

VOLUME III

ARTICLE XI

IMPROVEMENT PLAN REVIEW PROCEDURES

Section ST 1101

General

The Rules and Regulations in this article supersede any of those under Article I through X, if they appear to be in conflict.

No storm sewers, culverts, proposed grading, or other surface drainage facilities shall be constructed as indicated on detailed construction drawings without prior review and written approval by the County Public Works Director as to; (a) concept, whenever a concept report by the County Public Works Director has been submitted to the Hamilton County Regional Planning Commission, and; (b) design and detail.

Concept approval of Improvement Plans shall become void if plans for detailed review have not been submitted within twelve (12) months from the date of the concept approval.

Detailed approval of storm system Improvement Plans shall become void if construction has not commenced within twelve (12) months from the date of approval by the Hamilton County Public Works Director, and shall become void if construction is not completed within three (3) years from the date of approval by the Hamilton County Public Works Director.

Concept and detailed approval may be extended by the County Public Works Director for a period not to exceed twelve (12) months provided there is no problem in doing this with the other County agencies or Metropolitan Sewer District.

Section ST 1102

Concept Review

Generally, the following procedure is required for the review and approval of plans, schemes, details, etc., in the concept stage:

(a) Letter or Transmittal form (SDS Application) Requirements

A letter or transmittal form (SDS Application, see EXHIBIT NO. 2) must be submitted and signed by the applicant for all concept review and approval work performed by the County Public Works Director. The following information shall be included on this form:

- (1) The applicant must make a request for a concept

review and approval.

(2) Indicate the type of development, e.g., residential, commercial, industrial, etc.

(3) Indicate any zone change request and include the zone letter designations.

(4) The applicant will be billed for the concept review, initial site inspection, and approval work by the County Public Works Director. If the billing must be submitted to someone other than the applicant, the form must state who is to be billed and signed by that individual or the individual who may represent the company or organization. For additional information, see Section ST 1105.

(5) The Hamilton County Director of Public Works reserves the authority to require billing and payment prior to approval of application in special circumstances as deemed appropriate by him/her.

(b) Preliminary Site Development Information to be provided

Preliminary site development plans, schemes, details, etc., submitted in the concept stage must include the following information relating to storm water management:

(1) Prepare a map of the site and surrounding area to be drained including existing features, streets, property lines, underground utilities, and arrows which denote general directions of flow for lots and streets.

(2) Provide topographic map or 50' grid elevations plot and indicate source of information.

(3) Show tentative major system to drain the entire site and surrounding area, which includes all paved areas and hard surfaces and locations of major swales and storm sewers. Also include arrows which denote all directions of flow.

(4) Submit drainage area map of watershed basin affected.

(5) Plot highest flood plain limits to be inundated from the applicable flooding event.

(6) Submit flood study also for Special Flood Hazard areas. Include copies of FEMA and/or Consoer-Townsend maps or files and descriptions of downstream and/or upstream drainage structures.

(7) Indicate tentative location of detention/retention storage areas available on site. (Refer to Section ST 405 to determine when detention/retention basins are generally required).

(8) Two sets of preliminary plans/schemes, etc. and one (1) set of drainage area maps as required above are to be submitted to the Director of Public Works for concept review. After the review, the plans will be distributed with the comments and concept report for information to the various county agencies involved, M.S.D., the City of Cincinnati, if the development is near the city corporation line and there will be increased runoff into the city, ODOT, if the development has direct access to a state route, and there will be increased runoff into the state route, and the Developer and/or Owner and applicant who submitted the plans.

(9) The Director of Public Works will send notice of approval of the concept plan to concerned governmental agencies, the Developer and Owner.

Section ST 1103

Concurrent Concept and Detailed Construction Drawing Review

The following procedure is required for a concurrent concept and detailed construction drawing review.

(a) Letter or Transmittal Form (SDS Application) Requirements

A letter or transmittal form (SDS Application) must be submitted and signed by a Registered Professional Engineer for all concurrent concept and final detailed construction drawing review and approval work performed by the County Public Works Director. The following information shall be included on this form:

(1) The Registered Professional Engineer must make a request for a concurrent concept and final detailed construction drawing review.

(2) Indicate the type of development, e.g., residential, commercial, industrial, etc.

(3) Explain any zone change request and include any zone letter designations.

(4) The County Public Works Director will bill the Registered Professional Engineer for the concurrent concept and final detailed construction drawing review. If any billing must be submitted to someone other than the Registered Professional Engineer, the form

must state who is to be billed and signed by that individual or the individual who may represent a company or organization. For additional information, see Section ST 1105.

(5) The Hamilton County Director of Public Works reserves the authority to require billing and payment prior to approval of application in special circumstances as deemed appropriate by him/her.

(b) Preliminary and Detailed Construction Drawing Information to be provided

Any preliminary plan, schemes, details, etc. to be submitted for concept review must also be accompanied by the detailed construction drawings. The information requested under Items 4 through 9 of 1102(b) to develop a concept report will generally be required by the County Public Works Director. The detailed construction drawings will be reviewed in accordance with these Rules and Regulations, including Section ST 1104. Comments, along with the concept report, will be distributed in the same manner as indicated under Section ST 1102(b)(11). However, only two (2) sets of detailed construction drawings are required to be submitted for the initial storm drainage review as indicated in Section ST 1104.

(c) Review Procedures

(1) Revisions of any plans in the concurrent concept and detailed construction drawing review stage that have already been reviewed and approved by the County Public Works Director must be re-processed and then re-reviewed by the County Public Works Director in the same manner as indicated in Section ST 1103(a)(1) thru (4), above. Pre-construction revisions on the plans are to be numbered, circled and resubmitted to aid in reducing review time. Field revisions made from previously approved detailed construction drawings are also to be numbered, circled and resubmitted in a different manner than the pre-construction revisions to aid in reducing review time. For billing of revisions, see Section ST 1105(c).

Section ST 1104

Detailed Construction Drawing Review

(a) Review Procedures for Various Types of Developments

(1) The County Public Works Director reviews, for approval, new residential subdivision developments in the unincorporated areas of Hamilton County for conformance to these Rules and Regulations.

(2) The County Public Works Director reviews, for approval, all new frontage type subdivision developments for flood controls in the designated Special Flood Hazard Areas and any other areas where there may be flooding problems. Detailed construction drawings may be required by the County Public Works Director, whenever they are deemed necessary, to provide flood controls for any new construction in a frontage type subdivision.

(3) The County Public Works Director reviews, for approval, all new, private shopping centers, private condominiums, commercial and industrial subdivisions, multiple (two or more) building developments, single commercial, industrial, office, retail, storage building addition, etc., type developments, any single or multiple residential apartment building/s where there will be more than two (2) families, in the same manner as a new residential subdivision using these Rules and Regulations.

(4) The County Public Works Director will determine if it is necessary to review and approve any single, private, residential, residential storage, residential building addition, residential apartment (two family or more), etc., type building/s in the same manner as a new, residential subdivision, using these Rules and Regulations. Refer to Section ST 405(a) for additional information. Generally, the following procedure is required for the review and approval of detailed construction drawings:

(b) Transmittal Form and SDS Application Requirements

A transmittal form and SDS Application must be submitted and signed by the applicant for all final detailed construction drawing review and approval work performed by the County Public Works Director. The following information shall be included on this form.

(1) Indicate the type of development, e.g. residential, commercial, industrial, etc.

(2) Explain any zone change request and include the zone letter designations.

(3) The County Public Works Director will bill the applicant for final detailed construction drawing review. If any billing must be forwarded to someone other than the applicant, the form must state who is to be billed and signed by that individual or the individual who may represent the company or organization. For additional information, see Section ST 1105.

(4) The Hamilton County Director of Public Works reserves the

authority to require billing and payment prior to approval of application in special circumstances as deemed appropriate by him/her.

(c) Detailed Construction Drawing Information to be provided

(1) All detailed construction drawings single family development shall be drawn on standard 24" x 36" sheets to a scale not to exceed one (1) inch equal to fifty (50) feet. Schematic plans, vicinity maps, etc., not used for detailing purposes, may exceed the fifty (50) scale. Reduced prints will not be accepted.

(2) All elevations proposed and shown shall be referenced to NGVD (mean sea level datum) and each set of plans shall show the description and elevation of the public benchmark (or marks) used in the development survey.

(3) Each detailed construction drawing that is to be reviewed and approved by the County Public Works Director shall bear the signature and seal of the registered professional engineer who has prepared them.

(4) The analysis, design and development of the detailed construction drawings shall conform to all county agency Rules and Regulations and the Rules and Regulations of the Metropolitan Sewer District. Also, see Section ST 1104(f).

(d) Flood Study Information to be provided

In addition to any flood studies required to be submitted as indicated in Articles III, IV, VII, VIII and IX, the Registered Professional Engineer must submit any analyses, including drainage area maps, design calculations, etc., wherever an existing or potential flood problem may occur.

(e) Detention and/or Retention Basin Information to be provided.

In addition to the requirements set forth for detention and/or retention basins as indicated in Section ST 711 and/or 712, the following Rules and Regulations also apply:

(1) A construction permit for constructing any detention and/or retention basin may be required by the Ohio Department of Natural Resources under the conditions described in Section ST 711(c).

(2) The County Public Works Director will review and approve any detention and/or retention basin design and details that are in accordance with these Rules and Regulations. Additional review by ODNR maybe required.

(3) The Improvement Plans must show all the physical dimensions as necessary, horizontally and vertically, and details, so that the detention and/or retention basin can be properly constructed and inspected.

(4) The storage volume required for any detention and/or retention basin must be shown on the Improvement Plans and easement or record plat.

(5) Temporary separate silting basins directly upstream of detention basins are required for all Subdivisions. The Public Works Director may approve a combined silting-detention basin in an area where the design engineer can demonstrate that the construction of separate basins are not possible due to engineering restrictions and limitations only.

(f) Submitting Design Calculations and Studies; Review Procedures

(1) For the initial storm drainage review, the County Public Works Director requires two (2) sets of detailed construction drawings and one (1) set of drainage area maps, hydraulic analyses, flood calculations, detention and/or retention basin design calculations, and storm drainage design calculations.

(2) When the runoff from of the upstream drainage area thru the site is 400 acres or less, the Developers Engineer shall submit print/s of the 200 scale Cincinnati Metropolitan Topographical Sheets superimposed on the 200 scale property line Auditors sheets or CAGIS Topo. The new development limits and drainage area limits shall be plotted on the print/s. For upstream drainage areas greater than 400 acres, the information required above may be submitted on USGS prints or similar, maps to scale and the new development limits shall also be plotted on the 200 scale topo and Auditor sheets as indicated above.

(3) When additional reviews due to revisions or other reasons are required, two (2) sets of revised detailed construction drawings and any additional analyses, calculations, etc., are to be submitted for further review.

(4) Processing of the final approved detailed construction drawings are to be coordinated with the other government agencies.

(5) Revisions of any plans that have already been reviewed and approved by the County Public Works Director must be resubmitted and re-reviewed by the County Public Works Director. Pre-

construction revisions on the plans are to be numbered, circled and re-submitted to aid in reducing review time. Field revisions made from previously approved detailed construction drawings are also to be numbered, circled, and re-submitted in a different manner than any pre-construction revisions to aid in reducing review time. For billing of revisions, see Section ST 1105(c).

Section ST 1105

Review/Initial Site Inspection Fees

(a) Billing Procedure

The cost of concept plan review, revisions, initial site inspection and detailed construction drawing review performed by the County Public Works Director shall be at a rate established and published from time to time by the Board of County Commissioners. Refer to Section ST 1102(a)(4) for the procedure to be followed if someone other than the applicant who submitted the plans is to be billed for the review of concept plans. Checks shall be made payable to the "Treasurer of Hamilton County" and mailed to the Department of Public Works, Room 800, County Administration Building, 138 East Court Street, Cincinnati, Ohio 45202. Enclosed with the check, the applicant must make reference to the Project Title, Hamilton County Public Works Project Number and Invoice Numbers. In the event that any bill has not been paid in full within thirty (30) days, the applicant or person to be billed will receive a delinquent notice and if payment is not made within thirty (30) days thereafter, inspection of construction and any further review on the project will be stopped and the claim will be forwarded to the Prosecuting Attorney for collection.

(b) Billing Procedure for Accounts Not Paid In Full

Until such time as all billing accounts have been paid in full, review and approval work, on subsequent new developments submitted by the applicant, will not be performed by the County Public Works Director. If the applicant has developments previously submitted that are in various stages of review, the County Public Works Director will allow a maximum of thirty (30) days for final payment to be made on any of the previously submitted development plans that has been approved, starting from the final billing date for that particular development. After that time has expired, no further review work will be continued.

(c) Billing Procedure for Revised Plans that Were Previously Reviewed, Approved, and Billed For

If bills have been questioned, the procedures in (a) above will not apply until agreement on invoices has been reached.

Section ST 1106**Review Expiration Date**

Concept approval of any proposed storm drainage system shall become void if plans of the detailed construction drawings have not been submitted for final review to the County within twenty four (24) months from the date of concept review report by the County Public Works Director.

Detailed construction drawing approval of proposed storm drainage systems shall become void if construction has not commenced within twenty four (24) months from the date of the approval of the detailed construction drawings.

The County Public Works Director may extend concept and detailed construction drawing approval for a period not to exceed twelve (12) months.