



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

New Business Major Subdivision Plat Process

1. Make contact with acting authorities:
 - a. Richland County Tax Map Office (Elaine Kiefer 419-774-5620)
 - b. City of Ontario Zoning Inspector (Dan Herrold 419-529-2530)
e-mail dherrold@ontarioohio.org
 - c. City of Ontario Service-Safety Director (Jeff Wilson 419-529-2495)
e-mail jwilson@ontarioohio.org
2. Submit Preliminary Major Subdivision Plat to Elaine for her review.
3. Submit Preliminary Major Subdivision Plat to the City of Ontario Zoning Inspector and City Engineer along with your Preliminary Review paperwork and fee (\$50.00). Allow up to 4 weeks for review time.
4. Once reviewed and all of the necessary changes have been made to the Preliminary Major Subdivision Plat the Zoning Inspector will add the preliminary plat to the Planning Commission Agenda. You must be present for the Planning Commission meeting. Planning Commission meetings are held the 2nd Wednesday of every month at 7:00pm in the Municipal Building Community Room located at 555 Stumbo Road, Ontario, Ohio 44906.
5. Once Planning Commission has approved the Preliminary Major Subdivision Plat you may then begin working on your Final Major Subdivision Plat.
6. Submit Final Major Subdivision Plat to the Richland County Tax Map Office.
7. Submit Final Major Subdivision Plat to the Zoning Inspector for final review and paperwork. (fee \$50.00) Please allow at least one month for review time for both the Zoning Inspector and the City Engineer. In that time you will receive information on what needs to be added or removed as well as if there are any variances (fee \$150.00) that will be required. The Storm Water Bond and application must be turned in at that time. (fee \$150.00) The Performance Guarantee must be turned in at that time. The Impact Fee must be paid before the final plat is signed and returned to the Richland County Tax Map office with approval.
 - a. Plats deemed ready for Planning Commission hearing by the City Engineer and the Zoning Inspector shall be heard at the next Planning Commission meeting.

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Example:

Final Plat is turned in by the beginning of the last week of February for final review. The plat is reviewed and feedback is given for corrections. The updated final plat is turned in for final review by the middle of March. The absolute final cutoff is the 25th of that month or in this case March. Now, if the final plat is turned in on the 25th after the corrections are made, there will not be enough time for the final review. We recommend that the final plat (after corrections have been made) be turned in no later than the beginning of the month for final review to be deemed ready to submit to Planning Commission, so the final plat should actually be turned in by the beginning of February or at the very outside the beginning of the second week of February.

8. Once all the changes have been made and approved by the City Engineer and Zoning Inspector and all the paperwork and fees are turned in the final plat will then be added to the Planning Commission agenda for the most current meeting. You must be present at the meeting for any questions.
9. Once the Plat is passed by the Planning Commission the Zoning Inspector will inform the Richland County Tax map office so they may finish their review.

Total time to be expected for this process (within the City of Ontario) is approximately 2 to 3 months. This will include all the review time that is needed, and Planning Commission meetings.

Dan Herrold, Zoning Inspector

Fee schedule for the City of Ontario

- a. Preliminary Plat review fee \$50.00
- b. Final Plat review fee \$50.00
- c. Variance fee \$150.00 each
- d. Storm Water fee \$150.00
- e. Impact fees are listed on the next page

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913.12 ESTABLISHMENT OF ROAD IMPACT FEE USE DISTRICTS.

There are hereby established a Road Impact Fee Use District as to described below:

Being all land within the Ontario City limits. Parcels of land that are totally or partially within the above described area are subject to a Roadway Impact Fee. The development impact shall be determined by a traffic study provided by the developer, which has been conducted by a qualified engineer licensed in the State of Ohio, and approved by the City of Ontario and/or data presented by the Institute of Transportation Engineers, "Trip Generation" latest edition.

The funds collected pursuant to this chapter shall be expended in the Road Impact Fee Use District from which they were collected in accordance with the provisions of Section 913.13.
(Ord. 07-07. Passed 2-7-07.)

913.09 ROAD IMPACT FEE SCHEDULE.

Any person who initiates any development in the road impact fee district established in 913.12, shall pay a road impact fee according to the following fee schedule:
(Ord. 07-07. Passed 2-7-07.)

ZONING	LAND USE TYPE	ITEM * CODE	AVG. DAILY TRIP RATE	TRIP COST	FEE
R- RESIDENTIAL					
R-1	single family	210	10 trips / dwelling unit	\$28.00	\$280.00 / dwelling unit
R-2	two-family	230	6 trips / dwelling unit	\$28.00	\$168.00 / dwelling unit
R-3	multi-family	220	7 trips / dwelling unit	\$28.00	\$196.00 / dwelling unit
B- BUSINESS					
	Hotel	310	8 trips / room	\$28.00	\$224.00 / room
	Motel	320	6 trips / room	\$28.00	\$168.00 / room
	Restaurants				
	Fast Food w/ drive thru window	934	14 trips / seat	\$28.00	\$392.00 / seat
	Quality sit- down	931	3 trips / seat	\$28.00	\$84.00 / seat
	Retail / Shopping				
	Specialty Retail	814	41 trips / 1000 sq. ft. GFA**	\$28.00	\$1,148.00 / 1000 sq. ft. GFA
	Free-standing Discount Store	815	58 trips / 1000 sq. ft. GFA**	\$28.00	\$1,624.00 / 1000 sq. ft. GFA
	Gas Station	946	153 trips / vehicle fueling position	\$28.00	\$4,284.00 / vehicle fueling position
OS-OFFICE	Single Tenant Office Building	715	4 trips / employee	\$28.00	\$112.00 / employee
GI-GENERAL INDUSTRIAL	General Light Industrial	110	5 trips / 1000 sq. ft. GFA**	\$28.00	\$140.00 / 1000 sq. ft. GFA
IP- INDUSTRIAL PARK	Industrial Park	130	5 trips / 1000 sq. ft. GFA**	\$28.00	\$140.00 / 1000 sq. ft. GFA
*Institute of Transportation Engineers Trip Generation 7th edition.**Gross Floor Area					

(Ord. 07-07. Passed 2-7-07.)



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1115.01 PURPOSE.

The purpose of this chapter is to specify the steps that a subdivider shall follow to subdivide land in the jurisdictional boundaries of the City, as set forth in Section 1111.05.
(Ord. 77-19. Passed 6-2-77.)

1115.03 MAJOR SUBDIVISION REVIEW PROCEDURE.

(a) Preapplication Conference. The subdivider may wish to consult with the Planning Commission, the City Engineer, or the Mansfield-Richland County Health Department to avail himself of their advice and assistance in interpreting the purpose and effect of these Regulations and the requirements and standards contained herein.

(b) Subdivision Review and Approval. Major subdivisions shall be reviewed and approved in two stages:

- (1) Preliminary Plan stage.
- (2) Final Plat stage.

However, in those instances where a development has been approved in accordance with the provisions of adopted zoning resolutions governing open space and Planned Unit Development, then only Final Plat stage requirements as set forth in Section 1115.05 shall apply.

(c) Submission to State Highway Director. Before any plat is approved affecting any land within 300 feet of the centerline of a proposed new highway or a highway for which changes are proposed as described in the certification to local officials by the State Highway Director of any land within a radius of 500 feet from the point of intersection of such centerline with any public road or highway, the Planning Commission shall give notice, by registered or certified mail to the Highway Director. The Commission shall not approve the plat for 120 days from the date the notice is received by the Highway Director. If the Highway Director notifies the Commission that he shall proceed to acquire the land needed, then the Commission shall refuse to approve the plat. If the Highway Director notifies the Commission that acquisition at this time is not in the public interest, or upon the expiration of the 120 day period or any extension thereof agreed upon by the Highway Director and the property owner, the Commission shall, if the plat is in conformance with all provisions of these Regulations, approve the plat.

(Ord. 77-19. Passed 6-2-77.)

1115.04 PRELIMINARY PLAN STAGE.

(a) The Preliminary Plan stage requires the subdivider to provide all information deemed necessary to enable the Planning Commission to determine that the proposed layout is in conformity with these Regulations. This step also insures that the subdivider shall not be required to expend additional money without some indication that his Final Plat will be eventually approved.

(b) The subdivider must submit an application for Preliminary Plan approval to the Planning Commission in accordance with the requirements set forth in subsection (c) hereof. The Preliminary Plan shall be prepared by a registered professional engineer, licensed land surveyor, registered architect, or other qualified person. The following information shall be submitted to the Planning Commission for review.

- (1) Two copies of the Application for Preliminary Plan Approval (see Appendix).
- (2) Seven copies of the Preliminary Plan prepared by a qualified, registered civil engineer or surveyor, along with a reproducible tracing.
- (3) Receipt indicating payment of the Preliminary Plan filing fee as required in Section 1121.05(a).

(c) Preliminary Plan Contents. The Preliminary Plan shall be drawn at a scale of 100 feet to the inch (1" = 100') and shall be drawn on one or more sheets no larger than twenty-three by thirty-six inches in size. When drawn on several sheets, an index sheet showing the entire subdivision and match points on each sheet shall be provided. The Preliminary Plan shall contain the following information: (see Appendix)

- (1) The name of the proposed subdivision, which shall not duplicate the name of another subdivision in Richland County.
- (2) The location of the proposed subdivision by township, range, section, tract or other surveys.
- (3) Names, addresses and phone numbers of the property owners, developer, and engineer or surveyor who prepared the Preliminary Plan.
- (4) Scale of the Plan, north arrow and date of survey.
- (5) The boundary lines of the proposed subdivision showing bearings, dimensions and acreage
- (6) The location, right of way and pavement widths of all existing streets on and adjacent to the subdivision.
- (7) The existing topography within the boundaries of the subdivision at an interval of two foot contours.
- (8) The location and extent of all significant physical features of the site including watercourses, lakes (natural or manmade), marshes, tree coverage and other significant natural features.
- (9) The location of all existing sewers, water lines, power transmission lines, pipelines and other utilities within and adjacent to the tract.
- (10) The location, width and purpose of all other easements or rights of way.
- (11) The present zoning classification of the tract and adjacent parcels and proposed zoning changes, if any.
- (12) Required building setback lines with dimensions.
- (13) The proposed arrangement of all lots, numbers and approximate dimensions of each lot.
- (14) The location and size of all parcels to be reserved or dedicated for public use.
- (15) Development summary including: total acreage, number of lots, average lot size and acres in streets, public sites and other public uses.

(16) A vicinity map, on or accompanying the plan, indicating the relationship of the proposed subdivision to existing subdivisions, existing and proposed thoroughfares and the proposed connections between the existing and proposed streets and roads.

(d) Submission of Preliminary Plan. Upon determination by the Planning Commission that the Preliminary Plan has been properly submitted in accordance with the procedures and requirements of Section 1115.04(b), the Planning Commission shall accept the Preliminary Plan as being officially submitted and it shall be so dated.

(e) Transmission of the Preliminary Plan. The Chairman of the Planning Commission shall transmit additional copies of the Preliminary Plan to the City Engineer, County Health Department and to school boards and utility companies as he deems necessary for their review and comment.

(f) Effect of Preliminary Plan Approval.

(1) Approval of a Preliminary Plan by the Planning Commission is not an acceptance of the Subdivision Plan for record, but only an expression of approval of a general plan as a guide for the preparation of a final subdivision plat for approval and recording upon fulfillment of all requirements of these Regulations.

(2) Approval shall be effective for a maximum period of twelve months unless upon application by the subdivider, the Planning Commission grants an extension. If a final Subdivision Plat has not been submitted for approval within the time period, another Preliminary Plan must be submitted in accordance with these Regulations.

(Ord. 77-19. Passed 6-2-77.)

1115.05 FINAL SUBDIVISION PLAT STAGE.

(a) Final Subdivision Plat Required.

(1) The subdivider, after receiving approval of the Preliminary Plan for the proposed subdivision, shall submit a Final Plat of the proposed subdivision and drawings and specifications of all improvements required therein. The Final Plat shall have incorporated all of the changes required by the Planning Commission in their review of the Preliminary Plan. Otherwise it shall conform to the Preliminary Plan. The Final Plat may be submitted for approval in sections provided that a Preliminary Plan has been approved for the entire subdivision. The Final Plat shall be prepared by a licensed land surveyor and supplementary improvement plans and specifications shall be prepared by a registered professional engineer.

(2) The following information shall be submitted to the Planning Commission for Final Subdivision Plat approval:

- A. Two copies of the Application for Final Plat Approval. (see Appendix).
- B. Six copies of the Final Subdivision Plat and a reproducible tracing .
- C. Six copies of Final Plat Improvement Drawings.
- D. One copy of protective covenants, if proposed.
- E. One copy of performance guarantees approved by the Law Director and reviewed by the City Engineer.
- F. A receipt indicating payment of plat filing fees (see Section 1121.05).
- G. Plan checking and field inspection fees (see Section 1121.05).

(b) Contents of the Final Subdivision Plat Drawing. The Subdivision Plat shall be drawn in ink on tracing cloth or mylar on sheets and shall be held to a minimum of eighteen by twenty-four inches and a maximum of twenty-four by thirty-six inches outside dimensions, and shall be drawn at a minimum scale of 100 feet to one inch. When necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. When on several sheets, match points shall be shown. The Subdivision Plat shall show the following: (see Appendix)

(1) Identification:

- A. Proposed name of the subdivision, township, tract and original lot or section number.
- B. Location map at 1" = 2000' (U.S.G.S.) scale with north arrow.
- C. The name and address of the subdivider, and the registered engineer and/or surveyor

who prepared the plat with appropriate registration numbers and seals.

(2) Control points: all dimensions, angles and bearings are to be referred to control points, nearest established street line, section line or other established points.

(3) Lines and boundaries: centerlines and right-of-way lines of streets, easements and other right-of-way; corporation lines; property lines of all lots and parcels with distances; radii, arcs or chords and tangents of all curves (nearest one hundredth of a foot), bearings or deflection angles (nearest second).

(4) Streets: street names of each street within the proposed subdivision and those adjoining the subdivision; right-of-way width accurately shown with dimensions.

(5) Building setback lines accurately shown with dimensions.

(6) Lot identification: lots shall be numbered in consecutive order and when the subdivision is submitted in section, lots shall be numbered consecutively as each section is submitted whether or not the sections are contiguous.

(7) Total site data: including acreage, number of lots, acres in parks and other public uses.

(8) Land for public use: show boundaries and identify the use of all parcels which are to be dedicated or reserved for public use or easements.

(9) Monuments: location and description of those found, set or to be set.

(10) Names of recorded owners of adjoining unplatted land and reference to subdivision plats of adjoining platted land by name, volume and page of Recorder's Plat Records.

(11) Certification and seal by a licensed surveyor to the effect that the plat represents a survey made by him with balances and closes within an error of one foot to 25,000 feet and that monuments shown thereon exist or shall be set as shown, and that all dimensions and geodetic details are correct.

(12) Notarized certification by the owner or owners of the subdivision and the dedication of the streets and other public areas and that there are no unpaid taxes or special assessments against the land contained in the plat.

(13) Notation for:

A. Certification of Law Director that performance guarantees, if required, for the construction of the required improvements have been provided.

B. Acceptance of dedication of streets, storm sewers, sanitary sewers, water lines and rights-of-way by the local governing body for their ownership and future maintenance.

C. Proper notations for transfer and recording by the Richland County Auditor and the County Recorder.

D. Approval of plat by Chairman of the Planning Commission, City Engineer and Richland County Board of Health.

E. Acceptance of streets and other public areas by the City.

(14) Protective Covenants: a copy of any protective covenants proposed for the subdivision.

(c) Improvement Plans and Specifications.

(1) Drawings showing cross sections, profile, elevations, construction details, and specifications for all required improvements shall be prepared by a registered professional engineer. The improvement plans shall be prepared in accordance with the design standards and required improvements set forth in these Regulations. Review of the improvement plans shall not relieve the developer of the responsibility to have the improvements constructed in accordance with portions of the ordinances which are not detailed in the plan.

(2) All drawings shall be on tracing vellum or mylar sheets and shall be held to a minimum of twenty-two by thirty-six inches and a maximum of twenty-four by thirty-six inches and at a minimum horizontal scale of fifty feet to one inch and vertical scale of ten feet to one inch.

(3) If it becomes necessary to modify improvements as approved, due to unforeseen circumstances, the subdivider shall inform the City Engineer in writing of the conditions requiring the modifications and receive written approval of such modifications.

(4) Upon completion of improvements and before the bond is released the subdivider shall revise the improvement drawings showing any and all changes made during the course of construction, and further the subdivider shall furnish the City with three (3) complete sets of record drawings and one electronic file of said improvements.

(Ord. 06-04. Passed 4-6-06.)

(5) A Storm Water Management Plan shall be required on all projects disturbing 20,000 square feet or more of land. The developer shall refer to the Storm Water Regulations of the City of Ontario, Ohio. This shall include submittal of application permit and required fee and bond.

(d) Submission of Subdivision Plat. The Chairman of the Planning Commission shall present to the Planning Commission the Subdivision Plat documents which meet the requirements of subsection (b) hereof, at the next regular meeting after he determines that all the required documents have been submitted. Upon determination by the Planning Commission that the Subdivision Plat is proper, the Planning Commission shall accept the Subdivision Plat as being officially submitted and shall certify thereon the date.

(e) Planning Commission Action.

(1) The Planning Commission shall take action within thirty days after submission for approval.

(2) If the same cannot be done within the thirty day period, the Commission may obtain from the applicant an agreement for additional time.

(3) If the applicant will not agree to the time extension or if the Planning Commission rejects the plat or needs more information, then the application should be denied within the thirty day period stating the inadequacies of the plat and advise that the applicant can refile at a later date.

(4) Approval of the Subdivision Plat may be given at one of the two following ways.

A. Before construction of improvements. The Planning Commission may give final approval before all required improvements are installed, provided that a construction agreement and performance bond or cash bond acceptable to the Law Director and City Engineer and provided for the purpose of assuring installation of such improvements is provided. The amount of such performance guarantees shall be sufficient to cover the cost of all improvements based on approved detailed engineering plans, an estimate made and signed by a professional engineer and reviewed and approved by the City Engineer. Upon receipt of the City Engineer's notification and determination that all the requirements of these Regulations have been met, the Planning Commission shall give final approval and shall indicate such approval and date on the tracing of the Final Subdivision Plat.

B. After construction of improvements. After the subdivider has obtained conditional approval as indicated in the section, and has installed all required improvements to the satisfaction of the City Engineer, the City Engineer shall certify that the improvements have been satisfactorily installed in compliance with the approved plans and the construction agreement. Upon receipt of the City Engineer's notification and determination that all the requirements of these Regulations have been met, the Planning Commission shall give final approval and shall indicate such approval and date on the tracing of the Final Subdivision Plat.

C. The plat shall be recorded in the office of the Recorder of Richland County, Ohio, no later than one year after approval unless an extension agreement has been reached between the Planning Commission and the subdivider.

(Ord. 77-19. Passed 6-2-77; Ord. 83-35. Passed 9-1-83; Ord. 97-57. Passed 9-25-97; Ord. 06-04. Passed 4-6-06.)

D. 1. Upon receiving Planning Commission approval of the final plat for any subdivision, construction of the improvements shall begin within twelve (12) months of the approval date.

2. In the event construction has not commenced within the allotted time period, the developer will be required to return to the Planning Commission for a review prior to breaking ground and going forward with the project. If City, State, and/or federal requirements relative to any issue involving subdivision improvements are changed, the developer will be expected to meet the new specifications.

(Ord. 06-15. Passed 6-15-06.)

1117.01 PURPOSE.

The following provisions describe the design principles and standards which a subdivider shall be required to follow in the layout of a subdivision. The principles and standards shall be carried out in compliance with the following: this chapter, other regulations of the State, and the specifications for each of the various improvements as may be required by the City Engineer and the Richland County Health Department, according to the nature of the improvements.
(Ord. 77-19. Passed 6-2-77.)

1117.02 PHYSICAL CONSIDERATIONS.

Major and minor subdivisions shall be planned to take advantage of the topographic conditions of the land, to economize in the construction of public facilities and services and to reduce the amount of grading and minimize the destruction of trees, lakes, watercourses and topsoil.
(Ord. 77-19. Passed 6-2-77.)

1117.04 MAJOR SUBDIVISION.

(a) Streets.

(1) Arrangement. The arrangement, character, extent, width and location of all streets shall conform to the Parks and Open Space Plan and the Thoroughfare Plan of current adoption. The design of the proposed streets shall provide for the continuation of existing streets and access to adjacent unplatted lands so that the entire area can be served with a coordinated street system.

(2) Street right-of-way width. The widths of the right-of-way on any street shall be as follows:

<u>Street Type</u>	<u>Minimum Right-of-Way Width (feet)</u>
Expressway	As specified by Ohio Department of Transportation
Primary street	100
Secondary street	80
Collector street	60
Minor street	60

A. Where a street is planned as an extension of an existing street having a greater width than specified above, the Planning Commission may require that the new extension of the street have the same width as that of the existing section.

B. A minimum corner radii of twenty feet shall be provided at the intersection of the street right-of-way line.

C. Where a boulevard type street is proposed, the minimum right-of- way shall be increased by an amount equal to the width of the proposed median.

(3) Street design standards.

A. Widths of pavement and rights-of-way shall comply with the standards set forth in the following table:

Class of Street	Right of Way Width (feet)	Pavement Width (feet)(*)
Expressway	As specified by the Ohio Department of Transportation	
Primary street	100	52
Secondary street	80	40
Collector street	60	28
Minor street	60	28

* Pavement width dimensions are minimums and are measured from curb face to curb face.

B. The maximum grade, the alignment and vertical visibility on pavements shall comply with the standards set forth in the following table:

(c)

Class of Street	Maximum Grade (a) (Percent)	Alignment		Vertical Visibility (in feet)
		Maximum Degree of Curvature	Minimum Radius of Curvature (b) (in feet)	
Drives	12			
Alleys	10		100	
Minor	7	20	290(d)	200
Collector	6	10	575	250

Secondary	5	5	1150	300
Primary	4	3	1910	500
Expressways	As specified by Ohio Department of Transportation			

- a. Minimum allowable street grade is 0.50 percent.
- b. Radius of curvature is measured along the centerline of street.
- c. Dimensions for distance of vertical visibility shall be measured from eye height 3.5 feet above the street surface on one side of the vertical curve to object height 0.5 feet above the street surface on the other side.

d. In the case of a minor street, angle turns may be permitted. For such turns, the minimum pavement radius shall be observed as set forth in Section 1117.04(a)(7).

(4) Half streets. Half streets shall be prohibited.

(5) Cul-de-sac and dead-end streets. Streets designed to be used as cul-de-sacs shall not be longer than 800 feet and shall be provided at the closed end with a turn-around having an outside pavement diameter of at least 100 feet and a street right-of-way line diameter of at least 120 feet.

(6) Reserve strips. Reserve strips preventing access to streets from adjoining property shall be prohibited.

(7) Alignment.

A. Horizontal.

1. Street Jogs - street jogs with a centerline offset of less than 150 feet shall not be permitted.

2. Intersections - streets shall be laid out to intersect as nearly as possible at right angles and no streets shall intersect any other street at an angle of less than eighty degrees. Multiple intersections involving junctions of more than two streets shall be avoided.

3. Angle Turns - angle turns not complying with the standard of radius of curvature set forth in Section 1117.04(a)(3) above may be permitted on minor streets where such alignment results in more efficient use of the land. Where an angle turn is permitted, there shall be provided on the outside of the turn in alignment an "eyebrow" or "bubble" in the form of a segment of a circle. The radius of such circle may be drawn from a point between the centerline and outside right-of-way line, as may be required to provide for adequate lot width at the street line. The right-of-way line on the inside of the turn (opposite the "eyebrow") shall have a minimum radius of twenty feet. The centerlines of street sections on either side of an angle turn shall form an angle of no less than eighty-five degrees. The pavement design at such turn shall be as follows:

a. The inside of the angle turn, the curb or pavement edge shall have a minimum radius of twenty feet.

b. At the outside of the angle turn, a paved area shall be provided having a minimum radius of fifty feet.

4. Intersection Approaches - approaches to street intersections shall provide for a minimum stopping sight distance of 100 feet from the centerline of the street intersected.

5. Reverse Curves - reverse curves on all minor or collector streets have a minimum tangent between them of 100 feet, 500 feet on secondary streets and primary streets.

B. Vertical. Grade at intersection - approaches to intersections shall be reduced to a grade not exceeding three percent (3%) for a distance of not less than 100 feet.*

Maximum grade at intersection may be exceeded due to steep topography or subsoil conditions in accordance with the application of standard engineering practice.

(8) Street names. No street names shall be used which will duplicate or be confused with the names of existing streets within the County. Street names shall be subject to approval by the Planning Commission. All new streets shall be named in the following manner:

General Direction

Long Street

Short Street

North and south	Streets	Courts
East and west	Avenues	Places
Diagonal	Roads	Ways
Curving	Drives	Circles or lanes

*Less than 1,000 lineal feet in length.

Note: The use of the name "boulevard" may be used by new streets having a median strip separating the opposing flow of traffic.

(9) Whenever boulevard streets are proposed, the subdivider or developer shall submit to the Planning Commission a written agreement for the maintenance of all median strips and the lawn areas and plantings therein. Maintenance shall be the responsibility of the developer or an association of home owners whose lots abut onto the proposed boulevard.

(10) Private streets.

A. Private streets shall meet all requirements for minor public streets. The Planning Commission may require certain streets within a development to be public if it is determined that the projected density necessitates the use of public streets and that traffic connections to adjacent plats or developments are required for adequate circulation.

B. Where private streets are proposed the developer or persons seeking approval of such plat shall, prior to such approval provide and submit to the Commission copies of protective covenants, easements and documents to be recorded, providing for the ownership, maintenance, repair and financing of the private streets. Reference to these protective covenants shall be included in all deeds conveying the lots and lands described within the subdivision plat. The maintenance and repair of private streets shall not be the responsibility of the public.

(Ord. 07-27. Passed 8-16-07.)

(b) Easements.

(1) Utility easements. Electric and telephone lines may be buried if located at the front of the lots. Easements centered on rear or side lot lines shall be provided for utilities and shall be at least twenty feet wide.

(2) Drainage way easements. Where a subdivision is traversed by a drainage way, a storm water easement or drainage right-of-way, a public easement conforming substantially with the lines of such drainage shall be provided. The easement or right-of-way shall be twenty feet wide or of such further width as necessary and shall generally follow rear and side lot lines.

(c) Blocks.

(1) Block lengths shall not exceed 1,800 feet or be less than 400 feet.

(2) Pedestrian walkways, with right-of-way, not less than twelve feet wide, may be required across blocks where the Planning Commission deems that pedestrian access to schools, playgrounds, parks, open space shopping centers and other community facilities are necessary.

(d) Lots.

(1) Zoning conformance. The lot size, width, depth and the minimum building setback lines shall conform to the existing zoning and Health Department regulations.

(2) Corner lots. Corner lots shall have extra width to permit appropriate building setback from and orientation to both streets.

(3) Access to public streets. The subdivision of land shall provide each lot with satisfactory access to an existing public street.

(4) Double frontage lots. Residential lots shall not be laid out so that they have frontage on more than one street except:

A. Where lots are adjacent to the intersection of two streets, or

B. Where it is necessary to separate residential from major arterial thoroughfares.

Where double frontage lots are created adjacent to an expressway or a primary street, a reserve strip twelve feet wide along the street shall be deeded to the City. The plat shall state that there shall be no right of access across such reserve strip. The Planning Commission may require that a ten foot wide planting screen be provided along the boundary of the reserve strip.

(5) Lot depth. No lot depth shall exceed three and one-half times the lot width.

(e) Public Sites and Open Spaces.

(1) Public facilities. The subdivision design shall provide land areas for public use as provided in Section 1119.04.

(2) Open space subdivisions. Open space subdivision layout shall be encouraged with ownership and maintenance of Homeowner's Association.

(3) Natural features preservation. Natural features such as scenic view, water bodies, fine groves of trees shall be given due consideration for their preservation.

(f) Utilities.

(1) Storm sewers.

A. Storm drainage. The design of the subdivision shall provide the necessary means to assure complete drainage in and adjacent to the property to be developed or subdivided.

The subdivider or his engineer shall submit all drainage calculations along with the improvement plans. A ten year storm frequency is to be used along with suitable runoff factors for the completed development both within the subdivider's property and all lands upstream from the subdivider's property.

The design storm flow is calculated in an amount which can be conducted adequately by a forty-eight inch conduit or less then the developer shall install a conduit of sufficient capacity up the forty-eight inches in size to conduct this drainage on and through the subdivider's property. If the design flow is calculated in amount in excess of the capacity of forty-eight inch conduit, then the subdivider must provide a conduit or an open drainage channel treatment designed as provided in Section 1119.03(i).

When necessary, outlet ditches or closed storm sewers of an approved type and size shall be required as part of the construction. If there is an easement or rights of way to be obtained by the subdivider for construction and future maintenance, these rights of way or easements shall be shown on final plat. Two copies of the easement shall be furnished to the City Engineer. (Ord. 77-19. Passed 6-2-77.)

A storm sewer shall be a minimum of twelve inches in diameter and a minimum cover as listed in ODOT 603 and as approved by the Engineer.

(Ord. 97-57. Passed 9-25-97.)

All storm drainage under pavement and to a point three feet outside pavement shall be reinforced concrete pipe and the trench shall be back filled with an approved porous material (ODOT 603).

(Ord. 02-24. Passed 5-2-02.)

(2) Sanitary sewers.

A. Sanitary facilities shall be designed and constructed by the subdivider as required for the proper disposal of wastes for each lot.

B. If a subdivision can be reasonably served by the extension of an existing public sanitary sewer as determined by the City Engineer, the subdivider shall provide a system of sanitary sewer mains and shall provide lateral connections for each lot.

C. If a subdivision cannot be reasonably served by the extension of an existing public sanitary sewer, as determined by the Planning Commission, then the Commission may permit individual sanitary facilities which may be installed on lots of the size as required by the Richland County Health Department and the Ohio Environmental Protection Agency.

D. Pretreatment of all industrial waste must be as prescribed by the City and will require approval of the City for discharge of the effluent into a City sanitary sewer system in accordance with the Mansfield-Ontario sewer agreement.

(3) Water supply.

A. A water system shall be designed and constructed by the subdivider as required for each lot.

B. Where public water supply is within reasonable distance as determined by the City Engineer, the subdivider shall construct a system of water mains and connect with such public water supply and provide a connection for each lot.

C. Where public water supply is not available, the subdivider of a subdivision shall provide for individual water wells for each lot in the subdivision if approved by the Ohio Environmental Protection Agency and the Richland County Health Department.

(g) Flood Plain. If any portion of the land within a proposed subdivision may be subject to inundation or flood hazard by storm water, such fact and that portion shall be clearly indicated on the subdivision plat. Land subject to flooding shall not be platted for residential occupancy or other such uses which may increase danger to health, life or property, or which may aggravate the flood hazard.

(Ord. 77-19. Passed 6-2-77.)

1119.01 REQUIRED IMPROVEMENTS.

The improvements which are hereby required shall be designed, furnished and installed by the subdivider in accordance with the provisions of these Regulations and other regulations of the State and City. The required improvements shall be approved prior to approval of a subdivision plat. The subdivider shall provide and install within the proposed survey or subdivision, the minimum improvements set forth herein.

(Ord. 77-19. Passed 6-2-77.)

1119.02 MONUMENTS AND MARKERS; GRADING.

(a) Monuments and Lot Corner Markers. Monuments shall be placed on all block corners, angle points and points of curves in streets, street intersections, lot corners. Such monuments shall be of ferrous metal, three-fourth inch in diameter and shall be at least thirty inches long.

(b) Grading Requirements Within Street Right-of-Way. The entire street right-of-way shall be excavated and graded in the manner set forth in Section 1119.03.

(c) Off-street Grading. Where the land in lots adjoining a street is lower than the gutter level in the street, such land shall be filled to a level which will provide for drainage of storm water into the gutters, unless an alternate drainage system for lots has been approved. In such filling, care should be taken to preserve existing trees which have permanent value.
(Ord. 77-19. Passed 6-2-77.)

1119.03 STREET AND UTILITY IMPROVEMENTS.

(a) Grading and Preparation of Right-of-Way. All work in the grading and preparation of rights-of-way shall be done in accordance with the current State of Ohio, Department of Transportation Construction and Material Specifications.

The right-of-way shall be cleared and graded to its full width.
(Ord. 77-19. Passed 6-2-77.)

(b) Paving. Pavement on any minor, private or collector street may be of either type set forth hereunder, and shall comply with the specifications set forth and the details in the Appendix. Where the subdivider constructs arterial streets, the requirements of the Engineer of jurisdiction shall govern.

(Ord. 86- 64. Passed 11-6-86.)

(1) Concrete street paving. All concrete pavement work shall be done in accordance with, and all materials shall meet the current State Department of Transportation Construction and Materials Specifications for reinforced Portland cement concrete pavement Item 451 or plain Portland cement concrete pavement Item 452. Minimum thickness of concrete street pavement shall be six inches for Item 451 and seven inches for Item 452. A four-inch subbase, extending twelve inches beyond the back of curb under the entire pavement section, of ODOT 304 Aggregate Base, shall be constructed on a prepared subgrade compacted in accordance with ODOT 203.

(Ord. 77-19. Passed 6-2-77; Ord. 97-57. Passed 9-25-97.)

(2) Bituminous concrete surface on aggregate base.

A. The minimum pavement depth shall not be less than the equivalent of two (2) four inch (4") courses of 304 Aggregate Base and a surface of 1-1/2 inches of 404 and 2-1/2 inches of 402 Asphaltic Concrete or two (2) three and one-half inch (3-1/2") courses of 301 Bituminous Aggregate Base and a surface of 1-1/2 inches of 404 and 2-1/2 inches of 402 Asphaltic Concrete.

B. Surface materials shall be placed in two courses and shall be the equivalent of four inches (4") of Asphaltic Concrete.

C. Asphalt concrete shall not include recycled material.

D. All work shall be done in accordance with, and all materials shall meet the current State of Ohio Department of Transportation Construction and Materials Specifications for:

- 411 Stabilized Crushed Aggregate Shoulders,
- 304 Aggregate Base,
- 301 Bituminous Aggregate Base,
- 302 Asphalt Concrete Base,
- 408 Bituminous Prime Coat, and
- 448, 402, 403, 404 and 412 Asphalt Concrete.

E. A 408 Bituminous Prime Coat is required on all 303 and 304 items at a rate of one-half gallon per square yard.

(Ord. 02-24. Passed 5-2-02.)

(3) Pavement crown. Pavements shall be sloped at the rate of three-sixteenths inch per foot from the centerline to the edge.

(Ord. 77-19. Passed 6-2-77.)

(4) Pavement material testing. All paving materials and construction methods such as subgrade and base compaction shall be tested at the developer's or contractor's expense. Samples shall be taken and tested from the material source, or material producer, prior to construction. During construction, samples of materials being used shall be taken and tested at every third station of each pavement lane and at such other locations as the City Engineer may request. All testing shall be done by an approved testing laboratory and in accordance with current Ohio

Department of Transportation testing practices for material approval for highways. Three copies of the laboratory report for each sample shall be submitted to the City Engineer.

(5) Underdrains. Four inch diameter pipe underdrains installed a minimum of thirty inches shall be required from top of curb as per ODOT 605 in order to provide satisfactory subgrade drainage. The estimate of quantities shall reflect this item and shall be interpreted as an estimated amount to be used on a more or less basis.

(6) Guard rail. The necessity of a guard rail, the type of backfill or other special conditions shall be determined by the City Engineer in accordance with ODOT standards and good engineering practices before completion of the construction plans.

(7) Permanent erosion control methods. Seeding and mulching in accordance with ODOT 659 shall be required for all lawn areas within the right-of-way and easements. Top soil shall be placed as indicated in ODOT 203.

(Ord. 97-57. Passed 9-25-97.)

(c) Curbs and Gutters. Curbs and gutters shall be provided on both edges of all pavement and shall be designed and constructed in accordance with the design shown in the Appendix.

(1) Intersection standards. All curbs at right angle intersections shall have a minimum radius of twenty-five feet measured to the back of the curb, except intersections involving arterial and collector streets, for which the City Engineer shall specify the curb radius. At intersections where the angle is other than ninety degrees the City Engineer shall specify the curb radius.

(Ord. 77-19. Passed 6-2-77.)

(d) Sidewalks. The installation of sidewalks shall be required in all subdivisions and shall meet the following requirements:

(Ord. 97-57. Passed 9-25-97.)

(1) Location. When located in the street right-of-way, sidewalks shall normally be placed at least five feet from the face of curb and the outside edge no closer than one foot to the right-of-way line.

(2) Width and thickness. The minimum width of sidewalks shall be four feet and the minimum thickness shall generally be four inches. Minimum thickness of sidewalks crossing vehicular driveways shall be six inches. The Planning Commission may require a greater width under the following conditions of development:

A. In high density residential, commercial or industrial districts.

B. In front of schools, shopping centers, churches or other developments which generate pedestrian traffic.

(3) Curb ramps. Where sidewalks are interrupted by curbs at street intersections or other locations, curb ramps shall be constructed at each pedestrian crosswalk. Curb ramps shall have a non-slip surface texture and the design shall be in accordance with the details of the latest requirements of the Americans with Disabilities Act (ADA) and the latest City Standards.

(Ord. 02-24. Passed 5-2-02.)

(4) Materials and construction. All sidewalks shall be constructed of Portland cement concrete and shall be designed and placed in accordance with Item 608 of the current State Department of Transportation Construction and Materials Specifications.

(Ord. 92-51. Passed 9-3-92.)

(5) All sidewalks, curb ramps, and appurtenances shall meet the latest requirements of the Americans with Disabilities Act (ADA).

(Ord. 02-24. Passed 5-2-02.)

(e) Driveways. The maximum grade on driveways shall not exceed twelve percent (12%). A residential drive shall have a minimum width of sixteen feet (16') at the curb and ten feet (10') at the back of sidewalk. The drive section between the curb and sidewalk shall be a minimum of: six inch Portland Cement concrete, ODOT item 452 or approved equal; or six inch stabilized

crushed aggregate, ODOT item 304 or approved equal plus two and one-half inches asphalt concrete surface, ODOT item 448 or approved equal.
(Ord. 08-37. Passed 10-2-08.)

(f) Electricity Lines. In all subdivision electric current conductors shall be installed as per Section 1117.04(b) and as per public power company specifications. Above ground pads for transformers will be permitted.

(g) Gas Mains. Gas mains, when proposed, shall be installed in the greenbelt between the sidewalk and the curb with minimum thirty inches cover. Service lines shall be installed with minimum eighteen inch cover as per specifications of the public gas company.

(h) Street Name Signs at all Intersections.

(1) Minimum size of sign: six inches high, eighteen inches long.

(2) Minimum height above ground: eight feet.

(3) Sign plates: sign plates shall conform to standards set forth by the City Engineer.

(4) Posts: signs posts shall conform to standards set forth by the City Engineer.

(i) Storm Sewers. The location, materials and construction of storm drainage facilities shall be in accordance with the following specifications:

(1) Storm drainage systems. Storm drainage system shall be in accordance with the following specifications:

A. Location. The requirements set forth in Section 1117.04(b) shall be observed in the location of storm drainage lines. Pipe lines within a street right-of-way shall be located in accordance with typical section shown in the Appendix.

B. Pipe. Storm drainage pipe and installation shall meet the following specifications:

1. Minimum pipe size shall be twelve inches. Pipe sizes throughout the storm drainage system shall have the total storm runoff capacity as set forth in Section 1117.04(f).

2. Using an "n" factor of 0.013, the following grades of pipe line shall be considered minimum:

Pipe Size (inches)	Minimum Grade (percent)
12	0.33
15	0.23
18	0.18
21	0.14
24	0.12

For sizes larger than twenty-four inches where an "n" factor other than 0.013 is used, the minimum grade shall be considered as that which produces a full flow velocity of not less than two and one-half feet per second. A maximum grade shall be one that produces velocities in excess of eight feet per second.

(Ord. 92-51. Passed 9-3-92.)

3. All storm sewer pipe shall be reinforced concrete pipe and shall be in conformance with the current State of Ohio Department of Transportation Materials Specifications, ODOT 706.02 and 706.04.

a. Alternatively, smooth interior, dual-wall corrugated polyethylene pipe in accordance with ODOT 707.33 may be used, provided backfill criteria listed in ODOT 603.08 and an absolute minimum cover of twelve inches are achieved.

b. Alternatively, in areas outside of the public right-of-way and upon approval by the City Engineer, corrugated metal pipe in accordance with ODOT 707.12 may be used. The gauge of metal pipe used shall be determined by the design engineer after proper consideration has been given to loads, cover, and soil conditions. An "n" factor of 0.021 shall be used in all hydraulic

calculations where aluminum or galvanized metal, corrugated metal pipe is proposed.
(Ord. 97-57. Passed 9-25-97.)

4. Trenches for storm sewers shall be excavated and backfilled in accordance with the current State Department of Transportation Construction and Material Specifications, Section 603. Storm sewers installed under pavements or sidewalks shall be Type B conduits (includes granular backfill), all others shall be Type C conduits (includes earth backfill). (See Appendix).

C. Manholes.

1. Manholes, or inlets serving as manholes, shall be spaced at intervals of 400 feet or less for pipe twenty-four inches or less in diameter, and at all grade alignment and pipe size changes.

2. Manholes shall be constructed of precast concrete rings and domes. All work and materials shall be in accordance with Item 604 of the current State Department of Transportation Construction and Material Specifications.

3. Manholes shall be designed and constructed in accordance with the design shown in the Appendix.

D. Inlets.

1. Methods and materials shown in accordance with Item 604 of the current State Department of Transportation Construction and Material Specifications. Design shall be of City standard. (See Appendix).

2. Inlets shall be designed to accept not less than one and one-half cubic feet of storm water per second.

3. Inlet time shall be computed by the design engineer. However, the minimum inlet ltime shall be as follows:

Distance of Travel to Inlet (feet)	Inlet Time (minutes)
100	12
200	16
300	20

4. Inlets shall be designed and constructed in accordance with the design in the Appendix.
(Ord. 77-19. Passed 6-2-77.)

5. Shop drawings of the storm sewer inlets and their installation procedures shall be submitted to the City Engineer for approval prior to installation.
(Ord. 99-50. Passed 9-23-99.)

(2) Surface drainage systems. Where a surface drainage system is permitted, as set forth in Section 1117.04(f), it shall be constructed to comply with the following specifications:

A. Open channel grades less than one and one-half percent (1.5%) shall have the sides and bottom protected by seeding and mulching, ODOT Item 659. Riprap, ODOT Item 601, shall be furnished and installed as required.

B. Open channel with grades between one and one-half (1.5%) and four percent (4%) shall have the sides and bottom protected by sodding, Item 660. Riprap, Item 601, shall be furnished and installed as required.

C. Open channels with grades in excess of four percent (4%) shall have the sides and bottom protected by reinforced Portland cement concrete, Item 601.

Where a public storm water sewer is reasonably accessible or has been planned and financed, as determined by the City Engineer, the subdivider shall extend and connect with such storm sewer and shall provide such channel or conduit and appurtenances as are necessary in accordance with other stipulations of these Regulations.

(3) Bridges and culverts. Bridges and culverts shall be designed to carry expected loads, and shall conform to specifications of the State Department of Transportation. Bridges shall be

constructed to the full width of the pavement and culverts shall be constructed to the full width of the right-of-way, or greater as may be specified by the City Engineer.

(j) Water Supply.

(1) General. All water supply systems shall comply with the requirements of the Ohio Environmental Protection Agency and the City. Service lines shall be provided only where subsurface conditions would make later installation impossible without removal of pavement.

(Ord. 77-19. Passed 6-2-77.)

(2) Location. The requirements set forth in Section 1117.04 shall be observed in the locations of water lines. Pipelines within a street right-of-way shall be located in accordance with typical section. (See Appendix). Dead-end lines are prohibited.

(Ord. 00-32. Passed 10-5-00.)

(3) Pipe. Water line pipe and installation shall meet the following specifications:

A. Water lines shall be of such size as is constant with the overall development of the community and shall meet the requirements of the City Engineer but shall not be less than eight inches in diameter.

(Ord. 96-62. Passed 10-17-96.)

B. Ductile iron pipe shall be in accordance with the American National Standard Institute Specifications A 21.50 and A 21.51. All pipe joints shall be of the slip-on type using a rubber ring gasket. Pipe class shall be a minimum of class 52 pipe. Use restraint joints in place of concrete thrust blocks where possible.

C. Fittings shall be in accordance with the American National Standard Institute Specification A 21.10 and joints shall be in accordance with the American National Standard Institute Specifications A 21.11 for mechanical joints.

D. Lining on all cast iron or ductile iron pipe and fittings shall be half-thickness cement mortar in accordance with the American National Standard Institute Specifications A 21.4.

E. Hydrostatic tests of all pipe shall be made before acceptance shall be to the working pressure of the pipe (a minimum of 150 psi for one (1) hour). Permissible leakage shall not exceed 11.65 gallons per twenty-four hours per mile of pipe per inch of diameter (11.65 GPD/Mile/inch).

F. Disinfecting of pipe shall follow the latest edition of the American Water Works Association (AWWA) Standards for the Disinfection of Pipe, and shall normally be accomplished in the following manner: Before acceptance, lines shall be flushed and drained and then filled at a slow rate with chlorine being introduced to provide a minimum chlorine residual of fifty parts per million. Should the chlorine residual at the end of the twenty-four hour period be less than ten parts per million, the line shall be drained and the process of disinfection be repeated until a ten part per million residual at the end of a twenty-four period hour is attained.

G. Following the disinfection period, the line shall be drained and flushed until the replacement water throughout the entire length of the line, shall, upon test, be equal in quality to the water from the existing system. Bacteriologically, the City shall test the quality of the water, wait a period of time (a minimum of twenty-four (24) hours to a maximum of seven (7) days), reflush the water main, and retest the quality of water. If the bacteriological test is unsatisfactory, the contractor shall repeat the entire disinfecting process until a satisfactory test is achieved.

H. 1. Trenches for water lines shall be excavated and back filled in accordance with the current State of Ohio Department of Transportation (ODOT) Construction and Materials Specifications, Section 603, for Type C conduits. Water lines installed under pavements or sidewalks shall be backfilled with Ohio Department of Transportation Item 304, granular material compacted in place.

2. Back fill water main with a minimum of 1'-0" of crusher run or sand on top of the water main.

3. No limestone is to be used as bedding or back fill material on the water main or appurtenances.

(Ord. 02-24. Passed 5-2-02.)

I. There shall be a minimum of four feet to cover over water lines at all locations and eighteen inches vertical and ten feet horizontal separation from any sanitary sewer, unless otherwise directed by the City Engineer.

(Ord. 83-35. Passed 9-1-83.)

J. All water lines shall be constructed in a continuous loop system, unless otherwise directed by the City Engineer, by connecting to new or existing water lines, so that dead end lines are avoided.

(Ord. 05-36. Passed 6-16-05.)

(4) Valves.

A. Valves shall be in accordance with the American Water Works Association Standard Specifications C-504 (Butterfly Valves) and C-509 (Resilient Wedge Valves) and shall be valves with nonrising stems.

- Valves (twelve (12) inches or greater) shall be rubber seated butterfly valves.
- Valves (ten (10) inches or smaller) shall be resilient wedge gate valves.

(Ord. 02-24. Passed 5-2-02.)

B. Valves shall be open by turning the stem in a counterclockwise direction with a two inch square operating nut.

(Ord. 77-19. Passed 6-2-27.)

C. In non-traffic areas, valve boxes shall be two-piece, cast iron, five and one-quarter inch screw type shaft (Tyler #6850).

D. In traffic areas, valve boxes shall be three-piece, cast iron, five and one-quarter inch screw type shaft (Tyler #6860).

(Ord. 02-24. Passed 5-2-02.)

(5) Fire hydrants.

A. Fire hydrants shall be in accordance with the American Water Works Association Standards Specifications C 502 and shall have a six inch diameter, mechanical joint.

B. The hydrant shall include provisions for lengthening the barrel and for facing nozzles in any of eight positions and shall be the safety flange type.

(Ord. 77-19. Passed 6-2-77.)

C. The hydrant valve shall be five and one-quarter inch (5-1/4") and open counterclockwise.

D. There shall be two (2) two and one-half inch (2-1/2") hose nozzles and one (1) four and one-half inch (4-1/2") pumper nozzle with National Standard Thread. All nozzle cap nuts and operating nuts shall be one inch square. (Ord. 02-24. Passed 5-2-02.)

E. Fire hydrants shall be of the safety flange breakaway type with safety type stem couplings to allow the upper section of the hydrant barrel to separate from the lower section upon impact without damage. The main valve shall open against the water pressure and shall stay tightly closed if the hydrant is broken off or damaged.

(Ord. 77-19. Passed 6-2-77.)

F. Fire hydrants shall be the improved AWWA Type A423 as manufactured by Mueller Company. Only yellow hydrants shall be accepted.

G. Top of hydrants shall be painted by the City according to the following schedule:

- Hydrants on a 16" main shall be painted red,
- Hydrants on a 12" main shall be painted white,
- Hydrants on a 10" main shall be painted orange,
- Hydrants on an 8" main shall be painted blue, and

- Hydrants on a 6" main shall be painted yellow.
(Ord. 02-24. Passed 5-2-02.)

(6) Service lines.

A. Copper water service line shall be provided and extended to each lot line and shall include but is not limited to the following: One-inch corporation stop, curb stop and curb stop box.
(Ord. 00-32. Passed 10-5-00.)

B. Copper service line shall be Type K, soft tempered. Unions where required shall be Mueller Company H-15403 three part union.

C. Curb stops shall be Mueller Company H15209 "Oriseal" or approved equal. Curb boxes shall be Tyler Series 6500, Item 94 E, screw type, 2-1/2" I.D. Compression fittings shall be used.

D. Corporation stops shall be Mueller Company H-15008. Compression fittings shall be used.

E. The requirements listed above are for one-inch water services. Where larger water service lines are required, components shall equal the above in quality as determined by the City Engineer.

(k) Sanitary sewers.

(1) General. All public and community sanitary sewer systems shall comply with the requirements of the Ohio Environmental Protection Agency, as well as the requirements of the County of jurisdiction and the City.

(2) Location. The requirements set forth in Section 1117.04 shall be observed in the locations of sanitary sewer lines. Pipe lines within a street right-of-way shall be located in accordance with typical section. (See Appendix.)

(3) Pipe. Sanitary sewer pipe and installation shall meet the following specifications:

A. Sanitary sewers shall be designed on the basis of ten persons per acre for a single-family residential area. If the subdivision is so located that it is part of a larger drainage basin, the sanitary sewer line shall adequately serve the calculated requirements of the entire drainage basin. The following per capita flows shall be observed in size determination of sanitary sewers:

- Average Per Capita Flow = 100 gallons per day
- Lateral and submain sewers = 400 gallons per capita per day
- Main, trunk and outfall sewers = 250 gallons per capita per day.

B. Minimum pipe size shall be eight inches in diameter and five feet in length. Minimum pipe size for house services shall be six inches in diameter and four feet in length and one shall be provided and extended to each lot line.

C. Using an "n" factor of 0.013, the following grades of pipe line shall be considered minimum:

<u>Pipe Size</u> <u>(inches)</u>	<u>Minimum Grade</u> <u>(percent)</u>
8	0.40
10	0.28
12	0.22
14	0.17
15	0.15
16	0.14
18	0.12
21	0.10

24 0.08

For sizes larger than twenty-four inches, the minimum grade shall be considered as that which produces a full flow velocity of not less than two feet per second.

(Ord. 77-19. Passed 6-2-77.)

D. Sewer Pipe and Fittings:

1. Pipe: All sanitary sewer pipe shall be PVC pipe meeting the following requirements: Polyvinyl chloride pipe (PVC) and fittings shall meet the minimum requirements of ASTM 3034 for pipe sizes 8" through 15" and ASTM F-679 for pipe sizes 18" through 27" and shall be SDR 26.
2. Laterals: All sanitary sewer pipe laterals shall be PVC pipe meeting the following requirements: Polyvinyl chloride pipe (PVC) and fittings shall meet the minimum requirements of ASTM 3034 for pipe size 6" and shall be SDR 35.
3. Joints: All PVC pipe joints shall be gasketed, bell and spigot, push-on type conforming to ASTM D-3212. Since each pipe manufacturer has a different design for push-on joints, gaskets shall be part of a complete pipe section and purchased as such. Gaskets may be factory installed or field installed as recommended by the pipe manufacturer. Lubricant shall be as recommended by the pipe manufacturer.
4. Marking: All PVC pipe shall be marked in accordance with the applicable ASTM Standard Specification, at intervals not exceeding 5'.
5. Installation: Pipe and Fittings should be installed in accordance with ASTM D-2321.
6. Embedment Requirements: The method for calculating loads and determining embedment requirements for PVC sanitary sewer pipe shall be in accordance with the latest published edition of ASCE Manual No. 60/WPCF Manual FD-5, "Gravity Sanitary Sewer Pipe Design and Construction".

(Ord. 03-37. Passed 7-10-03.)

E. Infiltration tests of a sewer line shall be made before acceptance. Tests shall be made from manhole to manhole or as may be ordered by the City Engineer. The maximum allowable infiltration shall be 200 gallons per inch of pipe diameter per mile per day. Exfiltration tests may be required by the City Engineer and the allowance shall be increased an additional ten percent (10%) for each additional two foot of head over a basic two foot minimum internal head.

As an alternate to the above, the contractor may perform a low pressure air test. The method referred to as "air testing" consists of applying low pressure air to the section of sewer to be tested and recording the length of time in minutes for the internal air pressure to decrease from three and one-half to two and one-half pounds per square inch (greater than the average back pressure of any ground water that may submerge the pipe). The time elapsed shall not be less than the time shown for the given size pipe per 100 foot of pipe in a table which is based on equations from ASTM C 828 which will be furnished by the City Engineer. All methods, materials, equipment and procedures shall be in accordance with the requirements of the Ohio Environmental Protection Agency.

All materials and equipment required for "tests" shall be furnished by the developer or contractor at their own expense.

(Ord. 77-19. Passed 6-2-77.)

Thirty days after backfilling of PVC sewer pipe, deflection of the pipe diameter shall be tested by use of a mandrel sized not less than five percent of the average referenced internal diameter of the plastic pipe. Material shall be approved for use by the Engineer. All pipe exceeding this deflection shall be replaced by the contractor and retested.

(Ord. 97-57. Passed 9-25-97.)

F. Trenches for sanitary sewer shall be excavated and backfilled in accordance with current ODOT standards for materials and compaction.

G. All sanitary sewer lines shall be cleaned so as to remove any blockage and then televised so as to be certain that they are clear and properly constructed before being submitted for acceptance to the City. Evidence of the completion of this process shall be submitted to the appropriate City representative.

House Laterals and Stacks. All house laterals and stacks shall meet all requirements including testing as specified in Section 1119.03(k) above.

All lateral pipe shall be six inches minimum diameter and be installed on 1/8 inch per foot slope on Class B bedding. The end shall extend to the right-of-way line and be sealed with an approved stopper. The end of each lateral shall be marked with a 2 inch x 2 inch or 2 inch x 4 inch hardwood marker pole extending above final ground surface. A steel plate 6 inches square by 1/4 inch thick shall be placed no more than 24 inches below grade at the end of each lateral.

(Ord. 95-56. Passed 11-16-95; Ord. 97-57. Passed 9-25-97.)

H. A metal disc shall be installed at the end of each lateral no deeper than twenty-four inches below the finished grade of sufficient size and type that it can be easily located with a metal detector.

- As an alternate, a 3/4" diameter rebar, 24" long shall be installed at the end of each sanitary sewer lateral so that it can be easily located with a metal detector.

(Ord. 02-24. Passed 5-2-02.)

(4) Manholes.

A. Manholes shall be spaced at intervals of 400 feet or less and at all grade, alignment and pipe size changes.

B. Manhole walls shall be precast concrete and shall conform to American Society of Testing Materials Designation C 478 with tongue and groove type joints fitted with a flexible gasket conforming to American Society of Testing Materials Designation C 443. The manhole base section shall be furnished with an integral reinforced concrete bottom slab.

C. Manhole castings shall be Neenah Foundry R-1550-A with Type C solid cast iron covers. Covers shall be designated "Sanitary Sewer." Manholes shall be provided with inflow dishes on all castings except on drop manholes.

(Ord. 02-24. Passed 5-2-02.)

D. Manhole steps shall be Neenah Foundry R-1980-1 cast iron steps or an approved equal.

(Ord. 77-19. Passed 6-2-77.)

E. Inlet and outlet seal. The manhole inlet and outlet holes shall have a permanent, flexible watertight joint between the manhole wall and the sewer pipe utilizing a neoprene compound gasket. Sealing the joints with mortar will not be acceptable. The gasket materials shall meet the requirements of ASTM C-923. All metal components of the joint, if any, shall be corrosion resistant such as anodized aluminum, stainless steel or cast iron.

(Ord. 02-24. Passed 5-2-02.)

F. Manholes shall be designed and constructed in accordance with the design shown in the Appendix.

(Ord. 77-19. Passed 6-2-77.)

G. All manholes shall be sealed with a tar strip and mortared inside and outside so that they are water-tight.

Testing. All sanitary manholes shall be tested for leakage by exfiltration or vacuum testing. Maximum leakage shall be 0.08 gallons per foot of manhole. Vacuum testing shall be at 10 inches of mercury (4.91 PSI) with a maximum loss allowed of 1" or 0.49 PSI.

(Ord. 95-56. Passed 11-16-95; Ord. 97-57. Passed 9-25-97.)

H. All sanitary sewer manholes shall be provided with a chimney seal manufactured by Cretex Specialty Products or an equal product as approved by the City Engineer.

I. All sanitary sewer manholes shall be provided with a three foot high gravel drain ring around the bottom of the manhole.

(Ord. 98-12. Passed 3-5-98.)

1119.04 PUBLIC SITES AND OPEN SPACE.

(a) Public Building Sites.

(1) At the preliminary plan stage, the Planning Commission shall notify governmental and public agencies that a subdivision is being proposed. The Planning Commission shall designate a period of twenty-one days within which such agencies shall determine if land within the subdivision is required for their use as a public building site and to so advise the Planning Commission in writing of the proposed use and the area required. If, within the designated time, such requirement is deemed to exist, the subdivider shall be notified during the preliminary plan stage.

(2) If there is no response from an agency within the designated time, then the preliminary plan stage shall continue without further consideration of such sites.

(3) If an agency responds with a need for land within the designated time, then the Planning Commission shall forthwith assist with negotiations for the same between the subdivider and the agency in this regard and the sites shall be available to the requesting entity by one of the following methods:

A. Statutory dedication without compensation to the subdivider.

B. Statutory dedication with reasonable compensation to the subdivider.

C. Appropriation by the City or public agency.

D. Reservation by appropriate legal instrument for acquisition of a period of one year after the approval of the preliminary plan. Such reservation shall provide for the specific release of the land from these requirements reverting full legal title to the subdivider, or his successors or assigns if the agency has not obtained a contract to acquire the land or has not filed appropriate proceedings within the one year limitation.

E. Any other method arrived at by mutual agreement.

(4) Failure of the Planning Commission to notify an agency under subsection (a)(1) hereof shall not create any rights in such body and shall have the same effect as making no response after being notified and shall not make defective the subsequent subdivision proceedings hereunder.

(b) Open Space and Parks.

(1) There shall be no requirement of a subdivider to provide parks or other open space except as required or specified in applicable zoning regulations.

(2) When the City desires land within the subdivision for such use, then such governmental agency within the time designated in the notice under subsection (a)(1) hereof shall notify the subdivider through the Planning Commission.

(3) The City shall specify the quantity, description, location and use (passive or active) of the land so desired and designate the public entity that would be responsible for the development and maintenance of the use and expense thereof.

(4) If the City specifies its desire, as set forth in subsection (b)(3) hereof, then the Planning Commission shall forthwith assist with negotiations for the same between the subdivider and the City and land shall be available by one of the following methods:

A. Statutory dedication without compensation to the subdivider to the City to accept the same and to maintain and develop the land.

B. Statutory dedication with reasonable compensation to the subdivider to the City to accept the same and to maintain and develop the land.

C. Reservation by appropriate legal instrument for acquisition of a defined area by the City to accept, develop and maintain the same for the specific use for a period of one year after the approval of the preliminary plan. Such reservation shall provide for the specific release of the land from these requirements reverting legal title to the subdivider, or his successors or assigns if the City has not obtained a contract to acquire the land or has not filed appropriation proceedings within the one year limitation.

D. Any other method arrived at by mutual agreement, including the reservation or grant of land by private deed or covenants for the use of the property owners within the proposed subdivision with provision being made for the development and maintenance thereof.

(5) The City may encourage open space subdivisions wherein private property owners through the use of a homeowner's association will conserve and maintain open space and recreation areas for the private use of property owners within the subdivision.

(6) Failure of the Planning Commission to notify a governmental agency under subsection (b)(2) hereof on the preceding page shall not create any rights in such agency and shall have the same effect as making no response after being notified and shall not make defective the subsequent subdivision proceedings hereunder.

(c) Property Reservation. Any reservation of property for a period of one year referred to above shall be null and void if the subdivision plat of which it is a part does not receive final approval or is withdrawn before final approval by the subdivider. It is the intent herein not to create a burden on the land if it is not to be subdivided. Any legal instrument creating such a reservation shall so state.

(Ord. 77-19. Passed 6-2-77.)

1119.05 EXTRA SIZE AND OFF SITE IMPROVEMENTS.

When streets or utilities are not available at the boundary of a proposed subdivision there by necessitating off-site extensions or improvements of streets or utilities, and when extra size (greater in size than is required to serve the proposed subdivision) utility lines and streets are required for the proper future growth of an area, the Planning Commission may require as a condition precedent to approval of a preliminary plan and subdivision plat, assurances that such off-site extensions and extra size improvements will be provided in accordance with the following:

(a) Utility Extensions. Utility extensions from the proposed subdivision shall be installed and constructed in such a location, in such a manner and size as to make their extension usable in accordance with governmental regulations for servicing adjacent areas and with reference to drainage utilities, such adjacent area shall include the downstream area of the particular drainage district and the uphill drainage and extra size lines as determined by reasonable engineering standards.

(b) Off-Site Extensions. If the Planning Commission, in conjunction with Council, finds that off-site extensions require crossing undeveloped lands and that a special assessment would not be warranted against such lands until some future time or if a governmental expenditure for such purpose is not then warranted, and if this same condition exists on extra size facilities which will later benefit and enhance other property, then the developer may be required, as a condition to approval, to obtain all necessary easements or rights of way and improvements so constructed shall be dedicated and granted to the public and not maintained under private ownership. All such improvements shall be available for connections by developers of adjoining lands.

(c) Reimbursement. To provide for reimbursement to the developer for costs of such installation of off-site extensions and extra size facilities (such costs to include construction costs, all engineering costs properly allocated thereto and all costs for legal services allocated thereto, and any other costs necessary and proper in determining the entire cost of such improvement), contractual arrangements shall be made between Council and the developer, approved by the City Engineer, setting forth the total amount of reimbursement, together with a pro-rata usage reimbursement plan including the nature and method of determining the amount of such reimbursement and the time or times at which the same shall occur. Such contractual arrangements shall be accomplished and completed prior to the improvements being started. It is the intent to secure reimbursement to the developer at such time or times as connections to the off-site improvements are made and extra size facilities are used by developers of adjoining or benefiting lands.

As future development occurs on adjoining or benefiting lands, the original developer shall be reimbursed in accordance with the contractual arrangements referred to above and each successive developer shall exhibit to the Planning Commission a receipt showing reimbursement prior to final subdivision approval relating to such adjoining or benefiting lands.

(d) Deposit. Council may construct and pay for the off-site extensions and extra size facilities and assess the costs to the owners benefited and require a deposit from the developer as described in Section 1119.06. Council may establish a rotary fund to pay for such development costs and not collect the assessment on the intervening land until it is developed.

(e) Pro-Rating Costs. In making determinations for pro-rating costs for the construction off-site extensions or extra size improvements, the Planning Commission shall consider, in addition to the standard set forth in this section and other regulations of the State, or City, the following conditions.

- (1) The relative location and size of the proposed subdivision.
- (2) The traffic estimated to be generated by the development in relation to present streets.
- (3) The natural drainage area for sewers and service area for water.

- (4) The development benefits that will accrue to the subdivision.
 - (5) The sequence of land and utility developments in the vicinity.
 - (6) Any other conditions it may deem necessary.
- (Ord. 77-19. Passed 6-2-77.)

1119.06 CONSTRUCTION IMPROVEMENT REQUIREMENTS.

(a) Preconstruction Meeting and Work Schedules. Prior to any construction of any project involving the City Engineer a preconstruction meeting will be held between the subdivider and the City Engineer. At this time the project will be discussed in regard to procedure, materials and inspection.

(b) Construction Improvements Inspection.

(1) Responsible officials. The City Engineer or his representative shall be responsible for the inspection of all improvements.

(2) Authority and duties. The City Engineer or representative shall be authorized to inspect the construction of all improvements and all materials furnished. Such inspection may extend to all or any part of the improvements and to the preparation, fabrication or manufacture of materials to be used. The City Engineer shall designate the Inspector and the Inspector shall not be authorized to revoke, alter or waive any requirements of the improvement specifications or plans. He shall be authorized to call the attention of the contractor to any failures of the work or materials to conform to the improvement specifications and contract. He shall have the authority to reject materials which do not meet specification requirements or suspend the portion of the work involved.

Periodic inspection during the installation of improvements shall be made by the City Engineer to insure conformity with the approved plans and specifications as provided in the subdivider's construction agreement.

(3) Final inspection. Upon completion of all improvements, the subdivider shall request in writing a final inspection by the City Engineer as required under Ohio R.C. 711.091. The City Engineer shall make a final inspection of all street improvements, storm and sanitary sewer and water improvements.

(c) Construction Improvement Responsibilities.

(1) Cooperation of subdivider and/or contractor. The subdivider shall have available on the project, at all times, two copies of all approved improvement plans and specifications. He shall cooperate with the City Engineer and with other contractors in every way possible. The subdivider shall at all times have a competent superintendent acting as his agent on the project. The superintendent shall be capable of reading and thoroughly understanding the improvement plans and specifications and he shall receive instructions from the Inspector. The City Engineer's orders shall be executed without delay.

(2) Repair of damaged improvements. Any damage done to the improvements by construction traffic or by any other means shall be repaired or the damaged materials replaced to the satisfaction of the City Engineer before the next item of construction is begun.

(3) Maintenance of improvements. The subdivider shall be responsible for the maintenance of the improvements installed and shall be responsible for providing the services necessary to guarantee access to all occupied lots, including plowing snow, until final acceptance by the City. The subdivider shall be given notice by the City Engineer of the need for such maintenance or service. If the subdivider fails to perform such necessary maintenance or service within thirty days from the date the notice was issued by the City Engineer, the City may perform such service and bill the subdivider for such service. Payment shall be guaranteed by the performance bond.

(d) Assurance of Completion of Improvements Guarantee.

(1) Assurance of completion of improvements. No lot, proposed lot, or parcel of land which is subject to these Regulations shall be sold or leased, until the improvements required by those regulations have been completed, or assurance of their completion has been approved. The assurance of completion of improvements shall be satisfied by the furnishing of a performance bond, or surety bond as approved by the Law Director.

When the performance bond and assurance of completion of improvements has been satisfied, the City, if requested by the subdivider, will provide a written document accepting the improvements for ownership and for future maintenance.

(Ord. 05-58. Passed 9-15-05.)

(2) Reduction of bond. The developer shall give written notice to the City Engineer when improvements covered by bond have been completed; that the City Engineer shall then make any and all inspections essential to the determination that such improvements conform to all standards of this ordinance; and that the City Engineer within fourteen days of receiving the heretofore described written notice, convey a written report to Council, and the developer, stating his approval or disapproval, as the case may be. In the event the City Engineer disapproves, he shall state his reasons for doing so in a written report to both parties.

Upon approval of the improvements, the performance bond or surety bond shall be replaced by a maintenance bond equal to ten percent (10%) of the performance bond for a duration of one year. This will be released after final acceptance inspection.

(3) The subdivider shall furnish evidence of general public liability, and property damage insurance coverage in the amounts of five hundred thousand dollars (\$500,000) for death of or injury to any one person, one million dollars (\$1,000,000) for death of or injury to two or more persons in any one accident and five hundred thousand dollars (\$500,000) for property damage in any one accident in an insurance company authorized to do business in the State. Such insurance shall indemnify and save harmless the City from any and all liability arising by reason of the conditions of the streets of such subdivision or out of the construction or installation of all such improvements. A copy of the insurance policy shall remain at all times with the City.

(Ord. 77-19. Passed 6-2-77.)

1119.07 MINIMUM LENGTHS.

All improvements as described in this Chapter shall be constructed in lengths of not less than 400 feet as part of a single project unless the City Service Engineer for good cause shown shall authorize the construction improvements of a lesser length.

Whoever violates subsection (a) hereof shall be guilty of a minor misdemeanor.
(Ord. 90-26. Passed 5-3-90.)



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

Preliminary Plat Approval Application

Ontario, Ohio

Date: _____ Application number _____

1. Name of applicant: _____

Address: _____

Phone number (s): _____

2. Name of Surveyor or Engineer: _____

Address: _____

Phone number (s): _____

3. Name of Subdivision: _____

4. Locational description: Section _____ Township _____

Range _____ Other _____

(In addition please attach a copy of the legal description)

5. Proposed use: _____

6. Present zoning district: _____

7. Proposed zoning changes if any: _____

8. Number of lots: _____ Area of parcel(S): _____

9. Do you propose deed restrictions? yes _____ no _____

(If yes please attach a copy.)

10. What type of sewage disposal do you propose? _____

(if an on lot type of disposal is proposed, include approval letter from the EPA and The Richland County Health Department.)

11. List all proposed improvements and utilities and state your intention to install or post A guarantee prior too actual installation.

Improvement	Installation	Gaurantee
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____



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12. List other materials submitted with this application.

Item

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Applicant: _____

Surveyor or Engineer: _____



Office use only

Date received: _____

Date of meeting of Planning Commission: _____

Action by Planning Commission: _____

If Plat rejected, reasons for rejection: _____

Date: _____

Chairman: _____



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

Final Plat Approval Application

Ontario, Ohio

Date: _____ Application number: _____

1. Name of applicant: _____

Address: _____

Phone number (s): _____

2. Name of Surveyor or Engineer: _____

Address: _____

Phone number (s): _____

3. Name of Subdivision: _____

4. Date preliminary plat approved: _____

5. Was a Zoning change requested? _____yes _____no

(If yes, the plat may not be approved until it conforms with the local zoning.)

6. Have all required improvements been installed? _____yes _____no

(if no include detailed estimates of cost and a statement relative to the method of improvement guarantee. All estimates must be approved by the City Engineer.)

7. Do you propose deed restrictions? _____yes _____no

(if yes include final copy.)

8. List other material submitted with this application.

Item

a. _____

b. _____

c. _____

d. _____

e. _____



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

(Office use)

Date Received: _____

Date of meeting of Planning Commission: _____

Plat fee \$ _____ Inspection fee if any \$ _____

Action by Planning Commission: _____

If plat rejected, reasons for rejection _____

Date: _____

Chairman: _____



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

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Tel: 419.529.3818

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Contractor's License Application

The City of Ontario, Ohio has enacted Ordinance 06-13, on 05-04-06, requiring all contractors working within the City limits to obtain an **annual** license. License runs from January 1 through December 31. You must apply for a renewal license each calendar year.

All forms and applications must be typed or legibly printed.

No license will be issued unless all required information is submitted.

Each Zoning Permit

At the time a zoning permit is issued for each project a list of subcontractors that are intended to be used on that project will be required.

After submittal of the completed forms signed by an authorized representative and the payment of the \$10000 license fee, your license will be mailed to you within five (5) days. Please complete all information requested including a list of your intended **Subcontractors are also required to obtain a license.** You, as a general contractor, are required to see that all subcontractors are licensed.

Renewal annual license fee for the following year will be \$50.00

Application available on City website: www.ontarioohio.org

Strong past, bright future



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

Income Tax

As a contractor working in the City of Ontario you are required to abide by Ordinance 97-60 which was passed on November 20, 1997 and reads as follows:

(191.03 IMPOSITION. (B)) Effective Date. The tax shall be levied, collected, and paid with respect to the salaries, wages, commissions, and other compensation, and with respect to the net profits of business, professions, or other activities earned on or after January 1, 1998.

We remind you all gross wages earned by your employees are taxable at the rate of one and one half (1-1/2) percent while working within the City. You must withhold this tax and remit to the City of Ontario Income Tax Division.

A copy of the reporting forms is attached. Additional copies can be obtained by contacting the Treasurer.

You are required to mail or fax a list of all subcontractors you employ giving name of company, address, and phone number along with the type of sub-work they will be performing. Additionally, you must inform each subcontractor of this requirement.

Mail this information on or before starting actual construction to:

Sallie Neal, Income Tax
555 Stumbo Rd.
Ontario, Oh. 44906
Phone (419) 529-3925
Fax (419) 529-6132

Sallie Neal, Income Tax

Strong past, bright future



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

CONTRACTOR'S LICENSE APPLICATION FORM

\$100.00 License Fee

to be paid by check or money order, NO CASH

Individual Partnership Corporation

Name of Contracting Firm Address City State Zip

Phone Number Fax Number

Name of Principle If Individual Social Security #

List Names of all partners, if Partnership Social Security # of all Partners

Name of President (if Corporation) Federal I.D. #

Chief Financial Officer or Treasurer (if Corporation)

Description of type of business:

Number of years in this business: _____

I acknowledge that I am authorized to sign this application and that I/we will withhold and submit to the City of Ontario, Ohio those City taxes as outlined by the attachment describing Ordinance 97-60. I also acknowledge that all subcontractors will obtain a license. I am responsible to assure their compliance.

Authorized Signature Title Date



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

CONTRACTOR'S LICENSE APPLICATION FORM

RENEWAL

\$50.00 License Fee

to be paid by check or money order, NO CASH

Individual Partnership Corporation

Name of Contracting Firm Address City State Zip

Phone Number Fax Number

Name of Principle If Individual Social Security #

List Names of all partners, if Partnership Social Security # of all Partners

Name of President (if Corporation) Federal I.D. #

Chief Financial Officer or Treasurer (if Corporation)

Description of type of business:

Number of years in this business: _____

I acknowledge that I am authorized to sign this application and that I/we will withhold and submit to the City of Ontario, Ohio those City taxes as outlined by the attachment describing Ordinance 97-60. I also acknowledge that all subcontractors will obtain a license. I am responsible to assure their compliance.

Authorized Signature Title Date



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

General Contractors Certificate of Subcontractors

All subcontractors must have a license

General Contractor License number Date

Project Name Project Location

Sub Contractors

Name _____ FID/SSN _____
Address _____
Phone _____ Fax _____
Type of Work _____

Name _____ FID/SSN _____
Address _____
Phone _____ Fax _____
Type of Work _____

Name _____ FID/SSN _____
Address _____
Phone _____ Fax _____
Type of Work _____

Name _____ FID/SSN _____
Address _____
Phone _____ Fax _____
Type of Work _____