practical difficulty was shown sufficient to warrant granting the variance to Section 1151.05(d)(1) and voted 5-0-0 to ***APPROVE*** the application with the following conditions:

1.) That, the brick ground sign located on the southwest corner of Wells Mill and Ogden Court may remain, and;
2.) That, the variance is granted for two signs, presented as Sign #3 & #5 on the site plan.

BZA-02-2011 118 E. High Street, DuBois, *Variance to Sections 1137.10(b) loss of legal nonconforming status and 1151.05(a)(2)B1 to allow an internal illuminated sign in the Uptown (UP) District,* ***Scott Webb, Applicant, Agent***

The Appellant proposed to reinstall the internally lit wall sign that was on the former DuBois building prior to the building being razed and reconstructed. The sign was nonconforming and the Appellant was requesting to reuse the sign on the new building. Light fixtures above the sign to directly illuminate the sign will also be installed.

Much of the discussion with the Board was in regards to similar signs in the Uptown. The Board stated that if the variance was approved, it would only apply to this sign as presented.

Regarding the requested variances, the BZA made the following Findings of Fact

1.) The property in question will continue to yield a reasonable return and can be used beneficially without the variance because the property will continue to be used as a mixed use building.
2.) The request to reuse a nonconforming sign is not substantial due to the fact that a much larger sign would otherwise be permitted by right on the building.
3.) The essential character of the neighborhood would not be substantially altered, nor would adjoining properties suffer a substantial detriment, by granting a variance to allow the reuse of the internally lit wall sign because there are over 16 other businesses in the district currently using similar signage and because the sign has already been in use at the same site for many years.
4.) There were no comments received from the various City Departments indicating any detrimental effect on government services.
5.) The standard in reference to whether the owner purchased the property with the knowledge of the zoning restriction is not applicable to this application and has no bearing on the variance decision.
6.) The Appellants predicament can be feasibly obviated other than a variance by removing the internal electrical apparatus to illuminate the sign.
7.) To the extent that the zoning requirement is intended to minimize or eliminate nonconforming uses, allowing the variance would not observe the spirit and intent behind the zoning requirement. However, substantial justice would be done by granting the variance because the lapse of time that resulted in the loss of legal nonconforming status was due to the time necessary to completely raze and rebuild the structure, rather than a change in ownership or use of the property.
8.) Other relevant factors that the Board considered included the reuse or recycling of the existing sign and reduction in unnecessary waste. The Board found that these factors weighed significantly in favor of granting the variance.

After considering and weighing these facts and circumstances, the Board specifically found standard #2, #3 and #8 were the determining factors to warrant that sufficient practical difficulty was shown and granted the variance to Sections 1137.10(b) and 1151.05(a)(2)B1 with a 4-1-0 vote to ***APPROVE*** the application with the following conditions:

1.) That, the variance is granted as presented specifically for the reuse of the existing sign from the previous building.

Old Business: None.

New Business

Acceptance of the Annual Report.

Acceptance of the 2011 Meeting Dates, moving the December meeting date up one week to December 14th instead of December 21st due to the holiday.

Staff informed the Board that the application deadlines for their hearings are now due 30 days prior to the hearing instead of 37 days.

Staff distributed the flyers for the Historic Award Open House May 16, 2011 and for the Walking Tours that will be provided each Saturday in May.

The next regular meeting scheduledfor May 18, 2011 has been CANCELLED due to there being no cases to be heard.

Approved By:		**Initial**	**Date**
	Department Head:	JHC	4/21/11
	City Attorney:		
	City Manager:	DRE	4/29/11

A Regular meeting of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, April 5, 2011 at 7:15 p.m. Those members present were Ken Bogard, Kate Currie, Bob Blackburn, John Harman and Kevin McKeehan. Greig Rutherford was excused.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Steve Schwein, Police Chief; Mr Joe Newlin, Finance Director; Ms. Kathy Dale, City Planner; Ms. Donna Heck, Human Resources Director; Mr. Alan Kyger, Community Development Director; Mr. Steve McHugh, Law Director and Ms. Mary Ann Eaton, Clerk of Council.

ADJOURN TO EXECUTIVE SESSION

Mr. Blackburn moved to adjourn to Executive Session immediately in accordance with Ohio Revised Code Section 121.22 (G)(4) for the purpose of discussing Collective Bargaining strategies. Mr. McKeehan seconded. The motion passed by the following roll call:

AYE: Mr. Bogard, Ms. Currie, Mr. Harman, Mr. McKeehan, Mr. Blackburn, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Mr. McKeehan moved to return from Executive Session at 7:35 p.m. Mr. Blackburn seconded. The motion passed 6-0-0.

PLEDGE OF ALLEGIANCE

Mayor Keebler called for the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Bogard moved to approve the agenda. Ms. Currie seconded. The motion passed 6-0-0.

PUBLIC PARTICIPATION

PROCLAMATION
'MATT CICCONE DAY'

Mayor Keebler read the Proclamation and presented it to Matt Ciccone.

Mr. Matt Ciccone, Secretary, Off Campus Affairs, advised he would not have this award if it weren't for the people he worked with every day and noted he told interviewers whether new students or potential employers that he changed for the better because of the things he did at Miami University.

Mr. Ciccone advised the most significant thing he did was become the Secretary for Off Campus Affairs where he was able to work with Council and the previous Council. Mr. Ciccone noted he couldn't have done his job without the help of two people, the first one being Bobbe Burke, whose dedication to the City of Oxford and Miami University was unparalleled and when she decided to hang up her hat everyone would be scrambling to find someone to fill her shoes. Mr. Ciccone advised Ms. Burke made it so the Secretary for Off Campus Affairs would never fail. Mr. Ciccone thanked Sergeant Jim Squance noting whenever he needed Sergeant Squance to be a voice for the community or for the Police Department he was always there unselfishly. Mr. Ciccone noted Sergeant Squance's presence on the Student Community Relations Commission made his time in Oxford so memorable. Mr. Ciccone advised the day that was named for him wasn't really 'Matt Ciccone Day' as much as it was Bobbe Burke, Jim Squance and ASG Executive Cabinet Day. Mr. Ciccone thanked all of the people in the audience who were present to support him noting they had all impacted his life in an incredible way. Mr. Ciccone advised he would introduce his successor this evening who would hopefully continue the initiatives that had been built this year.

PROCLAMATION
'NATIONAL PRESERVATION MONTH'

Mayor Keebler read the Proclamation and presented it to Mr. Mike Smith, Chair, Historic and Architectural Preservation Commission.

Ms. Laura Henderson, Historic and Architectural Preservation Commission, thanked Council for the Proclamation noting the commission appreciated Council's support. Ms. Henderson advised the HACP would conduct historic tours every Saturday in May and noted the tour on May 7th would include the Methodist Church, the Presbyterian Church and the Seminary Building, the tour on the 14th would cover East High Street, the tour on the 21st would cover the University Historic District including an interior tour of Lewis Place and the tour on the 28th would cover West High Street. Ms. Henderson noted the commission submitted a photo of Lewis Place with President and Mrs. Hodge in front to the National Trust for Historic Preservation's 'This Place Counts' campaign. Ms. Henderson advised the picture would appear in the Oxford Press this week along with a press release. Ms. Henderson encouraged everyone to call the Oxford Visitors and Convention Bureau to make reservations for the tour of Lewis Place since space was limited.

Mr. Mike Smith, Historic and Architectural Preservation Commission, advised Council received a flyer regarding the HAPC's Open House and Awards Ceremony which would take place on May 16, 2011 noting the commission would recognize two historic properties this year. Mr. Smith noted Heritage Ohio would give a short but nice presentation using a model of a building they developed to illustrate the phases a historic property could go through in terms of change. Mr. Smith invited everyone to attend the Open House and Historic Tours and thanked Council for their support.

Ms. Henderson thanked Kathy Dale for her assistance with the initiative.

Mr. Kyger thanked Mr. Smith, Ms. Henderson and Ms. Dale for their efforts on HAPC and for being proactive by going to the Uptown business owners and showing them pre-approved paint colors for the Historic District. Mr. Kyger noted the business owners appreciated that effort and some re-painting and renovation may not have occurred otherwise.

PUBLIC COMMENTS

Mr. Matt Ciccone, Secretary, Off Campus Affairs, introduced Kevin Livingston who had been an Off-Campus Senator for two years and had participated in all of the Walk-About programs and attended various Student Community Relations Commission meetings. Mr. Ciccone advised Mr. Livingston won the position of Secretary, Off Campus Affairs for the next school year and noted his feeling Kevin would do a great job.

Mr. Kevin Livingston, advised Mr. Ciccone had done a great job helping him transition into the position of Secretary for Off Campus Affairs and for making it a very seamless process. Mr. Livingston noted his hope the Office of Off Campus Affairs would hit the ground running next school year and continue the excellent work Mr. Ciccone had done.

Mr. Matt Ciccone, Secretary, Off Campus Affairs, introduced Mr. Walt Wollet who participated in the Greek Spring Clean event last weekend.

Mr. Walt Wollet, Vice President of Community Service and Philanthropy, Interfraternity Council, advised last Saturday over 250 volunteers helped the community by serving over 18 organizations during the Greek Spring Clean event. Mr. Wollet noted despite the weather the turnout was very good. Mr. Wollet noted a pilot program for a Spring Clean event off campus would be looked at for next year. Mr. Wollet advised Sorority Life held their Dying to Give Back event which brought in over 1,000 pounds of canned food and raised $1,000 for the Oxford Community Choice Pantry. Mr. Wollet thanked Council for their time and noted the Greek Community wanted to continue their work for the betterment of Miami University and the City of Oxford.

CONSENT AGENDA

MINUTES

Minutes of the April 5, 2011 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the April 6, 2011 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

RESOLUTION
CITY AUCTION

A Resolution No. 4602 declaring certain surplus City property no longer needed for any municipal purpose and authorizing its advertisement and sale to the highest bidder at public auction. (Mike Dreisbach, Service Director)

Ms. Currie moved to approve the consent agenda. Mr. Bogard seconded. The motion passed 6-0-0.

RESOLUTIONS

None.

ORDINANCES
FIRST READING

None.

ORDINANCES
SECOND READING

FRANCHISE
GLENWOOD ENERGY

An Ordinance No. 3146 Granting Glenwood Energy Of Oxford, Inc., An Ohio Corporation, Its Successors And Assigns, A Franchise For A Period Of Twenty-Five Years To Enter Upon The Streets, Avenues, Alleys, Bridges And Public Places Of The City Of Oxford, Ohio As The Same May Now Exist Or May Hereafter Be Expanded, And Therein To Lay, Relay, Extend, Maintain And Operate A System Of Pipes, Valves And Other Equipment And Appurtenances For The Distribution Of Gas; And to Distribute And Sell Gas To The City And To The Public For Heat, Fuel Or Any Other Purpose; And To Generate And Maintain A Gas Plant, Storage Facilities And Vaporizing Or Control Stations For Gas; And Making Rules And Regulations Governing The Maintenance And Operation Of The System And Providing Penalties For Their Violation. (Mike Dreisbach, Service Director)

Mr. Elliott advised the proposed Ordinance was a franchise agreement with Glenwood Energy as the current Franchise Agreement would expire during the term of the proposed agreement in the next Ordinance on the agenda.

Ms. Currie moved to adopt Ordinance No. 3146. Mr. McKeehan seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. McKeehan, Mr. Blackburn, Mr. Bogard, Ms. Currie, Mr. Harman, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

ORDINANCE
GAS RATES/GLENWOOD ENERGY

An Ordinance No. 3147 to Regulate The Rates And Charges To Be Charged And Collected And The Services To Be Rendered By Glenwood Energy Of Oxford, Inc., Its Successors And Assigns, For Gas And Gas Service Furnished To All Of Its Customers Within The Corporate

Limits Of The City Of Oxford During The Period Ending May 31, 2014, And Repealing And Superseding Ordinance No. 2896, Which Previously Regulated The Rates, Charges, And Terms And Conditions Of Service Of The Oxford Natural Gas Company And, Thereafter, Its Successor Glenwood Energy Of Oxford, Inc., As Modified By The September 19, 2007 Order Of The Public Utilities Commission Of Ohio In Its Case No. 06-350-GA-CMR. (Mike Dreisbach, Service Director)

Mr. Elliott advised this issue was discussed at length at an earlier meeting and the proposed rates would be effective June 1, 2011. Mr. Elliott offered to answer any questions.

Mayor Keebler advised the gas rate Ordinance was discussed at length at a Work Session which was broadcasted. Mayor Keebler noted Council felt this was a fair rate structure as recommended by the City's consultants and the Law Director.

Mr. McKeehan moved to adopt Ordinance No. 3147. Mr. Bogard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Blackburn, Mr. Bogard, Ms. Currie, Mr. Harman, Mr. McKeehan, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

ORDINANCE
PAY BAND ADJUSTMENT

An Ordinance No. 3148 Amending Salary Ordinance No. 3133, Attachment A. City Of Oxford Pay Bands (2011). (Donna Heck, Human Resources Director)

Ms. Currie moved to adopt the proposed Ordinance. Mr. Harman seconded.

Ms. Heck advised Council had two versions of the proposed Ordinance in front of them, one that increased the minimum and maximum pay band rates and one that only increased the maximum pay band rates. Ms. Heck noted if Council wanted to discuss the Salary Ordinance in detail tonight they could try to cover some of it, or a Work Session could be scheduled to cover the entire Salary Ordinance and how the pay bands were initially established.

Mayor Keebler noted he still had some problems understanding the pay bands, market analysis, market midpoint, and starting people 10% under the market midpoint. Mayor Keebler advised he felt it would be excellent to schedule a Work Session before the 2012 Budget Work Sessions took place to discuss how this process worked. Mayor Keebler noted concern with raising the minimum and maximum pay band rates by 9% and advised he understood the need to raise the maximum pay band rates because of an issue found during a recent audit. Mayor Keebler noted concern with raising the minimum pay band rate and potentially raising the salary of new employees and creating compression against what the markets were. Mayor Keebler suggested that Council substitute the original version of the Ordinance for the one that only increased the maximum pay band rates.

Ms. Currie withdrew her original motion. Mr. Harman withdrew his second.

Ms. Currie moved to substitute the original Ordinance with the version that only increased the maximum pay band rates. Mr. Harman seconded. The motion passed 6-0-0.

Ms. Currie moved to adopt Ordinance No. 3148 as substituted. Mr. Harman seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Blackburn, Mr. Bogard, Ms. Currie, Mr. Harman, Mr. McKeehan, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

COMMUNICATIONS

Mayor Keebler advised Council received an official communication from the Secretary of State of Ohio which by law must be read into the record as follows:

'By authority of the Secretary of State of Ohio – Proclamation
As a result of the Federal Census of Two Thousand Ten for the State of Ohio and the various political subdivisions having been officially made known to me, I, Jon Husted, Secretary of State of the State of Ohio, complying with the provisions of the Section 703.06 of the Revised Code of the State of Ohio, do hereby make proclamation that the municipality of Oxford in Butler County, Ohio according to said Federal Census of Two Thousand Ten has a population of 21,371 and shall, from and after thirty days from date of this proclamation be known as a CITY by virtue of and in accordance with said Section 703.06 of the Revised Code of the State of Ohio.'

DISCUSSION

Overnight Parking Restrictions.

Mayor Keebler advised he asked the Oxford Parking and Transportation Advisory Board (OPTAB) to look into the issue of extending the overnight parking prohibition to all meters within the City and the City Manager provided Council with a Staff Summary Report regarding the issue.

Mr. Elliott advised the issue of extending the overnight parking prohibition to include all parking meters in the Oxford parking meter system was discussed at the OPTAB meeting and although a quorum was not present the discussion was favorable. Mr. Elliott noted the OPTAB did receive feedback from the members who were not present. Mr. Elliott asked for Council's feedback regarding the issue.

Mayor Keebler advised right now there was no overnight parking on High Street from Campus to College, on Park Place and in Lot 52 which enabled someone to leave a car elsewhere from 5:00 p.m. on Saturday until 9:00 a.m. Monday. Mayor Keebler noted church goers were having more and more trouble finding parking places on Sundays.

Mayor Keebler advised Council could expand the area to include College, Campus Church and Walnut Streets or just prohibit overnight parking at all meters which would allow more parking places for those who wished to visit Uptown. Mayor Keebler noted if Council was willing he would like to see a Resolution on the next agenda.

Mr. Blackburn noted this would allow for better plowing, street sweeping and leaf removal.

Mr. Bogard inquired if any studies were done to determine if the same vehicle owners were taking advantage of the parking spots. Mr. Bogard advised he would like to see data before Council adopted a Resolution that supported having all parking meters included in the overnight prohibition.

Mayor Keebler requested staff to conduct an analysis of the situation including Campus Avenue on a Sunday morning before the school year was over.

ANNOUNCEMENTS

Mr. Elliott advised for the public that on Wednesday the City received an informal petition against the rerouting of US-27 onto Chestnut Street and Main Street or Locust Streets. Mr. Elliott noted the petition was submitted by Carol Michael and it was against the project in general. Mr. Elliott advised the petition did not represent a formal referendum petition since it did not follow City Charter, State Statutory or Ohio Constitutional provisions. Mr. Elliott noted the 600 plus signatories had residences in Oxford, Oxford Township and surrounding areas. Mr. Elliott advised the petition was available for public inspection in the Clerk of Council's Office. Mr. Elliott advised once the City received the final report on the project from the consultants, Council could decide what the next action should be.

Mr. Elliott advised the Talawanda School Board held a Work Session on April 11, 2011 and discussed 7-8 alternatives for the reuse of the present Talawanda High School. Mr. Elliott noted due to the uncertainty of funding for a new Kramer Elementary School the number one option was for the School District to maintain ownership of the present High School and consider short-term leases to community organizations including the City for portions of the building. Mr. Elliott advised the City had no use for a short-term lease unless a recreational opportunity was a viable option.

Ms. Brahier advised the Parks and Recreation Department would hold two Easter Egg Hunts, one on Thursday at dark on the Tri grounds and one on Saturday at 12:00 p.m. at the Oxford Community Park. Ms. Brahier thanked the Kiwanis and LaRosa's for their donations for the event.

Ms. Brahier updated everyone on the recent Adidas Blue Chip Soccer Showcases which were held in part at the Oxford Community Park.

Ms. Brahier advised a Memorial Tree Ceremony would take place on Tuesday, May 3, 2011 at the Oxford Community Park at 12:00 p.m.

Mr. Kyger noted the Community Development Director had knee surgery last week and was doing well. Mr. Kyger advised Mr. Chen planned to be back to work soon.

Mr. McHugh advised the Clerk of the Board of Butler County Commissioners received the annexation petition for the right-of-way the City needed to install a traffic light at University Park Boulevard. Mr. McHugh noted his hope the Commissioners would approve the annexation with the next week to ten days.

Ms. Currie thanked the Parks and Recreation Department staff for preparing 7,000 Easter eggs for the Easter Egg Hunt.

Ms. Currie reminded Council that the Housing Advisory Commission (HAC) would like to hold a Joint Work Session to discuss their recommendation to require a waste wheeler tote for all residential customers in the Mile Square. Ms. Currie noted the HAC would like to have this program in place before the next school year.

Ms. Currie noted the Kinetics Festival held on April 9, 2011 was a smashing success and she was delighted that so many people found the rain location at the Community Arts Center. Ms. Currie advised the race portion of the event was rescheduled for August 28, 2011 due to rain.

Mr. Harman encouraged those who have not participated in the HAC sponsored Historic Tours to do so noting they were a lot of fun. Mr. Harman encouraged citizens to mark their calendars for every Saturday in May beginning May 7th and noted the tours began at 10:30 a.m. at the Oxford Visitors and Convention Bureau and lasted an hour to an hour and a half.

Mr. Blackburn advised the Oxford Cemetery Association needed volunteers to place flags on the graves of people who served in the Armed Services for Memorial Day. Mr. Blackburn noted the scheduled date was May 25th and a rain date was set for May 26th. Mr. Blackburn advised he would let everyone know the exact time.

Mr. Bogard advised a group from OKI went to talk to respective Senators and Representatives to update them on what was happening in this metropolitan area with regard to transportation and to make them aware of the need for funding for the Brent Spence Bridge which needed to be replaced.

Mr. Bogard advised in his travels to Cincinnati and even on US-27 he had noticed yellow brackets around traffic lights. Mayor Keebler advised they were the result of a new federal mandate. Mr. Bogard inquired if the City of Oxford would acquire any of the brackets. Mr. Elliott advised staff would look into the issue.

Mr. Bogard advised Council passed an Ordinance to adjust parking meter rates in high density parking areas and requested a report regarding the effect of the Ordinance financially and otherwise.

Mr. Bogard advised in November representatives from the Farmers Market inquired if their vendors could obtain parking passes for the next market season and to date there had been no answer to that request. Mr. Bogard inquired if the OPTAB could look into the issue. Mr. Kyger noted he was not a member of that board but he did attend the meetings. Mr. Kyger advised at the last meeting David Prytherch brought some goals and objectives forward regarding the matter but a quorum was not present so the issue would be discussed again at the next meeting.

Mr. Kyger noted it was difficult for a quorum to meet and Council may want to look at the representation on the board to see if any adjustments should be made. Mr. Bogard noted the Farmers Market would begin the first of May.

Mr. Elliott asked for Council's input on the issue of waste wheelers being required in the Mile Square. Ms. Currie advised the HAC recommended that waste wheeler totes would be required as part of new utility service. Mayor Keebler advised he thought the Service Department and Community Development Department were working with the HAC to prepare implementation recommendations and a list of potential problems.

Mayor Keebler advised a Council/Manager Retreat needed to be scheduled in June and asked Council to let him know if June 9th, 13th or 16th would not work for them.

Ms. Currie noted the unexpected passing of Oxford business owner Bill Berry.

ADJOURN

Ms. Currie moved to adjourn at 8:32 p.m. Mr. Bogard seconded. The motion passed 6-0-0.

Office of the Mayor

Proclamation

Whereas: the National Association of Letter Carriers have designated the day of May 14, 2011 as the nineteenth annual "Stamp Out Hunger Food Drive" day; and

WHEREAS, the NALC Food Drive collected a record of 77.1 million pounds of food nationally and 77,917 pounds of food in Butler County in 2010 breaking all previous collection records; and

WHEREAS, thousands of families caught in the economic crisis will have access to this needed and nourishing food through Shared Harvest Foodbank's network of food pantries; and

WHEREAS, the AFL-CIO, Shared Harvest Foodbank, United Way, Campbells, Feeding America and countless community volunteers will lend assistance to this charitable endeavor with the United States Postal Service encouraging and supporting this one day drive.

NOW, THEREFORE, I, Richard A. Keebler, Mayor of the City of Oxford, Ohio, to assist in public awareness of this nationwide endeavor to care for our own, do hereby proclaim Saturday, May 14, 2011 as:

"THE NATIONAL ASSOCIATION OF LETTER CARRIERS FOOD DRIVE DAY"

FURTHER, on behalf of all Municipal Officials and Administration, do request all citizens of our community to support the efforts of this national annual drive by placing non perishable food by their mailboxes on May 14, 2011 to help meet the needs of our neighbors locally.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 29th day of April, 2011.

RICHARD A. KEEBLER, MAYOR

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager | **Economic Development Department**

For the May 3rd 2011 City Council Meeting | **G. Alan Kyger, April 27, 2011**

Agenda Title: MOON Co-op, Revolving Loan Fund, Funding Request Advisory Report

Recommendation: For Review and Consideration

Discussion: MOON Co-op has requested to close and fund the $245,000 RLF loan authorized by City Council Resolution 4580, passed December 21, 2010.

There were three conditions in this resolution which needed to be completed before the RLF loan could be closed and funded. Those conditions have all been met.

The reason for this Advisory Report is to inform City Council of recent actions taken by the CIC Loan Review Committee in verifying all conditions of the loan have been met.

One of the conditions of the loan is MOON Co-op is to provide $400,000 in cash equity to the project. However, due to the length of time between applying for the loan and the loan finally being funded, (9 months) MOON Co-op has spent $95,000 of their cash equity in preparation of the loan closing.

The primary areas of expenses incurred by MOON over this 9 month period were in holding costs for the site, personnel and legal fees. Specifically, MOON has paid rent to hold the site, paid personnel costs for a General Manager and had to rewrite their Charter to allow them to raise funds.

The Oxford CIC Loan Review Committee met with MOON Co-op on April 25, 2011 to review MOON Co-op's equity position. The committee was satisfied in the expenses incurred by MOON were indeed as stipulated in MOON's business plan, and the sum of the cash on hand and the cash spent over this 9 month period, met MOON's commitment of having a $400,000 equity position in this project. At the close of this meeting, the CIC Loan Review Committee passed a motion accepting MOON's equity position and authorizing the loan closing to proceed.

Reviewed By:		Initial	Date
	Department Head:		4-27-11
	City Attorney:		
	City Manager:		4/29/11

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Human Resources
Originating Department

Council Meeting Of: May 3, 2011

Kim Newton
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

April 28, 2011
Date Prepared

Agenda Title: Report regarding the April 27, 2011 Civil Service Commission Meeting.

Recommendation:

Discussion: The Civil Service Commission held a regular meeting on Wednesday, April 27, 2011 at 7:00 p.m. Those members present were: Phil Russo, Chair; Susan Lipnickey; Karen Martino, Charles Crain and Mike Pavloff.

Donna Heck, Human Resources Director and Kim Newton, Recording Secretary were in attendance for the City.

Don Gabbard from the Talawanda School District was also in attendance.

The Commission approved a Report of Activities for 2010 compiled for the State Personnel Board of Review.

The Commission reviewed and approved requested changes to the Talawanda District Custodial Exam.

The next meeting is scheduled for May 25, 2011.

Approved By:

	Initial	Date
Department Head:		4/28/11
City Attorney:		
City Manager:		4/29/11

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting Of: May 3, 2011

Account Code No. #:

Budgeted Amount:

Community Development Department
Originating Department

Jung-Han Chen
Prepared By:

April 21, 2011
Date Prepared:

Agenda Title:	**PC-02-2011 ZONING CODE TEXT AMENDMENT, Update to Chapter 1101 Subdivision Regulations, City of Oxford, Applicant**

Recommendation:	**Approval**

Discussion:
On April 12, 2011, the Planning Commission held a Public Hearing for this Zoning Code rewrite.

Staff and the Planning Commission identified many elements of the current regulations that: were inconsistent with the Comprehensive Plan, produced undesirable subdivision outcomes, lacked cross-referencing, required only minimal open space development, and produced a lengthy subdivision application process, to name just a few.

After many work sessions, which included City Council, the Environmental Commission, Oxford Township, and the Chamber of Commerce, and staff research, a more user-friendly up-to-date document was achieved.

The Planning Commission reviewed the Decision Standards and voted 6-0-0 to recommend ***APPROVAL*** to City Council. Staff and the Planning Commission also agreed to the Engineering comments presented at the meeting and identified in the attached document in blue .

Approved By:		**Initial**	**Date**
	Department Head:	JHC	4/21/11
	City Attorney:		
	City Manager:	DME	4/29/11

ORDINANCE NO.

ORDINANACE REPEALING OXFORD CODIFIED ORDINANCE CHAPTER 1101, SUBDIVISION REGULATIONS, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE CHAPTER 1101, SUBDIVISION REGULATIONS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, OHIO, THAT:

SECTION I: Council hereby finds that the City of Oxford Planning Commission held a public hearing on April 12, 2011 and that following the public hearing did deliberate and as a result of that deliberation, the Planning Commission recommended repealing Oxford Codified Ordinance Chapter 1101, Subdivision Regulations, and adopting new Oxford Codified Ordinance Chapter 1101, Subdivision Regulations.

SECTION II: Council hereby further finds upon review of the proposed new subdivision regulation that the regulations will streamline the subdivision process while updating the regulation to more effectively divide large parcels while recognizing progressive land development.

SECTION III: Council hereby repeals Oxford Codified Ordinance Chapter 1101 of the Oxford Code of Ordinances and adopts new Oxford Codified Ordinance Chapter 1101 as presented on Attachment "A" attached hereto and incorporated herein by reference.

SECTION IV: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

SECTION V: This Ordinance shall take effect at the earliest time allowed by law.

_____
MAYOR

ADOPTED:
ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER
PREPARED BY: LAW (STAFF)

Attachment "A" (Subdivision Regulations) can be found on the City's website.

www.cityofoxford.com

Click on Oxford on Demand

Click on the agenda for May 3, 2011

Click on item 6.A.1.

Paper copies are available at City Hall during normal business hours.

Certification of Action
Oxford Planning Commission
Recommendation to City Council

Report Date	May 3, 2011
Case Number	PC-02-2011
Applicant Information	City of Oxford, Applicant
Requested Action	Zoning Code Text Amendment
Summary of Request	Zoning Code Text Amendment to Chapter 1101 Subdivision Regulations
Public Hearing Information	On April 12, 2011 a Public Hearing took place at 118 W. High Street. A Public Hearing notice was published in the Oxford Press on March 11, 2011.
Commission Action	The Planning Commission voted 6-0-0 recommending approval to City Council of the Zoning Code Text Amendment at the April 12, 2011 meeting.
Commission Findings and Conclusions	After a year-and-a-half long process of identifying inconsistencies and outdated language, work sessions and meetings with City Council, the Environmental Commission, Oxford Township, the Chamber of Commerce and other stakeholders took place. Staff also sponsored Graduate students from the Institute of Environmental Science to help determine techniques that could be adapted to the City's codes and regulations. The end result is a well thought-out, streamlined and clean subdivision code. The Planning Commission reviewed the Decision Standards and voted to approve the Zoning Code Text Amendment.
Exhibits Submitted to the Commission	1. Staff Report dated 3/28/2011 2. Interoffice Review Transmittal Sheets 3. Zoning Code Text Amendment Application dated 2/24/2011 4. Chamber of Commerce email dated 3/22/2011 5. Butler County Planning and Zoning Committee memorandum dated 3/3/2011 6. Chapter 1101 Subdivision Regulations with Engineering comments dated 3/15/2011

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: May 3, 2011

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

April 19, 2011
Date Prepared

PLANNING COMMISION MEETING REPORT – April 12, 2011

Reports from Commissions, Boards, Committees and Staff:
Mr. Chen announced a transportation master plan collaboration between the City and Miami University. This discussion will focus on non-vehicular transportation within the City and University campus.

Mr. Wong reminded everyone about Earth Day to be held at the Uptown Park on April 16, 2011.

Ms. Kay presented to the Institute for Learning in Retirement on Planning Commission processes and where they could find information if needed.

DISCUSSION:
Public Hearing
PC-02-2011 Zoning Code Text Amendment, Chapter 1101, Subdivision Regulations, City of Oxford, Applicant

Staff provided an overview of the year-long process taken to rewrite Chapter 1101 Subdivision Regulations with the Planning Commission. The Planning Commission and Staff took great strides incorporating the goals of the City as outlined in the Comprehensive Plan, conducted many work sessions which included City Council, Oxford Township, Chamber of Commerce, Butler County Planning & Zoning, and the Environmental Commission, as well as incorporating resources from the Ohio Model Code, the City of Mason, and Butler, Warren, Hamilton, and Clermont County codes.

The Planning Commission was very satisfied with the entire process staff followed of seeking input, streamlining language, and communication between the Planning Commission and City Council, and all outside parties.

The Planning Commission reviewed the Decision Standards and voted 6-0-0 to recommend APPROVAL to City Council.

Other Business:
Student Presentations
Students from the Wilks Scholars provided a Sustainable Development presentation to the Planning Commission.

Architecture students presented their design for a corridor study/plan for the Locust Street corridor.

Items Under Consideration for Future Discussion:
The Planning Commission reviewed the items identified as needing further discussion. The Planning Commission will prioritize these items at a work session to be held May 10, 2011 at 6:00 p.m. in place of the regularly scheduled Planning Commission meeting.

Approved By:		**Initial**	**Date**
	Department Head:	JHC	4/12/11
	City Attorney:		
	City Manager:	DMB	4/14/11

City of Oxford
Community Development Department
STAFF REPORT

Planning Commission

Case # PC-02-2011 **Date – April 12, 2011**

APPLICATION

Applicant:	City of Oxford
Action Request:	**Zoning Code Text Amendment** Update to Chapter 1101 Subdivision Regulations

DESCRIPTION

The Subdivision Code rewrite started in August, 2009 when staff presented a list of items to the Planning Commission seeking direction. The list of items identified elements in the current regulations that were not consistent with the Comprehensive Plan, Thoroughfare Plan or along with Commission concerns expressed throughout the years. The Planning Commission felt it was time to review the subdivision regulations in a comprehensive manner and to make necessary changes to modernize these regulations. The bulk of the current subdivision regulations were adopted in 1977. Throughout the years, there have been various amendments to address certain specific provisions of the regulations, but no overall changes have been done since then.

The Comprehensive Plan is a document that outlines the development directions and provides guidance to the development of the City for the future. It is important to align many different rules and regulations to reflect the vision of this major document. Unfortunately, there is currently no relationship between the existing subdivision regulations and the Comprehensive Plan. Through the Comprehensive Plan citizen participation process, the community resonated strongly about connectivity between neighborhoods, a walk able community, and conservation development.

The development projects based on the current code shows many undesirable outcomes such as long dead end streets; isolated neighborhoods; one ingress/egress for the neighborhood; no easy connection between major streets; failure to incorporate environmental features into the development. Furthermore, the current regulations are not laid out in a clean, easy to follow manner. A lot of relevant information was not cross-referenced to alert the developers of those requirements. There is also no sunset provision in the existing code for Preliminary and Final Plats.

Many new and innovative development techniques being implemented by other jurisdictions have allowed new projects to highlight sensitive environmental features and respect the development rights of the owners. A renewed emphasis of respecting human-scale rather than an automobile-driven development also encouraged the Commission to take a serious self-evaluation of the current code. The needs for ever-increasing roadway widths were also being questioned in today's thinking of compact development. The ideas of low impact development have also enticed the Commission to find ways to incorporate those techniques. In early 2010, the Environmental Commission also expressed their desire to work with the Planning Commission in strengthening the Open Space Residential Development regulations by reviewing other practices throughout the County and provided recommendations to the Planning Commission for consideration. Recommendations were presented to the Planning Commission in August, 2010. Staff also sponsored a group of graduate students from the IES (Institute of Environmental Science) to perform an analysis, using available resources, to determine how those techniques can be adapted to the City's codes and regulations. Their findings were presented to the Planning Commission for its acceptance and utilization.

In preparing the initial draft, the Planning Commission and staff utilized the Ohio Model Code, the City of Mason, as well as Butler, Hamilton, Warren and Clermont County codes as the basis for the proposed version. These codes were purposefully utilized since many elements of those codes have been field-tested to be proven workable.

Using those codes as the framework for the proposed subdivision language, staff reformatted the entire code in order to make the document more readable and easy to follow. Some sections were lumped together for their relationship under specific headings; some sections were removed entirely due to redundancy; other sections were reworded to provide clarity, and new sections were created for new ideas.

This process began with a brand new Purpose Statement, which was obviously lacking in the current regulations, which conveys the overarching goals of the regulations governing the division of privately-owned properties. It lays out the intent and purpose for the subdividers to follow, so that there will be a certain level of expectation that must be satisfied throughout the review process.

The Planning Commission, based on Staff's draft language, diligently went through the draft language chapter by chapter in a deliberated manner in an attempt to strike a balance between the Community's desire and developer's ability. Additionally, an extensive literature research of successful implementation of an array of subdivision techniques were also undertaken to in hope to adapt some in these regulations.

Finally, to have a more user-friendly Chapter, the definitions were expanded for better clarity and understanding. Checklist attachments are also included so applicants and the City can clearly track what is required for application submissions.

ZONING CODE

Amendments as attached herein.

AGENCY REVIEWS

Requests for review were made to the Police, Fire, Engineering & Economic Development Departments. The following comments have been received:

Police:	Comments returned with no comments.
Fire:	Comment returned with no comments.
Engineering:	Comments returned, changes made in document are BLUE
Econ. Dev.	No comments returned to date.

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

In the past year, the Planning Commission has taken great strides to incorporate the goals of the City as outlined in the Comprehensive Plan; fully research pro's and con's, benefits and effects of the language they were reviewing and proposing; compromised and negotiated among themselves and interested parties to produce a more inclusive, better product then what has been in effect for over 30 years.

RECOMMENDATION

Approval as presented.

SUBMITTED BY: Kathryn Dale

Kathryn A. Dale, AICP
City Planner

DATE: March 28, 2011

ATTACHMENT:

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation. If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

(1) Decision Standards. A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Text Amendments

A. The proposed amendment will make the Code conform more closely to the Comprehensive Plan.
B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
C. The proposed amendment will clarify the intent of the Code.
D. The proposed amendment will better implement the intent of the Code.
E. The proposed amendment will improve enforcement of the Code.

Map Amendments

A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
B. The proposed amendment will make the map conform more closely to the Comprehensive Plan.
C. There has been a substantial change in area conditions that necessitates the amendment.
D. There is a legitimate need for additional land area in the zoning district that will be expanded

Subdivision Regulation Amendment Summary

SECTION 1: Title, Scope & Jurisdiction

- A new Purpose Statement, along with other administrative languages was added.
- Consolidated all the administrative-related portions and place them under this section.
- Clearly link the Comp Plan and Thoroughfare Plan as the underlining framework to regulate subdivision process.

SECTION 2: Subdivision Process

- Clearly outline the process and timeframe for each process that the current regulations do not address.
- Delineate the specific time frame of approval of the preliminary and final subdivision.
- Add as-built drawings as a new requirement after all the public improvements have been installed, inspected and approved by respective agencies.
- Stipulate that the release of the public improvement bond is subject to the submission of the as-built drawings prepared by an Ohio-licensed survey.
- The process of granting extension is also added for unusual and/or unexpected circumstances.
- Remove the real estate bond as an acceptable surety for public improvements purpose.

SECTION 3: Submittal Requirements

- All submittal requirements are formatted in a checklist form as attachments.
- Submittal requirements include submittal documents in an electronic format for easy process and storage purpose.

SECTION 4: Design Standards and Construction Improvements

- Promote the needs to preserve environmental sensitive areas relevance to the vision statement from the Comp Plan.
- Provide a list of the city's standards and regulations related to the utility construction.
    - Street Improvement standards.
        - Amend street classifications to be consistent with the Thoroughfare Plan.
        - Standardize bike path, multi-path as new requirements. Provide section drawing for any new alley.
        - Require multi-paths at the end of cul-de-sac exceeding 300' to have connection between neighborhoods. Limit the max length of any future cul-de-sac.
        - Provide stipulations for private streets.
        - Add a new Connectivity Index as one of the safeguards to ensure connection.
        - Clearly reference the Oxford Zoning Code for various requirements.
        - Provide flexibility to the Planning Commission and City Engineer to make recommendations to City Council based on unique physical conditions.
    - Water, sewer, detention/retention, storm water, and other utility construction requirements are clearly cross-referenced to different construction manual.
    - Add new requirements to allow City requesting Traffic Impact Study as necessary.

SECTION 5: Open Space Residential Development

- Set a minimum acreage to be eligible to utilize this development technique.
- Raise the minimum set aside for Open Space Development, but also add density bonus for provision of various features.
- A flexible development tool that encourages open space preservation, different than conventional cookie cutter type of subdivision.

SECTION 6: Minor Subdivision No noticeable changes

SECTION 7: Definitions Significantly expanded

City of Oxford
Inter-Office Review Transmittal Sheet

Date: 3/14/2010

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

Case #: **PC-02-2011**

Description:

ZONING CODE TEXT AMENDMENT, Chapter 1101, Subdivision Regulations, **City of Oxford, Applicant**

____X_____ Review _____ Revisions _____Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **April 4, 2011** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

Drawings reviewed by: [signature] Date: 3-15-11

City of Oxford
Inter-Office Review Transmittal Sheet

Date: 3/14/2010

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

Case #: **PC-02-2011**

Description:

ZONING CODE TEXT AMENDMENT, Chapter 1101, Subdivision Regulations, **City of Oxford, Applicant**

____X_____ Review _____ Revisions _____Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **April 4, 2011** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: (w/comments) without/comments

SEE ATTACHED MEMO DATED 3-15-2011.

Drawings reviewed by: _____ Date: 3-17-11

CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

Memo

Service Department
Engineering Division
513/524-5208 fax 513/524-5267

TO: Community Development

FROM: Victor Popescu, P.E.
City Engineer

RE: Case #: PC-02-0211
ZONING CODE TEXT AMENDMENT,
Chapter 1101, Subdivision Regulations, City of Oxford, Applicant

DATE: March 15, 2011

The Engineering Division has reviewed the subject submittal and offers the following comments.

NO.

- Refer to 106 (B) (1).
  - Does "... any other bond acceptable to the Law Director..." exclude land or properties?

- Refer to Page 5, Figure 1.1 Subdivision Process.
  - The chart indicates that the "as-built" drawings are to be completed prior to the completion of the infrastructure.
    ↳ prior to Bldg. permits
- Refer to 200 (C).
  - The 15 working days stated for the review of the Concept Plan may be realistic under ideal conditions. However, a more suitable time frame shall be stated which will make allowances for unforeseen workloads and emergencies.

OK ✓

- Refer to 204 (A).
  - 8th line. Change "surety bond" to read "performance bond".

OK ✓

- Refer to 204 (B).
  - 3rd line. Change "Performance Bond" to read "Maintenance Bond".

X staff comments in margin

OK ✓

- Refer to 400.
  - 5th line from bottom. Change "cut and fill" to read "excavation and embankment".

OK ✓

- Refer to 402 (C).
  - 2nd line. Change "cut and fill" to read "excavation and embankment".

- Refer to 402 (D).
  - The sketch needs improvement. The words are difficult to read. In the left cross section, the "gentle" appears to be steeper that the "steep".

OK ✓

- Refer to 402 (D) (2).
  - Change "... qualified engineer..." to read "... professional engineer...".

- Refer to 404 (A) (6).

Same radii

  - The statement is rather confusing, as written. Are we talking about increased radii, or standard radii with a roadway that will be reduced in width shortly after entering the subdivision? A sketch would be beneficial.

yes.

  - How was the "... 25% wider opening..." arrived at?

Possibly something similar to Heritage Sub.

- Refer to 404 (F).
  - The sketch indicates that the "shade trees" are to be planted behind the sidewalk. This is contrary to the present policy of planting the trees in the tree lawn (between the sidewalk and the curb).

Sketch can be modified or removed

- Refer to 406 (G).
  - Is there a "City of Oxford Sediment Control Regulations" manual?

- Refer to 407 (C).

OK ✓

  - With few exceptions, ODOT limits the maximum driveway grades to 8%. Is there a reason why a 10% maximum driveway grade is allowed?

- Refer to 407 (E).
  - "Shared driveways" could be a maintenance problem. How will this be addressed?

easement agreements / HOA's

OK ✓

- Refer to 703, Engineer.
  - Change "Any person..." to read "A person...".

- Refer to 703, Lot Measurements (2), Lot Width.
  - The definition of the lot width is confusing. A sketch would help explain the text.

- Refer to 703, Lot Types (1), Corner Lot.
  - ➢ Use a bigger font size for the words in the sketch.

OK ✓
- Refer to 703, Maintenance Bond.
  - ➢ Delete the words "subdivider or" from the sentence defining the Maintenance Bond.

OK ✓
- Refer to 703, Pad.
  - ➢ Change the word "filling" to read "embankment".

OK ✓
- Refer to 703, Urban Forrest.
  - ➢ For an Urban Forrest to exist, it must have "...soil, water,..." and "...air,...". Why restate?

OK ✓
- Refer to Attachment A.
  - ➢ Item 10. Change "... who prepare the plan." to read "... plan preparer.".
- Refer to Attachment B. → this is language on the Final Plat/Record Plat samples provided
  - ➢ Item 12 I. Change "... registered surveyor..." to read "... professional surveyor...".
  - ➢ Item 12 I. Is there a need for both, professional surveyor and professional engineer, to sign the submittal? can be changed to 'and/or'

- Refer to Attachment C.
  - ➢ Item 10 states the need for a "Required Bond". Is this a Maintenance Bond or a Performance Bond?
  - OK ✓ ➢ Item 12 A. Change "Detailed sections..." to read "Typical Sections...".
  - OK ✓ ➢ Item 12 C. Change "... is needed." To read "... needed."
  - OK ✓ ➢ Item 12P. Delete "Whenever practical,...". The decision to deviate from City standards is best to be addressed in the field during construction.
  - OK ✓ ➢ Item 12P. Change "Copies of those standard drawings..." to read "Copies of standard drawings...".
  - OK ✓ ➢ Item 12P. Delete "Those" from last sentence.
  - OK ✓ ➢ Item R. Change "... subdivider's engineer ..." to read "... subdivider's professional engineer...".
  - OK ✓ ➢ Add a requirement to include a table of the estimated quantities for the roadway and infrastructure of the proposed subdivision.

- Refer to Attachment D. → leaving per Sample plat always.
  - ➢ Item 14Q. Change "... registered surveyor..." to read "... professional surveyor...".
  - ➢ Item 14Q requires a "... registry number...". The seal includes the registry number. Also, the drawings are to be signed by a professional surveyor **and** a professional engineer. Why both? can be changed to and/or'
  - ➢ Item 14V. What is meant by "unexpired" Construction Drawing?

See Section 202

- Refer to Attachment E. → leaving per Sample plat dwgs.
  - Item 8B. Change "... registered surveyor..." to read "... professional surveyor...".
  - Item 8B requires a "... registry number...". The seal includes the registry number. Also, the drawings are to be signed by a professional surveyor **and** a professional engineer. Why both?

Can be changed to 'and/or'

- Refer to Attachment F.
  - Revise to include all the requirements stated in the February 3, 2011 memo, in particular the miscellaneous utilities.
  - Item 5 states the need for a "Required Bond". Is this a Maintenance Bond or a Performance Bond?
  - Item 11. Change "... registered surveyor..." to read "... professional surveyor...". See above
  - Item 11 requires a "... registry number...". The seal includes the registry number. Also, the drawings are to be signed by a professional surveyor **or** a professional engineer. See above

GENERAL COMMENTS:

- The sketches in this document must be improved. The words are difficult to read, the lines and curves appear to be hand drawn, etc.
- Figure 1.1 Subdivision Process needs to be re-evaluated. Some processes appear to overlap each other, which may lead to future issues.

NOTE: Attached is a memo dated February 3, 2011 stating the requirements for the submittal of an as-built plan.

CITY OF
OXFORD
HOME OF MIAMI UNIVERSITY

Memo

Service Department
Engineering Division
513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, P.E.
City Engineer

RE: As-Built Plan Requirements

DATE: February 3, 2011

Effective immediately, prior to the release of the entire public improvement bond or the approval of occupancy permits, if applicable, for newly completed subdivisions, as-built drawings and as-built quantity sheet(s) shall be submitted in accordance with the following standards:

already listed ✓

- As-built plans shall utilize the NAD-83 Ohio South State Plane Coordinate System for horizontal control and the NAVD-1988 for vertical control.

- As-built construction plans shall be conducted upon completion of all public improvements, as shown on the approved construction plans, and prior to acceptance by the City of Oxford. As-built drawings shall contain the following:

  - Sanitary Sewer:

    ✓ ▪ Lengths, inverts, rim elevations, conduit material (labeled as shown on the approved construction drawings), and percent grades.

    ✓ ▪ Locations (station, offset, and state plane coordinates) of all sanitary sewer main appurtenances (manholes, clean-outs, etc.).

  already listed

  - Storm Sewer:

    ✓ ▪ Lengths, inverts, rim elevations, conduit material (labeled as shown on the approved construction drawings), and percent grades.

* Staff comments in margins

✓
- Locations (station, offset, and state plane coordinates) of all storm sewer main appurtenances (catch basins, manholes, grates, centerline information for paved ditches, headwalls, etc.).

➢ Water:

✓
- Depth to the top of the water valve nut for all water valves.

✓
- Locations (station, offset, and state plane coordinates) of all water main appurtenances (valves, fire hydrants, water meter pits, curb stops, etc.).

Add.

➢ Miscellaneous utilities:

- Locations (station, offset, and state plane coordinates) of all electrical and telecommunication appurtenances, if visible and/or installed (i.e. hand boxes, transformers, cross-overs, light poles, etc.).

➢ Basins:

✓
- Locations (station, offset, and state plane coordinates) of all inlets, and outlet structures, spillways, etc. Elevations shall be provided for all items. Orifice diameters shall be provided.

✓
- Topography of the basin and downstream flow channels shall be shown. The as-built volume of the basin shall be listed in cubic feet.

Add - expand #6 of Submission Requirement Table

The as-designed information shall be shown in black. The as-built information shall be shown in red, with the as-designed information struck out with a single line. The as-built location of the improvements shall be graphically shown in both plan and profile views in red.

✓
- All subdivision boundary corners, centerline intersections, cu-de-sac center points and offsets, and easement centerlines shall also be tied to the NAD-83 Ohio South State Plane Coordinate System and labeled with a northing and easting.

- As-built plans shall be submitted on standard 24" x 36", 4-mil double mat finish white Mylar sheets. All plan sheets, title sheet to the last sheet, must be included in the as-built plan submittal. The as-built plan submittal must be stamped and signed by a professional engineer or surveyor registered in the State of Ohio.

↳ use this language to reword #11 of Requirement Table

- Digital copies of all as-built plans shall also be submitted on CD in AutoCAD format with both design and as-built information shown. AutoCAD layouts shall be provided allowing for the reproduction of a complete set of plans.

Add:

- The as-built plans shall be accompanied with an as-built quantity sheet. The quantities shall be provided in the format shown (see attachment) as a hard copy and digital copy (excel spreadsheet format). Unit prices consistent with the bond estimate prices shall be submitted with the as-built quantities.

Questions shall be addresses to the Engineering Division at 513-524-5208.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: 3/14/2010

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

Case #: **PC-02-2011**

Description:

ZONING CODE TEXT AMENDMENT, Chapter 1101, Subdivision Regulations, **City of Oxford, Applicant**

____X_____ Review _____ Revisions _____Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **April 4, 2011** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

Drawings reviewed by: S Schuke Date: 3/14/11

April 12, 2011
PC. Mtg.

Case No.: PC-02-2011
Date Filed: 2/24/2011

Zoning Code Text Amendment Application

City of Oxford, Ohio

Chapter 1101
Sub. Reg's

REQUIRED INFORMATION

Name of Applicant: City of Oxford
(Attach a Letter of Agency if the applicant is not the property owner.)

Mailing Address: 101 E. High Street
Oxford, OH 45247

Telephone Number(s): (513) 524-5204
Email Address

SUBMISSION REQUIREMENTS

A written, detailed description, where applicable, is required for each subsection.

All applications must include:

A. A general description of the proposed amendment.
B. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
C. A statement that identifies potential negative consequences of the proposed amendment.
D. Any existing section number and text that is proposed to be deleted or amended.
E. Any new or amended text as it is proposed to be codified including its proposed location in the Code. (section numbers)
F. A narrative statement that describes the expected effects of the proposed text.
G. A narrative statement that compares the expected effects of the proposed text with any existing text that it will replace, if applicable.

Planning Commission and Council Review The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall consider the Planning Commission recommendation. If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

Decision Standards A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls. The proposed amendment will:

A. make the Code conform more closely with the Comprehensive Plan.
B. improve the public health, safety, and general welfare of Oxford.
C. clarify the intent of the Code.
D. better implement the intent of the Code.
E. improve enforcement of the Code.

All materials and the application fee in the amount of **$150.00 plus actual postage**, payable to the City of Oxford must be delivered to the office of Community Development, 101 East High Street, Oxford, Ohio 45056 45 days prior to the proposed meeting date. Any questions should be directed to the Community Development Department at (513) 524-5204.

NOTE: Incomplete applications will not be processed. City Staff will erect a public hearing sign on the subject property. It is the Applicant's responsibility to remove the signage once the hearing(s) are completed.

SIGNATURE OF APPLICANT: Jung-Han Chen Date: 2/24/2011

PRINTED NAME: Jung-Han Chen

RECEIVED

FEE / RECEIPT

$150 Fee plus Actual Postage Paid / Receipt Number: NA

CITY OF OXFORD

Jung-Han Chen

From: Scott Webb [scott@scottwebbarchitect.com]
Sent: Tuesday, March 22, 2011 4:40 PM
To: Jung-Han Chen
Cc: 'JoNell Rowan'
Subject: Subdivision Work Session

Planning Commission & City Council Members,
On behalf of the Chamber of Commerce, I am sending you a list of concerns voiced at the joint work session between Planning Commission & City Council regarding the proposed new subdivision regulations as follows:

- Process is lengthy & expensive. – Paying fees for preliminary, construction documents, final plat, Record Plat & as-built drawings increases the number of fees in the process from 2 (currently) to 5 (proposed).
- No overlap is allowed in the process. As-builts are required for infrastructure improvements prior to building permit application for a home. Typically, homes are started long before the streets and sidewalks are complete. The proposed legislation would stop this process, requiring the developer to carry the debt of the subdivision longer before he can start to recoup his investment (by starting construction on a house)
- Too much area is lost to "undeveloped open space including:
  - Lot slopes at max 15% are too restrictive. A walk-out basement requires a slope greater than 15% (more like 30%) Many of our most interesting developments have street access at grade level, but fall off to the rear, allowing walkout basements or accessible lower levels. This legislation effectively prohibits such development.
  - "tree growth areas or forested areas containing native mature trees" is way too restrictive. Who doesn't want a wooded lot? This reads like these areas are to be preserved, and only area with no trees can be developed. This would have prohibited Hidden Creek for example, and makes the majority of the Western Knolls property un-developable.
- The section limiting cul-de-sac lengths & the connectivity index is too restrictive. What is the appeal process if a Site does not fit the model? Hidden Creek, for example would not have been permitted (one entrance, long cul-de-sac). What if a future site has limited access (small street frontage) Do these projects go to Board of Zoning Appeals, or are they simply not able to be approved?
- Most importantly:
  "subdivision" is defined in our code as "the division of a tract or parcel of land into two or more lots, plats, sites, or other divisions of land.
  This legislation applies to ALL division of property, including commercial development. The current legislation addresses only the residential portion of the code, and ignores commercial development. The number of steps and overall length of the process is burdensome for a simple division land (imagine if the Walmart Site was divided into three simple commercial parcels – two facing Locust and one facing Spring) How does this proposed legislation effect this type of split?

I apologize for the late timing of this correspondence and appreciate the opportunity to participate in the process again.
Respectfully,

Chairman of the Board
Oxford Chamber of Commerce
Scott Webb, Architect
103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838
www.scottwebbarchitect.com

Received 3/3/11
Had also been
included in
3/8 work
session
packet-

Memorandum

To: Honorable Mayor Keebler and City Council Members

From: Patrick Merten, Ohio Valley Development Council,
Chair of the Butler County Planning and Zoning Committee

Re: Proposed Subdivision Regulations

Pursuant to the meeting on February 8, 2011, I am submitting comments regarding changes to the above referenced matter.

- ***Section 2 – Subdivision Process***
  a. Process as outlined is lengthy. As outlined, it would take approximately 1 year from first submittal to beginning of construction and over 1 ½ years before a building could start construction. The typical process may take 8 months in surrounding communities. A lengthy project approval process will deter a developer from taking risks.
  b. Preliminary Plat – Is it necessary to obtain both Planning Commission and City Council approval? In neighboring communities, it is rare for a non zoning PUD Preliminary Plat to go City Council for approval. Per the outlined schedule, it takes 4 months to submit and obtain approval of a Preliminary Plat. Eliminating Council approval would be consistent with other communities and a couple months can be removed from the overall process.
  c. Final Plat vs. Record Plat – Eliminate the submittal of a Final Plat for a non-PUD development. Of what reason and value is there in adding a Final Plat to the process. What is the purpose of a Final Plat?
  d. Eliminate requiring the Record Plat to be recorded prior to beginning construction of improvements on site. A standard process in surrounding jurisdictions is that a developer obtains plan approval and begins construction. Upon completion of the improvements, improvements are field measured to make sure improvements are within proper easements and located correctly. Finally a performance bond is posted to cover the uncompleted items such as sidewalk and the top course of asphalt. To require a record plat recordation will require a substantial bond amount because none of the construction items would be completed. This is a major inhibitor for a developer to proceed even in positive economic times.
  e. Sub-Section 204 C – A developer should be permitted to obtain 1 building permit prior to As-Builts being submitted. This allows the developer to permit the builder to begin marketing the subdivision prior completion of the improvements to obtain the presales. Developers need that revenue opportunity to advance the project.

- ***Sub-Section 404***

  f. 404 (C)(7) – cul de sac length of 500 ft. Previous regulations limited the length to 1000 ft.

     City of Fairfield – 600 ft.
     Butler County – shall serve a maximum of 25 lots
     City of Monroe – 700 ft.
     City of Hamilton – 600 ft.

- ***Attachment C***

  g. #10 - refers to a fee for construction drawing approval – currently a fee is not required, is this a new fee?

  h. #12 J – requires that gas, electric and telephone lines be shown on the construction drawings. These utilities are designed by the individual utility companies and not by the design consultant.

  i. #15 – indicates submittal of Traffic Impact Study. We would request that "if necessary" be added to the end of this item.

- ***Attachment F***

  j. #5 – refers to a fee for the submittal of As-Built drawings – currently a fee is not required, is this a new fee?

Comments in Blue per Engineering Report dated 03.15.2011

CODIFIED ORDINANCES OF OXFORD

PART ELEVEN – PLANNING AND ZONING CODE

TITLE ONE – Planning
Chap. 1101. Subdivision Regulations

CHAPTER 1101
Subdivision Regulations

CROSS REFERENCES
Planning Commission as Platting Commission - see CHTR. §8.07
State law provisions - see Ohio R.C. Ch. 711
Flood protection review of plans - see BLDG. Ch. 1327

Correct page numbers to be entered once adopted

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SECTION 1
TITLE, SCOPE, JURISDICTION

100 TITLE

These regulations shall be known and may be cited and referred to as the "Subdivision Regulations for the City of Oxford, Butler County, Ohio," and shall hereinafter be referred to as "these regulations." The following regulations for the control of plats and subdivisions are adopted by the Oxford City Council, under authority granted by *Chapter 711 of the Ohio Revised Code.*

101 PURPOSE

These Regulations are adopted as minimum requirements for the regulation and control of land subdivision within the City of Oxford. These regulations are intended to:

(A) To ensure sound, harmonious subdivision development and City growth that will become a permanent City asset by establishing minimum standards for subdivision design and construction.

(B) To secure and provide for the proper arrangement of streets or highways in relation to existing or planned streets or highways, and to the Official City of Oxford Thoroughfare Plan.

(C) To secure and provide for the proper arrangement and efficient use of land in conjunction with the Official City of Oxford Comprehensive Plan.

(D) To secure and provide adequate and convenient open spaces, vehicular and pedestrian circulation, utilities, recreation, light and air.

(E) To provide for the avoidance of congestion of traffic.

(F) To provide common grounds of understanding and a sound working relationship between the City and the subdivider and to safeguard the interests of the homeowner, the applicant, the City and its citizens.

(G) To monitor and prevent the scattered and premature platting of lots beyond the effective operating range of existing public utilities and improvement.

(H) To cause the cost of design and the installation of improvements in newly platted subdivisions to be borne by the subdivider or applicant rather than by any direct or indirect burden upon existing property owners beyond the limits of the subdivision for the improvements servicing their property.

(I) To coordinate new subdivision designs with the design of the City as a whole based on an orderly and efficient sequence of interrelated subdivisions forming communities.

(J) To protect, to the maximum degree possible, historic sites, scenic points, desirable natural growth, watercourses and other water areas, and other environmentally sensitive features worthy of preservation.

(K) To provide for the accurate surveying of land, preparing and recording plats and the equitable handling of all subdivision plats by providing uniform approval procedures for observance by both the approving authority and applicants.

(L) To provide a strong sense of community identity based on a shared, coherent, functionally efficient physical environment.

(M) To inform interested persons of the procedures and standards, for design and construction of subdivision improvements in the City of Oxford.

(N) To provide technically feasible and economically reasonable standards to achieve a level of subdivision design and construction to minimize damage to property, degradation of natural resources, and to promote and maintain the health, safety and general well-being of all life and inhabitants of Oxford.

(O) To assure sites suitable for building purposes and human habitation, and to provide for the harmonious development of the City.

(P) To guarantee proper access of firefighting equipment and public service equipment.

102 AUTHORITY

Ohio Revised Code Chapter 711 provides for the legislative body and Planning Commission of a municipal corporation to adopt regulations governing plats and subdivisions of land within such jurisdiction.

103 ADMINISTRATION

These regulations shall be administered by the City of Oxford Community Development Department.

104 JURISDICTION

These regulations herein shall apply to all plats and all subdivisions of land within the corporate limits of the City. The City of Oxford City Council shall have the power of final approval of all plats and all subdivisions within such territory, pursuant to Section 711.09 of the Ohio Revised Code.

105 RELATIONS TO OTHER LAWS

(A) The provisions of these regulations shall supplement any and all laws of the City of Oxford and the State of Ohio, or any and all rules and regulations promulgated by authority of such law or resolution relating to the purpose and scope of these regulations. Whenever the requirements of these regulations are at variance with the requirements of any other lawfully adopted rules, regulations, ordinances, or resolutions, the most restrictive or that imposing the highest standard shall govern. These regulations shall be interpreted as minimum requirements.

(B) The arrangement, character, width and location of all thoroughfares or extensions thereof shall conform to the requirements of these regulations and the Official Thoroughfare Plan of the City of Oxford. Thoroughfares not contained in the aforementioned plan shall conform to the recommendations of the Planning Commission based upon the Design Standards set forth in these regulations. In addition, no plat of land will be approved unless it conforms to the Zoning Ordinance.

106 VARIATIONS AND EXCEPTIONS

(A) Whenever the tract to be subdivided is of such unusual size or shape or is surrounded by such development or unusual conditions that the strict application of the requirements contained in these regulations would result in real difficulties or substantial hardship or injustice, Council, after a report by the Planning Commission, may vary or modify such requirements so that the subdivider may develop his property in a reasonable manner, but so that, at the same time, the public welfare and interests of the City and surrounding areas are protected and the general intent and spirit of these regulations preserved.

(B) If a subdivider requests release of his performance bond, as outlined in Section 203 prior to the installation of sidewalks along the front of the lots in the subdivision, which have not yet been built upon, he may do so with the consent of Council by providing the City with a bond to ensure completion of the sidewalks at a later date.

(1) This bond may be cash, or any other bond acceptable to the Law Director in the amount of one and one-half (1½) times the current cost of such sidewalks, to provide assurance that these items will be completed.

107 ENFORCEMENT

(A) No plat of any subdivision shall be entitled to record in the Office of the County Recorder of Butler County or have any validity until it has been approved in the manner prescribed herein.

(B) Council shall not permit any public improvement over which it has any control to be made, or any money expended for improvements in any area that has been subdivided, or upon any

street that has been platted after the date of the adoption of this chapter, unless such subdivision or street has been approved in accordance with the provisions contained herein.

(C) Building permits may not be issued until all major utilities are installed and the street is constructed to the Engineering Division's satisfaction**.** Minimum improvements must be completed to a point where vehicles have reasonable access to the lot for which a permit is being requested.

108 CHANGES AND AMENDMENTS

Any regulations or provisions of this chapter may be changed and amended from time to time by Council, provided, that such changes or amendments shall not become effective until after study and report by the Planning Commission and after a public hearing has been held, public notice of which has been given in a newspaper of general circulation at least thirty (30) days prior to such hearing.

109 VALIDITY AND SEPARABILITY

If any section, paragraph, subdivision, clause, phrase or provision of these Subdivision Regulations is adjudged invalid or held unconstitutional, the same shall not affect the validity of these Subdivision Regulations as a whole or any part or provision thereof other than the part so decided to be invalid or unconstitutional.

110 GENERAL

(A) No person being the owner, agent or person having control of any land within the City shall subdivide such land in lots unless by a plat, in accordance with the regulations contained herein.

(B) Each subdivider of land should confer with the City Manager or designated City official, before preparing a subdivision plat in order to become thoroughly familiar with the subdivision requirements, with the regulations of the Zoning Ordinance and with the proposals of the City Comprehensive Plan and Thoroughfare Plan affecting the territory in which the proposed subdivision lies.

(C) Wherever any subdivision of land hereafter is laid out, the applicant or his agent shall apply for and receive approval on a Preliminary and Final Plat as required by these regulations before any Record Plat may be given final approval. Said plats and plans of proposed improvements, and all procedure relating thereto, shall in all respects be in full compliance with these regulations.

(D) No owner, subdivider, or agent of the owner, of any land located within a subdivision or proposed subdivision, shall enter into any contract for the sale of, or shall offer to sell said subdivision or any part thereof, transfer or sell any land by reference to, exhibition of, or by the use of a plat of the subdivision, nor shall any construction work on the proposed subdivision proceed until such plat has been approved and recorded in the manner prescribed in these regulations. The description of such lot or parcel by metes and bounds in the instrument of transfer or other documents used in the process of selling or transferring shall not exempt the transaction from the provisions of these regulations. Any work performed prior to Record Plat approval will be at the risk of the subdivider.

(E) Subdividers are cautioned that the Planning Commission, City Council and its staff, in reviewing the Subdivision Plans, shall not be bound by the modifications to the property in question or the location or construction of infrastructure, stormwater utility provisions, or any other modification in the review of the subdivision plans, until formal subdivision plans are formally approved. Such approval may require removal, relocation, or alteration of such facilities or structures and restoration of the premises at the subdivider's expense and may result in delay of plat approval.

(F) All land offered to the City for use of streets, alleys, easements, parks and other public uses shall be accepted by City Council.

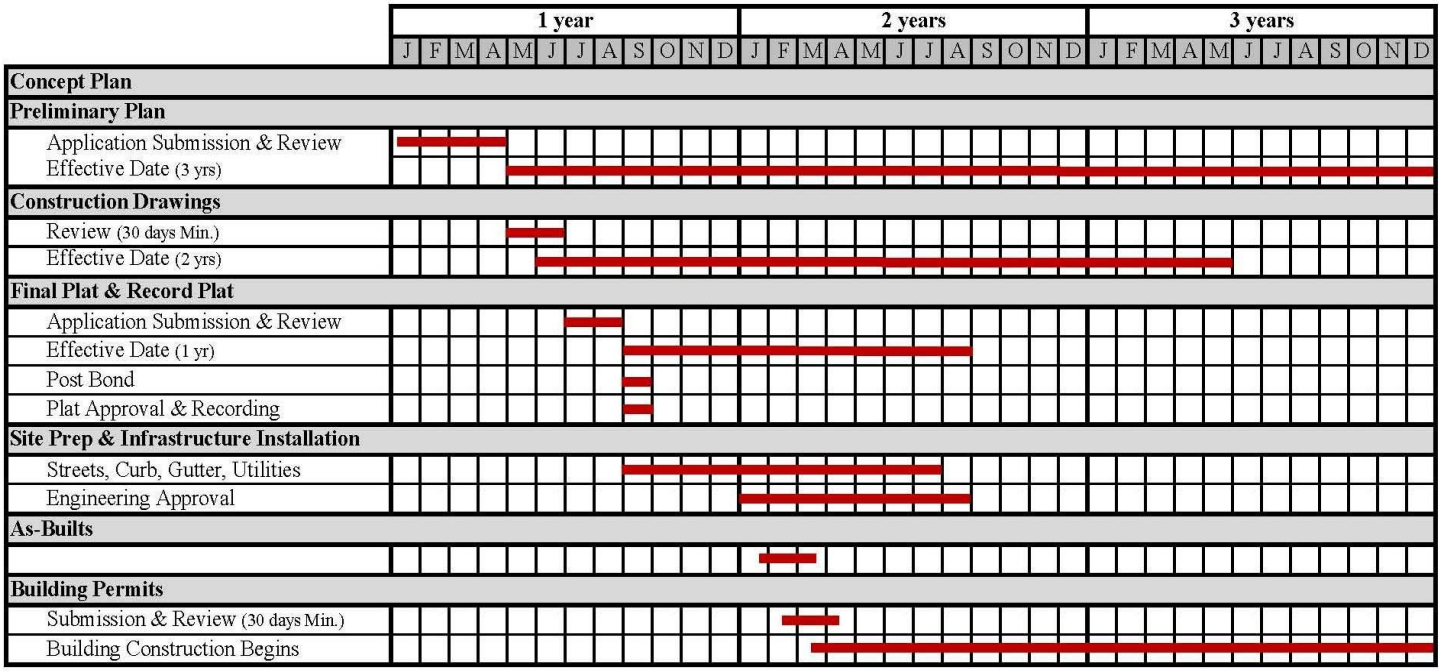
(G) Zoning approval of a planned unit development does not constitute subdivision approval. The procedures for approval of planned unit developments are subject to the approval procedure specified by Chapter 1145 of Planning and Zoning Code.

(H) These subdivision regulations apply to residential, commercial and industrial land proposed to be subdivided. All parcels shall follow the underlying zoning requirements in regards to site development requirements. The Planning Commission and City Council may approve variations to the design standards requirements of these regulations for commercial and industrial land in accordance with Section 106 above.

Plats containing less than three lots shall follow Section 6, Minor Resubdivisions, Lot Splits and Lot Consolidations and the provisions therein.

Figure 1.1. Subdivision Process

(For illistrative purposes only. Refer to subsections below for detailed description)



200 PRE-APPLICATION MEETING AND CONCEPT PLAN

(A) The subdivider should meet with the City staff to review a Concept Plan, prior to the submission of the Preliminary Plat. Although not mandatory, a Concept Plan review is highly recommended. The purpose of this meeting is to discuss, early and informally, the purpose and effect of these regulations and the criteria and standards contained herein. Such meeting is designed to familiarize the subdivider with the Comprehensive Plan, the Thoroughfare Plan, and other relevant plans, applicable zoning standards, present proposed drainage, sewage, and water systems for the City, to ascertain the location of proposed highways, street connectivity, public ways, parks, playgrounds, and other development and to determine the need for a traffic impact study, based upon the level of impact of this development upon surrounding traffic flow and safety.

(B) The information in Attachment A shall be included on a Concept Plan submitted by the subdivider to be discussed at the pre-application meeting.

(C) Upon submittal of a Concept Plan to the City (Community Development Department), a meeting will be scheduled with the reviewing departments within fifteen (15) working days. At the meeting, the reviewing departments shall be required to provide the subdivider a written response with any comments and concerns including any exceptions, conditions, designs, or requirements necessary to ensure compliance. Staff has the discretion to recommend if a Concept Plan should also be presented to the Planning Commission prior to a Preliminary Plat submittal. No comments or statements made during a pre-application meeting, or presentation of a Concept Plan to the Planning Commission, or any of its members, shall be construed as a final acceptance of a Preliminary Plat until the formal hearing approval of the Planning Commission and City Council is granted.

(D) If the subdivider chooses not to request a pre-application meeting or submit a Concept Plan, the preparation of a Preliminary Plat for submission to the Planning Commission for formal consideration can occur.

201 PRELIMINARY PLAT

(A) A Preliminary Plat shall be submitted to the Planning Commission for a recommendation and then to Council for approval or disapproval. If Council approves the Preliminary Plat, the subdivider may proceed with the preparation of the Construction Drawings and the Final Plat. No lots shall be sold from such plat until approved as herein provided and properly recorded.

(B) The design and layout of all subdivisions shall conform to the requirements of Section 4. The subdivider shall submit a Preliminary Plat for the entire subdivision, in accordance with the submission requirements of Attachment B. Any missing information will constitute an incomplete application.

(C) All applications for a Preliminary Plat shall be submitted by a date determined by the Planning Commission prior to the meeting date in which the applicant expects to attend. Any late applications shall not be accepted.

(D) An approved Preliminary Plat is valid for 3 years from the City Council Ordinance date, unless otherwise stipulated. All sections of an approved preliminary plat shall be filed for final plat approval within three (3) years of the date of the approval of the preliminary plat. When this 3 year time period expires, the preliminary plat will be considered void, unless an extension of the approval has been granted in accordance with Section 205.

202 CONSTRUCTION DRAWINGS/ IMPROVEMENT PLANS

(A) Once the Preliminary Plat has been approved by City Council, the subdivider shall provide Construction Drawings with all the information outlined in Attachment C with the application, illustrating grading work, construction of the required street, including water, sanitary and drainage improvements to the City (Community Development Department). The plans will be distributed to the reviewing departments. Reviewing departments shall provide written approval, refusal or requests for modifications to the applicant within thirty (30) days of the date the plans were received.

(B) Construction Drawings for improvements shall be in accordance with any stipulations set forth in the Preliminary Plat approval, the specifications of these regulations, the Typical Section Drawings in Attachment H herein, the Water and Sanitary Sewer Improvement Specifications Manual, Storm Water Management Design Manual, Stormwater Drainage Plan, Curb, Gutter & Sidewalk Specifications Manual, Sanitary Sewer Pump Station Requirements, and the Water System Master Plan~~, and the Sediment Control Regulations~~. No work shall commence on the site until the improvement plans submitted have been approved by all reviewing departments, approval of the Final Plat and until proof of the recording of the Record Plat. Any work that has been started prior to recording the Record Plat or prior to approval from the EPA shall be done so at the risk of the subdivider.

(C) An approved set of Construction Drawings are valid for 2 years from the date that all signatures are received. All signatures of the reviewing departments must be obtained before release of the approved Construction Drawings. When this 2 year time period expires, the Construction Drawings will be considered void, unless an extension of the approval has been granted in accordance with Section 205.

203 FINAL PLAT & RECORD PLAT

(A) A Final Plat may be submitted for the entire subdivision or section(s) thereof. A Final Plat shall be submitted to Council for approval or disapproval by Ordinance. The Final Plat must substantially correspond to the approved Preliminary Plat.

(B) The corresponding Record Plat may be submitted simultaneously with the Final Plat with all the information shown on the Record Plat as outlined in Attachment E and all necessary clauses outlined in Attachment H.

(C) The design and layout of all subdivisions shall conform to the requirements of Section 4. The subdivider shall submit a Final Plat for each section of the subdivision, in accordance with the submission requirements of Attachment D. Any missing information will constitute an incomplete application.

(D) All applications for a Final Plat shall be submitted to the Community Development Department by a date determined by the City Council prior to the meeting date in which the applicant expects to attend the first reading before City Council. Any late applications shall not be accepted. A Final Plat application shall be accompanied with proof of approved, unexpired Construction Drawings.

(E) An approved Final Plat is valid for 1 year from the City Council Ordinance date, unless otherwise stipulated. All recordings shall be completed and construction of the infrastructure improvements started within this 1 year time period or the Final Plat will be considered void, unless an extension of the approval has been granted in accordance with Section 205.

(F) Following approval of the Final Plat of each section by City Council; prior to recording the Record Plat and the start of construction, the subdivider shall file with the Clerk of Council a surety bond, irrevocable letter of credit, cashier's check or a certified check upon a solvent local bank conditioned to secure and guarantee the construction of the improvements in accordance with the requirements of Section 4 and in a satisfactory manner within a period not exceed two years. No such bond or check shall be accepted unless it is enforceable by or payable to the City in a sum at least equal to the cost of constructing the improvements as estimated by the City Engineer and in form with surety and conditions approved by the City Attorney. Property Bonds for the purpose of guaranteeing the construction improvements are strictly prohibited.

(G) Once the surety bond, irrevocable letter of credit, cashier's check or certified check is received, the circulation process necessary to obtain the required signatures of approval and endorsement of the Record Plat will begin and shall be complete within ten (10) days. The Record Plat will not be released to the subdivider for recording at the Butler County Recorder’s office until the aforementioned bond is accepted by the City.

(H) After final recording at the Butler County Recorder’s Office, the applicant shall furnish a proof of such recording for filing to the Community Development Department prior to the issuance of any construction permits for site preparation.

(I) All streets shall be constructed, satisfactory to the City Engineer. No building permits may be issued until all major utilities are installed and the street is constructed to the City Engineer’s satisfaction.

204 AS-BUILT DRAWINGS

(A) At the completion of construction, the Subdivider and/or Owner of the property subdivided shall be required to submit “As-Built” Construction Drawings. “As-Built” Construction Drawings shall be revised as necessary to show the exact locations of critical infrastructure components in accordance with the rules and regulations of any applicable reviewing department. “As-Built” Construction Drawings shall be verified by field survey, and shall be prepared by a professional surveyor and/or engineer, licensed in the State of Ohio and as permitted by law. “As-Built” Construction Drawings shall be submitted and approved by all reviewing departments, requiring them, prior to the release of the ~~surety bond~~ performance bond and the acceptance of any public infrastructure improvements on the subject property. All changes from the approved Construction Drawings shall be clearly identifiable and in accordance with the submission requirements of Attachment F.

(B) After all construction work required by the Construction Drawings has been completed and approved by the City Engineer and/or the representative of the utility company involved, the subdivider must post a ~~Performance Bond~~ maintenance bond to maintain and keep in repair, all streets, curbs, gutters, sidewalks, drainage facilities and structures for a period of one year. Ten (10%) percent of the performance bond shall be retained for a period of one year as surety for such maintenance.

(C) Building permits to individual lots will not be released until as-builts are submitted, accepted and the proper bond has been posted.

205 EXTENSION OF TIME

A subdivider may request in writing that City Council grant an extension of six (6) months, for the approval to the Preliminary Plat, Construction Drawings or Final Plat, provided they can show reasonable cause for inability to complete said improvements within the required timeframe. A maximum of two (2) extensions may be granted.

The subdivider is solely responsible for knowing the expiration dates and meeting or extending them in accordance with these Regulations. The City shall have no duty, obligation or responsibility to remind or notify subdividers of approaching expiration dates.

206 FAILURE TO COMPLETE IMPROVEMENTS

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

SECTION 3
SUBMITTAL REQUIREMENTS

Refer to Attachments A-G for all required submission material for Concept Plan, Preliminary Plat, Construction Drawings, Final Plat, Record Plat and Minor Resubdivisions, Lot Splits and Lot Consolidations.

SECTION 4
DESIGN STANDARDS AND CONSTRUCTION STANDARDS

400 GENERAL STATEMENT

In laying out a subdivision, the subdivider shall comply with the following design standards and requirements. The regulations contained herein, the Zoning Ordinance, Comprehensive Plan, Stormwater Drainage Plan, Water System Master Plan, and the City of Oxford Thoroughfare Plan shall control the manner in which streets, lots, and other elements of a subdivision are arranged on the land. These design controls shall help ensure

- convenient and safe streets;
- creation of useable lots;
- provision of space for public utilities;
- reservation of land for recreation uses;
- to minimize the impact on natural resources and the environment, and
- to ensure the planning of attractive, connected and functional neighborhoods shall be promoted, minimizing the undesirable features of unplanned, unconnected, undirected, haphazard growth.

The Planning Commission has the responsibility for reviewing the layout of each future subdivision early in its design development. The development shall be laid out

- to minimize
  - the effect on ground water and aquifer recharge;
  - ~~cut and fill~~ excavation and embankment;
  - unnecessary impervious cover;
- to provide adequate access to lots and sites; and
- to mitigate adverse effects of noise, odor, traffic, drainage, utilities and increased storm water runoff on neighboring properties.

401 SUITABILITY OF LAND

If the Planning Commission finds that land proposed to be subdivided is unsuitable for subdivision development due to poor drainage, flood hazard, topography, inadequate water or sewer supply, slippage potential, unstable subsurface conditions due to poor soils or other reasons and other such conditions which may endanger health, life, safety, or property and, if by any public agencies concerned it is determined that in the best interest of the public the land should not be developed for the purpose proposed, the Planning Commission shall not approve the subdivision unless adequate methods for solving the problems are advanced by the subdivider. For major subdivisions a written statement may 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.

402 SENSITIVE DEVELOPMENT AREAS

(A) A Sensitive Development Area is defined as any land(s) or soil(s) proposed to be subdivided that, if subjected to improper use or management, is otherwise determined to be incapable or unsuitable of urban use. Sensitive Development Areas can also be considered those lands that pose special hazards to development or the environment, consisting of lands or soils of such sensitive character that they may require special use, design and engineering restrictions.

(B) Design of the subdivision shall be based on a site analysis provided by the applicant. To the maximum extent practicable, development shall be located to preserve the natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative impacts and alterations of natural features. The following specific areas shall be preserved as undeveloped open space, and in accordance with the U.S. and Ohio Constitutions and state or federal regulations:

(1) Unique and/or fragile areas, including wetlands, as may be defined in Section 404, Federal Water Pollution Act, as amended; and in Ohio Environmental Protection Agency standards.

(2) Land in the floodway as identified and mapped using the Federal Emergency Management Agency's Flood Hazard Boundary Maps. Federal Emergency Management Agency in scientific and engineering reports entitled 'Flood Insurance Study for Butler County, Ohio and Incorporated Areas' effective 12/17/2010, with accompanying Flood Insurance Rate Maps for Butler County, Ohio and Incorporated Areas effective 12/17/2010 and any revisions thereto are hereby adopted by reference and declared to be part of this chapter.

(3) Steep slopes fifteen (15%) percent or more, unless appropriate engineering measures concerning slope stability, erosion, and resident safety are taken into account.

(4) Habitats of endangered wildlife, as identified on federal and state lists.

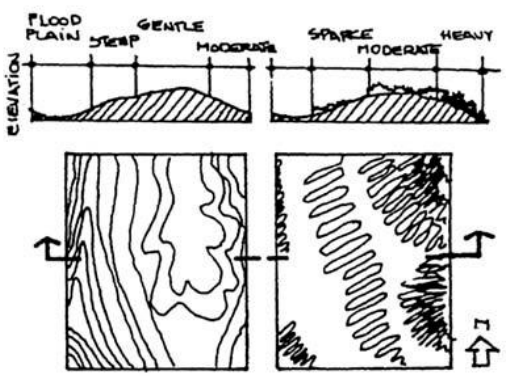
(5) Historically and culturally significant structures and sites, as listed on, but not limited to, the National Register of Historical Places or on the local inventory of historic places maintained by the City of Oxford's Historic Architectural Preservation Commission.

(6) Aquifers and tributary drainage systems.

(7) Tree growth areas or urban forested areas containing native mature trees.

(8) Any area as identified on Map 3.3 of the Comprehensive Plan.

(C) The development shall be laid out to avoid adversely affecting groundwater and aquifer recharge; to reduce ~~cut and fill~~ excavation and embankment; 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 shall take into consideration topography, building height, orientation and drainage. Best practices in Low Impact Development are desirable and encouraged.



(D) If the Planning Commission, or its designated representative, may require the applicant to submit a statement in order to demonstrate that satisfactory efforts have been made to mitigate any special hazards posed to the site if these sensitive lands are subjected to improper use or management. The statement, if required, shall be submitted in one or more of the following forms:

(1) The statement shall describe in detail the extent of encroachment on any Sensitive Development Area, the extent and nature of the proposed alteration, the environmental impacts resulting from the proposed alteration, and the proposed methods of mitigation.

(2) A Geotechnical Report and/or a Wetlands Assessment/Delineation, prepared by a ~~qualified~~ professional engineer, licensed in the State of Ohio, in lieu of a development narrative.

403 TYPICAL SECTIONS

Subdivision shall be designed and constructed to conform to the Typical Sections incorporated by reference herein as Attachment H. The Typical Sections adopted as the standards for construction and design in the City are the following:

(A) Principal Arterial street typical section;
(B) Minor Arterial street typical section;
(C) Major Collector street typical section;
(D) Minor Collector street typical section;
(E) Local street typical section;
(F) Alley typical section;
(G) Typical cul-de-sac details;
(H) Temporary turn around;
(I) Dead End/ Stub Street typical section (Hammerheads);
(J) Multi-Use Path typical section;
(K) Utility typical section;
Utility locations;
(L) Typical Lot Consolidation/Split;
(M) Standard Plat of Survey;
(N) Record Plats
W.1: Standard Record Plat Title Sheet;
W.2: Standard Record Plat.

404 STREETS

The purpose of a street network is to connect spatially separated places and to enable movement from one place to another. More specifically, the street network provides continuous and direct routes; provides greater emergency vehicle access; provides convenience and safety to drivers and pedestrians and to provide access to residents for goods and services.

Although the Planning Commission has established general street guidelines, many of the specific technical standards governing the Public Streets are regulated by the City of Oxford's Engineering Division.

(A) **Relation to Adjoining Street System**

(1) The arrangement of streets in new subdivisions shall make provisions for the continuation of the principal existing streets in adjoining areas, or their proper projection where adjoining land is not subdivided, unless prevented by topography or other physical conditions, or unless, in the opinion of the Commission, such extension is not necessary or desirable for the coordination of the layout of the subdivision with the possible future development of adjacent tracts. The Planning Commission reserves the right to disapprove any street plan which does not represent good design or does not ensure continuity of the existing street system.

(2) Offset streets shall be avoided within a proposed subdivision and adjacent to an existing subdivision.

(3) The street and alley arrangement(s) shall be such, so as not to cause a hardship to owners of adjoining property when they plat their own land and seek to provide for convenient access to it.

(4) Streets obviously in alignment with existing streets shall bear the names of the existing streets. All proposed street names shall be checked against duplication or near duplication of other street names.

(5) Wherever the tract to be subdivided abuts a dedicated or platted half-width street or alley, the other half-width of such street or alley falling within the proposed subdivision shall be platted.

(6) Any subdivision with its main entrance onto an Arterial or Collector street shall provide a 25% wider opening at the entrance to the subdivision than

the rest of the subdivision street width, unless otherwise determined by the Planning Commission.

(B) **Street Classifications**

(1) The classification of all proposed streets shall be determined by the Planning Commission and shall conform to the Official City Thoroughfare Plan. The proposed use of the street, type of traffic and future traffic volume shall also be considered in determining the classification of a street.

Street Classifications:

(a) Principal Arterial
(b) Minor Arterial
(c) Major Collector
(d) Minor Collector
(e) Local streets
(f) Alleys

(C) **Street Improvements**

(1) All public streets in residential subdivisions shall be the minimum width necessary to safely and adequately accommodate the vehicular traffic needs specific to the proposed subdivision, while balancing the needs of safe alternative modes of transportation. In all instances, street widths shall be measured from back-to-back of the installed curb. Minimum street width requirements are contained in Attachment H.

(2) The City Engineer shall determine the need for a traffic impact study, based upon the level of impact of this development upon surrounding traffic flow and safety.

(3) All street and public ways shall be constructed to their full specified width and to the appropriate grade and shall be surfaced in accordance with applicable standard specifications of the City. Such construction shall be subject to inspection by the City Engineer prior to release of the performance bond by Council. It is the duty of the subdivider to give proper notification to the City Engineer:

(a) Before the commencement of the work;
(b) Twenty-four hours prior to seeking an inspection; and
(c) At the end of the one-year maintenance improvements.

(4) Proposed streets shall intersect one another and existing street(s) at right angles as topography and other limiting factors allow.

(5) Street grade shall be designed to the *Ohio Department of Transportation Highway Design Manual* and acceptable to the City Engineer.

(6) Where a tract of land is of such size, location or contour, preventing a lot arrangement directly related to a normal street design, there may be established one or more, dead-end/stub streets or other arrangements, provided that proper access shall be given to all lots from a dedicated street.

(7) A cul-de-sac, dead-end/stub street or loop street shall not exceed 500 feet in length unless otherwise approved by the Planning Commission due to topography or unusual circumstances. (See also Section 405(B)(4)

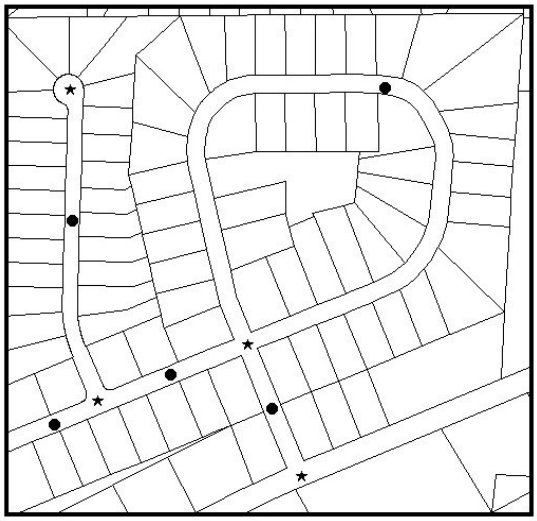
(8) All subdivisions shall have at least two (2) entrances to an existing street system unless otherwise determined by the Planning Commission. The spacing of the entrances shall be separated and in accordance with traffic engineering standards.

(D) **Street Connectivity**

The purpose of this section is to support the creation of a highly connected transportation system within the City in order to enhance traffic circulation efficiency for drivers, pedestrians, and bicyclists; promote various modes of transportation; connect neighborhoods to each other and to local destinations such as schools and parks; reduce emergency response times; reduce vehicle miles of travel and travel time; increase effectiveness of municipal services delivery.

(1) The following standard shall be met in all new residential development in order to increase connectivity.

(a) Any residential development shall be required to achieve a connectivity index of 1.2 or greater unless the Planning Commission determines that this requirement is impractical due to topography, existing development, and/or natural features. A connectivity index is a ratio of the number of street links (road sections between intersections and cul-de-sacs) divided by the number of street nodes (intersections and cul-de-sac heads).



The following illustration provides an example of how to calculate the index. Street links on existing adjacent streets that are not part of the proposed subdivision are not included in the connectivity index calculation.

The measure of connectivity is the number of street links divided by the number of nodes. Nodes exist at street intersections as well as cul-de-sac heads. Links are the stretches of road that connect nodes. Stub outs shall also be considered as links. In this example, there are five (5) links (circles) and four (4) nodes (stars); therefore, the connectivity index is 1.25.

(E) **Private Streets**

(1) No primary access into a subdivision shall be a private road.

(2) Private streets shall conform to the minimum street standards, including construction materials, unless otherwise approved by the Planning Commission upon the City Engineer's recommendation.

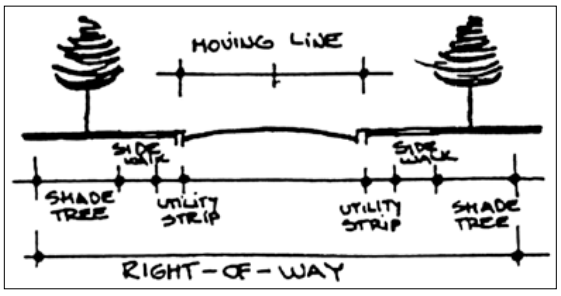
(a) Sidewalks are required along a private street as required on public streets.

(3) Any proposed private street shall serve a minimum of six (6) lots in order to be platted and recorded as a private street.

(4) All lots utilizing a private street for access shall be provided with an access easement and maintenance agreement, to be noted on the Record Plat and to be outlined with the appropriate covenants and restrictions as to ensure that the private street is appropriately maintained. Such maintenance agreement shall be acceptable to the Planning Commission and Law Director.

(5) The Planning Commission may require passing lanes, turnarounds, and overhead and width clearances as necessary to accommodate, public utility and fire and emergency vehicles.

(F) **Rights-of-Way**



Defined as a general term identifying land or property, usually in the configuration of a strip, acquired for or devoted to transportation purposes. When used in this context, right-of-way shall include the roadway, shoulders or berm, ditch, and slopes extending to the right-of-way limits under the control of the state or local authority. The usage of the term "right-of-way" for land platting purposes shall mean that every right-of-way hereafter established and shown on a final Record Plat is to be separate and distinct from the lots or

parcels adjoining such rights-of-way and not included within the dimensions or areas of such lots or parcels, provided the size of the lot for zoning purposes shall be determined by the applicable zoning resolution.

(1) The right-of-way width required shall reflect future development as indicated by the Thoroughfare Plan and the Typical Section Drawings in Attachment H herein.

(2) When a road is not referenced in the City of Oxford Thoroughfare Plan, or the Typical Section Drawings in Attachment H, the right-of-way width shall be established per the recommendation of the City of Oxford Engineer, and shall be approved by the Planning Commission.

(3) The right-of-way shall be measured from lot line to lot line and shall be sufficiently wide to contain the roadway, curbs, sidewalks, utilities, graded areas and shade trees.

(4) The right-of-way of a new street that is a continuation of an existing street shall in no case be continued at a width less than that of the existing street unless otherwise approved by the City Engineer and Planning Commission.

(G) **Street Signage**

Street signs, regulation signage, and warning signs shall be erected by the subdivider before building permits for homes are obtained. The subdivider shall maintain such signage until such time when the City accepts the streets for public use. All regulatory and warning signs shall meet the *Ohio Manual of Uniform Traffic Control Devices*. All signage shall be regulated by the City of Oxford Engineering Division.

(H) **Parking**

(1) Off-street parking lots shall follow the Vehicle Management Chapter 1149 of the Zoning Code including landscaping, screening and lighting.

405 PEDESTRIAN/ MULTI-USE PATHS

(A) **Sidewalks**

(1) Concrete sidewalks, not less than five feet in width, shall be constructed along both sides of all streets, both private and public, and shall be in accordance with the City of Oxford's Curb, Gutter & Sidewalk Specifications Manual unless otherwise determined by the Planning Commission.

(2) Sidewalks shall be required as a continuation of any existing sidewalk adjoining the lands to be subdivided.

(3) It shall be the responsibility of the subdivider, prior to the release of the performance bond, to install any missing sidewalk segment on any undeveloped lots and in accordance with Section 106.

(B) **Bike Paths/ Walking Trails**

(1) All bike paths or walking trails shall be elevated and/or distinguished from driving surfaces through the use of durable, low maintenance, hard surface materials such as asphalt, concrete, or other material approved by the City Engineer, to enhance pedestrian safety and comfort, as well as the attractiveness of the walkways.

(2) Bike paths shall be installed in accordance with these regulations, the City of Oxford Comprehensive Plan, Thoroughfare Plan and Typical Section Drawings in Attachment H.

(3) All proper easements, dedication and maintenance shall be recorded on the Record Plat.

(4) Cul-de-sacs that exceed 300 feet in length shall provide a multi-use path and easement at the end of such cul-de-sac. The purpose of this is to provide connectivity to neighboring subdivisions as well as emergency access.

406 INFRASTRUCTURE

(A) **Water Lines**

An approved public water supply shall be provided for each lot within the subdivision areas and shall be in accordance with the City of Oxford Water and Sanitary Sewer Improvement Specifications Manual. Fire hydrants shall be installed in all subdivisions wherever required by the City Engineer and the Fire Chief in accordance with Ohio Fire Code and NFPA standards.

(B) **Sanitary Sewers**

The subdivider shall install sanitary sewer lines to serve each lot. All such sewer lines shall be constructed in accordance with regulations and requirements the City of Oxford Water and Sanitary Sewer Improvement Specifications Manual, the Sanitary Sewer Pump Station Requirements and under the inspection of the City Engineer.

(C) **Storm Drainage**

All necessary facilities, either underground pipe or drainage ditches, shall be installed to provide adequate disposal of surface water, groundwater and the waters of any natural watercourse and shall be in accordance with the City of Oxford Storm Water Management Design Manual.

(D) **Detention/Retention**

All necessary detention or retention facilities shall be installed in accordance with the City of Oxford Storm Water Management Design Manual.

(E) **Utilities**

Items of work which pertain to underground utilities, such as gas mains, electric lines and telephone cables, shall be constructed according to the standards and specifications of the utility company involved. Every effort shall be made to have all utilities provided underground.

(F) **Street Lights**

(1) One street light shall be installed in conformance with the Ohio Department of Transportation specifications within 50 feet of every intersection created by the subdivision, at the end of a cul-de-sac or dead end/stub street, and at intervals not exceeding 400 feet. A street light shall have a fixture of at least 9,500 lumens. The City Engineer may vary from the spacing standards where the City Engineer determines that public safety or professional engineering design practice makes it necessary to vary the spacing standards.

(2) Streetlights shall be designed, with appropriate lamps and reflectors, to minimize light pollution.

(3) Light poles shall be consistent with the overall architectural theme and scale of the site.

(4) Streetlights along the sidewalks shall not exceed 16’ in height in accordance with Chapter 1149 of the Planning and Zoning Code. Streetlights for the purpose of illuminating an intersection, parking facility or roadway for safety purposes shall not exceed 32’ in height.

(G) **Sedimentation and Erosion Control**

The subdivider shall comply with all requirements of Ohio’s Standards for Stormwater Management Land Development and Urban Stream Protection, City of Oxford ~~Sediment Control Regulations~~ Storm Water Management Design Manual and subsequent amendments or revisions, as hereby incorporated into these regulations. In the development of a subdivision, the subdivider shall not cause or allow earth-disturbing activities that can pollute a public or private surface ditch, subsurface drainage, stream, river or lake. The subdivider shall also, to the greatest extent possible, take steps so that sediment will not be deposited onto an adjoining property or public right-of-way. Adequate control of soil erosion and sedimentation, through the use of best management practices with both temporary and permanent measures, shall be used during all phases of clearing, grading, and construction to conserve soil resources and to maintain existing water quality. The Engineering

Division will continuously monitor site development and efforts of sedimentation and erosion control.

407 DRIVEWAYS

(A) Minimizing driveway access points or curb cuts by using access roads, shared entrances and access management best practices shall be encouraged.

(B) All lots using common driveways shall provide a driveway easement and maintenance agreement noted on the Record Plat.

(C) Driveways shall have a maximum grade of ~~ten (10%)~~ eight (8%) percent.

(D) Residential driveway access shall not be permitted onto Principal and Minor Arterials or Major Collector streets. Subdivisions shall be designed to encourage residential driveway access by using, but not limited to, alleys, access roads or common driveways.

(E) Shared driveways shall serve a maximum of three (3) lots and shall not exceed three hundred (300') feet unless otherwise determined by the Planning Commission.

(F) Driveways shall be in accordance with Chapter 1149 of the Planning and Zoning Code and the Curb, Gutter, Sidewalk Manual.

408 BLOCKS

Blocks shall be arranged to accommodate lots and building sites of the size and character required by these Regulations and the applicable zoning district, to provide for adequate community facilities, and with regard of the limitations and opportunities of topography. Irregularly shaped blocks, blocks intended for dead end/stub and loop streets, and blocks containing interior parks and playgrounds may be approved by the Planning Commission if properly designed and located.

(A) The maximum block length shall be 800 feet.

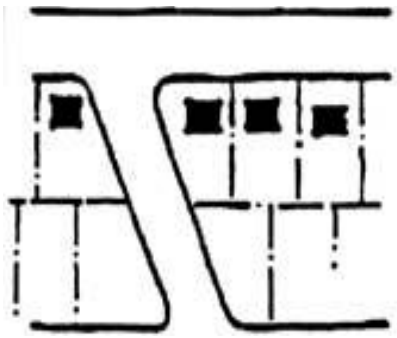
(B) Where blocks are over 600 feet in length, a public walkway which traverses the block may be required to be dedicated and installed by the subdivider.

(C) In platting residential lots, the depth of the block should not exceed 350 feet.

(D) Blocks in the traditional gridiron pattern should consist of two tiers of lots and an alley right-of-way easement may be required to separate them where appropriate to continue an existing alleyway.

409 LOTS

(A) The lot arrangement and design shall be such that all lots will provide satisfactory and desirable building sites, properly related to topography and the character of surrounding development. Consideration should be given to natural features and sites of historical significance.



(B) All side lines of lots shall be at right angles to straight street lines and radial to curved street lines except where a variation to this rule will provide a better street and lot layout.

(C) Through lots (extending from one parallel street to the other) are discouraged to avoid problems between adjoining owners, creating double frontage lots and to reduce the number of streets.

(D) No lot shall have an area or width less than that required by applicable sections of the Zoning Code except those pursuant to the Open Space Residential Development Regulations.

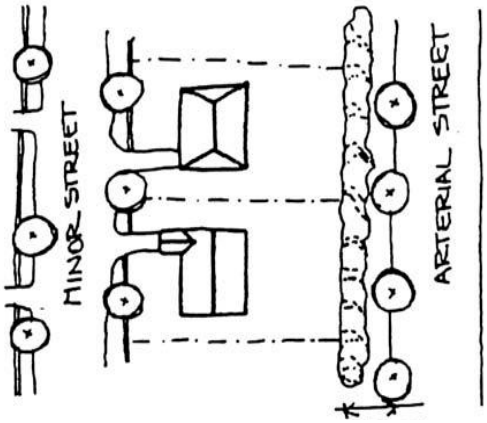
(E) Where corner lots back upon lots facing the side street, the corner lots shall have extra width sufficient to permit the establishment of front building lines on both the front and side of the lots adjoining the streets.

(F) All utility easements on individual lots shall be in accordance with the Record Plat and Street Standards of Attachment H herein.

(G) Each lot shall front (abut) on an approved street.

(H) Lots may not be created in a new, proposed subdivision, by dividing land at the end of stub streets in adjacent, existing subdivision(s), such stub streets being intended to promote continuity of street systems in adjoining subdivisions, unless otherwise determined by the Planning Commission.

(I) Twenty (20') feet minimum, of additional lot depth or a buffer strip, in accordance with the landscape standards of Chapter 1149 of the Zoning Code, Chapter 935 of the Codified Ordinance and Section 410 below, may be required where a residential lot in a subdivision backs up to a railroad right-of-way, a high pressure gasoline or natural gas line, open drainage ditch, an arterial street or highway, an industrial area or other existing land use which may have a detrimental effect on the residential use of the property.



(J) Lands abutting State or Federal highways, collector streets, or arterials should be platted with the view of making the lots, if for residential use, desirable for such use by cushioning the impact of heavy traffic on such trafficways; and with the view also to minimizing interference with traffic on such trafficways as well as the accident hazard.

(K) Panhandle or flag lots are specifically prohibited.

(L) All lot numbers shall be assigned by the Butler County Auditor's office and addresses will be provided by the City of Oxford Community Development Department.

410 LANDSCAPE PLAN

(A) A landscape plan shall be submitted with each plat application for proposed developments in accordance with Chapter 1149 of the Zoning Code and Chapter 935 of the City of Oxford Codified Ordinance, unless an exception is granted by the Planning Commission pursuant to these Regulations. The landscape plan shall identify existing and proposed trees, shrubs, and ground covers; natural features such as rock outcroppings; and other landscaping elements. Where existing plants are to be retained, the applicant shall include in the plans proposed methods of protecting them during construction.

(B) **Buffering**

Buffering is the provision of an area between different land uses that attempts to minimize negative environmental impacts from one to the other. Buffers shall provide a year-round visual screen in order to minimize adverse impacts. They may consist of fencing, evergreens, berms, rocks, boulders, mounds, or combinations thereof to achieve the same objectives. Multi-use paths are permitted in the buffer area. Every subdivider shall provide sufficient buffering or additional lot depth when topographical or other barriers do not provide reasonable screening and when the Planning Commission determines that there is a need to shield;

(1) Neighboring properties from any adverse external effects of a development; or

(2) The development from negative impacts of adjacent uses such as streets or railroads.

(3) **Requirements**

(a) Plant materials shall be sufficiently large and planted in such a fashion that a year-round screen at least eight (8) feet in height shall be produced within three (3) growing seasons.

(b) All plantings shall be installed according to accepted horticultural standards.

(c) A five (5') foot minimum buffer width from parking lots, garbage collection, utility areas, and loading and unloading areas shall be provided.

(d) Twenty (20') foot width minimum from all other land uses.

(i) When adjoining undeveloped, vacant or agricultural land, such buffer width may be reduced to ten (10') feet.

In high-density developments, when building design and siting do not provide privacy, the Planning Commission may require landscaping, fences, or walls to screen dwelling units for privacy. Buffers shall be measured from the property line.

411 MAINTENANCE OF THE IMPROVEMENTS

Whenever any subdivision contains park areas, sewage treatment plants, water systems, drainage facilities or any other improvements to be used in common by persons living in the subdivision and which improvements cannot be maintained or are not maintained by an existing public agency, the deed restrictions applicable to the subdivision shall contain provisions establishing trusteeships and assessment procedures that will enable adequate care and maintenance to be provided for such improvements at the cost of persons residing in the subdivision.

412 DEED RESTRICTIONS AND COVENANTS

Deed restrictions or covenants running with the land may be included to provide for the creation of a Home Owner's Association, Condominium Association, or Board of Trustees in which individual owners share common responsibilities for the cost and upkeep of common open space, private driveways or streets, park areas, sewage treatment plants, water systems, drainage facilities or other facilities and the enforcement of the covenants and restrictions relating to the development. Any restrictions or easements; declaration of covenants, bylaws of a Home Owner's Association and its incorporation; Declaration of Condominium Ownership or other covenants, if any, shall be reviewed and approved by the City of Oxford Law Director and shall be recorded with the Record Plat. Enforcement of said Restrictions and Covenants is not the responsibility of the City.

SECTION 5
OPEN SPACE RESIDENTIAL DEVELOPMENTS

500 PURPOSE

Open Space Residential Developments provide for and encourage flexible and creative development techniques aimed toward providing a healthy and safe, natural and built environment. The development of Open Space Residential Development is encouraged within the City of Oxford Comprehensive Plan to conserve and protect the natural environment and rural landscapes within the City. Specifically, the purpose of this ordinance is to:

(A) Encourage creative and flexible site design sensitive to natural features and topography; and

(B) Protect functional and attractive open spaces for use and/or enjoyment of residents, and to the benefit of the public welfare; and

(C) Promote efficient land development that reduces the costs of infrastructure, public service provision and ensures the orderly coordination of public streets.

501 PROPERTY REQUIREMENTS

(A) Open Space Residential Developments are permitted where the subject parcel(s) are not separated by a road or other right-of-way prior to development.

(B) The subdivider (applicant) must own in fee simple or have an option to purchase all lands within the Open Space Residential Development.

(C) Any lawful ownership arrangement including, but not limited to fee simple lots, is permitted in an Open Space Residential Development.

(D) Newly Annexed Land:

(1) Open Space Residential Developments are a standard requirement on annexed agricultural or residential land where the subject parcel(s) contains 20 contiguous acres or more.

(E) Land within City Limits:

(1) Open Space Residential Developments are optional on land in any Single-or Two-Family zoning district where the subject parcel(s) contains a minimum of 5 contiguous acres.

502 PERMITTED DENSITY

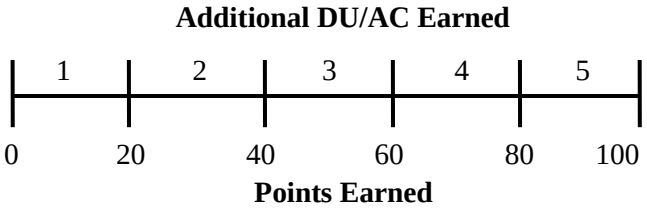
The maximum number of housing units permitted in an Open Space Residential Development shall not exceed the density of the underlying zoning district unless it qualifies for a density bonus as outlined below.

The Planning Commission may consider a density bonus for projects that are adequately serviced by public sewer and water. The proposed type and density of use shall not result in an unreasonable increase in the need for, or impact to, public services, facilities, roads, and utilities in relation to the use or uses otherwise permitted by this Ordinance, and shall not place an unreasonable impact to the subject and/or surrounding land and/or property owners and occupants and/or the natural environment.

Projects qualifying for a density bonus are listed in Table 1. and shall include *at least one of the* elements. The density bonus awarded is based on a point system scale in Table 2.

Table 1. Qualifying Density Bonuses
(A) 2 points for every 0.5 acre exceeding the required open space
(B) 0.5 point for every 1,000 sq. ft. of site contamination clean-up
(C) 1 point for every 0.5 mile of dedicated pedestrian trail/walkway completed
(D) 2 point for every 1% of significant reduction in stormwater run-off utilizing Low Impact Development (LID)
(E) Other site development improvements as determined by the Planning Commission in order to protect the health, safety and general welfare of the City. A maximum of 10 points shall be awarded
(F) 1 point for every 1,000 sq. ft. of Ecological Restoration (i.e. rebuilds native vegetation or washed out watercourse)

Table 2. Bonus Award Scale



100 points or 5 additional dwelling units per acre is the maximum bonus to achieve. Additional points will not warrant additional units.

503 ALLOWABLE USES

(A) The use allowed in an Open Space Residential Development are those permitted uses listed in the applicable zoning district.

(B) Multi-family (3-family or more) dwelling uses are prohibited in open space residential development

504 MODIFICATIONS TO REGULATIONS

Minimum lot area requirements contained in the applicable zoning districts are modified in an Open Space Residential Development to provide for required open space and allow for flexibility in design. Unless specifically modified hereunder, or waived by the Planning Commission, Site Development regulations contained in the applicable zoning district apply.

(A) **Lot Area Requirements:**

There are no minimum lot sizes. Lots included in a development plan shall be of sufficient size and shape to accommodate dwelling units in compliance with the spacing and yard requirements defined herein.

(B) **Minimum Yard Depths and Setbacks:**

(1) Individual buildings in a proposed development shall be setback a minimum of 10 feet from a proposed right-of-way and 35 feet from an existing City or county road.

(2) Individual buildings shall be setback a minimum of 50 feet from any lot line that represents the boundary of the proposed Open Space Residential Development.

(3) There shall be a minimum separation of 60 feet between the rears of two principal buildings.

(4) A 7.5 foot minimum side yard setback shall be maintained.

(C) **Flexibility of Zoning Code Requirements:**

(1) To encourage flexibility and creativity consistent with the open space community concept, deviation from compliance with the standards provided for in the zoning ordinance may be granted at the discretion of the Planning Commission as part of the Open Space Subdivision approval process. Such variation may be authorized on the condition that there are features, amenities or planning mechanisms deemed adequate by the Planning Commission designed into the project for the purpose of achieving the objectives intended to be accomplished with respect to each of the regulations from which a departure is sought. Any deviations from zoning ordinance standards will require the Applicant to provide substitute safeguards for each regulation for which there is noncompliance, in whole or in part, in the development plan.

(a) Any regulatory modification shall be approved through a finding by the Planning Commission that the deviation shall result in a higher quality of development than would be possible using conventional zoning standards. Regulatory modifications are not subject to variance approval of the Zoning Board of Appeals. This provision shall not preclude an individual lot owner from seeking a variance following final approval of the Open Space Residential Development, provided such variance does not involve alterations to open space areas as shown on the approved Open Space Residential Development site plan.

(b) A table shall be provided on the site plan which specifically details all deviations from the established zoning area, height and setback regulations, off-street parking regulations, general provisions, which would otherwise be applicable to the uses and development proposed in the absence of this Open Space Subdivision Chapter. This specification should include Ordinance provisions from which deviation are sought, and the reasons and mechanisms to be utilized for the protection of the public health, safety, and welfare in lieu of the regulations from which deviations are sought. Only those deviations consistent with the intent of this Ordinance shall be considered.

(D) **Modifications to Infrastructure and Street Sections**

Should an Open Space Residential Development propose a street width or infrastructure detail that is not specifically included in Attachment H of these regulations, the City Engineer shall evaluate and review the proposed street and make a recommendation to the Planning Commission to determine if the proposed street will be acceptable as proposed.

505 OPEN SPACE RESIDENTIAL DEVELOPMENT

(A) **Mandatory Open Space Requirements:**

(1) A site analysis shall be conducted identifying all mandatory preserved land as listed in Section 505(A)(2) below and the subdivision shall be laid out to avoid adversely affecting such areas. Said analysis shall be submitted with the Preliminary and Final Development Plan.

(2) The following areas shall be preserved in their natural state as part of the open space requirements:

(a) Wetlands found within a site proposed to be developed as an Open Space Residential Development must remain in a natural state, and no off-site mitigation of wetlands shall be permitted; and

(b) Areas with a natural slope of 15% or more; and

(c) Any area as referenced in Section 402 Sensitive Development Areas, of these regulations.

(2) In the case of phased development, open space shall satisfy Section 505 (D)(1) and be provided in a proportional manner with a developed area. To the greatest degree practicable, common open space shall be designated as a single block and not divided into unconnected small parcels located in various parts of the development;

(3) The following areas shall not count toward the minimum open space requirements:

(a) Private and public roads and associated rights-of-way.

(b) Public or private parking areas, access ways, and driveways.

(c) Required setbacks between buildings, parking areas, and project boundaries.

(d) Required setbacks between buildings and streets.

(e) Private yards, including front, back and sides.

(f) Above-ground buildings, pipes, apparatus, and other equipment for community or individuals, septic, or sewage disposal systems.

(g) Any area less than 50 by 50 feet.

(4) Open Space shall be required as listed in Table 3. All Open Space Residential Developments shall include a minimum of the total site acreage as required open space based on the underlying base zoning density.

Table 3. Open Space Required for Various Densities

Base Density (du/ac)	Open Space Required (% of total site area)
<3	35%
3.01-6.00	37.5%
6.01-9.99	40%
10>	45%

(5) Any development that meets or exceeds its minimum preserved open space requirement upon the site analysis that includes areas as specified in Section 505(A)(2) above, shall not be required to provide any additional open space and is entitled to a density bonus as outlined in Section 502 above.

(B) **Use of Required Open Space:**

(1) Open space shall be designed and intended for the use and/or enjoyment of all residents of the proposed development and shall be accessible.

(2) Areas designated for required open spaces shall be preserved in their natural state unless otherwise permitted as follows:

(a) They are designated to be utilized for farming when authorized in a conservation easement or in a homeowners' association's covenants and restrictions; or

(b) They are designated to be utilized as wet or dry storm water management ponds or basins. These ponds or basins may be located partially or entirely within the required open space. Easement shall be required to enable the maintenance of these facilities or

(c) They are designated to be used as passive recreation areas (i.e. multi-purpose paths and pedestrian trails) designed and intended for the use and/or enjoyment of residents of the development and/or the general public. These active recreation areas shall be located in areas with the least impact on natural amenities and wildlife habitats, of a useable size and shape for the intended purpose. Such uses shall not include:

i. Structures under a roof;

(C) **Reclamation:**

(1) Any areas to be designated as required open space that are disturbed during construction or otherwise not preserved in its natural states, shall be landscaped with indigenous vegetation, excluding noxious plant life, which appeared in those respective areas of the required open space immediately prior to being disturbed during construction or otherwise not preserved in their natural states.

(D) **Future Subdivision and Development of Open Space**

(1) All required open space approved in the Final Development Plan shall be restricted from further subdivision or development by deed restriction, conservation easement, or other agreement in a form acceptable to the City of Oxford, and duly recorded in the office of the Butler County Recorder.

506 OWNERSHIP AND MAINTENANCE OF OPEN SPACE

Ownership of open space shall be designated through, but not limited to, one of the following options:

(A) Homeowners' Association, Condominium Association, Community Association, or other similar legal entity. The deed to each dwelling shall include a proportionate share of the common open space. Each owner shall be required to be a member of said Association, which shall be formed prior to conveyance of the first lot. The Association shall be responsible for maintenance, control, and insurance of all common areas, including required open space

(B) Conservation Easement. With the permission of City, the owner(s) of required open space may in accordance with the provisions of Section 5301.67-70 of the ORC, grant or transfer a conservation easement to any entity described in Section 5301.68 of the ORC, provided that the entity and the provisions of the conservation easements are acceptable to the City of Oxford and a land trust agreement is established. The conservation easement shall protect open space from future development and environmental damage by restricting the area from any future building and from the removal of soil, trees, and other natural features, except as is consistent with conservation, recreation, or agricultural uses or uses accessory to permitted uses. The easement shall indicate whether the open space is for the benefit of residents only or may be open to residents of the City of Oxford.

(C) An Open Space Management Entity. Such entity shall ensure that the open space will be protected in perpetuity from all forms of development, except as shown on an approved development plan and that it will never be changed to another use. The management entity shall prescribe all allowable and unallowable uses and activities within such open space, provide detailed standards and schedules for maintenance of the open space, including vegetative management.

SECTION 6
MINOR RESUBDIVISIONS, LOT SPLITS AND LOT CONSOLIDATION

600 PROCEDURE

The Planning Commission, acting as the Platting Commission, shall grant or deny, minor resubdivision(s), lot split(s) or lot consolidation(s) in the following manner:

(A) The Zoning Administrator and Chair of the Planning Commission shall, acting for the Planning Commission; mutually approve the minor resubdivision, lot split or consolidation if the proposed division or combination of land meets all of the following conditions:

(1) The proposed minor resubdivision, lot split or consolidation is located along an existing public street and involves no opening, widening or extension of any street or road, and in the case of residential lots, does not involve the creation of any easement for access.

(2) The proposed minor resubdivision, lot split or consolidation meets the dimensional requirement of the underlying district or a minimum of 3,000 square feet of lot size if the underlying district does not have minimum lot size requirements.

(3) The physical characteristics of the property are suitable for building sites.

(4) There is no division or allocation of land for parks and open spaces as required by these regulations.

(5) New lots to be created which are five acres or larger in size and located along an existing public road are exempt from this chapter.

(6) The sale or exchange of parcels between adjoining lot owners, where that sale or exchange does not create additional building sites are exempt from this chapter. The following statement shall be included on the Record Plat: "Not to be transferred as an independent parcel in the future without planning commission approval"

(7) No more than two (2) new lots shall be created.

(B) If, in the opinion of the Zoning Administrator or the Chair of the Planning Commission, the proposed minor resubdivision, lot split or consolidation does not meet the above conditions, the request shall be referred to the Planning Commission for decision. The Planning Commission, by majority vote, shall grant a minor resubdivision, lot split or consolidation if they find all of the conditions of subsection (A) above have been substantially met and provided.

(C) All lots occupied by portions of an existing main building may be administratively consolidated into one lot by the Zoning Administrator and the Chair of the Planning Commission acting together for the Planning Commission, provided the proposed request meets all applicable subdivision and zoning regulations.

(D) The Planning Commission may require, as a condition for approval of a minor resubdivision, lot split or consolidation, the dedication of a street right-of-way in conformance with the requirements of these regulations or the Official Thoroughfare Plan.

(E) All minor resubdivision(s), lot split(s) or lot consolidation(s) shall submit proof of recording to the Community Development Department and shall be recorded within six (6) months of the City's approval, or the approval will be null-in-void.

601 SUBMITTAL REQUIREMENTS

Application for approval of a minor resubdivision, lot split or consolidation shall include all information as outlined in Attachment G.

602 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 in Section 203, with the exception of the transfer of property within a recorded subdivision may be submitted as a minor subdivision if it does not involve the creation of any subdivision lot as a separate building site.

SECTION 7
DEFINITIONS

701 The definitions in Chapter 1159 of the Zoning Ordinance of the City of Oxford shall also be considered a part of these Subdivision Regulations.

702 Interpretation of Terms or Words

For the purpose of these Regulations, certain terms or words used herein shall be interpreted as follows:

(1) The word "person" includes a firm, association, organization, partnership, trust, company, or corporation as well as 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."

(6) The word "City" where used shall mean the City of Oxford adopting these Regulations and its legal entities.

703 For the purpose of this chapter, certain terms and words are defined as follows:

Alley: See Thoroughfare.

Applicant: A person or organization seeking to subdivide property following the guidelines and process listed in these regulations.

As-built Drawings: A drawing which represents a true location of what is being measured or has already been built in the field.

Assurance of Completion: A contact secured by a performance bond or other guarantee or security satisfactory to the City of Oxford City Council guaranteeing timely completion of public improvements which are required by these regulations.

Bike Path: An area specifically for bicycling which is physically separated from motorized vehicular traffic by an open space or barrier and either within the highway right-of-way or within an independent right-of-way.

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

Block Frontage: Property abutting on one side of a street, and lying between the two nearest intersecting or intercepting streets, or between the nearest intersecting or intercepting street and railroad right-of-way, waterway, or other definite barrier.

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

Building Site: A parcel under separate deed or description containing less than 5 acres and having road frontage.

Concept Plan: (Sketch Plan). An informal drawing which shows how a subdivider proposes to subdivide a property and which gives sufficient site information for the Planning Commission representatives to offer suggestions for site development.

Comprehensive Plan: A plan or any portion, thereof, adopted by the Planning Commission and the City Council showing the general location and extent of present and proposed physical facilities, including housing, industrial, and commercial uses, major streets, parks, schools, and other community facilities. This plan establishes the goals, objectives, and policies of the community.

Condominium: A building, or group of buildings, in which dwelling units, offices, or floor area are owned individually, and the structure, common areas, and facilities, are owned by all the owners on a proportional undivided basis. It also means and includes the land together with all buildings, improvements, and structures thereon, all easements, rights and appurtenances belonging thereto,

and all articles of personal property which have been submitted to the provisions of Chapter 5311 of the Ohio Revised Code and which is subject to said Chapter 5311. A condominium or condominium property is not a subdivision.

Conservation Easement: The grant of a property right stipulating that the described land will remain in its natural state and precluding future or additional development.

Construction Drawings: (See Improvements). Detailed plans for the construction of all public improvements to be made to the land including street pavement or resurfacing, curbs, gutters, sidewalks, water lines, sewer lines, storm drains, street lights, flood control and drainage facilities and utility lines, landscaping and other related matters normally associated with the development of raw land into building sites.

Conveyance: Any legal instrument under provisions of the Ohio Revised Code that results in the transfer of a legal or equable interest in real properties subject to recording in the Office of the County Recorder.

Corner Lot: See Lot Types.

Covenant: A written promise or pledge. A binding agreement made by two or more individuals, parties, etc. to do or keep from doing a specified thing; compact.

Cul-de-sac: See Thoroughfare.

Culvert: A transverse drain that channels under a bridge, street, or driveway.

Dead-end/ Stub Street: See Thoroughfare.

Density: A unit of measurement; the number of dwelling units per acre of land.

(1) **Gross Density:** The number of dwelling units per acre of the total land to be developed.

(2) **Net Density:** The number of dwelling units per acre of land when the acreage involved includes only the land devoted to residential uses.

Develop: To make a development; also to do any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operation filling of land, or storage of equipment or materials on undeveloped or already subdivided land, so as to change the drainage or the flow of water, or to do any work upon the land that is capable of serving as a subdivision or development of building sites in the future.

Developer(subdivider): means any individual, firm, association, syndicate, partnership, corporation, trust or any other legal entity commencing proceedings under this chapter to affect a subdivision of land hereunder for himself or for another.

Drainage Easement: Any easement used for but not limited to the following uses: the placement of stormwater drainage features, such as ditches, underground pipes, retention or detention basins, natural or manmade drainage courses or other related facilities, as well as access to allow for maintenance purposes.

Driveway: A vehicular travelway used to provide access from a street to dwelling units or commercial or industrial activities. Driveways are designed for low travel speeds and are often used as, or are integral with, parking areas for vehicles.

Dwelling Unit: A building or structure designed or occupied exclusively for nontransient residential use and permitted accessory uses for one or more households, but not including a tent, cabin, trailer, hotel, motel, or mobile home. Space within a building comprising living, dining, sleeping and storage rooms as well as space and equipment for cooking, bathing, and toilet facilities, all used by one (1) family. or housekeeping units for living and sleeping purposes and which includes permanently installed cooking and lawfully required sanitary facilities.

Earthwork Activity: Any, excavating, filling, or other alteration of the earth's surface where natural or manmade ground cover is destroyed and which may result in or contribute to erosion and sediment pollution.

Easement: Means authorizations by a property owner for the use by the City or a private utility company serving the area, and for a specified purpose, of any designated part of his property.

Electronic Document: A file of electronic origin that is created or maintained on a computer with operating system, and that is created and submitted in Standard AUTOCAD Format with a file extension of only ".dwg" or ".dxf". Electronic File format shall also refer to the Standard ADOBE Format of ".pdf".

Engineer: A~~ny~~ person registered to practice professional engineering by the state board of registration as specified in Section 4733.14, Ohio Revised Code.
Environmental Protection Agency: Ohio Environmental Protection Agency (E.P.A.)
Erosion: The wearing away of the earth's soil surface by water, wind, gravity, or any other natural process.
Federal Emergency Management Agency (FEMA): means the agency with the overall responsibility for administering the National Flood Insurance Program.
Final Plat: A revised version of the Preliminary Plat showing exact locations of lot lines, rights-of-way, easements, and dedicated areas which the subdivider submits for approval and intends, upon approval, to record.
Flood or flooding: means a general and temporary condition of partial or complete inundation of normally dry land areas from:

(1) The overflow of inland or tidal waters; and/or
(2) The unusual and rapid accumulation or runoff of surface waters from any source.

Flood, 100-Year: The temporary inundation of normally dry land areas by a flood that is likely to occur once every 100 years (i.e., that has a one percent (1%) chance of occurring each year, although the flood may occur in any year.)
Flood Plain: Any land area susceptible to be inundated by water from the base flood. The term refers to that area designated as subject to flooding from the base flood (100-year flood) on the "Flood Hazard Boundary Map or Flood insurance Rate Map" produced by the Federal Emergency Management Agency or U.S. Department of Housing and Urban Development delineating the areas of special flood hazard.
Grade: The amount of rise or descent of a sloping land surface, usually measured as a percent where the numbered percent represents the amount of vertical rise or fall, in feet, for every 100 feet horizontally. For example, a one foot vertical rise over one hundred horizontal feet represents a one percent slope.
Health Department: County Health District of Butler County, Ohio.
Highway Director: The Director of the Ohio Department of Transportation.
Historic Site: An area, structure or site related by historic or prehistoric events or themes, by visual continuity or character, or by some other special feature that gives it an historical identity as designated an historic district or is eligible to be designated by local, state, or federal government and given official status or protection.
Homeowners Association: A community association organized in a development in which individual owners share common responsibilities for the cost and upkeep of common open space or facilities or enforcement of covenants and restrictions relating to a development.
Improvements: (See Construction Drawings).Street pavement or resurfacing, curbs, gutters, sidewalks, water lines, sewer lines, storm drains, street lights, flood control for drainage facilities, utility lines, landscaping, and other related matters normally associated with the development of raw land into building sites.
Inspector: means any person so designated by the City Manager to meet detailed inspections of contract performance.
Land Contract: A legal agreement between a landowner and another person or persons interested in purchasing real property owned by the landowner, wherein the landowner agrees to receive regular payments, at specified intervals for a specified period of time, from the purchaser and at the end of the specified time period agrees to transfer ownership of the property to the purchaser.
Letter of Credit: A written statement from a bank or loan company, written against the good standing of a subdivider, guaranteeing necessary funds, the amount to equal a professional engineer's cost estimate for subdivision improvements, to complete such improvements should the subdivider fail to complete them within the time frame and conditions as specified in the subdivision approval agreements. (See also, Maintenance Bond, Performance Bond or Surety Bond)
Location Map: See Vicinity Map.
Lot: For purposes of these regulations, a lot is a parcel of land that is:

(1) A single lot of record;
(2) A portion of a lot of record;
(3) A combination of complete lots of record, of complete lots of record and portions of lots of record, or of portions of lots of record.

Lot Area: The area of a lot computed exclusive of any portion of the right(s)-of-way of any public or private street.

Lot Consolidation: The joining together of two or more lots, sites, tracts or parcels into one or more lot(s).

Lot Frontage: The front of a lot shall be constructed to be the portion nearest the street. For the purpose of determining yard requirements on corner lots and through lots, all sides of a lot adjacent to streets shall be considered frontage, and yards shall be provided as indicated under Yards in this section.

Lot Measurements: A lot shall be measured as follows:

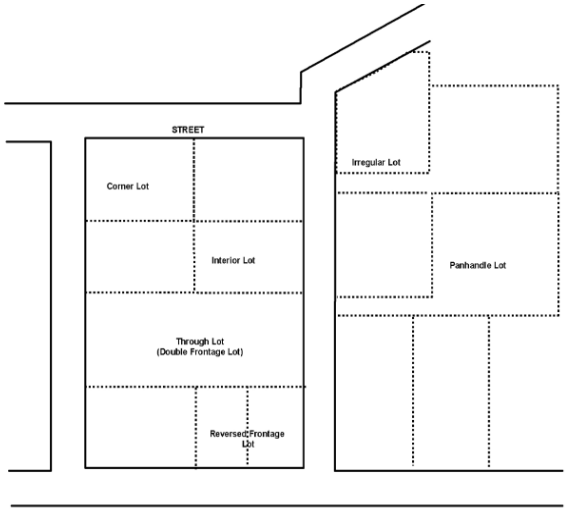
(1) **Lot Depth:** The distance between the mid-points of straight lines connecting the foremost points of the side lot lines in front and the rearmost points of the side lot lines in the rear. The mean horizontal distance between the front and rear lines of a lot.

(2) **Lot Width:** The distance between straight lines connecting front and rear lot lines at each side of the lot, measured at the building setback line, provided, however, that the width between side lot lines at their foremost points (where they intersect with the street line) shall not be less than eighty (80) percent of the required lot width. The horizontal distance between side lot lines measured along the required building setback line. When the street line is curved, the measurement shall be made on the arc, on or parallel to the curve of the street line.

Lot of Record: (See Metes and Bounds and Monuments). A lot which is part of a subdivision recorded in the office of the county recorder, or a lot or parcel described by metes and bounds, the description of which has been so recorded. Real estate recorded in the deed records in the office of the Butler County Recorder as a distinct lot or parcel, the description of which is complete and sufficient, in and of itself, for conveyance purposes without combination with other lots or parcels; or real estate recorded in the subdivision of lots records of the Butler County Recorder's office as a distinct lot or parcel capable of being conveyed without a combination with other lots or parcels.

Lot Split: Any division of land into less than three lots, sites, tracts or parcels. (Or no more than 2 new lots).

Lot Types: Terminology used in these regulations with reference to corner lots, interior lots and through lots is as follows:



(1) **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 one hundred thirty-five (135) degrees.

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

(3) **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.

(4) **Reversed Frontage Lot:** A lot on which frontage is at right angles to the general pattern in the area. A reversed frontage lot may also be a corner lot.

(5) **Flag/Panhandle 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. These lots are specifically prohibited in the City of Oxford.

Maintenance Bond: (See Letter of Credit and Performance Bond). An agreement by a ~~subdivider or~~ subdivider with the City guaranteeing the maintenance of physical improvements for a period of one (1) year from the release of the performance bond.

Major Street: means a street shown as a major street on the Major Street Plan which has been recommended by the Planning Commission and adopted by Council.

Metes and Bounds: (See Lot of Record and Monuments).A system of describing and identifying land by measures (metes) and direction (bounds) from an identifiable point of reference such as a monument or other marker, such as the corner of intersecting streets.

Minor Subdivision: means a division of a parcel of land that does not require a Record Plat to be approved by the Planning Commission in accordance with Ohio R.C. 711.131; also known as lot splits.

Major Subdivision: means the division of land not classified as a Minor Subdivision.

Monuments: (See Metes and Bounds). Permanent survey markers, or other permanent monuments such as Iron bases or iron pipes which will be set at all lot or parcel corners within the subdivision.

Multi-Use Path: See Bike Path and Pedestrian Path.

ORC: Ohio Revised Code.

Open Space: An area open to the sky intended for common usage by either the residents of a particular subdivision or the at-large public. This area may include, along with natural environmental features, any active recreational and/or community facilities desired by the Planning Commission. Streets, right-of-way, parking areas, structures for habitation, setback requirements and the like shall not be included.

(1) **Active Recreational Open Space:** A place designed and equipped for the conduct of sports and leisure activities.

(2) **Passive Recreational Open Space:** Leisure time activities, usually of an informal nature and which can be carried out with little alteration or disruption to the area in which they occur, emphasizes the open space aspect of a site and which involves a low level of development, including picnic areas and trails. A place designed and equipped for the purpose of non-active leisure.

Original Tract: As defined by the O.R.C. Section 711.131 as interpreted by the Attorney General in Opinion 1964 O.A.G. 1044, a contiguous quantity of land held in common ownership which has not been platted by the existing owner or owners as of January 1 of the current tax year.

Out Lot: Property shown on a subdivision plat outside of the boundaries of the land which is to be developed and which is to be excluded from the development of the subdivision.

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.

Pad: A building site prepared by artificial means, including, but not limited to, grading, excavation, or ~~filling~~ enbankment, or any combination thereof.

Parcel: Any piece of land described by a current deed.

Parking Space, Off-Street: For the purpose of these regulations, an off-street parking space shall consist of an area adequate for parking an automobile with room for opening doors on both sides, together 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.

Pedestrian Path: A pedestrian way, other than a sidewalk located parallel to a street. Could be located between dead end streets and other streets in order to facilitate better pedestrian and bicycle travel. Automobile use is prohibited.

Performance Bond or Surety Bond: An agreement by a subdivider with the City for the amount of the estimated construction cost (as approved by City Council and City Engineer) guaranteeing the completion of physical improvements according to plans and specifications within the time prescribed by the subdivider's agreement. (See also, Letter of Credit)

Performance Guarantee: Any security that may be accepted by a municipality as a guarantee that the improvements required as part of an application for development that are satisfactorily completed.

Person: An individual, trustee, executor, other fiduciary, corporation, firm, partnership, association, organization, or other entity acting as a unit.

Planned Unit Development: An area of land that is planned, developed, and maintained as a cohesive development according to the provisions of this Zoning Code. The planned unit development is a contiguous area to be planned and developed as a single entity containing one or more structures to accommodate residential, commercial and/or industrial uses in accordance with the zoning ordinance**.**An area of land, in which a variety of housing types and/or related commercial and industrial facilities are accommodated in a pre-planned environment under more flexible standards, such as lot size and setbacks, than those 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.

Plat: The drawing on which the subdivider's plan for a subdivision (preliminary or final) is presented to the Planning Commission for approval.

Plat of Survey: A land survey performed by a professional surveyor which identifies a minor subdivision or lot split.

Preliminary Plat: means a proposed subdivision of land together with certain public improvements which are to be installed therein, including both narrative and site design information, intended to provide the required reviewing agencies with a firm understanding of the manner in which the site in question is to be developed, and to determine whether there are any fundamental flaws inherent in the proposed subdivision's design, as enumerated these regulations.

Public Improvements: means any of the following: roadway pavement, curbs, gutters, sidewalks, water mains, sanitary sewers, storm sewers and other appurtenant construction as related to the subdivision improvement plan.

Public Utility Easement: An easement that may be required along the rear and sides of lots where needed to accommodate access to a public utility or sanitary structures. All public utility easements should be depicted on Record Plats and state any and all conditions and restrictions of the easements.

Public Way: (See Right-of-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 entity have a right, or which are dedicated, whether improved or not.

Record Plat: The drawing on which the plan of a subdivision is presented for recording.

Replat: A new recording of a previously recorded subdivision in which the purpose is to modify some portion of the originally recorded plat.

Resubdivision: Means a change in the plat or drawing of a recorded major or minor subdivision if such change affects any street layout, lot line or public way.

Right-of-Way: A general term to noting land, property or the interest therein, usually in the configuration of a strip, acquired for or devoted to transportation purposes. When used in this context, right-of-way includes the roadway, shoulders or berm, ditch, and slopes extending to the right-of-way limits under the control of the state or local authority. The usage of the term "right-of-way" for land platting purposes shall mean that every right-of-way hereafter established and shown on a final Record Plat is to be separate and distinct from the lots or parcels adjoining such rights-of-way and not included within the dimensions or areas of such lots or parcels, provided the size of the lot for zoning purposes shall be determined by the applicable zoning resolution.

Riparian Corridor/ Buffer: Riparian buffers are strips of grass, trees or shrubs established adjacent to streams, ditches, wetlands or other water bodies and are typically a minimum width of 35 feet with a maximum width of 180 feet and are typically included in the flood hazard zone.

Section: means any area of land specifically so designated by a subdivider on a Final Plat.

Sensitive Development Area: Any land(s) or soil(s) proposed to be subdivided that, if subjected to improper use or management is otherwise determined to be incapable or unsuitable of urban use. Sensitive Development Areas can also be considered those lands that pose special hazards to development or to the environment, consisting of lands or soils that are of such sensitive character that they made require special use, design, and engineering restrictions.

Setback Line: A line established by the subdivision regulations generally parallel with and measured from the lot line, defining the limits of a yard in which no building or structure, other than an accessory building, may be located above ground.

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

Slippage Potential: The potential which land has to move, under the force of gravity, should it be disturbed during construction activity.

Slope (Steep): Slopes are determined based on contour intervals of two feet or less. The percent of slope (rise in feet per horizontal distance) shall be established by measurement of distance perpendicular to the contour of the slope. The percent of slope shall be calculated for each two-foot contour interval. For example, any location on the site where there is a one-foot rise over a 10-foot horizontal run constitutes a 10 percent slope; a 1.5 foot rise over a 10-foot horizontal run constitutes a 15 percent slope; a twofoot rise over a 10-foot horizontal run constitutes a 20 percent slope. For the purpose of this code, steep slopes are slopes with hydric soils, moderately or severely erodible soils, which can be engineered to be developed, but not without additional effort or costs and are regulated to ensure development will not induce soil erosion, require excessive grading, increase slope instability, increased runoff, flooding and contamination of surface waters.

Stopping Sight Distance: The distance down a roadway for which a motorist is able to have unobstructed sight. Stopping sight distance is reduced by vertical and horizontal road curvature, fixed objects on the side of the road, and overhanging vegetation.

Stream, Intermittent: As defined by the U.S. Geological Survey, a watercourse having a source and terminus, banks, and channel through which waters flow intermittently throughout the year.

Street: means land connecting to the City highway system and actually constructed and paved according to City specifications for streets or such land for which bond has been given to, and approved and accepted by the City to insure such construction and paving within a certain time, that has:

(1) Been duly dedicated by subdivision plat, approved and accepted by the City and recorded in the plat records of Butler County, Ohio for all highway purposes, or;

(2) Been unconditionally and irrevocably deeded to the City for all highway purposes with an accompanying survey plat which deed and plat have been accepted by and recorded by the City, or;

(3) Been described by metes and bounds survey and plat and is determined to be equivalent to a plat dedicated or deeded as a street by virtue of at least twenty-one years usage for street purposes by the general public which determination may be made by Council by resolution or by a court of competent jurisdiction. Council has sole discretion as to whether it desires to make any such determination.

(4) Been expressly permitted by Council to remain privately owned while open to general public use for highway purposes prior to the enactment of this section as well as such land hereafter remaining privately owned by virtue of the application of express provisions of law.

Street Classification: See Thoroughfare, Street, or Road.

Street Pattern: An overall design of streets

(1) **Curvilinear Pattern:** A pattern of streets that are curved.

(2) **Gridiron Pattern**: A street and blocked system resulting in the formal, regular rectangular blocks and the resulting four way intersections.

(3) **Radial Pattern:** A street system in which the streets converge on a central point or area.

(4) **Rectilinear Pattern**: A system that is characterized by right angle, roadways, grid pattern blocks, and four way intersections.

Subdividers: See Developer.

Subdivision: A subdivision of land is produced by the division of land into three or more lots, sites or parcels. (Ord. 1424. Passed 4-19-77.)

(1) The division of any parcel of land shown as a unit or as continuous units on the last preceding tax roll, into two (2) or more parcels, sites or lots, any one of which is less than five (5) acres for the purpose whether immediate or future, of transfer of ownership; provided, however, that the division or partition of land into parcels of more than five acres not involving any new streets or easements of access, and the sale or exchange of parcels between adjoining lot owners, where such sale or exchange does not create additional building sites, shall be exempted; or

(2) The improvement of one or more parcels of land for residential, commercial or industrial structures or groups of structures involving the division or allocation of

land for the opening, widening, 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 surveying by the State Board of Registration as specified in Section 4733.02, of the Ohio Revised Code.

Tract: The term is used interchangeably with the term lot, particularly in the context of subdivisions, where one "tract" is subdivided into several "lots."

Thoroughfare, Street, or Road: The full width between property lines bounding every dedicated travelway, with a part thereof to be used for vehicular traffic and designated as follows:

(1) **Alley:** A minor street used primarily for vehicular service access to the back or side of properties abutting on another street.

(2) **Arterial Street:** A general term denoting a highway primarily for through traffic, carrying heavy loads and large volume of traffic, usually on a continuous route. Arterials include those classes of highways emphasizing a high level of mobility for the through movement of traffic. Generally, travel speeds and distances are greater on arterials as compared to the other classifications. The highest classes of arterials include interstates and freeways which are limited access to allow the free flow of traffic.

A. **Principal Arterials:** Generally, State and US Highways, heavily traveled County and City Roads, carrying both local and cross county traffic that links urban and rural communities. Intended to move traffic to and from interstates and major traffic generators with multiple lanes and a right-of-way width of 132 feet.

B. **Minor Arterials:** State and US Highways, County, Township and City Roads intended to serve through traffic and longer trips. Distributes traffic from principal arterials to lower class roads with right-of-way widths of 90 feet. Additional slope/utility easement as required.

(3) **Collector Street:** A thoroughfare, whether within a residential, industrial, commercial, or other type of development, which provide for distribution of traffic between major and local streets and abutting properties, including the principal entrance and circulation routes within residential subdivisions. Collectors collect traffic from the local streets and roads then distribute the traffic to the arterials. Collectors provide both mobility and land access. Generally, trip lengths, speeds, and volumes on collectors are moderate.

A. **Major Collectors:** City, County, and Township roads, carrying local traffic and moderate to short trips. Distributes traffic to and from principal and minor arterials and local streets. Additional slope/utility easement as required.

B. **Minor Collectors:** City, County and Township roads intended to serve properties that abut them that provides links for short distance trips with turn lanes as required by traffic analysis and additional slope/utility easement as required.

(4) **Cul-de-Sac:** A local street of relatively short length with one (1) end open to traffic and the other end terminating in a vehicular turnaround.

(5) **Dead-end/ Stub Street:** A street temporarily having only one (1) outlet for vehicular traffic and intended to be extended or continued in the future.

(6) **Local Street:** A street primarily for providing access to individual properties residential, commercial, or other abutting property. Provides access to the collector and arterial system with Right-of-Way (R/W) widths of 60 feet. Additional slope/utility easement as required. The primary function of local streets and roads is to provide land access. Travel speeds, distances, and volumes are generally low, and through traffic is usually discouraged on local streets and roads.

(7) **Loop Street:** A type of local street each end of which terminated at an intersection with the same arterial or collector street, and whose principal radius points of the

one hundred and eighty (180) degree system of turns are not more than three thousand (3000) feet from said arterial or collector street, nor normally more than six hundred (600) feet from each other.

(8) **Marginal Access Street:** A local or collector street, parallel and adjacent to an arterial or collector street, providing access to abutting properties and protection from arterial or collector streets.

(9) **Private Street:** A roadway which has not been dedicated to the City and is completely maintained by the adjoining property owners. This roadway is not maintained by the City and is owned entirely by the property owners who use it.

Thoroughfare Plan: A comprehensive plan that is adopted by the City of Oxford City Council and establishes the official right-of-way width of major streets and the general location recommended for arterial, collector and local thoroughfares.

Through Lot: See Lot Types.

Urban Forest: Means trees, woody vegetation, ~~soil, water, air,~~ wildlife and other natural resources found in the urban environment.

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

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

Watershed: The drainage basin in which the subdivision drains or that land whose drainage is affected by the subdivision.

Wetland: Those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. One or more indicators of wetland vegetation, hydric soil, or wetland hydrology must be present for an area to be a wetland *(U.S. Army Corps. Engineers)*.

Yard: An open space that lies between the principal building or buildings and the nearest lot line. The minimum required yard as set forth in the ordinance is unoccupied and unobstructed from the ground upward except as may be specifically provided in the zoning ordinance.

(1) **Yard, Front:** A space extending the full width of the lot between any building and the front lot line and measured perpendicular to the building at the closest point to the front lot line.

(2) **Yard, Rear:** A space extending across the full width of the lot between the principal building and the rear lot line and measured perpendicular to the building to the closest point of the rear lot line.

(3) **Yard, Side:** A space extending from the front year to the rear yard between the principal building and the side lot line and measured perpendicular from the side lot line to the closest point of the principal building.

Attachment A: Concept Plan Submission Requirements

Attachment B: Preliminary Plat Submission Requirements

Attachment C: Construction Drawing/ Improvement Plan Submission Requirements

Attachment D: Final Plat Submission Requirements

Attachment E: Record Plat Submission Requirements

Attachment F: As-Built Submission Requirements

Attachment G: Minor Resubdivisions, Lot Splits and Lot Consolidations

Attachment H: Typical Section Drawings

Attachment I: Required Statements

ATTACHMENT A: CONCEPT PLAN SUBMISSION REQUIREMENTS

REQUIRED SUBMISSION DOCUMENTS TABLE
Concept Plan Review

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
1	10 sets. (17" x 22" minimum)		
2	Electronic version of all documentation submitted (PDF preferred)		
3	The name, mailing address, and telephone number of the applicant and owner.		
4	Letter of Agency. (A statement from the owner that the applicant is entitled to apply on his or her behalf)		
5	Attach a written, detailed description of the request.		
6	Vicinity Map		
7	The zoning district in which the site is located.		
8	North point, scale and date.		
9	Boundaries of site, existing roads and buildings.		
10	Name, address and phone numbers of ~~registered surveyor and~~ professional ~~engineer~~ who prepared the plan.		
11	Preliminary inventory and analysis of the site to the extent possible which details topography, waterways, wetlands, drainage, retention, adjacent and on-site land uses, zoning, utilites, easements, internal and external circulation, and any other information critical to the capability of the site to accomodate development.		
12	Location of proposed streets, lots, retention/detention, parking, structures, pedestrian paths, parks, open space.		
13	Proposed construction entrance.		
14	Name of proposed subdivision, general layout, number of proposed lots.		

OFFICE USE

Date of Submission: _____ Date Application forwarded to Agencies: _____

Meeting w/ Applicant: _____ Date Comments Due to Applicant (15 Days): _____

Comments Received:

Engineering _____

Comm. Dev. Dept. _____

Fire _____

Police _____

ADD: Site Analysis as stipulated in Section 402(b)
Item 10: Change "who prepare plan" to "plan preparer".

ATTACHMENT B: PRELIMINARY PLAT SUBMISSION REQUIREMENTS

REQUIRED SUBMISSION DOCUMENTS TABLE
Preliminary Subdivision Application

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
1	20 sets. (17" x 22" minimum)		
2	Electronic version of all documentation submitted (PDF preferred)		
3	Digital copy in AutoCAD format submitted on a CD. Shall utilize the NAD-83 Ohio South State Plane Corrdinate System for horizontal control and the NAVD-1988 for vertical control. All subdivision boundary corners shall also be tied to the NAD-83 Ohio South State Plane Coordinate System and labled with a northing and easting, as well as centerline intersections, temporary turn-around center points and easement centerline that does not follow a lot line.		
4	The name, mailing address, and telephone number of the applicant and owner.		
5	Letter of Agency. (A statement from the owner that the applicant is entitled to apply on his or her behalf)		
6	Attach a written, detailed description of the request.		
7	Metes and bounds description of the property (Legal Description).		
8	Vicinity Map		
9	The zoning district in which the site is located.		
10	Required Fee.		
11	Number of proposed lots.		
12	Preliminary Plat shall show the following:		
	A. The location of present property and section lines, streets, buildings, lakes and watercourses.		
	B. Boundary lines, size and tract of whole site and each individual lot in square feet and/or acres.		
	C. Any existing water mains, culverts, sewer lines, railroads, easements, parks, permenant buildings, power poles, other underground structures and streets within the tract or immediately adjacent thereto, including the location, dimension and size of the nearest water main and sewer line.		
	D. The proposed location and width of streets, alleys, lots, parking areas, pedestrian walks, ingress/egress, ~~buildings and~~ setback lines and easements.		
	E. The title under which the proposed subdivision is to be recorded and the name of the subdivider and owner if other than the subdivider platting the tract.		
	F. The names and boundaries of all adjoining subdivisions and the names of recorded owners of adjoining parcels including mailing addresses and parcel numbers within 200 feet of the site.		
	G. North point, scale and date.		
	H. Existing contours with intervals of five feet or less referred to U.S.G.S. datum and obtained from a field survey.		
	I. The seal, registry number and signature of the registered surveyor and professional engineer who prepared the plat.		
	J. The plan should evaluate existing watercourses, channels, storm sewers, culverts and proposed improvements pertaining to drainage and flood control in regard to their ability to handle the anticipated greater volume of run-off and peak flows.		

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
	~~K. Any portion of the floodplain as delineated by the Flood Insurance Rate Map (FIRM) must be clearly illustrated and labeled on the plat.~~		
	L. Any existing building(s) to remain or to be razed.		
	M. Location of any wooded areas, topographic and natural features that are within and adjacent to the proposed project area to be preserved.		
	N. If and how the proposed subdivision will be subdivided in Phases.		

OFFICE USE

Date of Submission: _____
PC Case #: _____
PC Mtg. Date: _____
CC 1st Reading: _____
CC 2nd Reading: _____
Prelim. Ord. #: _____

Date Application forwarded to Agencies: _____
Date Comments Due to CDD: _____
Recommendation: _____

Comments Received:
Engineering _____
Comm. Dev. Dept. _____
Fire _____
Police _____

ADD: **Site Analysis as stipulated in Section 402(b)**
Landscaping Plan
Building Concept Elevations, as applicable
Lighting Concepts, as applicable
Any other information that may be necessary as determined by Staff.

ATTACHMENT C: CONSTRUCTION DRAWING/ IMPROVEMENT PLAN SUBMISSION REQUIREMENTS

REQUIRED SUBMISSION DOCUMENTS TABLE
Construction Drawing Submission

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
1	10 sets. (24" x 36" minimum)		
2	Electronic version of all documentation submitted (PDF preferred)		
3	Digital copy in AutoCAD format submitted on a CD. Shall utilize the NAD-83 Ohio South State Plane Corrdinate System for horizontal control and the NAVD-1988 for vertical control. All subdivision boundary corners shall also be tied to the NAD-83 Ohio South State Plane Coordinate System and labled with a northing and easting, as well as centerline intersections, temporary turn-around center points and easement centerline that does not follow a lot line.		
4	The name, mailing address, and telephone number of the applicant and owner.		
5	Letter of Agency. (A statement from the owner that the applicant is entitled to apply on his or her behalf)		
6	Attach a written, detailed description of the request.		
7	Metes and bounds description of the property (Legal Description).		
8	Vicinity Map		
9	The zoning district in which the site is located.		
10	~~Required Fee~~. ADD: Required Bond		
11	Number of proposed lots and phase.		
12	Construction Drawings shall show the following:		
	A. ~~Detailed~~ sections of the proposed street(s). ADD: Typical Sections		
	B. All proposed lots and streets delineated in plan, showing radii function of curves, curbs, sewer lines, etc.		
	C. A grading plan showing existing and proposed grades shall be provided. The City Engineer shall require contour lines, cross section designs or both as may be, in his opinion, ~~is~~ needed.		
	D. Site grading plans for all areas within the plat and should show the effect on all adjacent areas.		
	E. Cross sections or a grading plan shall show both existing and proposed earthwork limit lines and ditch grades. Earthwork limit lines shall designate top of subgrade for street pavements, curb and gutter, sidewalk and seeding or sodding areas. Locations of utilities parallel to the street and erosion protection shall be indicated.		
	F. The locations shall be shown of existing utilities, structures, drives, etc., which may be affected by the improvement.		
	G. Where a street ends at a property line, or may be extended in the future, the profile shall be shown for at least 300 feet beyond the subdivision property line or end of street.		
	H. Construction notes as necessary.		
	I. All storm sewers, other necessary drainage structures and channel protection shall be shown in plan and profile. Details shall be shown for construction of all structures.		
	J. All new utilities shall be shown. Water lines, gas lines, electric lines, telephone lines and sanitary sewer details shall be shown. All dimensions shall be from center line of R/W or easement, and elevations from U.S.G.S. data.		

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
	K. The plans and profiles of proposed sanitary sewers, storm sewers and water mains, with grades and sizes indicated, or method of sewage disposal in lieu of sewers shall be shown. Other details shall be shown as required by the City Engineer or the County Board of Health.		
	L. Street names, lot numbers, lot dimensions and easements shall be shown.		
	M. A note shall be included as follows: "All work required by this Code shall be done under the inspection of the City Engineer and private utility representatives in accordance with the rules and regulations for subdivisions."		
	N. General notes and miscellaneous details shall include any pertinent notes and details that are not covered in the standard drawings or the plan and profile.		
	O. Guardrails shall be constructed on streets when required by Ohio Department of Transportation standards or by the City Engineer.		
	P. ~~Whenever practical,~~ City standard drawings shall be used for items such as headwalls, barricades and inlets. Special detail drawings shall be included in the plans for all items where conformance with the standard drawings is not practical. Copies of ~~those~~ standard drawings needed may be obtained from the office of the City Engineer. ~~Those~~ standard drawings which will be used for construction, shall be listed on the title page of the improvement plan.		
	Q. The actual construction should be a reasonably accurate adherence to the plans. The City Engineer has the right to require that any change in the plan be brought to the Planning Commission and/or Council before construction continues.		
	R. At the completion of construction the plans shall be revised as necessary to provide as-built engineering plans. This work shall be done by the subdivider's engineer, who was responsible for setting grades and the staking for improvements. As-built engineering plans shall be submitted to the City Engineer. ADD: "Professional" Engineer		
	S. A detailed drainage report by a registered engineer shall evaluate the ability of existing water courses, channels, storm sewers, culverts and the proposed improvements to serve the area being platted as well as land outside the subdivision contributing to the design drainage system. This report shall be prepared as specified by the City.		
13	Any or all relevent information provided on the Preliminary Plat.		
14	Any conditions placed on the project during the Preliminary Review.		
15	Traffic Impact Study.		
16	Estimate of the cost of construction for street and infrastructure improvements.		
17	Approval and acceptance clause for the signatures of a representative of the Community Development Department, City Engineer and City Fire Chief.		

OFFICE USE

Date of Submission: Date Application forwarded to Agencies:

ADD: Table of the estimated quantities for the roadway and infrastructure of the proposed subdivision

PC Case #: _____

Prelim. Ord. #: _____ Comments Received: Approved:

Engineering		
Comm. Dev. Dept.		
Fire		
Police		

Const. Dwg. Exp.: _____ (2 yrs.)

ATTACHMENT D: FINAL PLAT SUBMISSION REQUIREMENTS

REQUIRED SUBMISSION DOCUMENTS TABLE
Final Subdivision Application

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
1	~~20 sets~~. (17" x 22" minimum) **Change to 10 sets**		
2	Electronic version of all documentation submitted (PDF preferred)		
3	Digital copy in AutoCAD format submitted on a CD. Shall utilize the NAD-83 Ohio South State Plane Corrdinate System for horizontal control and the NAVD-1988 for vertical control. All subdivision boundary corners shall also be tied to the NAD-83 Ohio South State Plane Coordinate System and labled with a northing and easting, as well as centerline intersections, temporary turn-around center points and easement centerline that does not follow a lot line. AutoCAD layouts shall be provided allowing for the reproduction of a complete set of plans as needed.		
4	The name, mailing address, and telephone number of the applicant and owner.		
5	Letter of Agency. (A statement from the owner that the applicant is entitled to apply on his or her behalf)		
6	Attach a written, detailed description of the request.		
7	Metes and bounds description of the property (Legal Description).		
8	Vicinity Map		
9	The zoning district in which the site is located.		
10	Required Fee.		
11	Number of proposed lots.		
12	Any deed restrictions/ covenants		
13	The names and boundaries of all adjoining subdivisions and the names of recorded owners of adjoining parcels including mailing addresses and parcel numbers within 200 feet of the site.		
14	Final Plat shall show the following:		
	A. Boundary lines of the area being subdivided with accurate distances and bearings. Each section which is presented for final plat approval must have all of the required improvements extended to the property lines where necessary in order that future final plat sections may connect with them to maintain the continuity of the approved preliminary plan.		
	B. A statement dedicating all proposed streets and alleys with their widths and names.		
	C. The accurate outline of any portions of the property to be dedicated or granted for public use.		
	D. The lines of adjoining streets and alleys with their widths and names.		
	E. All lot lines together with an identification system for all lots and blocks. Lot numbers shall be secured from the County Auditor.		
	F. The locations of all building lines and easements provided for public use, services or utilities.		
	G.All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and any other areas for public or private use. Linear dimensions are to be given to the nearest one hundredth of a foot.		

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
	H. The radii, arcs, lengths, points of tangency and central angles for all curvilinear streets and the radii and lengths for rounded corners.		
	I. The location of all survey monuments and benchmarks together with their descriptions. There shall be a minimum of four permanent markers in each subdivision section located at or near the outer corner.		
	J. The name of the subdivision, the scale of the plat, points of the compass and name of owner or owners and subdivider if other than the owner and name of the surveyor and engineer preparing the plat.		
	K. The certificate of the surveyor attesting to the accuracy of the survey and to the correct locations of all monuments shown.		
	L. Any private restrictions and trusteeships and their duration. Should these restrictions or trusteeships be of such length as to make their lettering on the plat impracticable, thus necessitating the preparation of a separate instrument, reference to such instrument shall be made on the plat. (HOA - Homeowners Association Covenants and Bylaws)		
	M. A receipt showing that all legally due taxes have been paid.		
	N. North arrow, scale and date.		
	O. The location of all existing and proposed property lines, streets, alleys, rights-of-way, buildings, parking areas, pedestrian walks, ingress/egress, buildings and setback lines, easements, lakes, watercourses, and drainage		
	P. Any existing and proposed water mains, culverts, sewer lines, railroads, easements, parks, permenant buildings, power poles, other underground structures and streets within the tract or immediately adjacent thereto, including the location, dimension and size of the nearest water main and sewer		
	T. Boundary lines, size and tract of whole site and each individual lot in square feet and/or acres along with the linear measurment thereof.		
	U. The proposed location and width of streets, alleys, lots, parking areas, pedestrian walks, ingress/egress, buildings and setback lines and easements.		
	Q. The seal, registry number and signature of the registered surveyor and professional engineer who prepared the plat.		
	R. Any portion of the floodplain as delineated by the Flood Insurance Rate Map (FIRM) must be clearly illustrated and labeled on the plat.		
	S. Location of any wooded areas, topographic and natural features that are within and adjacent to the proposed project area to be preserved.		
	T. If and how the proposed subdivision will be subdivided in Phases.		
	U. Any conditions placed on the project during the Preliminary Review and City Ordinance Number.		
	V. Proof of approved, unexpired Construction Drawings		

OFFICE USE

Date of Submission: _____
PC Case #: _____
PC Mtg. Date: _____
CC 1st Reading: _____
CC 2nd Reading: _____
Prelim. Ord. #: _____
Prelim. Case #: _____

Date Application forwarded to Agencies: _____
Date Comments Due to CDD: _____
Recommendation: _____

Comments Received:
Engineering _____
Comm. Dev. Dept. _____
Fire _____
Police _____

ATTACHMENT E: RECORD PLAT SUBMISSION REQUIREMENTS

REQUIRED SUBMISSION DOCUMENTS TABLE
Record Plat

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
1	8 plats (4 on 8.5" x 11" and 4 on 24"x 36" Bond Paper) 1 Mylar for County		
2	Electronic version of all documentation submitted (PDF preferred)		
3	Digital copy in AutoCAD format submitted on a CD. Shall utilize the NAD-83 Ohio South State Plane Corrdinate System for horizontal control and the NAVD-1988 for vertical control. All subdivision boundary corners shall also be tied to the NAD-83 Ohio South State Plane Coordinate System and labled with a northing and easting, as well as centerline intersections, temporary turn-around center points and easement centerline that does not follow a lot line. AutoCAD layouts shall be provided allowing for the reproduction of a complete set of plans as needed.		
4	The name, mailing address, and telephone number of the applicant and owner.		
5	Metes and bounds description of the property (Legal Description).		
6	Proof or reciept of accepted bond filed with City Clerk. ~~[See Sec. 1101.08 (d) & (e)]~~		
7	~~Required Fee.~~		
8	Record Plat shall show the following: (Cover Sheet showing whole subdivision layout with specific Phase delineated for recording. Second sheet should show specifics required.)		
	A. Name of Subdivision and Vol./Bk.____ Pg._____ for plat.		
	B. The seal, registry number and signature of the registered surveyor and professional engineer who prepared the plat.		
	C. North arrow, scale and date.		
	D. Boundary lines, size and tract of whole site and each individual lot in square feet and acres along with the linear measurment thereof.		
	E. The names and boundaries of all adjoining subdivisions and the names of recorded owners of adjoining parcels including parcel and lot numbers, including Deed Bk. & Pg. numbers within 200 feet of the site.		
	F. Locations, dimensions, widths and names of existing streets, alleys, lots, railroads, right-of-ways, easements, and parks.		
	G. Location, dimensions, widths and names of proposed streets.		
	H. The radii, arcs, lengths, points of tangency and central angles for all curvilinear streets and the radii and lengths for rounded corners.		
	I. All new utility easements shall be shown. Water lines, gas lines, electric lines, telephone lines, sanitary sewer and detention/retention.		
	J. The location of all survey monuments and benchmarks together with their descriptions. There shall be a minimum of four permanent markers in each subdivision section located at or near the outer corner.		
	K. The zoning district in which the site is located and statement certifying that the subdivision satisfies all applicable requirements of the zoning district governing the use of the land at the time of approval.		
	L. Building setback lines and dimensions.		
	M. Lot numbers secured from the County Auditor.		

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
	N. Restrictions and covenants included in the deeds to the lots of the subdivision (HOA Documents). Reference to such instrument shall be made on the plat as well as a Bk._____ Pg._____ reference to fill-in.		
	O. Reference City Ordinance No.'s from Preliminary & Final Plat approvals and date of Approved Construction Drawings.		
	P. Acknowledgement by the owner or owners of the plat restrictions including dedication of public streets, parks, alleys and granting required easements. (Requires Notorized Signatures)		
	Q. Approval and acceptance clause for the signatures of City Representatives.		
9	**Turn in proof of recording to City of Oxford Community Development Dept.**		

OFFICE USE

Date of Submission: _____ Date Application forwarded to Agencies: _____

PC Case #: _____ Date Signed Plat Due to Applicant (30 Days): _____

_____

Signatures Received:

Prelim. Ord. #: _____ Engineering _____

Final. Ord. #: _____ Comm. Dev. Dept. _____

Council/Mayor _____

ATTACHMENT F: AS-BUILT SUBMISSION REQUIREMENTS

REQUIRED SUBMISSION DOCUMENTS TABLE
As-Built Plan Requirements

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
1	1 - 24" x 36" Mylar		
2	Electronic version of all documentation submitted (PDF preferred)		
3	Digital copy in AutoCAD format submitted on a CD. Shall utilize the NAD-83 Ohio South State Plane Corrdinate System for horizontal control and the NAVD-1988 for vertical control. All subdivision boundary corners shall also be tied to the NAD-83 Ohio South State Plane Coordinate System and labled with a northing and easting, as well as centerline intersections, temporary turn-around center points and easement centerline that does not follow a lot line. AutoCAD layouts shall be provided allowing for the reproduction of a complete set of plans as needed.		
4	The name, mailing address, and telephone number of the applicant and owner.		
5	~~Required Fee.~~ ADD: Required Bond		
6	All changes from the approved Construction Drawings shall be clearly identifiable and in red.		
7	**Sanitary Sewer:**		
	A. Lengths, inverts, rim elevations, pipe material, (Labeled "as shown on the approved construction drawings"), and percent grades.		
	B. Locations (by station number & offset and state plane coordinates) of all sanitary sewer main appurtenances (manholes, clean-outs, etc.)		
8	**Storm Sewer:**		
	A. Lengths, inverts, rim elevations, pipe material, (Labeled "as shown on the approved construction drawings"), and percent grades.		
	B. Locations (by station number & offset and state plane coordinates) of all storm sewer appurtenances (catch basins, manholes, field grates, centerline information for paved ditches, headwalls, etc.)		
9	**Water:**		
	A. Depth to the top of the water valve nuts for all water valves.		
	B. Locations (by station number & offset and state plane coordinates) of all water main appurtenances (valves, fire hydrants, water meter pits, curb stops etc.)		
10	**Detention Basins:**		
	A. Locations (by station number & offset and state plane coordinates) of all inlets and outlet structures, spillways, etc. Elevations shall be provided for all items. Orifice diameters shall be provided.		
	B. Topography of the basin and downstream flow channels shall be shown. The as-built volume of the basin shall be listed in cubic feet.		
11	The seal, registry number and signature of the registered surveyor and professional engineer who prepared the plat.		

OFFICE USE

ADD: Information as noted in 02.03.2011 Memo from Engineering

Dat
PC Case #:
Date Const. Dwgs. Approved
Recommendation:
Comments Received: Engineering

ATTACHMENT G: MINOR RESUBDIVISIONS, LOT SPLITS AND LOT CONSOLIDATIONS

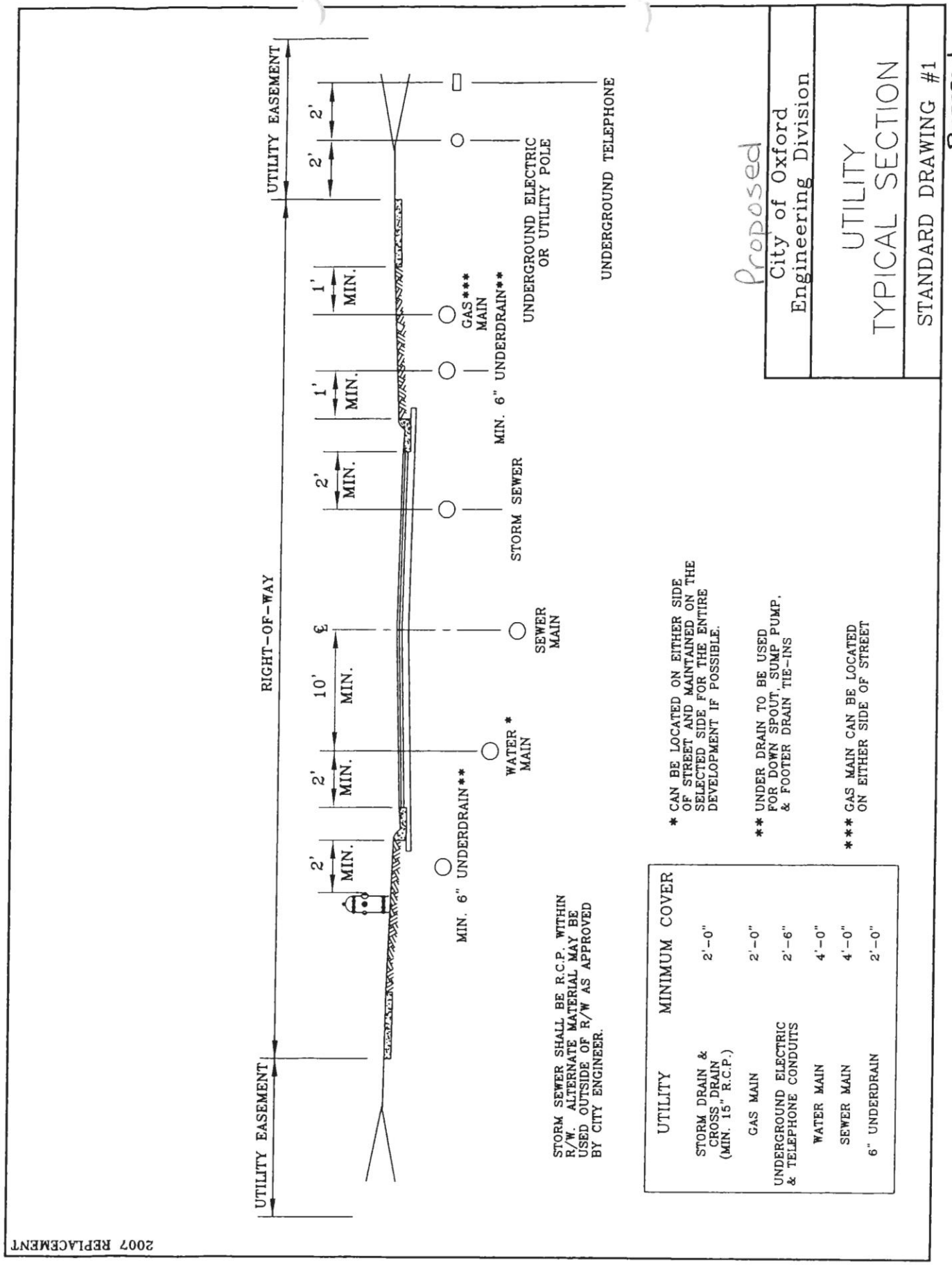
REQUIRED SUBMISSION DOCUMENTS TABLE
Minor Resubdivisions, Lot Splits and Lot Consolidations

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
1	8 plats (4 on 8.5" x 11" and 4 on 24"x 36" Bond Paper) 1 Mylar for County		
2	Electronic version of all documentation submitted (PDF preferred)		
3	Digital copy in AutoCAD format submitted on a CD. Shall utilize the NAD-83 Ohio South State Plane Corrdinate System for horizontal control and the NAVD-1988 for vertical control. All subdivision boundary corners shall also be tied to the NAD-83 Ohio South State Plane Coordinate System and labled with a northing and easting, as well as centerline intersections, temporary turn-around center points and easement centerline that does not follow a lot line. AutoCAD layouts shall be provided allowing for the reproduction of a complete set of plans as needed.		
4	The name, mailing address, and telephone number of the applicant and owner.		
5	Letter of Agency. (A statement from the owner that the applicant is entitled to apply on his or her behalf)		
6	Attach a written, detailed description of the request.		
7	Metes and bounds description of the property (Legal Description).		
8	Vicinity Map		
9	The zoning district in which the site is located.		
10	Required Fee.		
11	Number of proposed lots.		
12	Plat shall show the following:		
	A. The seal, registry number and signature of the registered surveyor and professional engineer who prepared the plat.		
	B. The location of all present property lines, streets, alleys, rights-of-way, buildings, easements, lakes, watercourses and drainage ways.		
	C. Size of the tract in acres and square feet and the boundary lines along with the linear measurements.		
	D. The names and boundaries of all adjoining subdivisions and the names of recorded owners of adjoining parcels including mailing addresses and parcel numbers within 200 feet of the site.		
	E. North point, scale and date.		
	F. Any portion of the floodplain as delineated by the Flood Insurance Rate Map (FIRM) must be clearly illustrated and labeled on the plat.		
	G. Exact location shall be shown for all buildings, septic tanks, wells or similar features with respect to existing or proposed lot lines or right-of-way lines		
	H. Other information as deemed necessary by staff in order to create building sites and promote the public health, safety and welfare.		
	I. Notification will be sent to direct abutters within two business days of the application filing. This notification will include comment forms.		
	J. Any existing building(s) to remain or to be razed.		
13	**Turn in proof of recording to City of Oxford Community Development Dept.**		

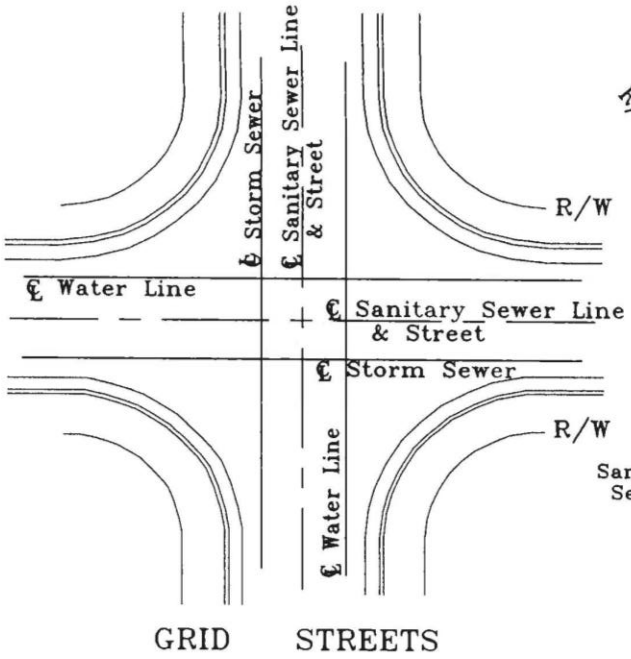
OFFICE USE

Date of Submission: _____ Date Signed Plat Due to Applicant (15 Days): _____

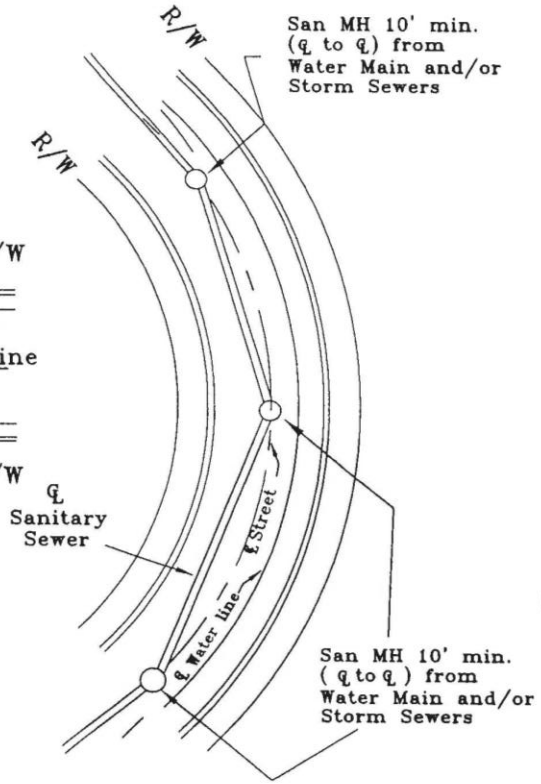
PC Case #: _____ Date Approved: _____


UTILITY EASEMENT
RIGHT-OF-WAY
UTILITY EASEMENT
2' MIN.
2' MIN.
10' MIN.
2' MIN.
2' MIN.
1' MIN.
1' MIN.
2' MIN.
2' MIN.
MIN. 6" UNDERDRAIN**
WATER * MAIN
SEWER MAIN
STORM SEWER
MIN. 6" UNDERDRAIN**
GAS*** MAIN
UNDERGROUND ELECTRIC OR UTILITY POLE
UNDERGROUND TELEPHONE
STORM SEWER SHALL BE R.C.P. WITHIN R/W. ALTERNATE MATERIAL MAY BE USED OUTSIDE OF R/W AS APPROVED BY CITY ENGINEER.
UTILITY MINIMUM COVER
STORM DRAIN & CROSS DRAIN (MIN. 15" R.C.P.) 2'-0"
GAS MAIN 2'-0"
UNDERGROUND ELECTRIC & TELEPHONE CONDUITS 2'-6"
WATER MAIN 4'-0"
SEWER MAIN 4'-0"
6" UNDERDRAIN 2'-0"
* CAN BE LOCATED ON EITHER SIDE OF STREET AND MAINTAINED ON THE SELECTED SIDE FOR THE ENTIRE DEVELOPMENT IF POSSIBLE.
** UNDER DRAIN TO BE USED FOR DOWN SPOUT, SUMP PUMP, & FOOTER DRAIN TIE-INS
*** GAS MAIN CAN BE LOCATED ON EITHER SIDE OF STREET
Proposed
City of Oxford
Engineering Division
UTILITY
TYPICAL SECTION
STANDARD DRAWING #1
Proposed
2007 REPLACEMENT

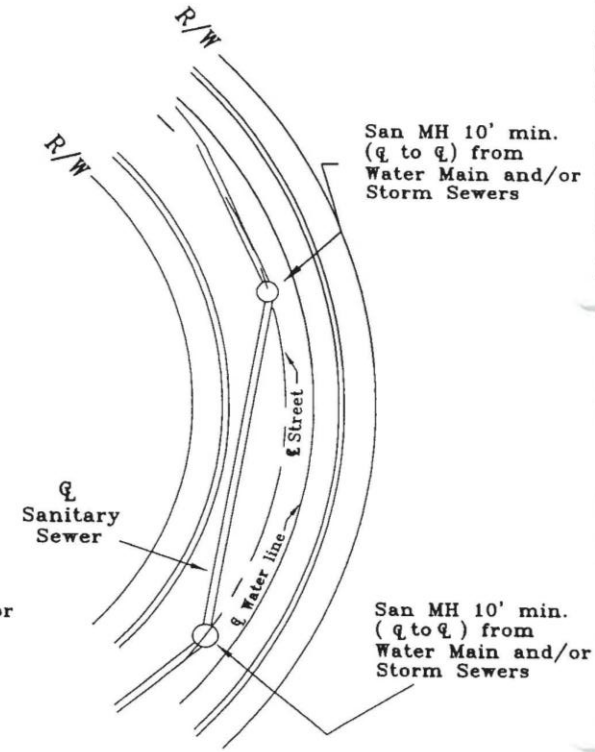
2007 REPLACEMENT



GRID STREETS



CURVILINEAR STREETS
(When sanitary main can not be kept within pavement, a manhole shall be placed at curve center.)



CURVILINEAR STREETS
(Keeping sanitary main within pavement)

Water mains shall be generally placed a minimum of 2' from face of curb. Storm sewers shall be generally placed a minimum of 2' from the face of curb. Sanitary sewer lines shall generally be placed to follow the centerline of the street.

Where it is necessary to cross the water line, the crossing shall be in accordance with the requirements of the City of Oxford Water & Sanitary Sewer Improvement Specifications Manual.

In order to reduce the number of manholes in curvilinear streets, manholes must be located within the centerline of the street before and after the curve, with the sanitary main located within the pavement area between the two manholes. Where the sanitary main can not be located within the pavement aria of a curvilinear street, a manhole shall be placed in the centerline of the street at the curve center to eliminate the sanitary sewer from being placed under sidewalks and driveways.

Proposed

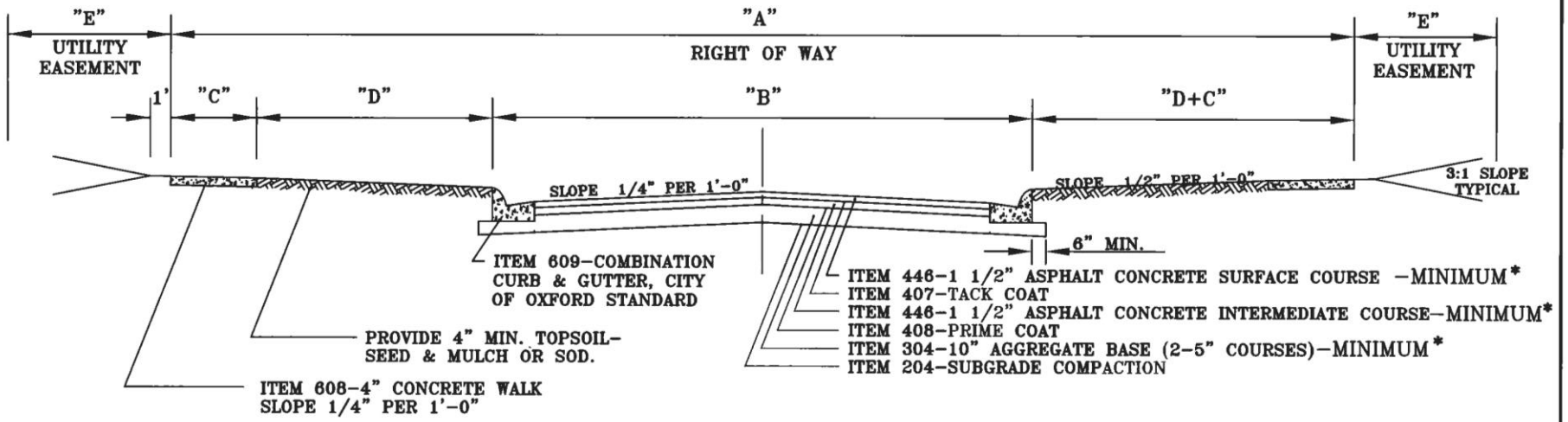
City of Oxford
Engineering Division

UTILITY LOCATIONS

STANDARD DRAWING #2

proposed

2010 REPLACEMENT



*PAVEMENT THICKNESS LISTED TO BE MINIMUM ALLOWED. ACTUAL PAVEMENT DESIGN TO BE BASED ON CALIFORNIA BEARING RATIO (CBR) VALUE OF SOIL IN THE IMMEDIATE DEVELOPMENT AREA. A MINIMUM OF ONE SOIL BORING SHALL BE TAKEN FOR EVERY 1000' OF ROADWAY IN THE SOIL MATERIAL THAT IS REPRESENTATIVE OF THE STREET SUBGRADE.

	MINIMUM	MINIMUM
A	50'	60'
B	30'	35'
C	5'	5'
D	5'	7.5'*
D&C	10'	12.5'
E	10'	10'

* VARIES TO MEET EXISTING

REQUIRED STANDARD DIMENSIONS

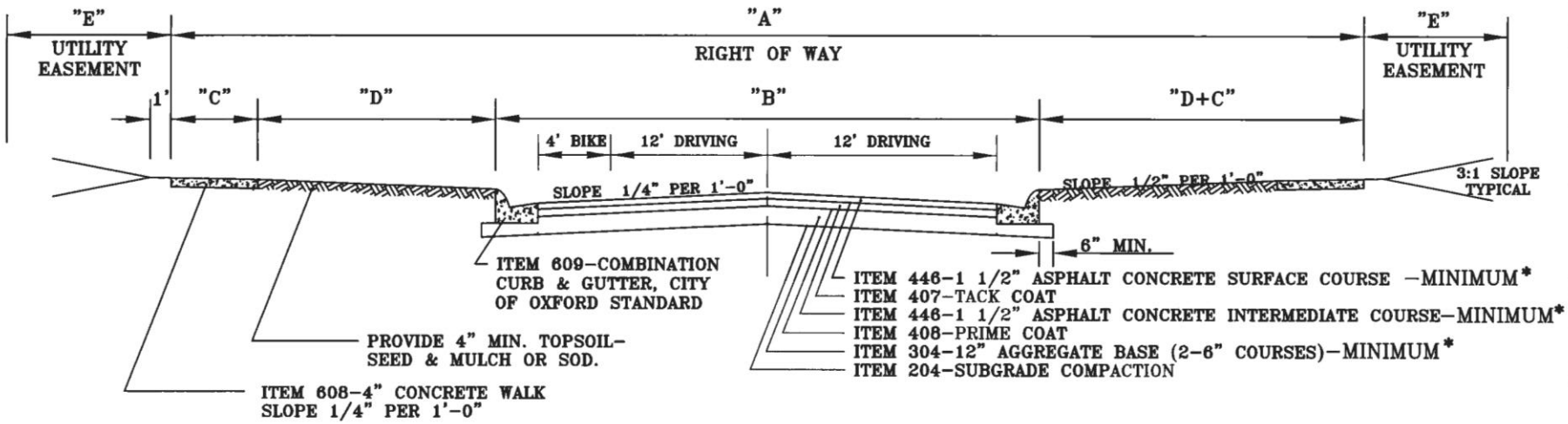
SUB GRADE SHALL BE PREPARED IN ACCORDANCE WITH ITEM 204 OF THE MOST CURRENT EDITION OF THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION CONSTRUCTION MATERIAL AND SPECIFICATIONS MANUAL.

BEFORE THE PLACEMENT OF ASPHALT CONCRETE COURSES, THE AGGREGATE BASE COURSE SHALL BE PROOF ROLLED UNDER THE PRESENCE AND SUPERVISION OF THE CITY OF OXFORD IN ACCORDANCE WITH ITEM 304 OF THE MOST CURRENT EDITION OF THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION CONSTRUCTION MATERIAL AND SPECIFICATIONS MANUAL. IF ASPHALT CONCRETE COURSES ARE INSTALLED WITHOUT PROOF ROLLING IN THE PRESENCE OF A CITY INSPECTOR, THE STREET WILL NOT BE ACCEPTED BY THE CITY.

City of Oxford
Engineering Division

LOCAL STREET TYPICAL SECTION

STANDARD DRAWING #3



*PAVEMENT THICKNESS LISTED TO BE MINIMUM ALLOWED. ACTUAL PAVEMENT DESIGN TO BE BASED ON CALIFORNIA BEARING RATIO (CBR) VALUE OF SOIL IN THE IMMEDIATE DEVELOPMENT AREA. A MINIMUM OF ONE SOIL BORING SHALL BE TAKEN FOR EVERY 1000' OF ROADWAY IN THE SOIL MATERIAL THAT IS REPRESENTATIVE OF THE STREET SUBGRADE.

	MINIMUM
A	58'
B	33'
C	5'
D	7.5'
D&C	12.5'
E	10'

REQUIRED STANDARD DIMENSIONS

SUB GRADE SHALL BE PREPARED IN ACCORDANCE WITH ITEM 204 OF THE MOST CURRENT EDITION OF THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION CONSTRUCTION MATERIAL AND SPECIFICATIONS MANUAL.

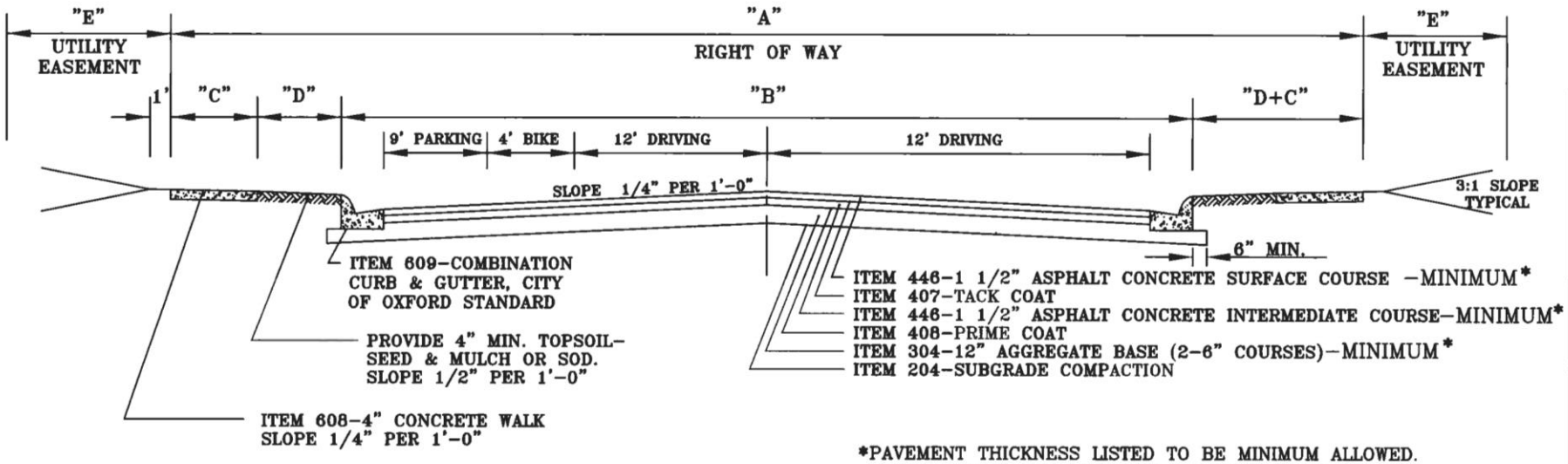
BEFORE THE PLACEMENT OF ASPHALT CONCRETE COURSES, THE AGGREGATE BASE COURSE SHALL BE PROOF ROLLED UNDER THE PRESENCE AND SUPERVISION OF THE CITY OF OXFORD IN ACCORDANCE WITH ITEM 304 OF THE MOST CURRENT EDITION OF THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION CONSTRUCTION MATERIAL AND SPECIFICATIONS MANUAL. IF ASPHALT CONCRETE COURSES ARE INSTALLED WITHOUT PROOF ROLLING IN THE PRESENCE OF A CITY INSPECTOR, THE STREET WILL NOT BE ACCEPTED BY THE CITY.

City of Oxford
Engineering Division

MINOR COLLECTOR STREET TYPICAL SECTION

STANDARD DRAWING #4

2010 REPLACEMENT



*PAVEMENT THICKNESS LISTED TO BE MINIMUM ALLOWED. ACTUAL PAVEMENT DESIGN TO BE BASED ON CALIFORNIA BEARING RATIO (CBR) VALUE OF SOIL IN THE IMMEDIATE DEVELOPMENT AREA. A MINIMUM OF ONE SOIL BORING SHALL BE TAKEN FOR EVERY 1000' OF ROADWAY IN THE SOIL MATERIAL THAT IS REPRESENTATIVE OF THE STREET SUBGRADE.

	MINIMUM
A	67'
B	42'
C	5'
D	7.5'
D&C	12.5'
E	10'

REQUIRED STANDARD DIMENSIONS

SUB GRADE SHALL BE PREPARED IN ACCORDANCE WITH ITEM 204 OF THE MOST CURRENT EDITION OF THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION CONSTRUCTION MATERIAL AND SPECIFICATIONS MANUAL.

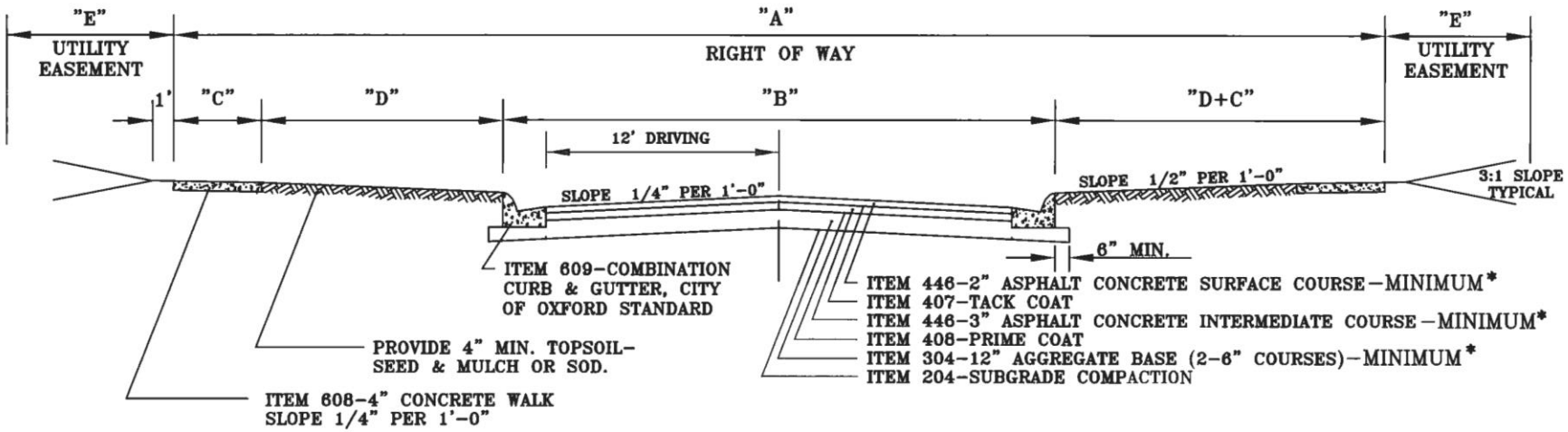
BEFORE THE PLACEMENT OF ASPHALT CONCRETE COURSES, THE AGGREGATE BASE COURSE SHALL BE PROOF ROLLED UNDER THE PRESENCE AND SUPERVISION OF THE CITY OF OXFORD IN ACCORDANCE WITH ITEM 304 OF THE MOST CURRENT EDITION OF THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION CONSTRUCTION MATERIAL AND SPECIFICATIONS MANUAL. IF ASPHALT CONCRETE COURSES ARE INSTALLED WITHOUT PROOF ROLLING IN THE PRESENCE OF A CITY INSPECTOR, THE STREET WILL NOT BE ACCEPTED BY THE CITY.

City of Oxford
Engineering Division

MAJOR COLLECTOR STREET TYPICAL SECTION

STANDARD DRAWING #4A

2010 REPLACEMENT



*PAVEMENT THICKNESS LISTED TO BE MINIMUM ALLOWED. ACTUAL PAVEMENT DESIGN TO BE BASED ON CALIFORNIA BEARING RATIO (CBR) VALUE OF SOIL IN THE IMMEDIATE DEVELOPMENT AREA. A MINIMUM OF ONE SOIL BORING SHALL BE TAKEN FOR EVERY 1000' OF ROADWAY IN THE SOIL MATERIAL THAT IS REPRESENTATIVE OF THE STREET SUBGRADE.

	MINIMUM
A	69'
B	29'
C	10'
D	10'
D&C	20'
E	10'

REQUIRED STANDARD DIMENSIONS

SUB GRADE SHALL BE PREPARED IN ACCORDANCE WITH ITEM 204 OF THE MOST CURRENT EDITION OF THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION CONSTRUCTION MATERIAL AND SPECIFICATIONS MANUAL.

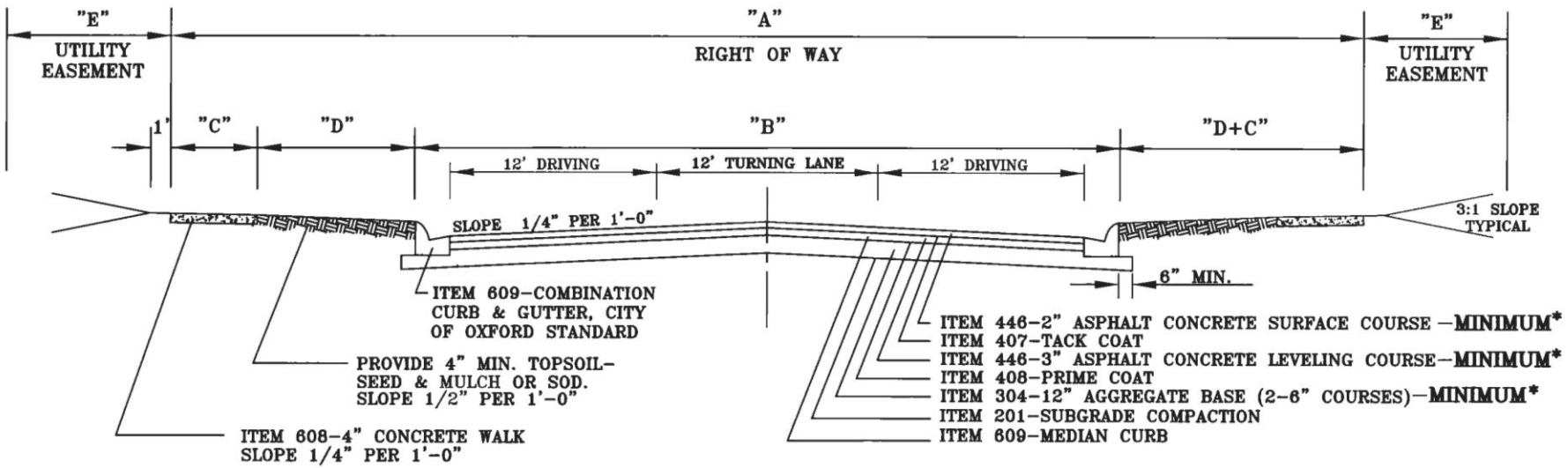
BEFORE THE PLACEMENT OF ASPHALT CONCRETE COURSES, THE AGGREGATE BASE COURSE SHALL BE PROOF ROLLED UNDER THE PRESENCE AND SUPERVISION OF THE CITY OF OXFORD IN ACCORDANCE WITH ITEM 304 OF THE MOST CURRENT EDITION OF THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION CONSTRUCTION MATERIAL AND SPECIFICATIONS MANUAL. IF ASPHALT CONCRETE COURSES ARE INSTALLED WITHOUT PROOF ROLLING IN THE PRESENCE OF A CITY INSPECTOR, THE STREET WILL NOT BE ACCEPTED BY THE CITY.

City of Oxford
Engineering Division

MINOR ARTERIAL STREET TYPICAL SECTION

STANDARD DRAWING #5

2010 REPLACEMENT



*PAVEMENT THICKNESS LISTED TO BE MINIMUM ALLOWED. ACTUAL PAVEMENT DESIGN TO BE BASED ON CALIFORNIA BEARING RATIO (CBR) VALUE OF SOIL IN THE IMMEDIATE DEVELOPMENT AREA. A MINIMUM OF ONE SOIL BORING SHALL BE TAKEN FOR EVERY 1000' OF ROADWAY IN THE SOIL MATERIAL THAT IS REPRESENTATIVE OF THE STREET SUBGRADE.

	MINIMUM
A	81'
B	41'
C	10'
D	10'
D&C	20'
E	10'

REQUIRED STANDARD DIMENSIONS

SUB GRADE SHALL BE PREPARED IN ACCORDANCE WITH ITEM 204 OF THE MOST CURRENT EDITION OF THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION CONSTRUCTION MATERIAL AND SPECIFICATIONS MANUAL.

BEFORE THE PLACEMENT OF ASPHALT CONCRETE COURSES, THE AGGREGATE BASE COURSE SHALL BE PROOF ROLLED UNDER THE PRESENCE AND SUPERVISION OF THE CITY OF OXFORD IN ACCORDANCE WITH ITEM 304 OF THE MOST CURRENT EDITION OF THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION CONSTRUCTION MATERIAL AND SPECIFICATIONS MANUAL. IF ASPHALT CONCRETE COURSES ARE INSTALLED WITHOUT PROOF ROLLING IN THE PRESENCE OF A CITY INSPECTOR, THE STREET WILL NOT BE ACCEPTED BY THE CITY.

City of Oxford
Engineering Division

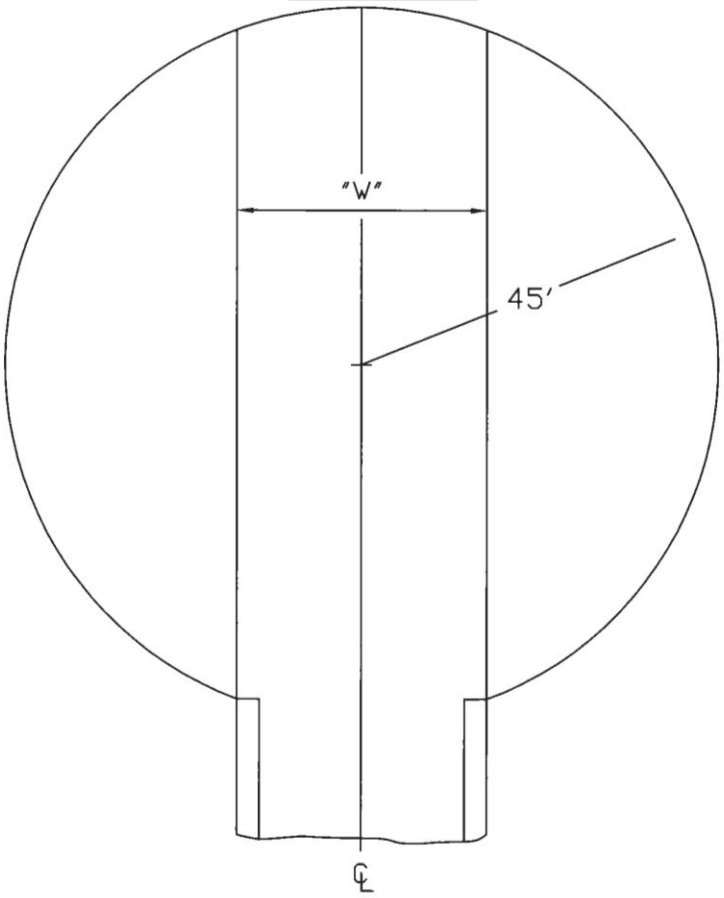
PRINCIPAL ARTERIAL STREET TYPICAL SECTION

STANDARD DRAWING #6

2010 REPLACEMENT

TEMPORARY TURNAROUND

STANDARD



STANDARD PAVEMENT

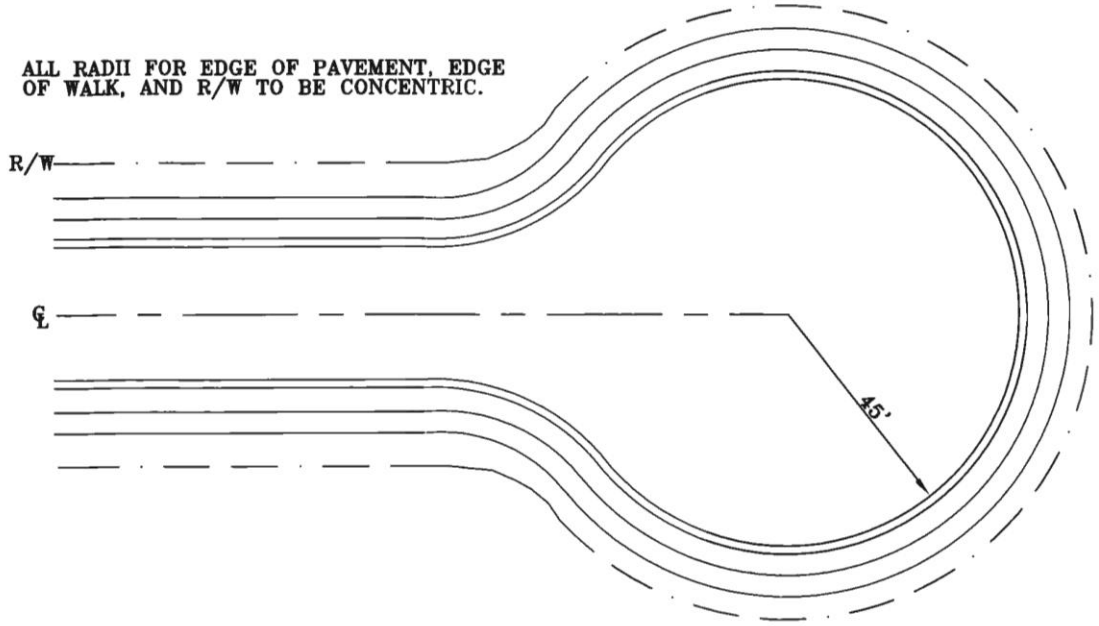
ASPHALT:
RESIDENTIAL – 8" 304, 3" 446
INDUSTRIAL – 8" 304, 4" 446

TURNAROUNDS TO BE USED WHEN THE ADJACENT PARCEL IS NOT OWNED BY THE DEVELOPER OF THE SUBDIVISION AND WHEN ROAD IS TO BE EXTENDED IN FUTURE.

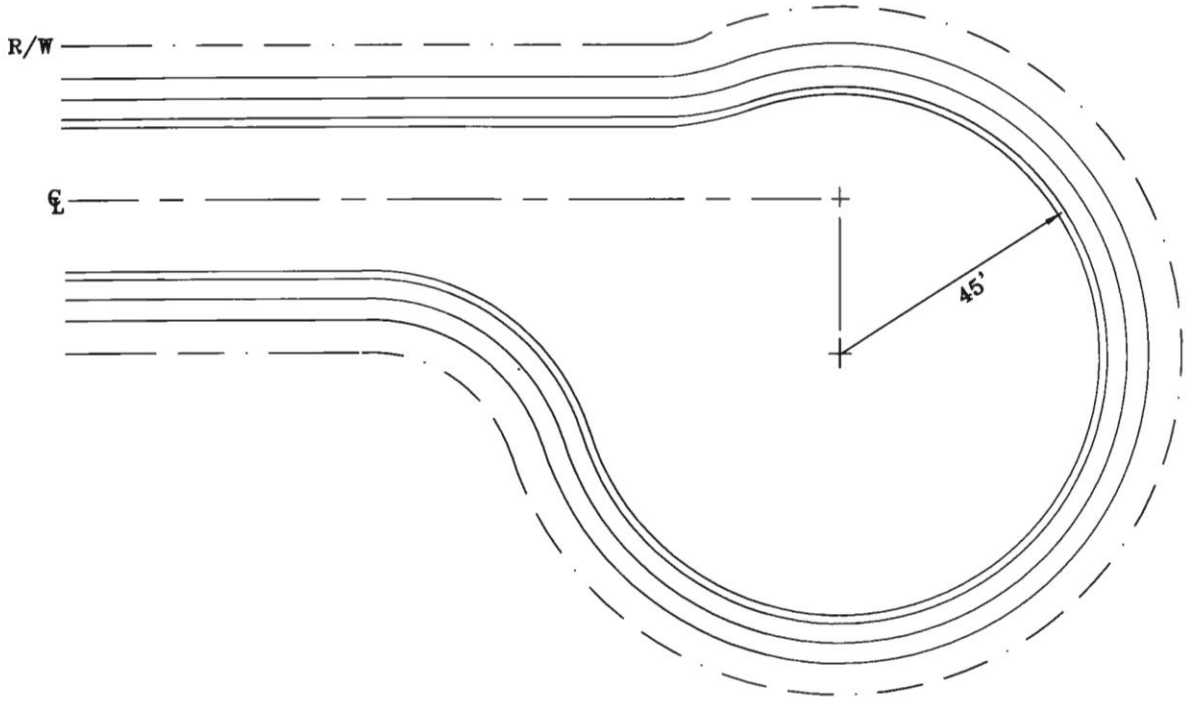
City of Oxford Engineering Division
TEMPORARY TURNAROUND
STANDARD DRAWING #7

2010 REPLACEMENT

ALL RADII FOR EDGE OF PAVEMENT, EDGE OF WALK, AND R/W TO BE CONCENTRIC.



ALL RADII FOR EDGE OF PAVEMENT, EDGE OF WALK, AND R/W TO BE CONCENTRIC.



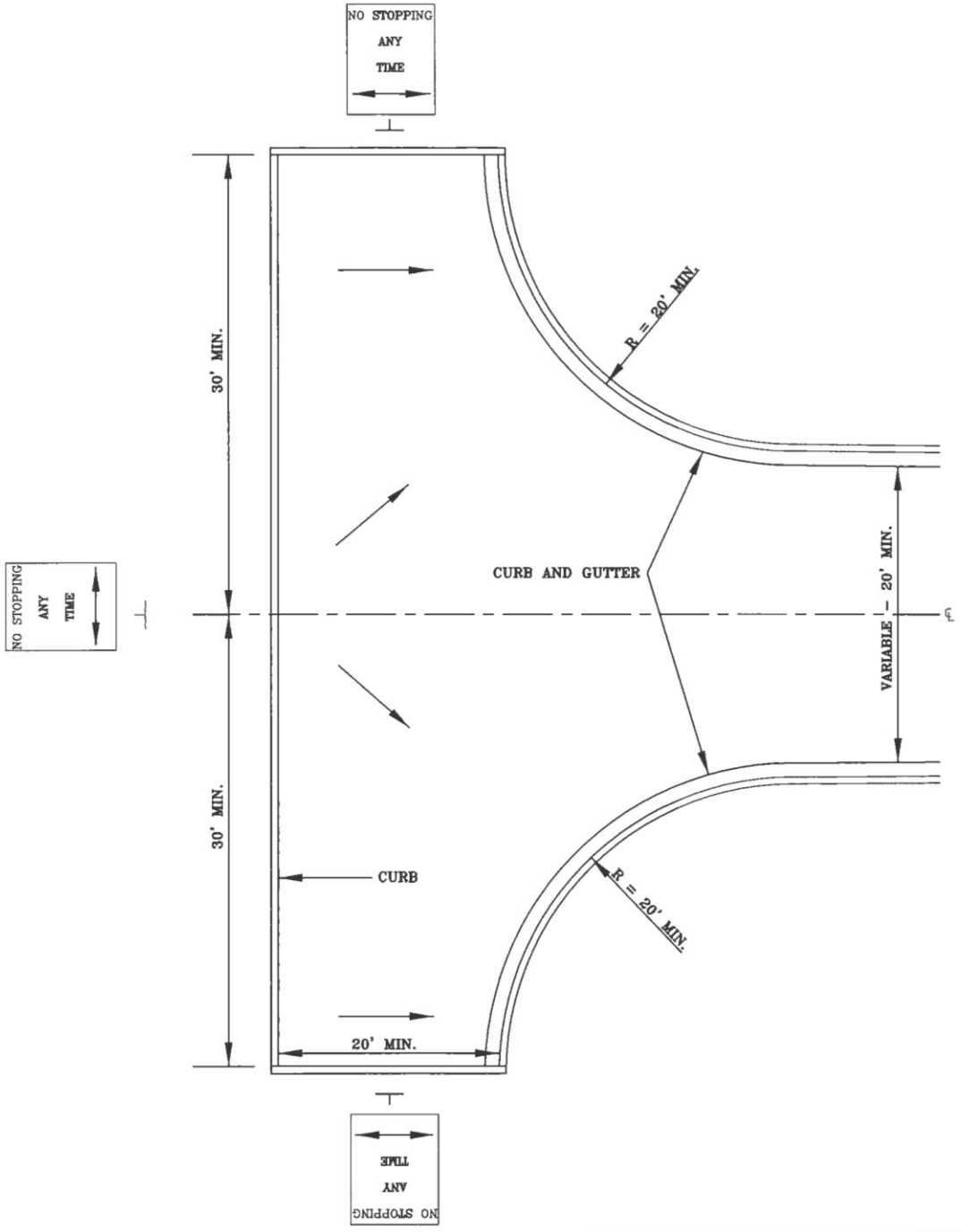
MAXIMUM CUL-DE-SAC LENGTH SHALL BE 500'

City of Oxford
Engineering Division

TYPICAL CUL-DE-SAC DETAILS

STANDARD DRAWING # 8

2010 REPLACEMENT



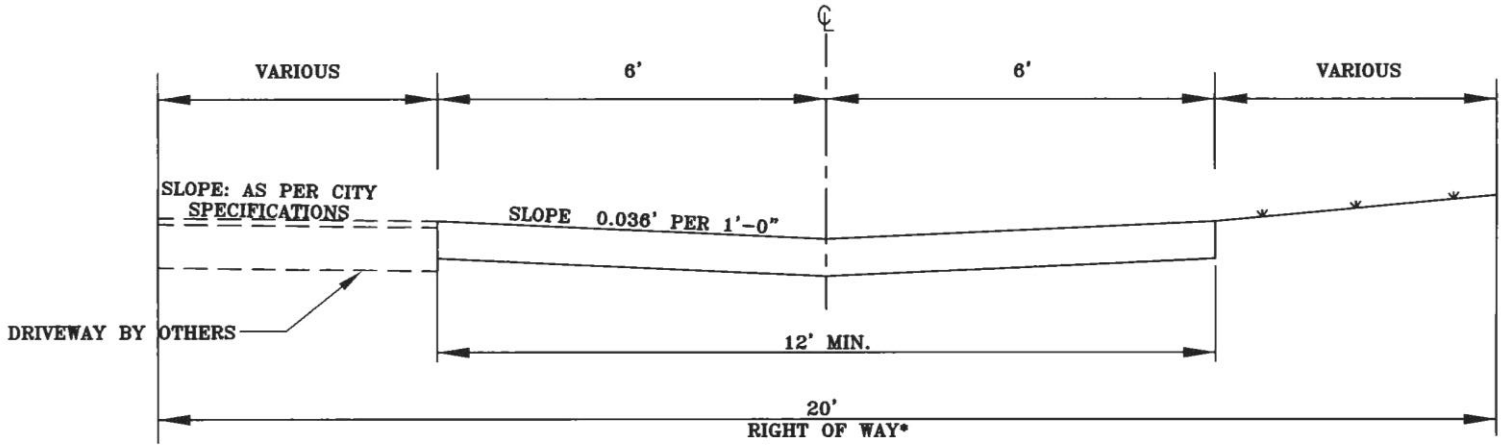
NOTE: SUBJECT TO APPROVAL BY CITY ENGINEER AND DIVISION OF FIRE.

City of Oxford
Engineering Division

HAMMERHEAD
TURNAROUND

STANDARD DRAWING #31

2010 REPLACEMENT



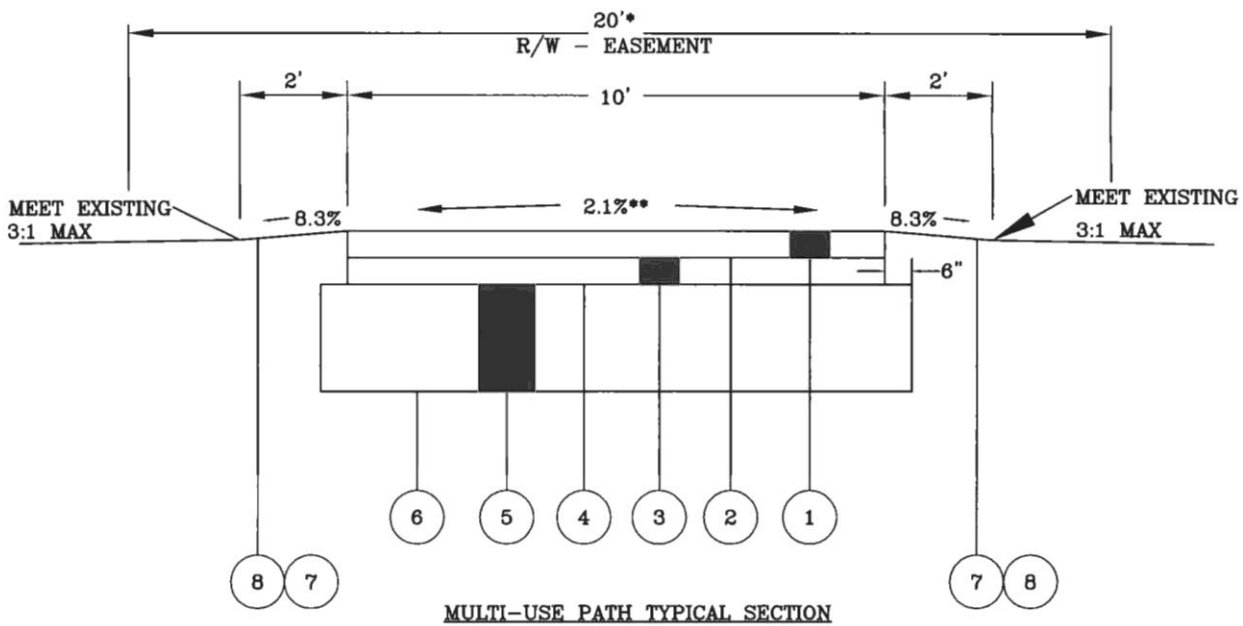
*NOTE: RIGHT OF WAY WIDTH SHALL BE MAINTAINED IN ORDER TO PROVIDE ACCESS FOR SERVICE AND EMERGENCY OPERATIONS.

City of Oxford
Engineering Division

ALLEY

TYPICAL SECTION

STANDARD DRAWING #30



MULTI-USE PATH TYPICAL SECTION

*20' R/W-EASEMENT PROVIDED TO MATCH EXISTING R/W-EASEMENTS OF MULTI-USE PATHS THROUGHOUT THE CITY OF OXFORD.

**FOR PROPER DRAINAGE, SLOPE PATH LEFT OR RIGHT ACCORDING TO SITE CONDITIONS

ITEM LEGEND

1 ITEM 448 1.5" ASPHALT CONCRETE SURFACE COURSE, TYPE 1, PG 64-22

2 ITEM 407 TACK COAT FOR INTERMEDIATE COURSE

3 ITEM 448 1.5" ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 1, PG 64-22

4 ITEM 408 PRIME COAT

5 ITEM 304 6" AGGREGATE BASE

6 ITEM 204 SUBGRADE COMPACTION

7 ITEM 659 SEEDING AND MULCHING

8 ITEM 653 TOP SOIL FURNISHED AND PLACED

City of Oxford
Engineering Division

MULTI-USE PATH TYPICAL SECTION

STANDARD DRAWING #32

2007 REPLACEMENT

SAMPLE
CITY OF OXFORD
TYPICAL LOT CONSOLIDATION/SPLIT

LOT CONSOLIDATION

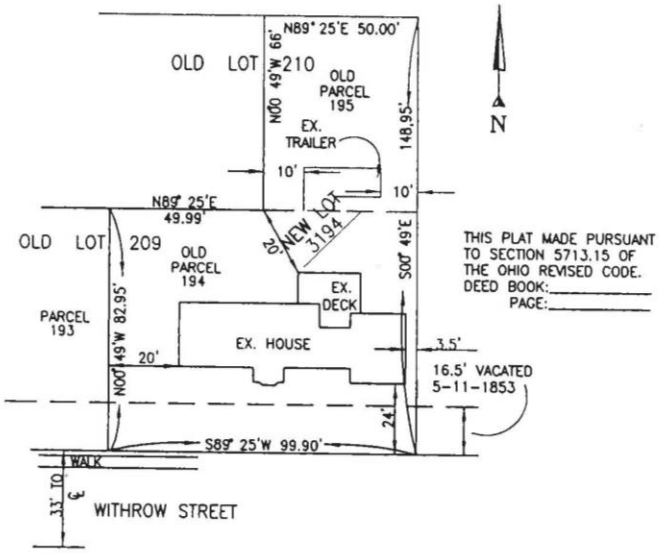
PART OF _____ SUBDIVISION
PART OF LOT 209, BEING OLD PARCEL
PARCEL 194, AND PART OF LOT 210,
BEING PARCEL 195, OLD. NOW BEING
KNOWN AS NEW LOT 3194
CITY OF OXFORD, BUTLER COUNTY, OHIO
FOR: (HOME OWNER/LOT OWNER)

_____ SCALE:
DATE

BY: _____
SURVEYOR'S NAME

_____
SIGNATURE

#123456
SURVEYOR'S SEAL



THIS PLAT MADE PURSUANT
TO SECTION 5713.15 OF
THE OHIO REVISED CODE.
DEED BOOK:_____
PAGE:_____

	SQ. FT	OR	ACRES
OLD LOT 210, PARCEL 195:	3,300		0.075
OLD LOT 209, PARCEL 194:	8,826.7		0.190
NEW LOT 3194	:11,586.7		0.265

APPROVED BY THE CITY OF OXFORD PLANNING
COMMISSION THIS _____ DAY OF _____, 199___

_____
PLANNING COMMISSION CHAIR

~~PLANNING~~ DIRECTOR → Community Development

LOT SPLIT

PART OF _____ SUBDIVISION,
PART OF OLD LOT 2102, PARCEL 2, NOW BEING KNOWN AS NEW
LOTS 1398 AND 1399, CITY OF OXFORD, BUTLER COUNTY, OHIO
FOR: (HOME OWNER/LOT OWNER)

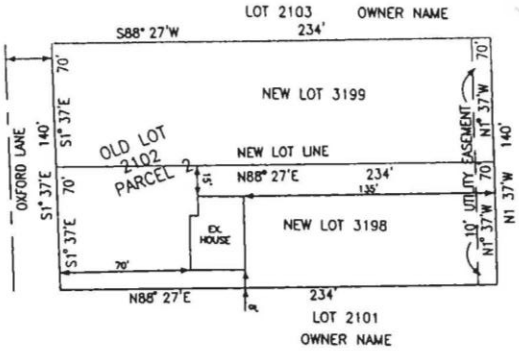
_____ SCALE:
DATE

BY: _____
SURVEYOR'S NAME

_____
SIGNATURE

#123456
SURVEYOR'S SEAL

N



THIS PLAT MADE PURSUANT
TO SECTION 5713.15 OF
THE OHIO REVISED CODE.
DEED BOOK:_____
PAGE:_____

	SQ. FT	OR	ACRES
OLD LOT 2102, PARCEL 2:	32,760		0.075
NEW LOT 3198	:16,380		0.376
NEW LOT 3199	:16,380		0.376

APPROVED BY THE CITY OF OXFORD PLANNING
COMMISSION THIS _____ DAY OF _____, 199___

_____
PLANNING COMMISSION CHAIR

~~PLANNING~~ DIRECTOR

Proposed

City of Oxford
Engineering Division

TYPICAL LOT
CONSOLIDATION/SPLIT

STANDARD DRAWING #9

Proposed

2007 REPLACEMENT

SAMPLE PLAT OF SURVEY

COUNTY, OHIO
TOWNSHIP, CITY
SUBDIVISION & LOT No.
SECTION, TOWN, RANGE

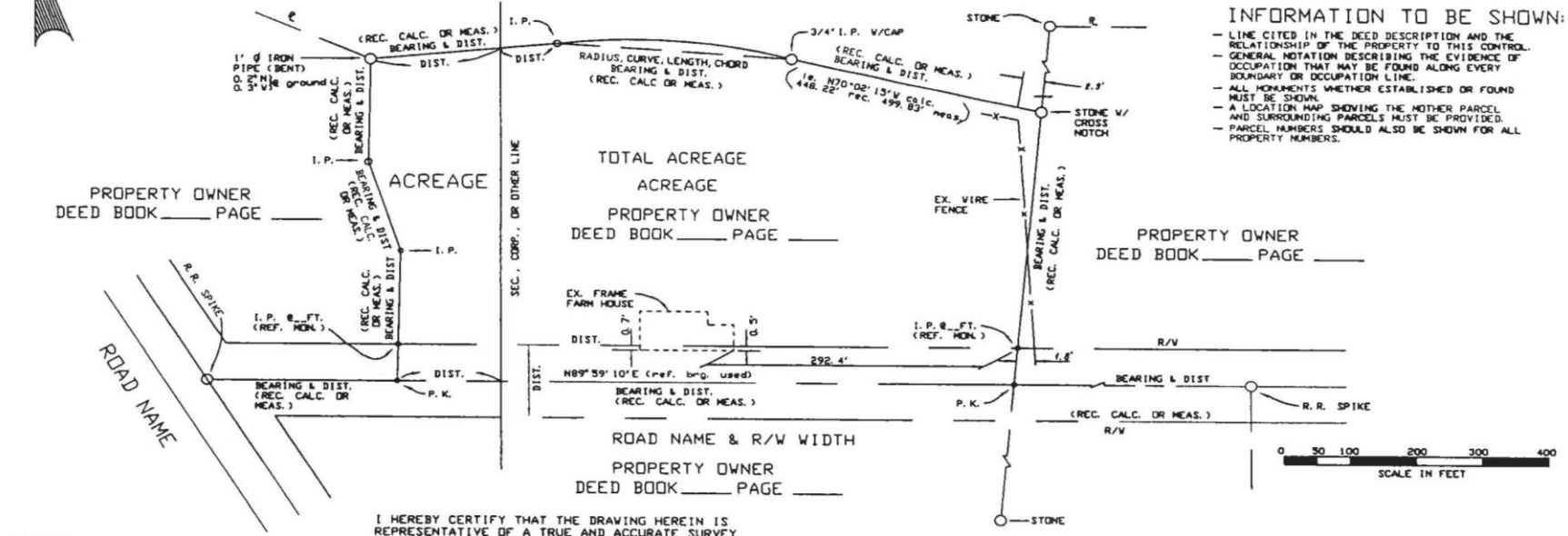
CLEAR STATEMENT AS TO THE BASIS OF THE REFERENCE DIRECTION USED.
ie. bearings shown hereon are to an assumed meridian and are used to denote angles only.

VOL ____ PAGE
BUTLER COUNTY ~~RECORD~~ OF LAND/LOT SURVEYS

DEED REFERENCE
BOOK ____ PAGE

PERTINENT DOCUMENTS AND SOURCES OF DATA USED:
ie. county road records PB. 10 P. 21

INFORMATION TO BE SHOWN:
- LINE CITED IN THE DEED DESCRIPTION AND THE RELATIONSHIP OF THE PROPERTY TO THIS CONTROL.
- GENERAL NOTATION DESCRIBING THE EVIDENCE OF OCCUPATION THAT MAY BE FOUND ALONG EVERY BOUNDARY OR OCCUPATION LINE.
- ALL MONUMENTS WHETHER ESTABLISHED OR FOUND MUST BE SHOWN.
- A LOCATION MAP SHOWING THE MOTHER PARCEL AND SURROUNDING PARCELS MUST BE PROVIDED.
- PARCEL NUMBERS SHOULD ALSO BE SHOWN FOR ALL PROPERTY NUMBERS.



LEGEND
○ MONUMENT FOUND
∘ MONUMENT SET
NOTE: SHOW MATERIAL, SIZE, POSITION & CONDITION AT EACH MONUMENT.

I HEREBY CERTIFY THAT THE DRAWING HEREIN IS REPRESENTATIVE OF A TRUE AND ACCURATE SURVEY MADE BY ME, THAT THE PREMISES WAS ESTABLISHED BY ACTUAL FIELD MEASUREMENTS, THAT ALL PROPERTIES SURVEYED AND DESCRIBED ARE CONTIGUOUS ALONG THEIR ENTIRE BOUNDARIES AND ARE ENCLOSED WITHIN THE PERIMETERS THEREIN. I FURTHER CERTIFY THAT THAT THE RIGHT-OF-WAY LINES OF THE ROADS ARE COMPLETELY CONTIGUOUS TO THE PERIMETER LINES OF THE PREMISES ALONG THE ENTIRE RIGHT- OF-WAY. I FURTHER CERTIFY THAT THERE ARE NO BUILDINGS, STRUCTURES, MONUMENTS, ENCROACHMENTS OR EASEMENTS TO THE BEST OF MY KNOWLEDGE LOCATED ON SAID PROPERTY OTHER TAN THOSE SHOWN HEREON. I FURTHER CERTIFY THAT UTILITY LINES AND APPURTENANT EASEMENTS ARE LOCATED AS SHOWN HEREON TO THE BEST OF MY KNOWLEDGE FROM FIELD LOCATIONS AND INFORMATION ON RECORD.

SURVEYORS SEAL

Signature
NAME OF SURVEYOR
OHIO REG. No.

REVISIONS	
DATE	COMMENT

CLIENT INFORMATION
(NAME, ADDRESS, & PHONE NUMBER)

SURVEY CO. INFORMATION
(NAME, ADDRESS, & PHONE NUMBER)

DATE: ____ SCALE: ____

Proposed

TO BE SUBMITTED AS SURVEY PLAT FOR ALL SITE DEVELOPMENTS WITH THE EXCEPTION OF SINGLE FAMILY RESIDENTIAL LOTS PREVIOUSLY APPROVED AS PART OF A FINAL SUBDIVISION PLAT.

City of Oxford
Engineering Division

STANDARD PLAT OF SURVEY

STANDARD DRAWING #10

Proposed

2007 REPLACEMENT

~~FINAL~~ RECORD PLAT
OF
SUBDIVISION NAME, SECTION _____

PART LOT # _____

CITY OF OXFORD, BUTLER COUNTY OHIO

JANUARY, 2007

(ONE OF THE FOLLOWING IS INCLUDED)

EASEMENTS ON SAID PLAT. DESIGNATED AS (UTILITY EASEMENTS OR PUBLIC UTILITY EASEMENTS) ARE PROVIDED FOR THE CONSTRUCTION, MAINTENANCE, AND OPERATION OF POLES, WIRES AND CONDUITS, AND THE NECESSARY ATTACHMENTS IN CONNECTION THEREWITH, FOR THE TRANSMISSION OF ELECTRIC, TELEPHONE, AND OTHER PURPOSE FOR THE CONSTRUCTION AND MAINTENANCE OF SERVICE AND UNDERGROUND STORM WATER DRAINS, PIPELINES FOR SUPPLYING GAS, WATER, HEAT, AND OTHER PUBLIC OR QUASI CONNECTIONS, AND ALSO THE RIGHT OF INGRESS TO AND EGRESS FROM SAID EASEMENTS AND TO CUT, TRIM OR REMOVE TREES AND UNDERGROWTH OR OVERHANGING BRANCHES WITHIN SAID EASEMENT OR IMMEDIATE ADJACENT THERETO. NO BUILDINGS OR OTHER STRUCTURES MAY BE BUILT WITHIN SAID EASEMENTS, NOR MAY THE EASEMENT AREA BE PHYSICALLY ALTERED SO AS TO 1) REDUCE THE CLEARANCE OF EITHER OVERHEAD OR UNDERGROUND FACILITIES; 2) IMPAIR THE LAND SUPPORT OF SAID FACILITIES; 3) IMPAIR THE ABILITY TO MAINTAIN THE FACILITY OR 4) CREATE A HAZARD.

THE ABOVE PUBLIC UTILITY EASEMENTS ARE FOR THE BENEFIT OF ALL PUBLIC UTILITY SERVICE PROVIDERS INCLUDING, BUT NOT LIMITED TO, VERIZON, OXFORD NATURAL GAS, DUKE ENERGY, AND TIME WARNER CABLE.

EASEMENTS ON SAID PLAT, DESIGNATED AS "SANITARY SEWER EASEMENTS" OR "WATER EASEMENTS" ARE PROVIDED FOR THE RIGHT TO CONSTRUCT, USE, MAINTAIN AND KEEP IN REPAIR THEREON A SANITARY SEWER PIPELINE AND/OR WATER MAINS AND APPURTENANCES THERETO NECESSARY TO THE OPERATION THEREOF, AND ARE PERPETUALLY DEDICATED TO THE CITY OF OXFORD.

ALL EASEMENTS SHALL BE KEPT CLEAR OF DECKS, POOLS, PLANTING AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE UTILITIES. EAVES MAY ENCROACH NO MORE THAN 18 INCHES INTO ANY EASEMENT.

ALL STREETS IN SAID SUBDIVISION SHALL BE CONSTRUCTED IN ACCORDANCE WITH APPROVED PLANS ON FILE IN THE OFFICE OF THE CITY ENGINEER STREET NAME SIGNS ERECTED, AND DRAINAGE STRUCTURES CONSTRUCTED AS PER APPROVED PLANS ON FILE IN THE CITY ENGINEER'S OFFICE. ALL STREETS SHALL BE CONSTRUCTED, WITH THE EXCEPTION OF THE TOP PAVEMENT COURSE FROM THE DATE THE PLAT IS APPROVED BY THE CITY COUNCIL, AND SHALL BE MAINTAINED AND KEPT IN REPAIR FOR A PERIOD OF ONE YEAR FROM THE DATE CONSTRUCTED STREETS ARE APPROVED BY THE CITY ENGINEER.

ALL BUILDINGS ARE TO BE SERVED BY THE PUBLIC SEWER SYSTEM AND SHALL BE CONSTRUCTED SO AS TO PROVIDE GRAVITY FLOW TO THE SANITARY SEWER MAIN.

ANY LOT TRANSFERRED SHALL HAVE A MINIMUM WIDTH AND AREA SUBSTANTIALLY THE SAME AS SHOWN ON THE ACCOMPANYING PLAT AND ONLY ONE PRINCIPAL BUILDING WILL BE PERMITTED ON ANY SUCH LOT. ANY SPLITS OR FURTHER SUBDIVIDING SHALL BE DONE BY REPLAT ONLY, IF AN ADDITIONAL BUILDING SITE(S) IS CREATED.

TYPICAL TWENTY FOOT PUBLIC UTILITY EASEMENT TO BE PROVIDED AND DEDICATED ON ALL EXTERIOR LOT LINES. TYPICAL SEVEN AND ONE HALF FOOT PUBLIC UTILITY EASEMENTS TO BE PROVIDED AND DEDICATED ALONG ALL INTERIOR LOT LINES AS DEEMED NECESSARY BY THE CITY ENGINEER.

H.O.A. DRAINAGE EASEMENTS

THE CITY OF OXFORD DOES NOT ACCEPT ANY PRIVATE DRAINAGE EASEMENTS SHOWN ON THIS PLAT. THE CITY OF OXFORD IS NOT OBLIGATED TO MAINTAIN OR REPAIR ANY CHANNELS OR INSTALLATIONS IN SAID EASEMENTS. THE EASEMENT AREA OF EACH LOT AND ALL IMPROVEMENTS IN IT SHALL BE MAINTAINED CONTINUOUSLY BY THE OWNER OF THE LOT. MAINTENANCE OF ALL IMPROVEMENTS WITHIN H.O.A. DRAINAGE EASEMENTS SHALL BE THE RESPONSIBILITY OF THE (NAME OF SUBDIVISION H.O.A.) AS PROVIDED FOR IN THE DECLARATION AND IN ACCORDANCE WITH THE STANDARDS AND SPECIFICATIONS OF THE CITY ENGINEER. WITHIN THE EASEMENT AREA, NO STRUCTURE, PLANTING OR OTHER OTHER MATERIAL SHALL BE PLACED OR PERMITTED TO REMAIN WHICH MAY OBSTRUCT, RETARD, OR CHANGE THE DIRECTION OF THE WATER FLOW.

OR

PUBLIC DRAINAGE EASEMENTS

EASEMENTS SHOWN ON THIS PLAT ARE FOR THE EXCLUSIVE USE OF THE CITY OF OXFORD FOR THE CONSTRUCTION, OPERATION, REPAIR OR REPLACEMENT OF STORM SEWER, MANHOLES, CATCH BASINS, CONCRETE CHANNELS, HEADWALLS, DITCHES OR OTHER STORM WATER FACILITIES UNLESS SPECIFIC PERMISSION IS GRANTED TO AN OUTSIDE AGENCY OR UTILITY. EASEMENTS ARE ALSO TO PROVIDE INGRESS AND EGRESS FOR SAID PURPOSE.

THESE EASEMENTS SHALL BE KEPT CLEAR OF BUILDINGS, FENCES, DECKS, POOLS, PAVING, PLANTING, AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITY AND ABUTTING PROPERTY SHALL NOT BE PERMITTED TO DRAIN INTO THIS EASEMENT EXCEPT BY MEANS OF AN APPROVED DRAINAGE STRUCTURE. EAVES MAY ENCROACH NO MORE THAN 18 INCHES INTO ANY EASEMENT.
THE CITY OF OXFORD DOES NOT ACCEPT ANY PRIVATE DRAINAGE EASEMENTS SHOWN ON THE ACCOMPANYING PLAT, AND THE CITY OF OXFORD IS NOT OBLIGATED TO MAINTAIN OR REPAIR ANY CHANNELS OR INSTALLATIONS IN SAID EASEMENTS. THE EASEMENT AREA OF EACH LOT SHALL BE MAINTAINED CONTINUOUSLY BY THE OWNER OF THE LOT. NO STRUCTURE MATERIAL SHALL BE PLACED OR PERMITTED TO REMAIN WITHIN THE EASEMENT WHICH WILL CHANGE THE DIRECTION OF WATER FLOW.

THE CITY OF OXFORD ALSO WILL NOT BE RESPONSIBLE FOR ADJUSTING MANHOLES, VALVES, FIRE HYDRANTS, METER PITS, ETC.., AS A RESULT OF GRADE CHANGES. THE GRANTOR SHALL BE RESPONSIBLE FOR THE PROPER ADJUSTMENT OF MANHOLES, VALVES, FIRE HYDRANT, METER PITS, ETC.., TO THE SATISFACTION OF THE CITY OF OXFORD, DUE TO GRADE CHANGES, PAVING, REPAVING, ETC.., INITIATED BY THE GRANTOR.

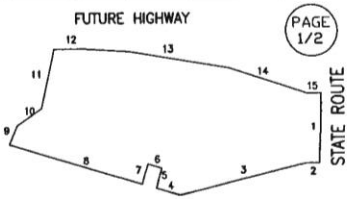
THE UNDERSIGNED, BEING THE OWNER OF _____ TOTAL ACRES OF LAND IN LOT # _____ OF THE CITY OF OXFORD, BUTLER COUNTY, OHIO, DO HEREBY ASSENT TO AND ADOPT THE ACCOMPANYING PLAT OF SUBDIVISION TO BE KNOWN AS (NAME OF SUBDIVISION), AND DO HEREBY PERPETUALLY DEDICATE TO THE CITY OF OXFORD THE SHOWN _____ FOOT WIDE RIGHT-OF-WAY, STREETS FOR THE THE CONSTRUCTION, MAINTENANCE AND OPERATION OF ROADWAY, PUBLIC UTILITIES POLES, WIRES, CONDUITS, AND NECESSARY ATTACHMENTS IN CONNECTION THEREWITH FOR THE TRANSMISSION OF ELECTRICITY, TELEPHONE, AND CABLE; AND FOR THE PURPOSES FOR THE CONSTRUCTION AND MAINTENANCE OF PIPE LINES FOR SUPPLYING GAS, IN ACCORDANCE WITH THE LAWS IN SUCH CASES MADE AND PROVIDED, IN STREETS AND ROADWAYS AS SHOWN ON SAID PLAT, AND DECLARES THE SAME TO BE FREE AND UNENCUMBERED. THE TITLE ACQUIRED BY DEED BOOK _____, PAGE_____.
IN WITNESS WHEREOF, WE HAVE UNTO SET OUR HANDS ON THIS _____DAY OF _____A.D., 19___

_____ _____
WITNESS OWNER

_____ _____
WITNESS OWNER

PROPERTY MAP INDEX

1	S 01° 25' 13" W,	288.35'
2	S 88° 34' 47" E,	60.00'
3	S 75° 54' 46" W,	601.23'
4	N 72° 24' 40" W,	100.00'
5	N 17° 35' 20" E,	90.00'
6	N 72° 24' 40" W,	60.00'
7	S 17° 35' 20" W,	90.00'
8	N 72° 24' 40" W,	570.00'
9	N 20° 50' 20" E,	90.00'
10	N 53° 29' 20" E,	124.55'
11	N 12° 42' 56" E,	255.00'
12	N 89° 43' 27" E,	230.00'
13	S 80° 16' 33" E,	420.42'
14	S 71° 11' 47" E,	338.09'
15	S 88° 34' 47" E,	60.00'



PROPERTY MAP

PAGE 1/2

STATE OF OHIO S.S

BE IT REMEMBERED THAT ON THIS_____ DAY OF _____, 19___, BEFORE ME A NOTARY PUBLIC, IN AND FOR THE STATE OF OHIO, PERSONALLY CAME OWNER'S NAME, TRUSTEE, WHO ACKNOWLEDGED THAT HE SIGN THE FOREGOING INSTRUMENT MENTIONED AND THAT THE SAME IS HIS VOLUNTARY ACT AND DEED FOR THE USES AND PURPOSES IN SAID INSTRUMENT MENTIONED. IN TESTIMONY WHEREOF, I HEREUNTO SUBSCRIBE MY NAME AND AFFIX MY NOTORIAL SEAL THIS DAY AND YEAR AFORESAID.

_____
NOTARY PUBLIC, STATE OF OHIO

_____
MY COMMISSION EXPIRES

APPROVED AND ACCEPTED BY THE CITY OF OXFORD COUNCIL BY ORDINANCE PASSED AT THE MEETING OF _____, 19_____.
ORDINANCE # _____

_____ _____
CLERK OF COUNCIL MAYOR

_____ _____
COMMUNITY DEVELOPMENT DIRECTOR DATE

_____ _____
SERVICE DIRECTOR/ CITY ENGINEER DATE

ENTERED FOR TRANSFER _____ A.D., 19___.
TRANSFERRED _____ A.D., 19___.

_____ BY: _____
AUDITOR BUTLER COUNTY, OHIO DEPUTY

FILE FOR RECORD _____ AT_____
RECORDED _____ A.D., 19___
PLAT ENVELOPE _____ PAGES _____

_____ BY: _____
RECORDER, BUTLER COUNTY, OHIO DEPUTY

FILE_____ FEE_____

City of Oxford
Engineering Division

STANDARD ~~FINAL~~ RECORD PLAT

STANDARD DRAWING #11-A

Proposed

2007 REPLACEMENT

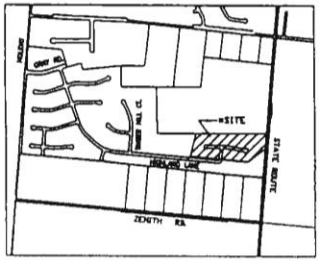
~~FINAL~~ RECORD PLAT
OF
SUBDIVISION NAME, SECTION _____

PART LOT # _____
CITY OF OXFORD, BUTLER COUNTY OHIO
COMPOSED OF _____ TOTAL ACRES

0 100 200 300
SCALE 1"=100'

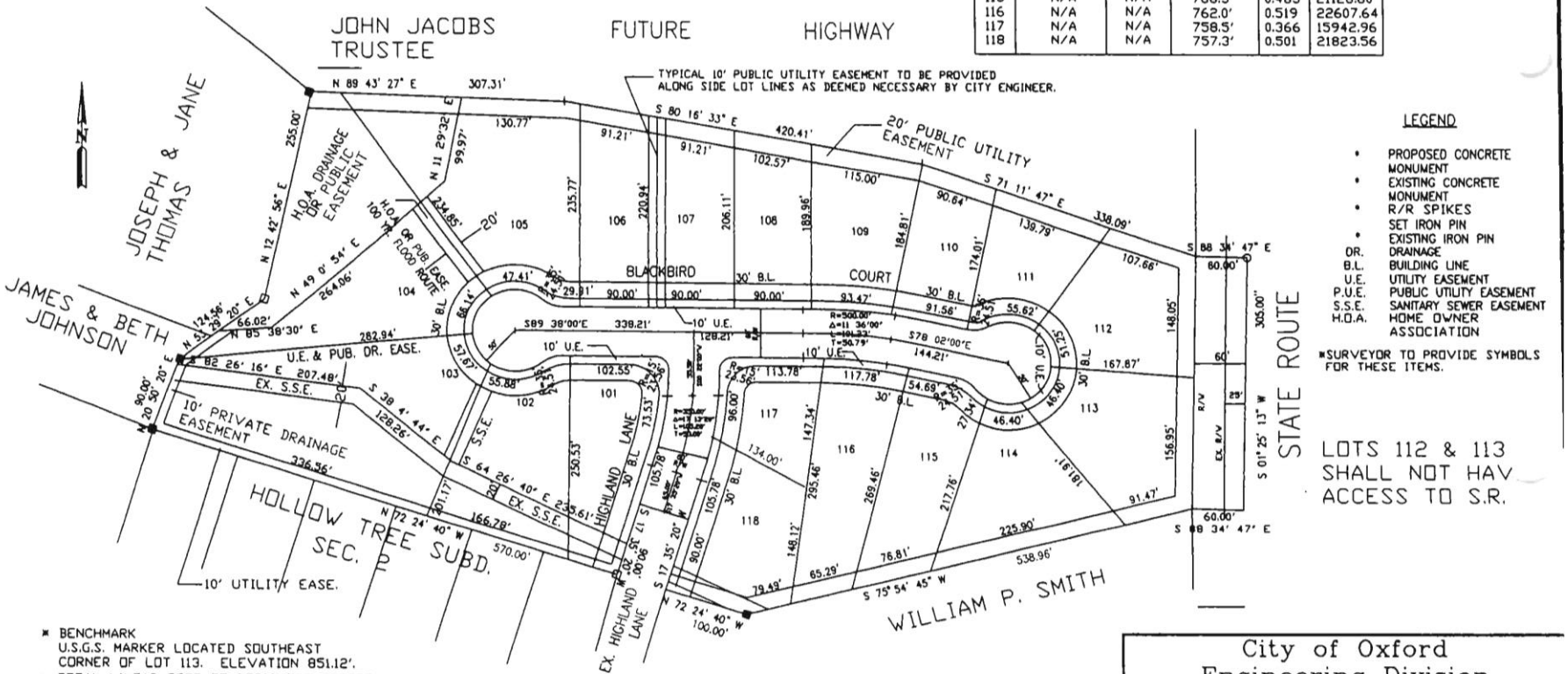
DECEMBER, 1995

PAGE 2/2



VICINITY MAP
SCALE 1"=1500'(OR LESS)

LOT NUM.	FEMA 1ST FLOOR ELEV. (BASEMENT)	MIN OPEN ELEV.	MIN. BUILDING DRAIN (SAN. SEW.)	LOT AREA (ACRE)	LOT AREA (SQ. FT.)
101	N/A	N/A	756.6'	0.574	25003.44
102	N/A	N/A	753.3'	0.625	27225.00
103	N/A	N/A	753.3'	1.302	56715.12
104	N/A	824.20'	754.2'	1.349	58762.44
105	N/A	825.36'	754.8'	0.486	21170.16
106	N/A	N/A	756.1'	0.472	2056.32
107	N/A	N/A	757.3'	0.441	19209.96
108	N/A	N/A	758.5'	0.444	19340.64
109	N/A	N/A	760.6'	0.425	22720.50
110	N/A	N/A	764.4'	0.369	16073.64
111	N/A	N/A	768.2'	0.383	1669.88
112	N/A	N/A	770.9'	0.582	25351.92
113	N/A	N/A	771.1'	0.596	25961.76
114	N/A	N/A	769.7'	0.544	23696.64
115	N/A	N/A	766.5'	0.485	21126.60
116	N/A	N/A	762.0'	0.519	22607.64
117	N/A	N/A	758.5'	0.366	15942.96
118	N/A	N/A	757.3'	0.501	21823.56



LEGEND

- • PROPOSED CONCRETE MONUMENT
- • EXISTING CONCRETE MONUMENT
- • R/R SPIKES
- • SET IRON PIN
- • EXISTING IRON PIN
- DR. DRAINAGE
- B.L. BUILDING LINE
- U.E. UTILITY EASEMENT
- P.U.E. PUBLIC UTILITY EASEMENT
- S.S.E. SANITARY SEWER EASEMENT
- H.O.A. HOME OWNER ASSOCIATION

*SURVEYOR TO PROVIDE SYMBOLS FOR THESE ITEMS.

LOTS 112 & 113 SHALL NOT HAV ACCESS TO S.R.

* BENCHMARK
U.S.G.S. MARKER LOCATED SOUTHEAST CORNER OF LOT 113. ELEVATION 851.12'.
* TOTAL LINEAR FEET OF DEDICATED STREETS 1036.56'
* TOTAL AREA OF DEDICATED STREETS ACRES
* INDICATE ANY DEED RESTRICTIONS WITH REFERENCE TO ATTACHED STATEMENT OF ANY DEVIATIONS FROM APPROVED PRELIMINARY PLAN IF ANY.

I HEREBY STATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF THAT THE ACCOMPANYING PLAT IS THE CORRECT RETURN OF A SURVEY MADE UNDER MY DIRECTION FOR SUBDIVISION NAME MONUMENTS HAVE BEEN SET AND THEIR LOCATION AND SIZE ARE CORRECT AS SHOWN ON THE PLAT AND THAT THE CITY OF OXFORD SUBDIVISION REGULATIONS HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE.

SEAL OF SURVEYOR

JOHN G. DOE, P.S.
REGISTERED SURVEYOR #0000 IN OHIO

City of Oxford
Engineering Division

STANDARD ~~FINAL~~ RECORD PLAT

STANDARD DRAWING #11-B

proposed