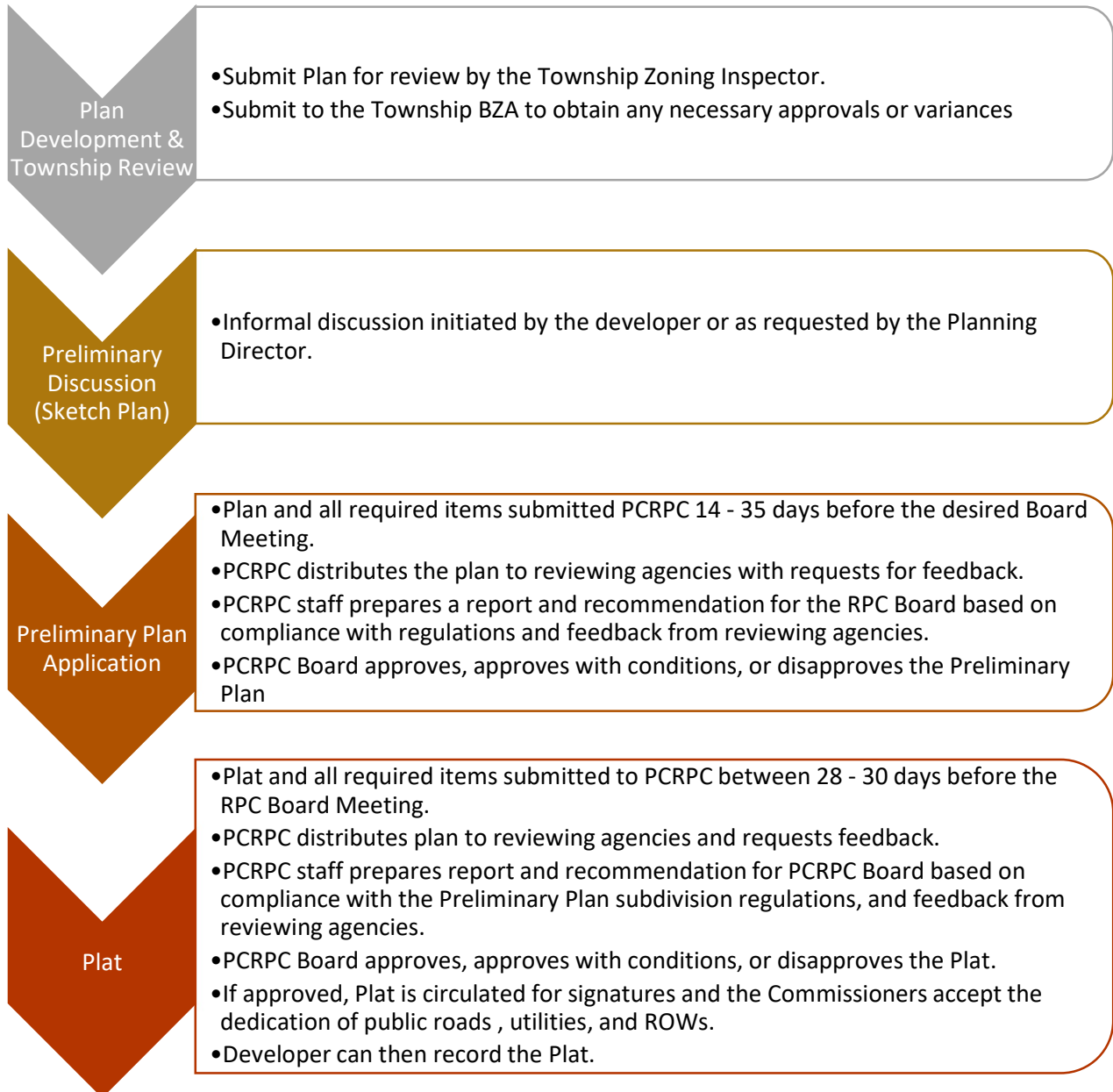


Major Subdivision Guide

Major Subdivision Review Procedure



Before submitting your Preliminary Plan, you must:

Determine the phasing.

Determine the zoning classification and any proposed zoning changes.

Meet with Portage County Water Resources to discuss sewer and water provision.

If sewer is not being provided, meet with the Portage County Combined General Health District.

Meet with the Portage County Engineer and determine road requirements.

Discuss proposed stormwater pollution prevention plan (SWPPP) with Portage County Soil and Water Conservation District.

If a traffic impact study was required, it must be completed or substantially completed.

Submission

Submit 14 copies of the preliminary plan prepared by a professional engineer and/or surveyor along with a digital copy to RPC. Digital copies must be in a format approved by the Engineer.

Commonly missed information:

Open Space

- Verify the preliminary plan meets the Township's and PCRPC's open space requirements. An open space plan showing proposed open space areas set aside for active recreation, areas for passive recreation and areas protecting environmentally sensitive features should be included.
- If choosing fee-in-lieu of open space provision, it must be proposed and reviewed as part of the preliminary plan.

Verify Township wetland setbacks as well as any necessary variances to the Zoning Resolution.

Submit proposed deed restrictions and covenants for review.

Work may not begin on a site until the improvement plans; SWPPP; necessary permits; etc. have been approved.

See Portage County Subdivision Regulations for additional requirements: Section 302, 303, 402-408, 503, 504, 508, 509, and 605. This may not be a comprehensive list.

If conditionally approved, the Preliminary Plan must be stamped by PCRPC for final approval before platting.

Plat

Submit 14 copies of the plat prepared by a professional engineer and/or surveyor along with a digital copy to PCRPC. Digital copies must be in a format approved by the Engineer.

The plat will not be approved without the following:

- Certification, performance guarantees, and surety bonds in place or in process.
- Complete installation and acceptance of necessary improvements or agreement and assurance of such construction.
- Jurisdictional determination letter or email, or permit number, or some other documentation from USACE verifying wetland impacts or lack thereof.

If a zoning change or variance is needed from the Township, it must be obtained before submitting the plat to PCRPC, or a meeting concerning the change or variance must be scheduled with the Township at the time of submittal.

Other items:

Use the exact dedication and surveyor's certificate language found in Section 305.4 of the Subdivision Regulations.

Double check all Plat Contents (Section 305.2) and Additional Plat Information (Section 305.3) have been completed or provided to RPC. Rough drafts of the plat will not be accepted for review as a plat.

Other applicable sections from the Portage County Subdivision Regulations may include Section 304, 305, 402-409, 502-509, 512, 513, 517, 518, 519, 521, 602-607. This may not be a comprehensive list.