

SANDUSKY COUNTY ENGINEER'S
RULES & REGULATIONS

RELATIVE TO

SUBDIVISIONS,

PLATTING,

DEVELOPING AND

IMPROVING OF PROPERTY

APPROVED AND ADOPTED:

by Donald E. Shaffer, P.E. 1 June 1977
DONALD E. SHAFFER, P.E. DATE
SANDUSKY COUNTY ENGINEER

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"ENGINEER'S RULES AND REGULATIONS
FOR
SUBDIVIDING, PLATTING, DEVELOPING, ETC."

I. GENERAL CONDITIONS:

- A. AUTHORITY—The Ohio Revised Code in various sections; Sandusky County Subdivision Regulations (as revised by Resolution of 1975 by Sandusky County Regional Planning Commission); and, by various Resolutions of the Board of Sandusky County Commissioners.

- B. SCOPE OF CONTROL—Applies to all County right-of-ways and easements in the unincorporated areas of Sandusky County including sanitary sewers, waterlines, utilities, pavement and drainage facilities therein excepting such areas as may previously have been certified for Township operation.

- C. EFFECTIVE DATE—These "Rules and Regulations" shall be effective immediately upon the County Engineer's adoption thereof as evidenced by his signature herein.

- D. APPROVALS—Any approval by the County Engineer's Office confers upon the recipient for one (1) calendar year from date of said approval, the guarantee that the terms and conditions under which approval was granted will not be materially changed—thereafter said approval is automatically withdrawn unless the Owner, Developer, or his Agent requests for good cause and is granted an extension of time by the County Engineer.

- E. VIOLATION—Any infraction of the "Rules and Regulations" is a violation. Any person, firm, group, or corporation, either Owner or Agent who attempts to do any work in County Right-of-Ways without first obtaining the necessary permits or approvals is in violation of the "Rules and Regulations." Any person, firm, group, or corporation, either Owner or Agent, that obtains a permit or approval based on false information made in order to deceive the County shall be held in violation of these "Rules and Regulations" and may at the Engineer's discretion forfeit all prior approvals by this office relative to the property being developed.

- F. AGREEMENT—All persons, successors and assigns obtaining and accepting a permit or approvals for developing, subdividing, or platting from the Sandusky County Engineer accept and agree to be bound by these "Rules and Regulations."

I. GENERAL CONDITIONS: (Continued)

- G. INTERPRETATION—The provisions of these "Rules and Regulations" shall be the minimum requirements adopted for the promotion of the health, safety and welfare of the constituency of the County. These "Rules and Regulations" are not intended to repeal, abrogate, annul or in any manner interfere with any laws or rules of any governmental units having jurisdiction that are more stringent. Where these "Rules and Regulations" impose greater restrictions than those of existing laws or rules, then the provisions of these "Rules and Regulations" shall govern. These Rules and Regulations may be modified by the County Engineer to cover unusual situations.

II. DEVELOPMENT PROCEDURES:

- A. GENERAL STATEMENT—This list of statements on procedure is to be followed in obtaining and constructing pavement and drainage facilities in Sandusky County, Ohio. This list is intended to serve as a guide to parties interested in subdividing, platting, improving, and/or developing real estate.
- B. PLANNING AND PLATTING—
1. The Owner, Developer or his Agent shall retain the services of a Professional Engineer, registered in the State of Ohio, to prepare all preliminary and detail plans for the proposed paving, site grading and drainage or other improvements.
 2. The Owner, or Developer and his Engineer shall consult with the County Engineer and any other authority having jurisdiction in the matter. Plans for these facilities will not be considered by the County Engineer until a preliminary approval of a plat (if required) of said area has been obtained from the appropriate planning commissions.
 3. Procedure and design criteria, standards and construction specifications are available to prospective developers and their engineers for a nominal charge. Copies may be viewed at the office of the Engineer.
 4. Fees by the County Engineer's Office will be assessed to the Owner, Developer or his Agent to cover the cost of reviewing the Final Plat; Preliminary Construction Plans; Final Construction Plans; and Construction Inspection and Testing.

II. DEVELOPMENT PROCEDURES: (Continued)

B. PLANNING AND PLATTING—

Fees (Continued)

- a. Before the Preliminary Construction Plan reviews are begun, the Developer must deposit with the County Engineer an amount estimated by the County Engineer to sufficiently cover the cost of reviewing Preliminary and Final Improvement plans as well as Final Plat checking by his office. In no case shall said deposit be less than three hundred (\$300.00) dollars. Should the amount deposited be in excess of the amount required for these reviews the County Engineer may refund without interest, or credit the Developers account toward Inspection and Testing fees.
- b. Before construction has begun the Developer shall deposit with the County Engineer an amount equal to the amount estimated by the County Engineer as the cost of Inspection and Testing of the work herein set forth. The Inspection shall be at least daily while the work is in progress and shall be done on behalf of the County. Said Inspection and Testing shall be charged to the Developer at the cost thereof, by the County Engineer or his representatives. The estimated cost of said Inspection and Testing is hereby determined to be five percent (5%) of the estimated cost of the improvements.

If it becomes apparent that the amount deposited will be insufficient to meet the cost of Inspection and Testing, the Developer shall make additional deposits in amounts of Five Hundred Dollars (\$500.00) when the amount remaining on deposit falls below Three Hundred Dollars (\$300.00), the additional deposits to be made within five (5) days of the receipt of a written notice that such a deposit is necessary. Should the amount deposited be in excess of the amount required for adequate Inspection and Operation, the County Engineer will release all excesses, without interest, upon final acceptance.

5. Preliminary Construction Plans shall be submitted by Owner's Engineer to the County Engineer in triplicate for review. The preliminary plan shall show, among other things, a site grading plan, existing structures, utilities, easements, fences, general TOPO, proposed improvements and drainage flow arrows.
6. Final detailed plans and design calculations shall be submitted by Owner's Engineer to the County Engineer for his approval. Plans shall be submitted on a sheet size of 24" x 36" and of a quality consistent with good engineering practices. Three (3) sets of drawings and supporting data will be required before

II. DEVELOPMENT PROCEDURES: (Continued)

B. PLANNING AND PLATTING—

6. (Continued)
the office of the County Engineer will consider any submission of plans. Three (3) sets of any detailed shop drawings will also be required with all submissions of plans.

C. STEPS AFTER APPROVAL OF FINAL CONSTRUCTION PLANS—

1. Following the approval of the detailed plans by all regulating authorities, one (1) set of plans will be returned to the Developer's Engineer. No construction will be permitted except from a set of approved plans which must be available at the site of construction at all times. Written authorization from County Engineer must be forwarded to the Developer or Owner before any construction may be initiated.
2. The Developer or Owner will be required to obtain all permits from the proper authorities which may be necessary to proceed with the construction of the improvements.
3. Following written authorization, the construction may proceed and the material and workmanship must conform in all respects to the requirements and the specifications of the County Engineer's Department. All contracts between the Developer or Owner and their respective Contractors shall stipulate this requirement and the fact that all work must be inspected by the County Engineer or his representative. The County shall receive as a minimum, 24 hours notice of a need for Inspection.
4. The Developer shall provide his Design Engineer for field engineering and a qualified job superintendent to oversee all phases of construction (ie. among the various subcontractors) during construction.
5. All field staking required for construction will be provided by the Developer's Engineer or a Registered Surveyor and copies of all field notes must be furnished to the County Engineer or his authorized assistant.
6. The Developer shall, unless an extension of time is requested for good cause and granted, complete construction of the subject work within one year of approval of the detailed plans and specifications.

II. DEVELOPMENT PROCEDURES: (Continued)

D. UPON COMPLETION OF CONSTRUCTION, THE DEVELOPER SHALL—

1. Within thirty (30) days of the completion of the work, present to the Engineer an itemized statement showing the total cost of the work plus an affidavit that labor and material costs were paid, or a statement saving harmless the Engineer, or the County for any claims or monies due for labor or material arising from the said construction.
2. Provide the County Engineer with one (1) copy of permanent reproducible tracings and two (2) copies of the record drawings showing locations and depths of improvements "As Built." The Developer's Engineer shall certify that the completion of the work is in accordance with the approved FINAL detailed plans and specifications and/or provide a list of any deviations from said approved FINAL detailed plans.
3. Following the satisfactory completion of the work, the County Engineer will conditionally accept the work for operation and maintenance. Final acceptance will be made (one) year after conditional acceptance if warranted.
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III. CONSTRUCTION PHASES:

- A. GENERAL STATEMENT—The following criteria is set forth in an attempt to standardize the Design and Construction/Material specifications for roadways and storm drainage improvements. The intent is of a general nature and conditions other than normal may receive special consideration.
1. In general, all work and materials shall conform to the State of Ohio, Department of Transportation's current "Construction and Material Specifications."
 2. Drainage and pavement design criteria are fully set forth in the Sandusky County "Construction Standards" book. This book is intended to be the same as the "Construction and Geometric Standards" published by the Toledo Metropolitan Area Council of Governments covering generally Wood, Ottawa, Erie, Lucas, Monroe and Sandusky Counties.
 - a. All sewers shall be at least 12" in diameter. Manholes shall be provided at major changes in direction, (Δ 's), sharp breaks or drops in grade and at intervals of not more than four hundred (400') feet.

III. CONSTRUCTION PHASES: (Continued)

A. GENERAL STATEMENT—

b. Absolute minimum pavement design will be:

- (1) $3\frac{1}{2}$ "^{4"} of Asphalt Concrete (#402, #403, and #404) over 8 "^{10"} aggregate base, or.....
- (2) 6"-8"-6" Portland Cement Concrete with longitudinal joint tie bars and integral curbs.

B. PRELIMINARY CONSTRUCTION PLANS MUST CONFORM TO THE FOLLOWING—

1. The name of the subdivision, Owner or Developer, and the Registered Engineer preparing the plans.
2. Show the lot layout and location of existing and proposed facilities and structures, and general features.
3. Show existing contours with the following intervals:
5 feet where the slope is greater than 10%
2 feet where the slope is less than 10%
1 foot in flat areas
4. The scale of the preliminary plans shall not be smaller than one inch equals one hundred feet, (1" = 100').
5. The preliminary plans shall have a sheet size of 24" x 36".
6. The Developer's Engineer shall submit three (3) copies of the Preliminary Plan to the County Engineer.

C. FINAL DETAILED CONSTRUCTION PLANS MUST CONFORM TO THE FOLLOWING—

1. The construction plans shall be 24" x 36" and prepared on linen cloth (or equal) using india ink.
2. All lettering shall be at least 0.125 inches high or larger and shall have a neat appearance using standard drafting practices.
3. A title block of 6" x 3" shall be provided in the lower right hand corner of each sheet showing the Design Engineer's name, seal, signature, date, sheet number and number of sheets.
4. A revision block of 4" x 3" shall be provided on each sheet directly left of the title block.

III. CONSTRUCTION PHASES: (Continued)

C. FINAL DETAILED CONSTRUCTION PLANS MUST CONFORM TO THE FOLLOWING—

5. On Title page we expect to find: location map; general notes; conventional signs; reference to specifications; Bench Mark data; index of sheets; reference to typical sections, bid quantities or general summary. Elsewhere we expect to find: pavement computations; drainage summary; earth work summary; typical sections with stations where they apply; test boring locations and logs (with water levels indicated); composite plot and site grading plan.
6. The approvals space on the cover sheet shall include room for the following signatures and dates:
 - a. County Engineer
 - b. Signatures of political entities if applicable.
7. Each sheet shall have a north arrow and scales denoted.
8. Each set of plans shall contain this note:

"All work, materials, and procedures shall conform to the Sandusky County Engineer's specifications."
9. All proposed improvements (includes water and sanitary sewers) shall be shown in two views on standard plan and profile sheets. Earthwork computations and culvert pipe (x-overs) designs, etc., shall be based on and shown by conventional cross-sections plotted and drawn to standard scales on standard sheets.
10. All new structures will be numbered (approximately consecutively), labeled as to "type", and their locations by stationing with "outs" from $\frac{1}{2}$ set forth, etc.
11. All existing structures in the streets or easements shall be shown in both the plan and profile. Sizes, location, dimensions and elevations shall be included. These structures include, but are not limited to:
 - a. gas mains
 - b. electric and telephone poles and conduits
 - c. storm and sanitary sewers
 - d. existing water lines or sewer lines
 - e. street lights
 - f. all other structures above or below ground which may affect construction
12. The type of pipe material, joints, and strength shall be shown on the plans using ASTM or AWWA nomenclature or equal.
13. Details of all special structures shall be shown.

III. CONSTRUCTION PHASES: (Continued)

C. FINAL DETAILED CONSTRUCTION PLANS MUST CONFORM TO THE FOLLOWING—

14. Show all subdivisions with plat book page and lot numbers on the plans.
15. Show all property lines, corporation lines, section lines, and other boundary lines.
16. Show all private driveways, lanes, easement and existing items with necessary dimensions using dashed or dotted lines.
17. Show the location, description, and elevation of all bench marks on the appropriate sheets. Elevations used must conform to the U.S.G.S. datum.
18. Proposed improvements shall be shown as solid dark lines.
19. The Developer's Engineer shall submit three (3) sets of the detailed construction plans together with design computations and supporting data to the County Engineer. The approval of the detailed construction plans is valid for twelve (12) months, after which time they must be re-submitted for approval if construction has not already started.

D. "AS BUILT" PLANS SHALL CONFORM TO THE FOLLOWING—

1. "As Built" information and changes during construction will be made on the original drawings by the Developer's Engineer.
2. Reference measurements shall be in feet and tenths of a foot, shall be on the horizontal, and shall not exceed one hundred feet in length.
3. All structures and sewers or other items shall be located with a minimum of two (2) measurements.
4. Objects that will be acceptable for references on the "as built" drawings are:
 - a. fire hydrants
 - b. curbs (perpendicular distance)
 - c. manholes
 - d. utility poles (give description and number)
 - e. house corner (give house number)
 - f. corner of concrete drive (give house number)
 - g. trees (with spikes)
 - h. \notin pavement, monuments, etc.

III. CONSTRUCTION PHASES: (Continued)

D. "AS BUILT" PLANS SHALL CONFORM TO THE FOLLOWING—

4. References (continued)

One set of the "as built" drawings shall be submitted to the County Engineer for checking. Upon notification by the County Engineer of acceptance, the developer shall furnish the County Engineer the linens and one (1) set of the "as built" prints.