

APPENDICES

**APPLICATION FOR ADMINISTRATIVE SUBDIVISION APPROVAL
PORTAGE COUNTY, OHIO**

Date: _____ Application No.: _____

The undersigned applies for Administrative Subdivision Approval under Section 711.131 of the Ohio Revised Code, and certifies all material submitted with the application is true and correct. Action must be taken by the Portage County Regional Planning Commission within seven (7) working days from the date of receipt.

NAME OF APPLICANT: _____

SIGNATURE: _____

ADDRESS: _____

PHONE: _____ CONTACT PERSON & PHONE: _____

TOWNSHIP, ROAD, & LOT NUMBER: _____

NAME OF GRANTOR (SELLER): _____

NAME OF GRANTEE (BUYER): _____

INTENDED USE OF SUBDIVISION: _____ RESIDENTIAL: _____

COMMERCIAL: _____ INDUSTRIAL: _____ OTHER (PLEASE SPECIFY): _____

Administrative Subdivision Approval may be granted only under the following conditions:

1. The proposed subdivision is along an existing public road and involves no opening, widening or extension of any street or road; public or private.
2. No more than five (5) lots are involved after the original tract has been completely subdivided.
3. The subdivision is not contrary to applicable platting, subdividing, or zoning regulations. Variance can only be requested before the entire commission.
4. The property has been surveyed and the survey drawing, township zoning approval, subdivision fee, and legal description are submitted with the application.
5. Approval is granted, where applicable, by the agencies listed below.

Lot Split Procedures:

1. Zoning Inspector from applicable township must sign survey drawing.
2. Portage County Regional Planning Commission for application.
3. Contact Health Department or Sanitary Engineers for signature on second page of application (whichever is appropriate).
4. Portage County Regional Planning Commission to return completed application and payment of fee.
5. Applicant contacted by Portage County Planning Commission when application is approved or disapproved.

TAX MAP OFFICE (3RD FLOOR)

Date Reviewed: _____ Action: Approval _____

Disapproval: _____ Closure: Okay? _____

Comments: _____

Signature _____

Title _____

COUNTY SANITARY ENGINEER (3RD FLOOR)

Date Reviewed: _____

Sewer Available: _____ Sewer Not Available: _____

Date Arrangements for Tie-In Were Made: _____

Parcel (s) Cannot Be Served: _____ Reason(s): _____

Signature _____

Title _____

COUNTY BOARD OF HEALTH (3RD FLOOR)

Date Reviewed: _____ Action: Approval _____

Disapproval: _____ Date of Backhoe: _____

Backhoe Results: _____ Number of Lots Tested: _____

Amount of Acreage Required for Septic System & Replacement Area?: _____

Existing Dwelling? Yes _____ No _____ Date of Site Visit: _____

Comments: _____

Signature _____

Title _____

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

Date Received: _____ Fee Paid: _____

STAFF CHECK LIST

	<u>YES</u>	<u>NO</u>
1. Application Fully Completed	_____	_____
2. Survey Drawing Submitted	_____	_____
3. Legal Description Submitted	_____	_____
4. Fee Paid	_____	_____
5. Name of adjoining dedicated public right-of-way(s) _____		
6. Area of lot split _____		
7. Frontage of lot split _____		
8. Intended use of lot split _____		
9. Zoning of area _____ 10. Lot exceed maximum depth? _____		
11. Do lot split and remaining parcel meet zoning requirements? _____		

12. Will split involve the opening, widening, or extending of any street or road? _____		

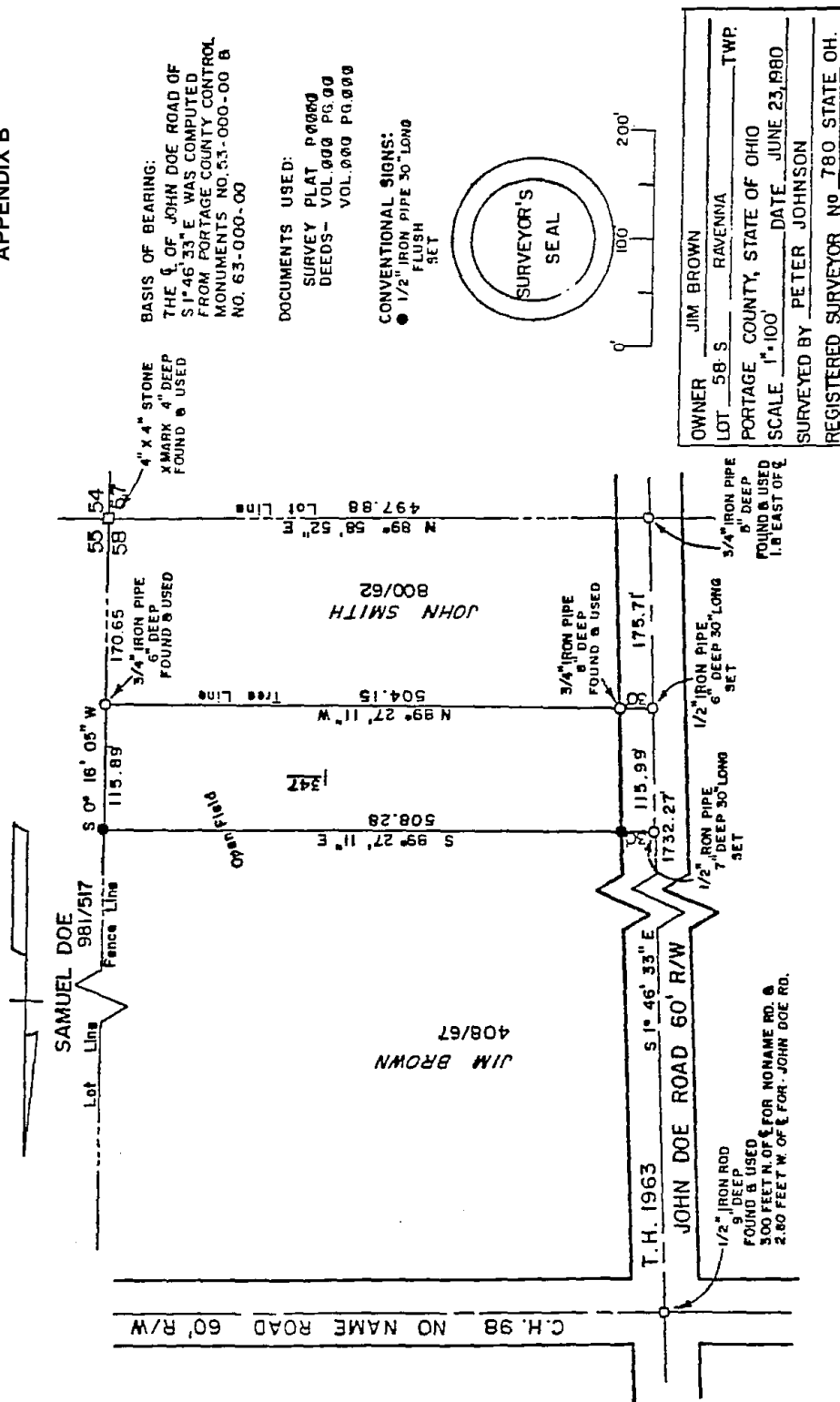
13. Does lot split create a land-locked parcel? _____		
14. Number of lots previously split from parcel _____		
15. Area of remaining parcel _____		
(Exclusive of R.O.W.)		
16. Frontage of remaining parcel _____		

ADDITIONAL COMMENTS: _____

Approval: _____ Disapproval: _____ Conditional Approval: _____

Signature _____

APPENDIX B



SURVEY REQUIREMENTS FOR A SUBDIVISION EXEMPT FROM PLATTING

- Draw on linen or mylar (ink on linen or filmograph pencil or ink on mylar)
 Size 8-1/2" X 14", 18" X 24", 24" X 30" or 24" X 36"
 Survey must close within error limit of 1/5000
 Survey must be tied into a lot corner or intersection of two roads by bearing and distance.
 Show monuments and describe as shown in the example above.
 Drawing of surveyed parcel must be to scale, other lines may be broken.
 North arrow and basis of bearing must be shown.
 Names of adjoining owners
 Carry acreage to three decimal places and to .0005 ±
 Linear measurements to 1/100 of a foot
 Description to run clockwise from true place of beginning
 When applicable the following curve data must be supplied on the plat:
 Chord bearing, chord distance, radius, arc length, tangent, delta

APPENDIX C
Form No. 2

PRELIMINARY PLAN APPLICATION

NOTE: The application and all additional supplemental information submitted at the time of application will constitute the application for review and action by the Planning Commission. It is the responsibility of the applicant to submit all required items as per the Portage County Subdivision Regulations.

Date: _____ Application No. _____

1. Name of Applicant: _____

Address: _____

Phone: _____

2. Name of Surveyor or Engineer: _____

Address: _____

Phone: _____

3. Name of Subdivision: _____

4. Township, Road and Township Lot Number: _____

5. Proposed Use: _____

6. Present Zoning District: _____

7. Proposed Zoning Changes: _____

8. Any zoning approvals obtained prior to submittal of Preliminary Plan must be included. Include a certification of zoning compliance if an amendment or variance was requested (Copy of Minutes of Meeting, Resolution).

9. Number of Lots: _____ Area of Parcel: _____

10. Do you propose to develop this subdivision in phases? If so, specify proposed lots by phase and timing for phases.

11. Do you propose deed restrictions? Yes _____ No _____

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

In a letter accompanying the application for Preliminary Plan review state the proposed method of sewage disposal or submit a letter indicating that the Ohio EPA has reviewed the proposal for subdivision as required by Law. If on-site sewage disposal systems will be utilized, there shall

be a letter or other form of approval from the County Health Department indicating that on-site sewage disposal has been approved for each lot proposed.

In a letter accompanying the application for Preliminary Plan review, the subdivider shall state the proposed method of water supply. If other than a public system, the subdivider shall submit a letter from the County Health Department and/or the Ohio EPA that the individual water supply from private wells is feasible.

13. List all proposed improvements and utilities and state your intention to install or post a guarantee prior to actual installation.

	Improvement	Installation	Guarantee
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____

14. List other materials submitted with this application.

	Item	No.
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____

AFFIDAVIT

I, _____, the applicant herein, do hereby apply for Preliminary Plan approval for _____ subdivision. I fully understand that the purpose of a Preliminary Plan Review is to examine the basic design factors of a subdivision in order to ascertain whether the proposed design is acceptable and complies with applicable subdivision rules and regulations. I further understand that said Preliminary Plan Review is conducted solely for the applicant's benefit to enable the applicant to receive comments and information concerning the subdivision's proposed design before detailed engineering and construction plans are submitted for formal approval. I understand that the submission of a Preliminary Plan for approval does not constitute the submission of a plat for approval pursuant to Section 711.10 of the Ohio Revised Code, and I specifically waive any rights to an approval under said statute until such time as an application for Plat Approval is submitted to the Commission. I certify that I have read the foregoing documents and have answered all questions fully and frankly. The answers are complete and true to the best of my knowledge.

State of Ohio _____ SS
 County of _____

 Signature of Applicant

Subscribed and sworn to before me this _____ day of _____
 A.D. 20_____

 Notary Public

FOR OFFICIAL USE

Date Received _____ Fee Paid _____

Date of Meetings of Planning Commission _____

Meeting #1: Accept for Review _____ Not Accept for Review _____

If Not Accepted for Review, Why? _____

Meeting #2: Approval _____ Disapproval _____ Conditional Approval _____

Conditions Stipulated _____

If Preliminary Plan Disapproved, Reasons for Disapproval _____

Date Received Revised Preliminary Plan _____

Date of Meeting of Planning Commission _____

Action of Planning Commission _____

Date Received Revised Preliminary Plan _____

Date of Meeting of Planning Commission _____

Action of Planning Commission _____

APPENDIX D
Form No. 3

PLAT/REPLAT APPLICATION

NOTE: The application and all additional supplemental information submitted at the time of application will constitute the application for review and action by the Planning Commission. It is the responsibility of the applicant to submit all required items as per the Portage County Subdivision Regulations.

Date: _____ Application No. _____

1. Name of Applicant: _____
 Address: _____
 Phone: _____

2. Name of Surveyor or Engineer: _____
 Address: _____
 Phone: _____

3. Name of Subdivision: _____

4. Date Preliminary Plan Approved: _____

5. Was a Zoning Change Requested? Yes _____ No _____

6. If yes, the Plat may not be approved until it conforms with the local zoning. Include a certification of zoning compliance if a change was requested.

7. 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 responsible County Official (i.e. County Engineer or Sanitary Engineer).

8. Purpose of Plat: _____

9. List Other Materials Submitted with this Application:

Item	No.
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Date Received: _____

Date of Meeting of Planning Commission: _____

Plat Fee: _____

_____ Proof of approval of zoning change, amendment from either Township Clerk (Amendment) or Board of Zoning Appeals Secretary (Variance) is necessary if zoning change was involved (Copy of Minutes of the meeting).

_____ Certification shall be required showing that all required improvements have been either installed or approved by the proper officials or agencies, or that a bond or other surety has been furnished assuring installation and initial maintenance of the required improvements.

_____ Topographic map drawn at the same scale as Plat (not necessary for Exceptional Replats).

_____ A vicinity map drawn to a scale of 1" = 1,000 feet or 1" = 2000 feet.

_____ One (1) copy of any approved improvement plans (Storm Water Pollution Prevention Plans, roads, storm sewers, storm water retention ponds/detention basins, sanitary and/or type of business or industry proposed).

_____ A copy of wetland delineation study (permit number if necessary) from U.S. Army Corp of Engineers for areas resulting in any wetland disturbance.

_____ A written statement of proposed use of lots giving type and number of dwelling units and/or type of business or industry proposed.

_____ A letter from the County Health Department or EPA stating what type of sewage disposal will be approved for the soil conditions on the site if other than a treatment plant or sanitary sewer will be used.

_____ A Final Grading Plan.

_____ 11 Copies for Final Plat. 8 Copies for Replat.

FOR OFFICIAL USE ONLY

Action by Planning Commission _____

If Plat Rejected, Reason for Rejection (Section of Portage County Subdivision Regulations):

Date Received Revised Plat _____

Date of Meeting of Planning Commission _____

Action by Planning Commission _____

Date Received Revised Plat _____

Date of Meeting of Planning Commission _____

Action by Planning Commission _____

Appendix E
Form No. 4

VARIANCE REVIEW FORM

Date _____

Application No. _____

NAME _____

ADDRESS _____

HOME PHONE _____ BUSINESS PHONE _____

1. LOCATION (COMMUNITY AND TRACT): _____

2. NATURE AND DESCRIPTION OF VARIANCE REQUEST:
(Please indicate Section of County Subdivision Regulations for which you are applying.)

3. JUSTIFICATION OF VARIANCE:
(On space provided, please give a statement relative to why the variance from requirements of the subdivision regulations is requested. If not applicable, please indicate.)

A. Exceptional topographical or other physical conditions peculiar to this particular parcel of land:

B. Why a literal interpretation of the regulations would deprive the application of rights enjoyed by other property owners:

C. That the peculiar conditions do not result from previous actions of the applicant:

D. That the requested variance is the minimum variance that will allow a reasonable division of the land:

E. Plat or sketch must be provided:

4. **ADDITIONAL REQUIREMENTS:**

- A. Requirements must be met from the County Engineer's Office. This must be provided to the Portage County Regional Planning Commission staff.
- B. Township zoning requirements. This must be provided to the Regional Planning Commission staff.

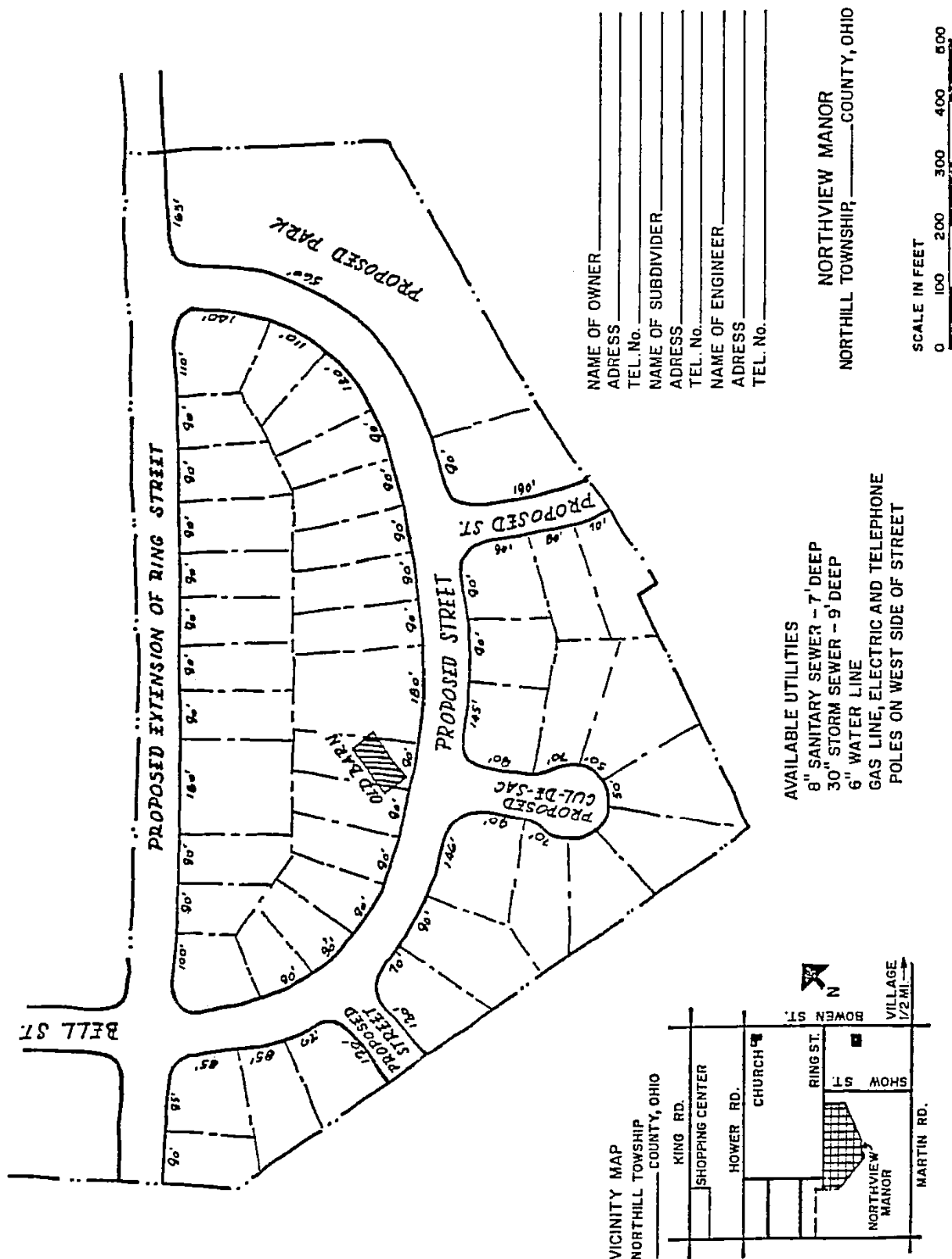
5. **ALL MATERIAL MUST BE SUBMITTED TO THE REGIONAL PLANNING COMMISSION SEVEN (28) DAYS PRIOR TO THE REGIONAL PLANNING COMMISSION'S SCHEDULED MEETING DATE.**

Applicant's Signature

IF YOU HAVE TROUBLE ANSWERING THE ABOVE REQUIREMENTS, PLEASE CONTACT THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AT 297-3613.

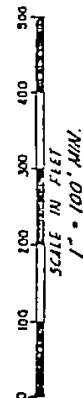
APPENDIX F

TYPICAL
PREAPPLICATION SKETCH



PRELIMINARY SUBDIVISION PLAN
NORTHVIEW MANOR
NORTHILL TOWNSHIP, _____ COUNTY, OHIO
PART OF ORIGINAL LOT NUMBER 95

REGISTERED CIVIL ENGINEER



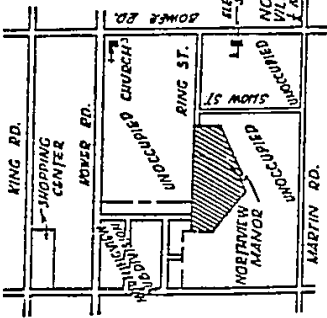
NAME OF OWNER _____
ADDRESS _____
TEL. NO. _____
NAME OF SUBDIVIDER _____
ADDRESS _____
TEL. NO. _____
NAME OF ENGINEER _____
ADDRESS _____
TEL. NO. _____

TOTAL SITE DATA

NO. OF RESIDENTIAL LOTS - 48
TYPICAL LOT SIZE - 85'x 200'
AREA IN PARK - 3.5 Ac.
AREA IN STREETS - 4.8 Ac.
AREA OF SUBDIVISION - 25.03 Ac.

ZONING - ENTIRE AREA ZONED FOR ONE FAMILY RESIDENTIAL "A". - MIN. LOT SIZE 16,000 SQ. FT. - YARD REQ'TS FRONT YD. - 30', REAR YD. - 25', SIDE YD. - 10'.

VICINITY MAP
NORTHILL TOWNSHIP
COUNTY, OHIO

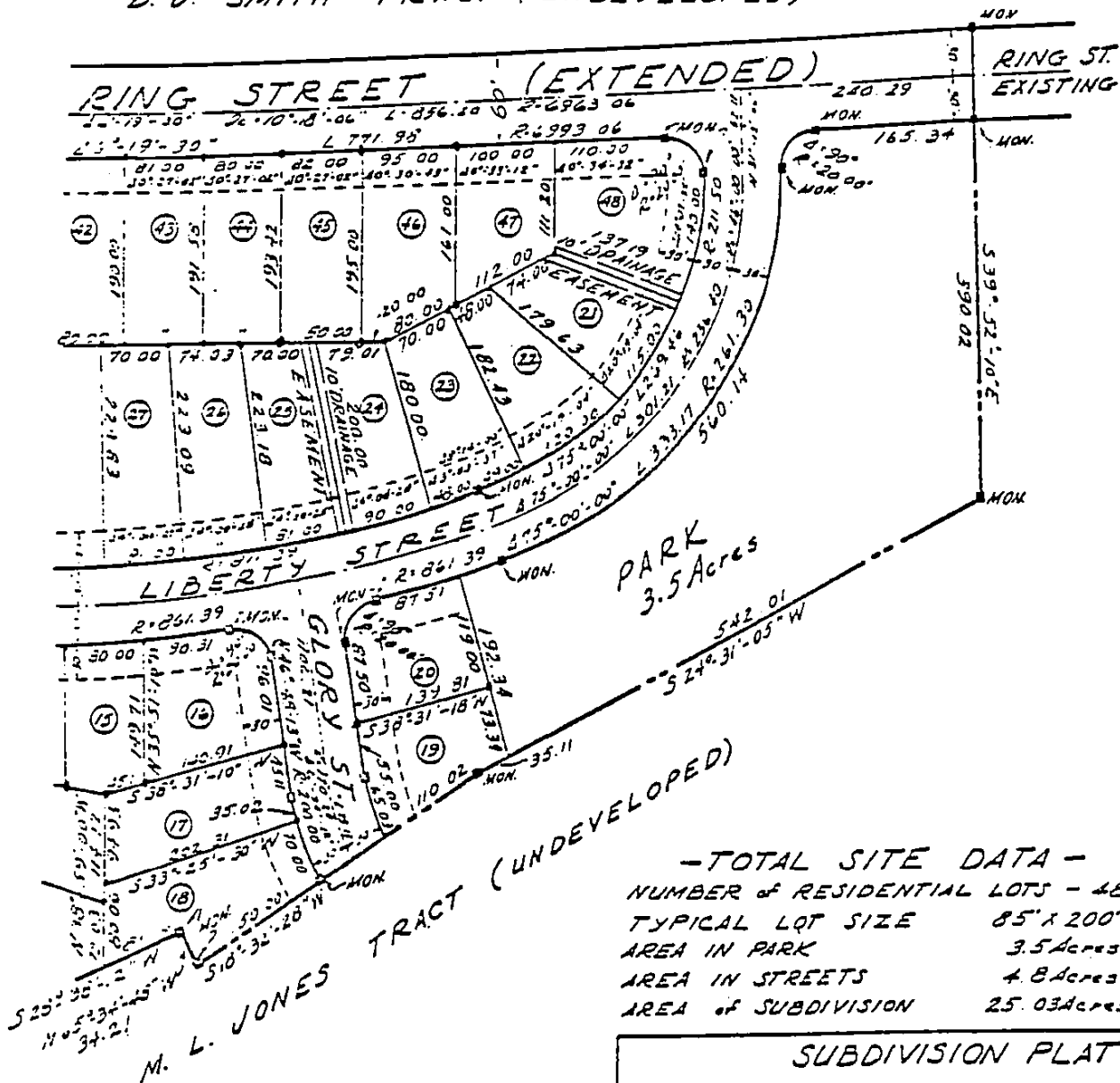


Portage County Regional Planning Commission

APPENDIX H

TYPICAL SUBDIVISION PLAT

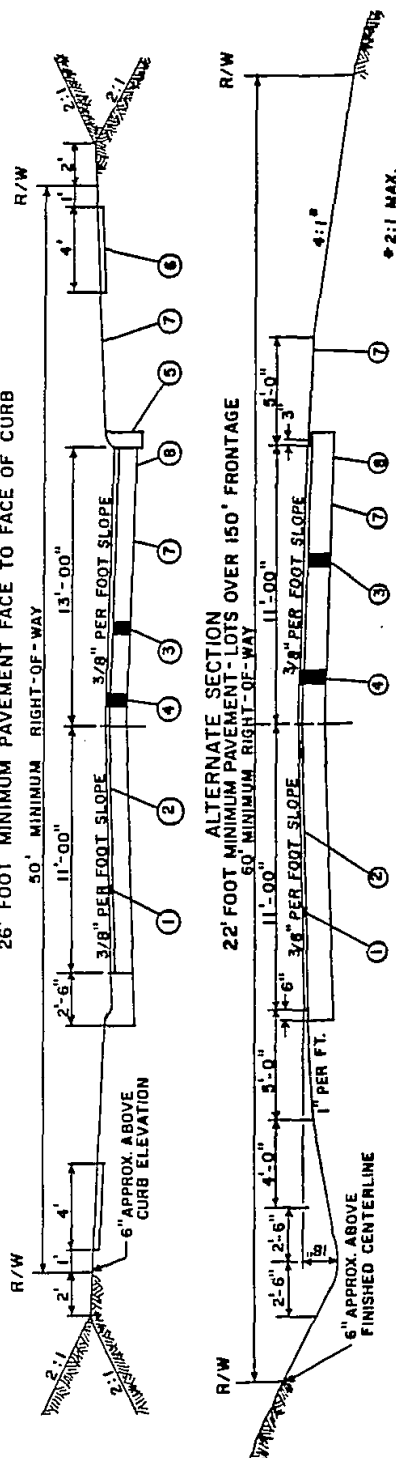
D. J. SMITH TRACT (UNDEVELOPED)



APPENDIX I

TYPICAL SECTION FOR PORTAGE COUNTY ALLOTMENT ROADS

26' FOOT MINIMUM PAVEMENT FACE TO FACE OF CURB



1. Item 404; Asphaltic Concrete Surface Course: 1 1/4" minimum thickness.
2. Item 407; Bituminous Tack Coat: Minimum application 0.10 gallon per square yard, when required.
3. Item 301; 6" Bituminous Aggregate Base Course: Two (2) 3" courses.
4. Item 453; 6" Reinforced Concrete Pavement: To be used in lieu of above.
5. Item 452; 7" Non-Reinforced Concrete: base and surface courses.
6. Item 609; Concrete Curb: Curb type #3 or #6, shown on the Ohio Dept. of Transportation Std. Drawing BP-7, subject to the approval of the County Engineer.
7. Item 608; Concrete Sidewalk: A 4" concrete sidewalk, four (4) ft. wide, shall be installed as shown on the above typical section for lots under 90 ft. frontage. Sidewalks shall be used on all approach roads to shopping centers or schools.
8. Item 203; Subgrade Compaction: Grading: The road shall be graded the full width of the right-of-way as shown on the above typical section. The elevation of the finished grade at the right-of-way line shall be six (6) inches higher than the curb elevation at the corresponding station. All back sloping shall be on the property of the subdivider. The road shall be graded to the limits of the above typical section prior to the installation of the sidewalks, curbs, pavement or other improvements. No trees shall remain standing within the limits of the right-of-way. After paving is completed, no trees shall be planted within the limits of the right-of-way.
9. Item 408; Bituminous Prime Coat: Minimum application 0.30 gal. per sq. yd.
10. Item 604; Monument Boxes: Monument boxes shall be set at the intersection of the center lines of all roads, all center line angle points, and at the P.C. and P.T. of all curves.

Pipe Underdrains Item 605: When unstable or wet subgrade is encountered the County Engineer may order 6" underdrains installed.

Turnaround Circle: A turnaround circle shall be provided at each dead-end road where two or more lots face such dead-end road, or where the road is more than 250.00 feet in length. See County Engineer's standard drawing.

Control of Material Item 106: The County Engineer and/or Sanitary Engineer shall be notified in advance of the type of materials to be used, and the proposed source of the materials. All materials must meet the specifications described herein, and must be approved before delivery is started.

Delivery Slips: The County Engineer shall be furnished delivery slips to substantiate the quantity and type of all materials used.

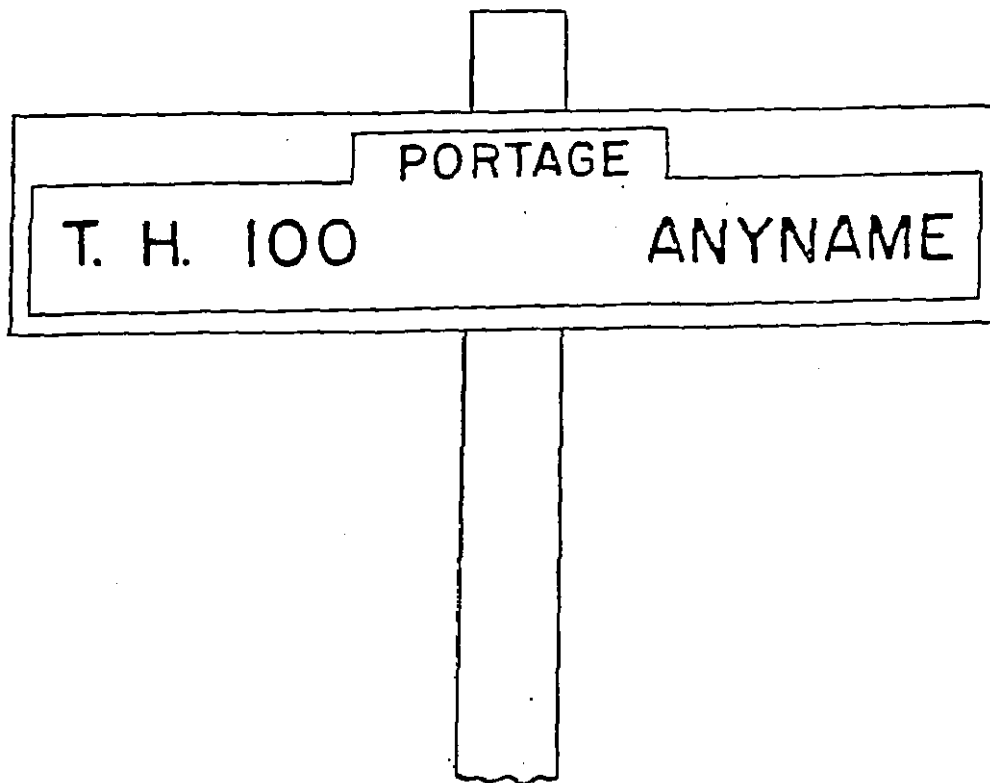
Inspection: The developer and/or contractor shall submit weekly work schedules on forms provided by the County Engineer. The County Engineer shall be notified a minimum of 48 hours in advance of the intention to begin work. No work shall be performed unless an inspector is present.

Construction Sequence: The construction of the improvements shall follow an orderly sequence, and each item of construction shall be satisfactorily completed and approved by the County Engineer before the next item is begun. The road shall be closed to traffic until the 301 base course is completed or until the 453 concrete is completed.

Any damage done to the improvements by construction traffic, local traffic, or by any other means shall be repaired, or the damaged materials replaced, before the next item of construction is begun.

Specifications: The current Specifications of the Ohio Dept. of Transportation (ODOT) for Construction and Materials, including supplemental specifications, and The Portage County Typical Sections & Specifications for Allotment Roads in effect at the time of approval of the plat and improvement plans shall govern all construction.

STANDARDS FOR ROAD-NAME SIGNS



Board-	1" x 9" x variable length, painted three coats of white
Border-	3/8"
Letters-	3/4" x 4-1/2"
Posts-	4" x 4" x 8' treated lumber

This sign shall be used to indicate a road name in the unincorporated areas of the County as in the same manner as street-name signs are used in cities. The sign will be maintained by township authorities. An alternate reflective sign of green and white may be used on inside roads with the engineer's permission.

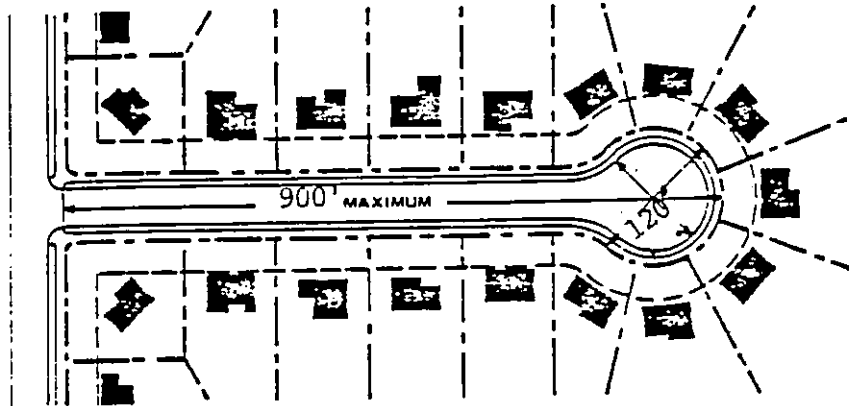
The signs shall be erected on the far right-hand corner of the intersection, facing traffic approaching the intersection on the through highway. In no case shall they be erected in advance of the intersection. The signs shall be mounted on 4" x 4" wood posts or appropriate steel posts. The posts shall be set at the right-of-way line, and the sign shall be so mounted that the bottom of the sign will be 4 feet 6 inches above the crown of the pavement.

OHIO MANUAL OF TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS

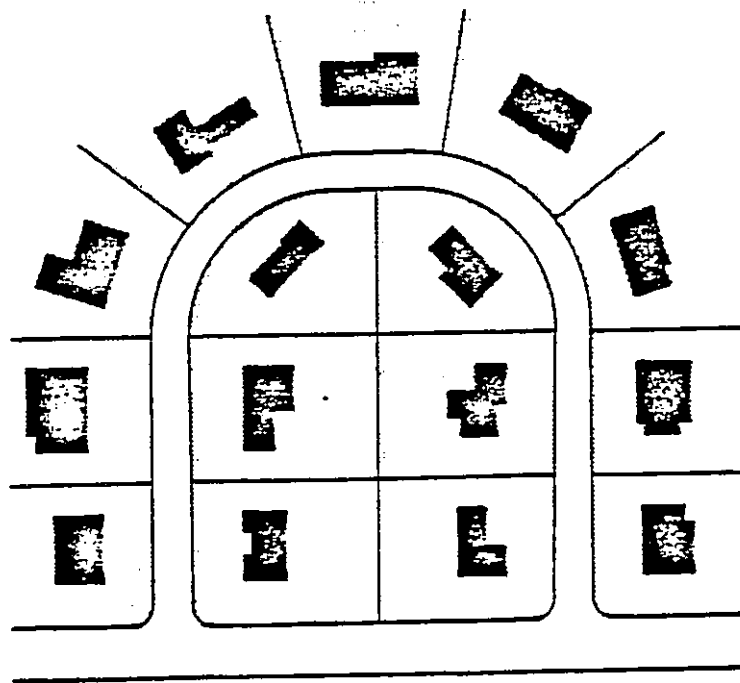
The County Engineer will make and erect signs at cost plus 25%.

APPENDIX K

LOCAL STREET TYPES



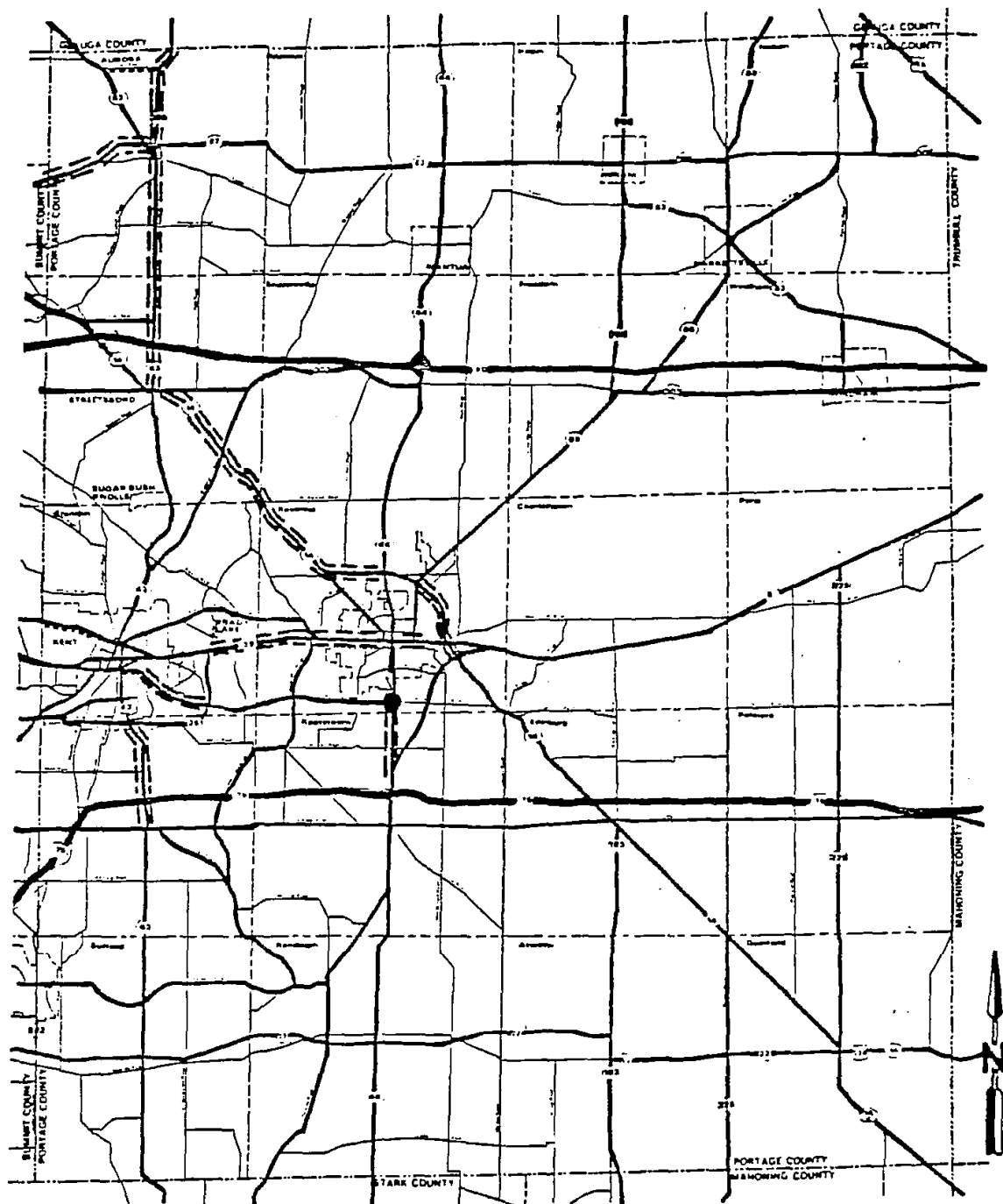
CUL DE SAC



LOOP STREET

APPENDIX L

PORTAGE COUNTY HIGHWAY PLAN



EXISTING
NETWORK

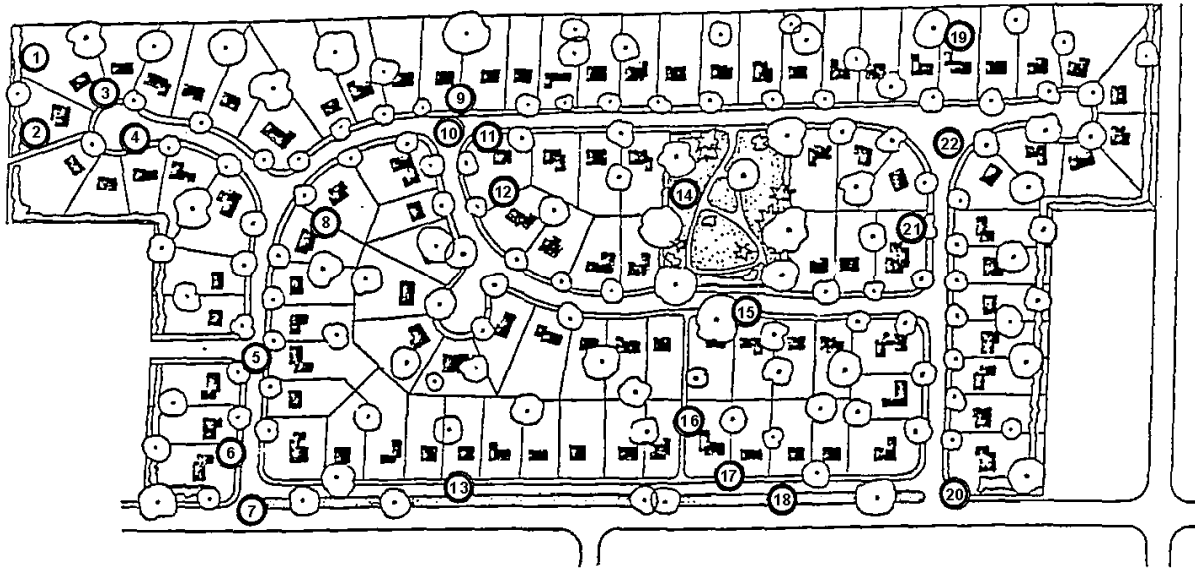
— Freeways
— Arterials
— Collectors

PROPOSED
IMPROVEMENTS

2 Lane ———
4 Lane ———
New Interchange —◆—
Grade Separation —●—

APPENDIX M

SUGGESTED SITE PLANNING CONCEPTS FOR SUBDIVISIONS



1. 15-foot easement for planting screen to provide protection from non-residential use.
2. 10-foot walk easement gives access to school.
3. Cul-de-sac utilizes odd parcel of land to advantage.
4. Turn-around right-of-way 100 feet in diameter.
5. Street trees planted approximately 50' apart where no trees exist.
6. Additional building setback improves subdivision entrance
7. Street intersections at right angles reduce hazards.
8. Lot side line centered on street to avoid car lights shining into residence.
9. Residences opposite street and set back farther to reduce glare from car lights.
10. Three-way intersections reduce hazards.
11. Property lines on 30' radii at corners.
12. Lot side lines perpendicular to street right-of-way lines.
13. Secondary roadway eliminates hazard of entering major thoroughfare from individual driveways.
14. Neighborhood park located near center of tract. Adjacent lots wider to allow for 15-foot protective side line setback.
15. Pavement shifted within right-of-way to preserve existing street.
16. 10-foot walk easement provides access to park. Adjacent lots wider to allow 15-foot protective side line setback.
17. Variation of building line along straight street creates interest.
18. Screen planting gives protection from noise and lights on thoroughfare.
19. Lots backing to uncontrolled land given greater depth for additional protection
20. Low planting at street intersections permits clear vision.
21. Wider corner lot permits equal building setback on each street.
22. Platting of block to avoid siding properties to residences across street.

APPENDIX N
1 of 4

NOTE: The following Bonding Forms are examples of typical forms. These forms are subject to change at any time by the Portage County Engineer and the Portage County Sanitary Engineer.

Name of Allotment

ESCROW AGREEMENT

THIS AGREEMENT entered into by and between _____

_____, and _____
(Owner/Developer)

_____, for the benefit of the Board of County Commissioners,
Portage
(Name of Bank)

County, Ohio, concerning construction of Street, Storm Sewer and Drainage Improvements in Lot
_____ Township _____, Portage County, Ohio.

WITNESSETH:

WHEREAS, the Portage County Engineer has given his final approval, subject to completion of all conditions precedent as prescribed by the Portage County Subdivision Regulations and the Rules, Regulations and Specifications of the Portage County Engineer of the aforementioned improvements; and

WHEREAS, _____ has agreed to fulfill the requirements of
(Owner/Developer)

the conditions precedent as described above, and has a land development loan with _____
_____ and has executed certain performance agreement
(Name of Bank)

forms in connection with construction of improvements; and

WHEREAS, the _____ has granted a land
(Name of Bank)

development loan to _____ and has on hand certain
(Owner/Developer)

funds payable upon satisfactory completion of the improvements on order of _____
(Owner)

and the Portage County Engineer, said land development loan being assigned Account No. _____

_____.

NOW, THEREFORE, it is agreed by and between the parties hereto that the sum of

_____ (\$ _____) shall be reserved and held in
(Same as Performance Agreement Amount)

Account No. _____ by the _____
(Name of Bank)

for the purpose of guaranteeing performance of the agreement required by the Portage County

Subdivision Regulations and signed by _____,
(Owner/Developer)

in connection with the aforementioned improvements, in conjunction with the construction and
installation of improvements.

The above funds held in Account No. _____ will be released by
_____ according to one or more of the following procedures:
(Name of Bank)

1. On approval of invoices by the Developer and the Portage County Engineer, funds shall be disbursed direct to contractors or suppliers furnishing material and labor for matters necessary to complete the improvements and comply with the performance agreement and for all related services rendered.

2. Funds may be disbursed to the Developer on approval of orders by the Portage County Engineer provided a statement is attached to said orders that all suppliers of labor and material in connection therewith have been paid, or secured to be paid.

3. In the event of default by the Developer on or after _____
_____ agreement as aforesaid and not completed to the full
(Completion Date, 18 months after start)

satisfaction of the Portage County Engineer, said Engineer may order said work to be done and

completed, and said Engineer may authorize the release of funds to the extent of funds remaining
in

Account No. _____ will pay necessary invoices therefore.

4. Upon release by the Board of County Commissioners of the obligations expressed in
the aforesaid performance agreement, any remaining funds in Account No. _____
shall be disbursed upon order of the Portage County Engineer and this Agreement shall cease and
become void.

5. It is understood by the parties that payments during the progress of the development work need not be approved by the office of the Portage County Engineer more frequently than once each week, and that an amount of 10% shall be retained from each invoice paid, until all the improvements have been satisfactorily installed and maintained and until such time as the County has accepted the improvements.

6. It is understood by the parties that the amount of money established in Account No. _____ is based upon fixed quantities, unit or items that may have been omitted or deleted or any overages will not be approved for payment until conclusion of project referred to in the agreement and then only if monies are remaining in said Account No. _____.

7. All payments required herein by the _____
(Owner/Developer)
shall be in compliance with the statutes of the State of Ohio pertaining to land development loans.

8. The bank agrees to submit, monthly, to the Portage County Engineer, an accounting of the funds in Account No. _____.

The mutual promises contained herein are consideration for the Agreement and Acceptance hereof by the Board of County Commissioners shall act as consideration from them obligating the parties hereto to said Board of County Commissioners as recited herein.

IN WITNESS WHEREOF, the parties have affixed their hand this _____ day of _____, 20 _____.

BY _____
(Owner/Developer)

BY _____
(Owner/Developer)

BY _____
(Bank)

Accepted in Ravenna, Ohio this _____ day of _____, 20 _____,
by the Board of County Commissioners in connection with and as part of usual performance
agreement forms as aforementioned.

BOARD OF COUNTY COMMISSIONERS
PORTAGE COUNTY, OHIO

Date _____

APPROVED AS TO FORM:

Assistant Portage County Prosecutor

APPROVED:

County Engineer

**PERFORMANCE AGREEMENT
CONSTRUCTION OF STREET, STORM SEWER AND DRAINAGE IMPROVEMENTS**

KNOW ALL MEN BY THESE PRESENTS, that _____
(Owner/Developer)

agrees to be held and firmly bond unto the County Commissioners of Portage County, Ohio in the full and just sum of _____
(Project Cost + 10% + Inspection + Maintenance Guarantee)

good and lawful money of United States of America, for the payment of which said sum of money well and truly to be made, he does hereby jointly and severally bind himself, his successors, heirs, executors and administrators and assigns to the faithful performance and construction of Street, Storm Sewer and Drainage Improvements for _____.
(Name of Allotment)

Said plans and specifications to be prescribed and approved by the Portage County Engineer and subject to a later agreement between the Owner/Developer and the Board of County Commissioners of Portage County for the construction of said Street, Storm Sewer and Drainage Improvements for _____.
(Name of Allotment)

The faithful performance of this Agreement is secured by an account in _____
_____, held in escrow to be disbursed in accordance
(Name of Bank)

with an agreement between _____, and
(Owner/Developer)

_____ for the benefit of
(Name of Bank)

the Board of County Commissioners of Portage County, dated _____, 20 _____.

The conditions of this obligation are such, that whereas, the Owner/Developer has or will construct Street, Storm Sewer and Drainage Improvements in

_____ in Lot _____, _____, in accordance with
(Name of Subdivision)
(Name of Twp.)

an Agreement with the County Commissioners of Portage County, Ohio, and with plans and specifications on file with the Portage County Engineer, and

WHEREAS, the Owner/Developer shall bear the entire costs and expenses of the construction of the Street, Storm Sewer, and Drainage Improvements until they are accepted by Portage County.

NOW THEREFORE, if said Owner/Developer, until one year after Portage County accepts said improvements, shall maintain the improvements subject to the final approval of all duly authorized Portage County authorities and if the said Owner/Developer shall save harmless Obligee and/or said Portage County abovementioned against any and all claims, demands or suits by reason of the construction of the improvements and will identify the Obligee against any and all expenses incurred in the defense of any such suits or any damages, judgements, or decrees, which might be awarded against the Obligee because of such suit, and if said Owner/Developer constructs the improvements in full accordance with the plans and specifications approved by the Portage County Engineer, then this obligation shall be void; otherwise, it shall remain in full force and effect.

IN WITNESS WHEREOF, the Owner/Developer has signed this instrument this _____ day of _____, 20 ____.

SIGNED AND SEALED IN PRESENCE OF:

Witness BY: _____
(Owner/Developer)

Witness _____

STATE OF OHIO)
) ss.:
_____ County)

Before me, a _____ in and for said County and State, personally appeared the above named _____ who acknowledged that _____ he _____ did sign the foregoing instrument and that the same is _____ free act and deed.

IN TESTIMONY WHEREOF I have hereunto set my hand and
official seal at _____ this _____ day of
_____, A.D. 20 _____.

My Commission expires _____, 20 _____.

APPROVED AS TO FORM BY:

PORTAGE COUNTY PROSECUTOR

APPENDIX P
1 of 3

Project Name _____

Project No. _____

CONSTRUCTION LOAN ACCOUNT AGREEMENT
"SANITARY SEWERAGE AND WATER FACILITIES"

THIS AGREEMENT entered into by and between _____
 hereinafter referred to as the "OWNER", and _____
 hereinafter referred to as the "BANK", for the benefit of the Board of County Commissioners,
 Portage County, Ohio, hereinafter referred to as the "COMMISSIONERS", concerning construction
 of sanitary sewer and water lines in _____ Township, Portage County, Ohio,
 for a sewer and water project known as _____,
 Project No. _____.

WITNESSETH:

WHEREAS, the Commissioners, and the Portage County Sanitary Engineer, hereinafter
 referred to as the Sanitary Engineer, have given their final approval subject to completion of all
 conditions precedent as prescribed by the Portage County Subdivision Regulations and the Rules,
 Regulations, and Specifications of COMMISSIONERS and the Sanitary Engineer of the
 aforementioned sanitary sewer and water line construction; and

WHEREAS, the OWNER has agreed to fulfill the requirements of the conditions precedent
 as described above, and has a land development loan with the Bank and has executed certain
 performance bond forms in connection with construction of sanitary sewer and water lines; and

WHEREAS, the Bank has granted a land development loan to the OWNER and has on hand
 certain funds payable upon satisfactory completion of the Improvements on order by the OWNER,
 said land development loan being assigned Account No. _____.

NOW, THEREFORE, it is agreed by and between the parties hereto that the sum of
 _____ (\$ _____) shall be reserved and
 held in said land development loan account by the BANK for the express purpose of guaranteeing
 performance of the bond required by the Portage County Subdivision Regulations and signed by
 the OWNER in connection with the aforementioned improvements, in conjunction with the
 construction and installation of sanitary and water improvements.

The above funds held in said land development loan account will be released by the BANK
 according to one or more of the following procedures:

1. On approval of invoices by the OWNER and the Sanitary Engineer, funds shall be
 disbursed direct to contractors or suppliers furnishing material and labor for matters
 necessary to complete the Improvements and comply with the bonds and for all related
 services rendered by the Sanitary Engineer and/or his department or designated agents.

2. Funds may be disbursed to the OWNER on approval of orders by the Sanitary Engineer provided a statement is attached to said orders that all suppliers of labor and material in connection therewith have been paid, or secured to be paid.
3. In the event of default by the OWNER on or after _____, any items called for in the bonds as aforesaid and are not completed to the full satisfaction of the Sanitary Engineer, the Sanitary Engineer may order said work to be done and completed, and the BANK to the extent of funds remaining in said land development loan account will pay necessary invoices therefore.
4. Upon release by the COMMISSIONERS of the obligations expressed in the aforesaid bonds, any remaining funds in said land development loan account shall be disbursed upon order of the OWNER without the requirement of further approval by the Sanitary Engineer and this Agreement shall cease and become void.
5. It is understood by the parties that payments during the progress of the development work need not be approved by the office of the Sanitary Engineer more frequently than once each week.
6. It is understood by the parties that the amount of money established in said land development loan account is based upon fixed quantities, unit prices and for County services (estimated): therefore, payment for any item or items that may have been omitted or deleted or any overages will not be approved for payment until conclusion of project referred to in the agreement and then only if monies are remaining in said land development loan account.
7. No payments will be made from the construction loan account for materials supplied until such materials have been installed to the satisfaction of the Portage County Sanitary Engineer.
8. All payments required herein by the BANK shall be in compliance with the statutes of the State of Ohio pertaining to land development loans.
9. The bank agrees to submit, monthly, the Sanitary Engineer, an accounting of the funds in said land development loan account.

The mutual promises contained herein are consideration for the Agreement and acceptance hereof by the COMMISSIONERS shall act as consideration from them obligating the parties hereto to said COMMISSIONERS as recited herein.

IN WITNESS WHEREOF, the parties have affixed their hand this _____ day of

_____, 20 _____.

BANK:

OWNER:

BY: _____

BY: _____

TITLE: _____

BY: _____

Accepted in Ravenna, Ohio, this _____ day of _____,
20 _____, by the Board of County Commissioners in connection with and as part of usual
performance and maintenance bond forms as aforementioned.

BOARD OF COUNTY COMMISSIONERS
PORTAGE COUNTY, OHIO

Date: _____

APPROVED AS TO FORM:

Assistant Portage County Prosecutor

Date: _____

APPENDIX Q
1 of 2

Project Name _____

Project No. _____

PERFORMANCE BOND
CONSTRUCTION OF "SANITARY SEWAGE AND WATER FACILITIES"

KNOW ALL MEN BY THESE PRESENTS, that _____

_____,
hereinafter called the OWNER, agrees to be held and firmly bound unto the County Commissioners of Portage County, Ohio, in the full and just sum of _____
(\$ _____) good and lawful money of United States of America, for the payment of which said sum of money well and truly to be made, he does hereby jointly and severally bind himself, his successors, heirs, executors and administrators and assigns to the faithful performance and construction of "Sanitary Sewage and Water Facilities" for

hereinafter called the "Development". Said plans and specifications to be prescribed and approved by the Portage County Sanitary Engineer and subject to a later agreement between the OWNER and the Board of County Commissioners of Portage County for the construction of said "Sanitary Sewage and Water Facilities" for the "Development".

The faithful performance of this Bond is secured by an account in _____

_____,
hereinafter referred to as the BANK, held in escrow to be disbursed in accordance with the terms of a later agreement between the OWNER and the BANK for the benefit of the Board of County Commissioners of Portage County.

The conditions of this obligation are such, that whereas, the OWNER has or will construct "Sanitary Sewage and Water Facilities" in _____
Sanitary Sewer District to be connected to and service homes proposed for construction in the "Development" in accordance with an Agreement with the County Commissioners of Portage County, Ohio, and with plans and specifications on file with the Portage County Sanitary Engineer, and

WHEREAS, the OWNER shall bear the entire costs and expense of the construction of this sewage and water system until it is accepted for operation by Portage County.

NOW THEREFORE, said OWNER, until Portage County accepts said facilities shall maintain the entire operation in accordance with the State of Ohio Environmental Protection Agency rules and regulations and subject to the final approval of all dully authorized Portage County authorities, and if the said OWNER shall save harmless Obligee and/or said Sanitary Sewer District and Portage County above mentioned against any and all claims, demands or suits by reason of the construction of the sewage and water system and will indemnify the Obligee against any and all expenses incurred in the defense of any such suits or damages, judgements, or decrees, which might be awarded against the Obligee because of such suit and if the OWNER constructs said facilities in full accordance with the approved plans and specifications on file with the Portage County Sanitary Engineer, then this obligation shall be void; otherwise, it shall remain in full force and effect.

IN WITNESS WHEREOF, the OWNER has signed this instrument this _____
day of _____ 20 _____.

SIGNED AND SEALED IN PRESENCE OF:

BY: _____
BY: _____

STATE OF OHIO)
) ss.:
_____ County)

Before me, a _____ in and for said County and State,
personally appeared the above named _____ who
acknowledged that _____ he _____ did sign the
foregoing instrument and that the same is _____ free act and deed.

IN TESTIMONY WHEREOF I hereunto set my hand
and official seal at _____
this _____ day of _____,
A.D. 20 _____.

My Commission expires _____ 20 _____.