
Minor Subdivision Regulations for Putnam County, Ohio

Prepared by: Putnam County Planning Commission

Adopted: August 1991

Amended:

November 1999

January 2002

May 2002

June 2008

September 2011



Minor Subdivision Regulations

PUTNAM COUNTY COMMISSIONERS

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Betty Schroeder, Clerk

ATTN: FUTURE AND CURRENT LAND USERS IN PUTNAM COUNTY

In August 1991 the Putnam County Planning Commission along with Center for Governmental Research and Public Service at Bowling Green State University spent numerous hours researching and developing the Putnam County Subdivision Regulations. As circumstances and conditions change, it is feasible that it may be necessary to make changes and adjustments to these regulations.

Throughout the years, the Putnam County Planning Commission has reviewed and amended these regulations. In January 2008 with the assistance of Dr. Raymond J. McCandless, Professor of Political Science, Director of Academic Technology Services and Ms. Beth R. Stewart, Lecturer in Political Science; Academic Technology Specialist and Program Manager at the University of Findlay, we were able to obtain an intern, Ms. Ashley Westrick, a Senior Political Science major, who worked with Brenda Bruce, Planning Commission Coordinator to revise and amend the regulations. After hours of research and input from various elected officials, our local health department, and surrounding counties, we believe that these regulations are of the highest quality, and will warrant the utmost protection to the citizens of Putnam County as well as to provide orderly development within the county. It is with hard work and notable effort that we present you with the revised Putnam County Subdivision Regulations.

The regulations are designed to provide area residents with guidelines to assure efficient, effective, and compatible use of land within Putnam County. It is our intention that these regulations will serve for the betterment of land use decisions throughout the county. We wish you much success with your new land use endeavors and look forward to working with you in developing Putnam County into a safe and prosperous community.

Sincerely,

The Putnam County Commissioners

John Love, Chairman
Vincent Schroeder
Travis Jerwers

PUTNAM COUNTY COMMISSIONERS

JOHN E. LOVE, CHAIRMAN
TRAVIS A. JERWERS
VINCENT T. SCHROEDER

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2011

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PREAMBLE

A RESOLUTION OF THE PUTNAM COUNTY, OHIO, ENACTED IN ACCORDANCE WITH CHAPTER 711, OF THE OHIO REVISED CODE, AND FOR THE PURPOSE OF PROTECTING THE PUBLIC HEALTH, SAFETY, COMFORT, CONVENIENCE AND GENERAL WELFARE; AND REGULATING THE DEVELOPMENT OF SUBDIVIDED AREAS; PROMOTING THE PROPER ARRANGEMENT OF STREETS AND LAYOUTS OF LOTS; PROVIDING FOR ADEQUATE AND CONVENIENT PROVISION OF OPEN SPACES, UTILITIES, RECREATION, AND ACCESS TO SERVICE AND EMERGENCY VEHICLES; PROVIDING FOR ADEQUATE PROVISION OF WATER, DRAINAGE, SEWER, AND OTHER SANITARY FACILITIES; PROVIDING FOR THE ADMINISTRATIVE OFFICERS; PRESCRIBING PENALTIES FOR THE VIOLATION OF THE PROVISIONS OF THIS RESOLUTION OR ANY AMENDMENT THERETO; AND FOR THE REPEAL THEREOF.
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF PUTNAM, STATE OF OHIO:

ARTICLE 1

GENERAL PROVISIONS

STANDARDS

100 Title

These rules, regulations and standards shall be officially known as the "Subdivision Regulations of the County of Putnam Ohio", and shall hereinafter be referred to as "these regulations".

101 Purpose

These Regulations are enacted for the general purpose of promoting the public health, safety, comfort, and general welfare of the residents of Putnam County; to protect the property rights of all individuals by assuring the compatibility of land subdivision; to facilitate the provision of public utilities and public services; to lessen congestion on public streets, roads, and highways; to provide for the administration and enforcement of these Regulations, including the provision of penalties for its violation; and for any other purpose provided by these Regulations, the Ohio Revised Code, or under common law rulings. Specifically these Regulations will serve to:

- a) Promote the proper arrangement of streets and lots, insure safe and convenient vehicular and pedestrian circulation, and maintain adequate access for service and emergency vehicles.
- b) Plan for the provision of adequate and convenient recreational and open space areas, school sites, and other public facilities.
- c) Insure the adequate provision of water, drainage, and sanitary sewer facilities, and other health requirements.
- d) Provide the orderly development of land to obtain an overall harmonious and stable community environment.
- e) Coordinate land development in accordance with applicable zoning resolutions, thoroughfare plans, comprehensive plans, water and sewer master plans, and other regulations of Putnam County, Ohio.

102 Authority

The Ohio Revised Code, Chapter 711, enables the Board of County Commissioners and the Planning Commission of Putnam County to adopt regulations governing plats and subdivisions of land within the unincorporated area of the county.

103 Public Purpose

Regulation of the subdivision of land and the attachment of reasonable conditions to land subdivision is an exercise of public police power delegated by the state of Putnam County pursuant to Chapter 711 of the Ohio Revised Code. The developer shall be in compliance with conditions established by the planning commission for design, dedication, improvement, and restrictive use of the land to conform to the physical and economic development of Putnam County and the health, safety, and general welfare of the future lot owners of the subdivision and of Putnam County generally.

104 Jurisdiction

These Regulations shall be applicable to all subdivisions of land within the unincorporated areas of Putnam County. The Putnam County Board of Commissioners and the Putnam County Planning Commission shall have the power of final approval of all plats in the territory subject to its jurisdiction.

105 Relation of Other Laws

- a) The provision of these Regulations shall supplement the laws of the State of Ohio, other resolutions adopted by the board of county commissioners or township trustees, or the rules and regulations promulgated by authority of such law or resolution relating to the purpose and scope of these regulations.
- b) No subdivision plat shall be approved for recording until the requirements of these regulations have been met and certification thereof has been endorsed upon the plat by the appropriate reviewing authority.
- c) Whenever the requirements of these Regulations are at variance with the requirements of other lawfully adopted rules, regulations, or resolutions, the most restrictive or that imposing the highest standard shall govern. These Regulations shall be interpreted as minimum requirements.
- d) Whenever a township or part thereof has adopted a county or township zoning resolution, under Chapter 303 or 519 of the Ohio Revised Code, all proposed subdivisions shall meet the requirements of said zoning resolution, as well as the provisions of these regulations.

106 Validity and Separability

If, for any reason, any clause, provision or portion of these Regulations shall be held invalid or unconstitutional by a court or competent jurisdiction, such decision shall not affect validity or legality of these regulations as a whole, or any part thereof, other than the part so held to be invalid. These Regulations shall not abate any legal action pending under prior subdivision regulations and shall not interfere with other applicable laws and regulations or with deed restrictions.

107 Saving Provisions or Repeal of Conflicting Regulations

All other regulations in conflict with and/or inconsistent with the provisions of these Regulations are hereby repealed to the extent necessary to give these Regulations full force and effect.

108 Enactment

These Regulations shall become effective from and after the date of their approval, adoption, or amendment by the county or regional planning commission and the board of county commissioners after public hearing and certification to the county recorder as required by Chapter 711 of the Ohio Revised Code. Henceforth, any other regulations previously adopted by Putnam County shall be deemed to repealed. These regulations shall in no way affect any subdivision having received preliminary plan approval prior to the effective date of these regulations or any amendment thereto, provided, however, that no changes to the preliminary plan, as approved, are introduced by the subdivider.

Passed: 9-13-11

Signed: Vincent T. Schroeder
President of the Board of County Commissioners

Attest: Betty Schroeder
County Commissioner Clerk

Article 2 ADMINISTRATION

200 Administration, Enforcement and Interpretation

These Regulations shall be administered by the county or regional planning commission of Putnam County. The planning commission, assisted by other government agencies, legal counsel, and through other advice it may solicit, shall administer and enforce these Regulations. Discretionary, conflicting or disputed aspects of these Regulations shall be interpreted by the planning director or other individual designated by the county commissioners or planning commission.

201 Amendments

The Putnam County Planning Commission may amend, supplement or change these Regulations in accordance with the appropriate sections of the *Ohio Revised Code*. However, the Planning Commission may only amend, supplement or change these Regulations as recommendations only, and formal adoption shall be at the discretion of the Board of Commissioners.

202 Variances, Exceptions and Waiver of Conditions

Where, due to exceptional topographic or other physical conditions, the planning commission finds that extraordinary and unnecessary hardship may result from strict application of these Regulations, or the purposes of these Regulations may be served to a greater extent by an alternative proposal, it may approve variances, exceptions, and waivers of conditions, provided that they will not be detrimental to the public health, safety, or welfare or injurious to other properties. Variances for roadway specifications and construction standards can only be made by the Board of County Commissioners. Recommendations regarding variances may be provided by the planning commission. Such variances shall not have the effect of nullifying the intent and purpose of these Regulations, the comprehensive plan, or the zoning resolution, when they exist.

In granting variances or modifications the planning commission may require such conditions as will, in its judgment, secure substantially the objective of the standards or requirements so varied or modified.

An application for relief may be denied if an owner requests it merely for his own convenience, such as when the land is not usable due to error or poor assumptions on the owner's part, or when the only supporting evidence is that compliance would add significantly to development costs.

203 Expiration or Extension

Failure to comply with the stated time periods of these Regulations shall result in the expiration of the respective application and associated Putnam County Planning Commission approvals. Before expiration, the developer and or/applicant may provide a letter and extension fee stating why these time periods cannot be met and requesting their extension. The developer and/or applicant is solely responsible for knowing expiration dates and meeting or extending them in accordance with these Regulations. The Board of Commissioners and Planning Commission shall have no duty, obligation or responsibility to remind or notify developers and/or applicants of approaching expiration dates.

204 Voided Applications

An application shall become void and have no rights, standing, or status under these Regulations, upon expiration, withdrawal, or disapproval.

205 Recording of Plat

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

206 Revision of Plat after Approval

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

207 Fees

The board of county commissioners shall establish a schedule of fees, charges, expenses, and collection procedures for administration of these Regulations. The schedule of fees shall be posted in the office of the planning commission. Until all applicable fees, charges and expenses have been paid in full, no action shall be taken on any application or appeal. The subdivider shall be solely responsible for submittal of the plat and payment of fees to the local agency having jurisdiction regarding review and/or approval or proposed improvements, including water and sanitary sewage facilities.

208 Appeal

Any person who believes he or she has been aggrieved by these Regulations or the actions of the planning commission has all rights to appeal as set forth in Chapter 711 of the Ohio Revised Code or any other applicable section.

**Article 3
MINOR SUBDIVISION APPLICATION, PROCEDURES
AND APPROVAL PROCESS**

Standards

300 Purpose

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

301 General Procedure

Before any land is subdivided the owner of the property, or his authorized agent, shall apply for and secure approval of the proposed subdivision in accordance with the following procedures.

- a. Lot Split or Minor Subdivision: These shall be processed by an individual designated by the planning commission and require a survey drawing, a deed with a legal description, fees, and may include a sketch plat as recommended by the planning commission.

302 Preliminary Application Review

The developer and/or applicant is encouraged to seek the assistance of the Putnam County Board of Commissioners and the Putnam County Planning Commission or its designated representative, prior to submitting an application, in order to understand and discuss all relevant issues and information. This preliminary review shall include the following:

- a) Determine if the proposed subdivision is major or minor.
- b) Explain applicable township zoning and County subdivision requirements to the applicant.

303 Outline of Conditions for Minor Subdivisions

Proposed minor subdivision lots shall conform to the following standards:

a. Five-Lot Rule

Under *Section 711.131 Ohio Revised Code*, a minor subdivision shall not involve no more than 5 lots after the original tract has been completely subdivided and shall be enforced by the Putnam County Board of Commissioners and the Putnam County Planning Commission as follows:

- a) The Putnam County Planning Commission shall only count those lot 5 acres and under.
- b) August 1991 shall be the furthest date from which lots shall be counted against the current landowner of the original tract

b. Township Zoning/Health Department Requirements

The size, width, depth and shape of any proposed minor subdivision shall be in accord with all applicable township zoning requirements.

The Putnam County Health Department may require additional acreage above the township's minimum requirements. Contact the Putnam County Health Department for a site/soil evaluation. The site/soil evaluation will determine soil suitability for a septic system and lot size.

c. Minimum Width and Area

In areas not zoned, lots which are unable to be served by both public or centralized sanitary sewer and public water systems, shall have a minimum width of 150 feet measured at the building setback line, and a minimum area of 1 acre.

More acreage may be required for the septic system by the Putnam County Health Department. A site/soil evaluation must be performed to determine soil suitability for a septic system and lot size requirements. Contact the Putnam County Health Department for site/soil evaluation information.

Effective this 17th day of November, 1997, it shall be permissible to subdivide any domicile, constructed prior to the date stated above, which may include unattached buildings appurtenant thereto, into a parcel of five (5) acres or less from a parcel of more than five (5) acres, notwithstanding that said parcel does not contain the desired public road frontage as described in the present subdivision regulations of Putnam County, Ohio, if the land leading to this property from the public road has the same owner as the domicile, or the owner has an existing easement for Ingress or Egress which runs with the land.

Any subdivision of a parcel of five (5) acres or less from a parcel of five (5) acres or more which contain either no improvements or improvements constructed after the date stated above, will not be permitted, without proper road frontage, as described in the Putnam County subdivision regulations.

d. Depth to Width Ratio (3.0:1)

Excessive lot depth in relation to width shall be invalid and avoided. A depth to width ratio of 3 to one (1) shall be the maximum. Width shall be measured at the building setback line. Where a lot has multiple widths, the ratio will be applied to the average width. Average width shall be determined by adding the width at the narrowest point of the lot to the width at the widest point of the lot and dividing by 2. The Putnam County Board of Commissioners and The Putnam County Planning Commission may waive the ratio for lots that encompass or abut existing flood plains, wetlands, and wooded areas that act as a natural boundary in order to promote more efficient land use practice.

e. Non-Residential Uses

Lots intended for purposes other than residential use should be specifically designed for such purposes, and have adequate provision for off-street parking, setbacks, and loading and unloading areas in accord with township zoning regulations. This shall be clearly stated on the original plat. "Non Development" shall be an acceptable form of label for non-residential use.

f. Front or Abut Rule

Every lot shall front or abut on a duly dedicated, accepted and improved public street. A lot may front or abut a private drive subject to applicable township zoning requirements and the following conditions:

1. The drive shall be an easement for access (ingress/egress) and utilities with a minimum width of 60 feet.
2. The drive shall provide a means of access from an existing public street to one (1) lot exclusively.
3. The drive shall contain a suitable surface capable of supporting motor vehicles with a recommended "lane" width of 12 feet.
4. The drive shall be maintained by the owner(s) of said easement.

g. Corner Lots

Where applicable, corner lots shall be laid out with access on the street or road with the lowest average daily traffic flows and/or minimal impacts related to stopping sight difference.

h. Ponds

Building sites for ponds must be a minimum of one (1) acre. Lot size must be increased accordingly to allow for any pond.

For Example: If an individual plans a 1/2 acre pond, a 1 1/2 acre building lot will be required. A 1/3 acre pond will require a 1 1/3 acre building lot etc. Any questions regarding pond size, please contact the Putnam County Planning Commission or your local township trustee.

Pond size includes water and the pond banks. In addition, the toe of the slope of the pond shall not be any closer than 60 feet from the "perceived right-of-way" from any road.

For anyone currently living on a lot of one acre or less, planning to construct a pond, additional land must be acquired to construct a pond. The amount of land to be acquired will, at a minimum, be equal to the size of the pond to be constructed. In determining pond size, the pond banks will be included in that measure.

304 Natural Features

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

305 Flood Areas and Storm Drain Ditches

- a) In order to protect the health, safety, and general welfare of the people, the Putnam County Planning Commission shall reject any proposed subdivision located in the area subject to periodic flooding. If the subdivision is located in the area having pool drainage or other adverse physical characteristics, the Commission may approve the Subdivision provided the Subdivider agrees to perform such improvements as will render the area safe of the intended use. In lieu of improvement, the Subdivider shall furnish a surety or certified check covering the cost of the required improvements.
- b) Flood control or storm drainage facilities shall be provided as follows:
 1. Access to flood control or storm drainage ditches and channels shall be by means of easements. Such easements shall be not less than thirty (30) feet in width, exclusive of the width of the ditch, or channel, and an easement of this type shall be provided on one (1) side of a flood control or storm drainage ditch, channel, retention ponds, or similar type of facility.
 2. Flood control or storm drainage easements containing underground facilities shall have a minimum width of ten (10) feet.
 3. Whenever a flood control or storm drainage ditch or channel has a depth of five (5) feet or more, or a bank slope of two (2) feet horizontal to one (1) foot vertical or steeper, a five foot high chain link fence may be required by the Commission.
- c) Consultation of the Soil Conservation Services' handbook on Water Management and Sediment Control for Urbanizing Areas is recommended when referring to water and sedimentation control.

307 Submission to Township Trustees

Within five days after the submission of a plat for approval, the planning commission shall schedule a meeting to consider the plat. It shall send written notice by certified and registered mail to the clerk of the board of township trustees of the township in which a proposed plat is located. The notice shall inform the trustees of the submission of the proposal plat and of the date, time, and location of any meeting at which the planning commission will consider or act upon the proposed plat.

308 Final Plat Form and Contents

The final plat shall be legible. If this cannot be accomplished legibly, as in multiple splits, and more than one (1) sheet is needed, each sheet shall be numbered. The relations of one (1) sheet to another must be clearly shown. The Putnam County Recorder's requirements shall be met.

The final plat shall contain the following information:

1. Subdivision name, location by section, range, township or other accepted survey district.
2. The plat shall comply limits with the Minimum Standards for Boundary Surveys in the State of Ohio and the measurement specifications as contained in Chapter 4733-37 of the Ohio Administrative Code.
3. Name, address and telephone number of owner, subdivider, professional surveyor and professional engineer with appropriate numbers and seals.
4. Plat boundaries, based on accurate traverse, with angular and linear dimensions determined by an accurate control survey in the field. All lot lines shall be sworn with accurate dimensions in feet and hundredths.
5. Layout, number, dimensions of each lot, and set back lines (a note listing setback dimensions may be added in lieu of showing setback lines if the plat will be made more legible).
6. Names, locations, dimensions, rights-of-way of all existing and proposed streets and railroads within and adjoining the plat. Radii, internal angles, points of curvature, tangent bearings, length of arcs, and lengths and bearing of chords of all streets.
7. Locations and dimensions of all easements and rights-of-way, with dimensions, purposes and wording addressing the purpose of such easements or rights-of-way.
8. Location of all streams, rivers, canals or lakes, and flood hazard boundaries of the area.
9. Base flood elevations shall be determined by the developer's engineer in areas where such information has not been made available from other sources.
10. A copy of any restrictive covenants, and other notes, items, restrictions, or provisions, required by these Regulations, the planning commission or its designated representative, or other plat-signing authority.
11. A statement or table showing total acreage in the subdivision and total acreage of lots, roads, open space, easements and other types of uses.
12. Spaces for all signatures required by Article 11.
13. The following change is now incorporated for any lot splits within the County of Putnam for an area of five (5) acres or less. In addition to the current requirements the following will apply:
 1. a. Require any and all surveys to identify the flood zone that a parcel lies within, regardless of the purpose of the platting.
 - b. If a flood zone line passes through a parcel, the flood zone line shall be located by dimension on the survey. The flood zone line must be clearly identified as referenced to the F.E.M.A. F.I.R.M.

Article 4 DEFINITIONS

Interpretation of Terms or Words

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

1. The word "person" includes a firm, association, organization, partnership, trust, company, or corporation as well as an individual.
2. The present tense includes the future tense, the singular number includes the plural, and the plural number includes the singular.
3. The word "shall" is a mandatory requirement, the word "may" is a permissive requirement, and the word "should" is a preferred requirement.
4. The words "used" or "occupied" include the words "intended, designed, or arranged to be used or occupied."
5. The word "lot" includes the word plot or parcel."
6. The word "County" where used shall mean the County adopting these Regulations and its legal entities

B. Glossary

Alley: a dedicated public way affording a secondary means of access to abutting property and not intended for the general traffic circulation.

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

Board: the board of county commissioners

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

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

Comprehensive Development: a plan or any portion, thereof, adopted by the planning commission and the county commissioners showing the general location and extent or present and proposed physical facilities, including housing, industrial, and commercial uses, major streets, parks, schools, and other community facilities. This plan establishes the goals, objectives, and policies of the community.

Condominium: condominium means and includes the land, together with all buildings, improvements, and structures thereon, all easements, rights and appurtenances belonging thereto, and all articles of personal property which have been submitted to the provisions of Chapter 5311 of the Ohio Revised Code and which is subject to said Chapter 5311.

Covenant: a written promise or pledge.

Crosswalk: a public right-of-way, which cuts across a block in order to provide pedestrian access to adjacent streets or properties.

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

Density: a unit of measurement expressing the number of dwelling units per acre of land.

Gross Density: the number of dwelling units per acre of land of the total land to be developed.

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

Develop: to make a development; also to do any grading or filling of land, whether undeveloped or already subdivided, so as to change the drainage or the flow of water, or to do any work upon the land that is capable of serving as a subdivision or development of building sites in the future.

Developer: any individual, subdivider, firm association, syndicate, partnership, corporation, trust, or any other legal entity commencing proceedings under these regulations to effect a subdivision of land hereunder for himself or for another.

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

Dwelling: any building or structure (except a house trailer or mobile home as defined by *Section 4501.01 Ohio Revised Code*) which is wholly or partly used or intended to be used for living or sleeping by one (1) or more human occupants.

Easements: authorization by a property owner for the use by another, and for a specified purpose, of any designated part of his and/or her property.

Engineer: any person registered to practice professional engineering by the State Board of Registration as specified in *Section 4733.14 Ohio Revised Code*.

Erosion: the wearing away of the earth's soil surface by water, wind, gravity, or any other natural process.

Final Plat: a revised version of the preliminary plan showing exact locations of lot lines, right-of-way, easements, and dedicated areas. The final plat is recorded in the office of the County Recorder.

Flood: an overflowing of water, from watercourses, onto land, which is normally dry.

Flood, 100-Year: the base flood that is likely to occur once every 100 years or that has a one (1) percent chance of occurring each year, although the flood may occur any year.

Floodplain: that land, including the flood fringe and the floodway, subject to inundation by the base flood (100-year flood). Such land is identified as a special flood hazard area on the Putnam County Flood Insurance Rate Map (FIRM).

Floodway: that portion of the floodplain, including the channel, which is reasonably required to convey the base flood (100-year flood). Floods of less frequent recurrence are usually contained completely within the floodway.

Grade: the amount of rise or descent of a sloping land surface, usually measures as a percent where the numbered percent represents the amount of vertical rise or fall, in feet, for every 100 feet horizontally. For example, as one (1) foot vertical rise over 100 horizontal feet represents a one (1) percent slope.

Improvements: street pavement or resurfacing, curbs, gutters, sidewalks, water lines, sewer lines, storm drains, street lights, flood control drainage facilities, utility lines, landscaping, and other related matters normally associated with the development of raw land into building sites.

Land Contract: a legal agreement between a landowner and another person or persons interested in purchasing real property owned by the landowner, wherein the landowner agrees to receive regular payments, at specified intervals for a specified period of time, from the purchaser and at the end of the specified time period agrees to transfer ownership of the property to the purchaser.

Letter of Credit: a written statement from a bank or loan company, written against the good standing of a developer, guaranteeing necessary funds, the amount to equal a professional engineer's cost estimate for subdivision improvements, to complete such improvements should the developer fail to complete them within the time frame and conditions as specified in the subdivision approval agreements.

Lot: for purposes of these regulations, a lot is a parcel of land that is:

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

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

Lot Depth: the mean horizontal distance between the front and rear lines of a lot.

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

Lot Measurements: a lot shall be measured as follows:

1. **Depth of lot:** the distance between the mid-points of straight lines connecting the foremost points of the side lot lines in front and the rearmost points of the side lot lines in the rear.
2. **Width of a lot:** the distance between straight lines connecting front and rear lot lines at each side of the lot, measured at the building setback line, provided, however, that the width between side lot lines at their foremost points (where they intersect with the street lines) shall not be less than eighty (80) percent of the required lot width.

Lot of Record: a lot which is part of a subdivision recorded in the office of the county recorder, or a lot or parcel described by metes and bounds, the description of which has been so recorded.

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

1. **Corner Lot:** a lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost points of the lot meet at an interior angle of less than one hundred thirty-five (135) degrees.
2. **Interior Lot:** a lot other than a corner lot with only one frontage on a street.
3. **Through Lot:** a lot other than a corner lot with frontage on more than one street. Through lots abutting two streets may be referred to as double frontage lots.
4. **Reversed Frontage Lot:** a lot on which frontage is at right angles to the general pattern in the area. A reversed frontage lot may also be a corner lot.
5. **Flag Lot:** a lot whose only frontage on a public street is through a narrow strip of land which is generally wide enough to accommodate a driveway, but too narrow to accommodate any structures. The narrow strip of land is referred to as the panhandle.

Lot Width: the horizontal distance between side lot lines measured along the required building setback line. When the street line is curved, the measurement shall be made on the arc, on or parallel to the curve of the street line.

Maintenance Bond: an agreement by a subdivider or developer with the county guaranteeing the maintenance of physical improvements for a period of one (1) year from the release of the performance maintenance bond.

Major Subdivision: a division of a parcel of land into 5 or more parcels, each under 5 acres or less, or the division involves opening (dedication), widening, or extension of any public or private street. A plat of the subdivision is required for approval by the Planning Commission and the Board of County Commissioners, and is recorded in the office of the County Recorder.

Minor Subdivision: a division of a parcel of land into 2 or more parcels, any one (1) of which is 5 acres or less, that requires a metes and bounds description and plat of survey (not recorded in the office of the County Recorder) to be approved by the Planning Commission according to *Section 711.131 Ohio Revised Code* and *Article 4* of these Regulations. Also known as "Lot Splits."

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

Open Spaces: an area substantially open to the sky, which may be on the same lot with a building. The area may include, along with the natural environmental features, water areas, swimming pools, and tennis courts, and any other recreational facilities that the Planning Commission deems permissive. Streets, parking areas, structures for habitation, and the like shall not be included.

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

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

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

Performance Bond (or Surety Bond): an agreement between a developer and the County for the amount of the estimated construction cost (as approved by the Board of County Commissioners and/or County Engineer) guaranteeing the completion of physical improvements according to plans and specifications within the time prescribed by the agreement. *(see Letter of Credit)*

Planned Unit Development (P.U.D.): an area of land in which a variety of housing types and subordinate commercial and industrial facilities are accommodated in a pre-planned environment under more flexible standards, such as lot sizes and setbacks, than those restrictions that would normally apply under these Regulations. The procedure for approval of such development contains requirements in addition to those of the standard subdivision, such as building design principles and landscaping plans.

Plat: a layout, plan, map or chart of a subdivision of land, such as the following:

1. **Preliminary Plat**: showing all requisite details of a proposed subdivision submitted to the Planning Commission for purpose of preliminary consideration, and prepared in conformance with these Regulations.
2. **Final Plat**: showing all or part (phase) of a subdivision prepared in conformance with these Regulations and suitable recording by the County Recorder.

Public Service Facility: the erection, construction, alteration, operation, or maintenance of buildings, power plants, or substations, water treatment plants or pumping stations, sewage disposal or pumping plants and other similar public service structures by a public utility, by a railroad, whether public or privately owned or by a municipal or other governmental agency, including the furnishing of electrical, gas, rail transport, communication, public water and sewage services.

Public Utility: any individual firm, association, syndicate, corporation, partnership, governmental agency, board or commission, duly authorized to furnish, and furnishing under governmental regulations to the public: facilities, products or services, such as gas, steam, electricity, sewage disposal, communication, telegraph, water, etc.

Public Walkway: a right-of-way dedicated for the purpose of pedestrian access through residential areas, and located so as to connect to two or more streets, or a street and a public land parcel.

Replat: a subdivision or plat, the site of which has heretofore been platted or subdivided with lots or parcels of land. It may include all or any part of a previous subdivision or plat.

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

Setback Line: a line established by these Regulations, or a respective zoning resolution, generally parallel with and measured from the lot line, defining the limits of a yard in which no building or structure, other than an accessory building or structure, may be located above ground. *(See Yard)*

Sewers Centralized (or Package): an Ohio EPA approved sewage disposal system which provides a collection network, disposal system and central sewage treatment facility for a single development, community or region.

Sewers, On-site: a sewage tank on an individual lot which utilizes a bacteriological process or equally satisfactory process for the elimination of sewage and provides for the proper and safe disposal of the effluent, subject to approval by the Putnam County Health Department.

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

Structure: anything constructed or erected, the use of which requires location on the ground, or attachment to something having a fixed location on the ground. Among other things, structures include buildings, mobile homes, walls, fences, and billboards.

Subdivision: the division of a lot, tract, or parcel of land shown as a unit or as contiguous units on the last preceding tax role, into 2 or more lots, tracts, parcels or other divisions of land, any one (1) of which is 5 acres or less, for the purpose, whether immediate or future of transfer of ownership. *(See Major and Minor Subdivision)*

Surveyor: any person registered to practice surveying by the State Board of Registration as specified in *Section 4733.12 Ohio Revised Code*

Thoroughfare Plan: the portion of a comprehensive plan developed by the Putnam County Engineer's Office and adopted by the Planning Commission indicating the general location recommended for arterial, collector, and local thoroughfares within the appropriate jurisdiction.

Use: the specific purposes for which land or a building is designated, arranged, intended, or for which it is or may be occupied or manipulated.

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

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

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

Yard: a required open space other than a court unoccupied and unobstructed by any structure or portion of a structure designated as follows:

Yard, Front: a yard extending between side lot lines across the front of a lot and from the front lot line to the front of the principle building.

Yard, Rear: a yard extending between side lot lines across the rear of a lot and from the front lot line to the front of the principle building.

Yard, Side: a yard extending from the principle building to the side lot line on both sides of the principle building between the lines establishing the front and rear yards.

Wetland: an area of land, as defined by the federal definition at the time of preliminary plan submission, inundated by water for a portion of each year resulting in the land possessing unique soil and vegetative types.

Zoning Inspector: the zoning inspector is the person designated by the respective governmental jurisdiction to administer and enforce zoning resolutions/ordinances.

LISTS OF ZONED TOWNSHIPS

GREENSBURG
JACKSON
JENNINGS
LIBERTY
MONROE
MONTEREY
PALMER
PERRY
UNION
VAN BUREN
OTTAWA
PLEASANT

LISTS OF UNZONED TOWNSHIPS

BLANCHARD
SUGAR CREEK
RILEY