

# CITY OF REYNOLDSBURG DEVELOPMENT HANDBOOK

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**Prepared By:**

- City of Reynoldsburg
- Department of Development
- Department of Public Service
- City Engineer

**Date:**

April 30, 2018

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## 1. INTRODUCTION

### *Overview*

In the City of Reynoldsburg, policies, standards and regulations on land use and development are designed to help ensure the health, safety and welfare of its citizens, while protecting the rights and privileges of property owners. The development review process is the city's administrative system to efficiently and consistently enforce these policies, standards, and regulations.

The development review process is designed to guide the development and redevelopment of land and structures in order to ensure development happens in an orderly and compatible manner. The process in which an applicant needs to follow is unique to each project, and is dependent upon the specific details of the proposed project and site.

### *Purpose*

This handbook is designed to answer many of the most common questions, provide an overview of the entire development process, and graphically illustrate the major steps which must be completed for the various approvals. The appendix includes a checklist for plan submittals, review sheets, and applications for required for engineering reviews.

### *Applicability*

It is important to note that while this document was true and accurate at the time of completion, the development process frequently changes. To follow the most accurate process, and submit a complete application, contact the appropriate staff member, and be advised of the following:

- All processing times given are approximate;
- This guide is not intended to provide every technical detail;

- Always check with the appropriate city staff before the process begins, and schedule a pre-application meeting, if warranted; and
- Fees are subject to change. Please contact the Planning & Zoning Administrator for an up-to-date fee schedule.

### *Zoning Information*

The City hosts a website at the address: <http://www.ci.reynoldsburg.oh.us>, which provides helpful information.

The City's Zoning Code is accessible from the website through the link on the Clerk of Council's page. The online host is American Legal Publishing Corporation. Alternatively it can be downloaded as a PDF document from the Development Department section of the site. A PDF of the Official Zoning Map is also available for download from this section.

### *Application Forms*

All application forms referenced in this handbook can be obtained at the Building Division counter at the Municipal Building, or online.

### *Development Standards & Guidelines*

That City has two overlay districts that have specific design standards and reviews. Contact the Planning & Zoning Administrator to determine if the overlay standards will apply to a specific project. Additional design guidelines for these areas are available to download on the City website.

- Community Commercial Overlay District
- Olde Reynoldsburg Historic Overlay District/Historic Commercial Overlay Subarea

### *Building Plan Review*

The Reynoldsburg Building Division provides plan review services for all projects that require it. Although the Building Code allows up to thirty

(30) days for plan review, most commercial plan reviews can be completed in fourteen to twenty-one (14-21) business days. Please contact the Building Division at 614-322-6802 for specific information regarding building plan reviews, submission requirements and inspections.

## 2. ANNEXATION

### ***Background***

Annexations are used to bring lands adjacent to the City of Reynoldsburg into the City in order to provide municipal services.

Annexations should not leave an “island” that is an area in the county/township surrounded by the City. Whenever possible, land should not be annexed in a way that creates irregular corporation lines.

### ***Where do you initiate the process?***

Franklin County  
Economic Development and Planning  
150 South Front Street  
FSL Suite 10  
Columbus, Ohio 43215  
Phone: 614-525-3094  
Fax: 614-462-7155

Or

Licking County  
Administration Building  
20 South Second Street  
Newark, Ohio 43055  
Phone: 740-670-5110

### ***What information will you need to provide for an annexation request?***

All application materials need to be obtained from the county in which the annexation is to occur. Reynoldsburg has three county jurisdictions including Franklin, Licking, and Fairfield.

### ***Who is involved in the annexation process?***

- County Governments
- City Council
- Service Department
- Street Division
- Water/Wastewater Division

- Parks and Recreation Department
- Safety Department & Fire District
- Development Department

### ***How much does an annexation cost?***

Contact the respective county administrative offices where the application process is initiated for current fees.

### ***What is the time frame for the annexation process?***

Annexation into the City of Reynoldsburg will take approximately one-hundred fifty (150) days.

### ***How do you preserve comparable zoning?***

Within thirty (30) days of the effective date of the ordinance annexing property to the city, owners of any property included within the boundaries of the land to be annexed may apply for the zoning, which is most comparable to the zoning, which existed in the township or county at the time of annexation. There is no guarantee the city will approve the application.

If no district assignment has been applied for after thirty (30) days of the effective annexation date, the property will be designated as R-1 Single Family Residence District according to Section 1161.07 of the Zoning Code.

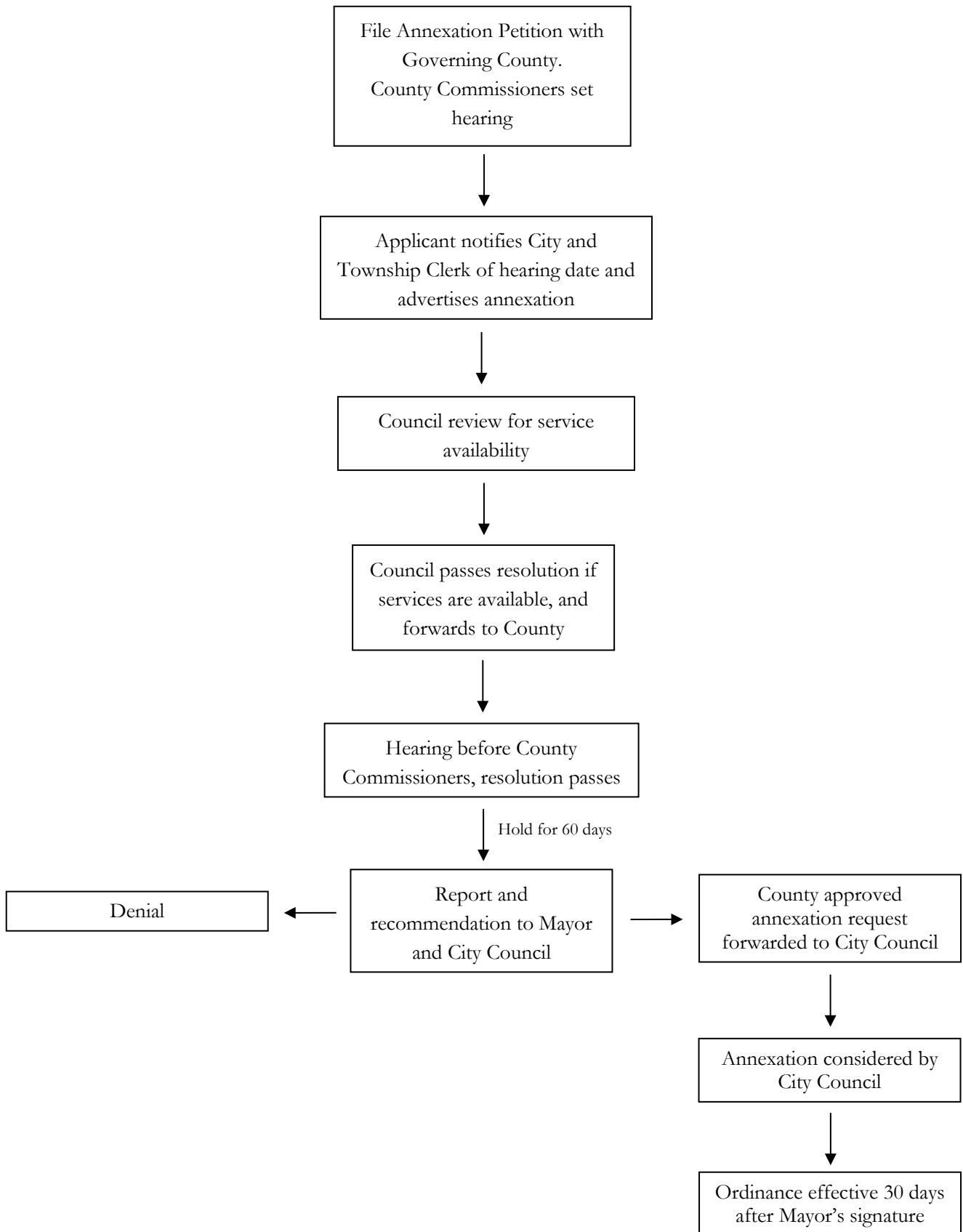
### ***Who may I call if I have questions?***

Franklin County Economic Development and Planning Office  
Phone: 614-525-3094

OR

Licking County Administration Building  
Phone: 740-670-5110

## HOW DOES THE ANNEXATION PROCESS WORK?



### 3. ZONING DISTRICT CHANGE

#### ***Background***

Zoning is the division of land into districts based on current or intended use. Zoning regulations help ensure that the city will grow and change in a managed, predictable way while safeguarding the health, safety and welfare of the general public. Changing the zoning district that applies to a given parcel is called a zoning district change, or more commonly known as rezoning.

#### ***Why might you use the rezoning process?***

If the land you intend to develop is not zoned, it must be zoned to permit a proposed use. A current zoning district may be changed to align with city's land use plan or to allow a new use not currently permitted in an existing zoning district.

#### ***How do you begin the rezoning process?***

Ordinances or resolutions establishing, amending, revising, changing, or repealing zoning districts shall be initiated by a member of Council. Any person having an interest in a property in the City may petition City Council to initiate such ordinance or resolution. Please contact the Planning & Zoning Administrator to begin this process.

#### ***What information will you need to initiate the rezoning process?***

When a person or persons having an interest in a lot or lots in the City petitions City Council for an amendment to the Zoning Code which involves changing the zoning district assigned to the lot(s), then such petition shall be made in the following form which shall be known as the development plan, unless requirements are waived by Council.

1. Correct legal description of the lot(s);
2. The names and addresses of the owners of lot(s) contiguous or directly across the street from the subject lot(s);
3. Existing topography at two foot (2') contour intervals of the subject lot(s) and extending at

least three hundred feet (300') outside of the proposed lot, including lot lines, easements, street rights-of-way, existing structures, trees and landscaping features thereon;

4. Proposed vehicular and pedestrian patterns;
5. Location of existing and proposed structures;
6. The proposed use and subdivision of land including private land and common land;
7. Preliminary plans of all structure types;
8. Deed restrictions and protective covenants;
9. A schedule for construction;
10. Traffic impact study;
11. Utilities impact study;
12. Drainage impact study;
13. Such other relevant information as City Council may require.

Along with a completed application form, please submit twenty (20) hardcopy packets of all required items and a PDF or similar scan of the completed application and packet.

#### ***Who is involved in the rezoning process?***

- City Council and Planning Commission
- Development Department
- Service Department
- City Engineer
- Street Division
- Water/Wastewater Division
- Safety Department & Fire District

#### ***What is the time frame for the rezoning process?***

The time required to process a district change application depends on the complexity of the case and required timing of public hearings. In general, changing a lot's zoning district can be accomplished in 90-120 days.

#### ***How much will a rezoning cost?***

The fee for a rezoning request is seven hundred fifty dollars (\$750) for a residential district change

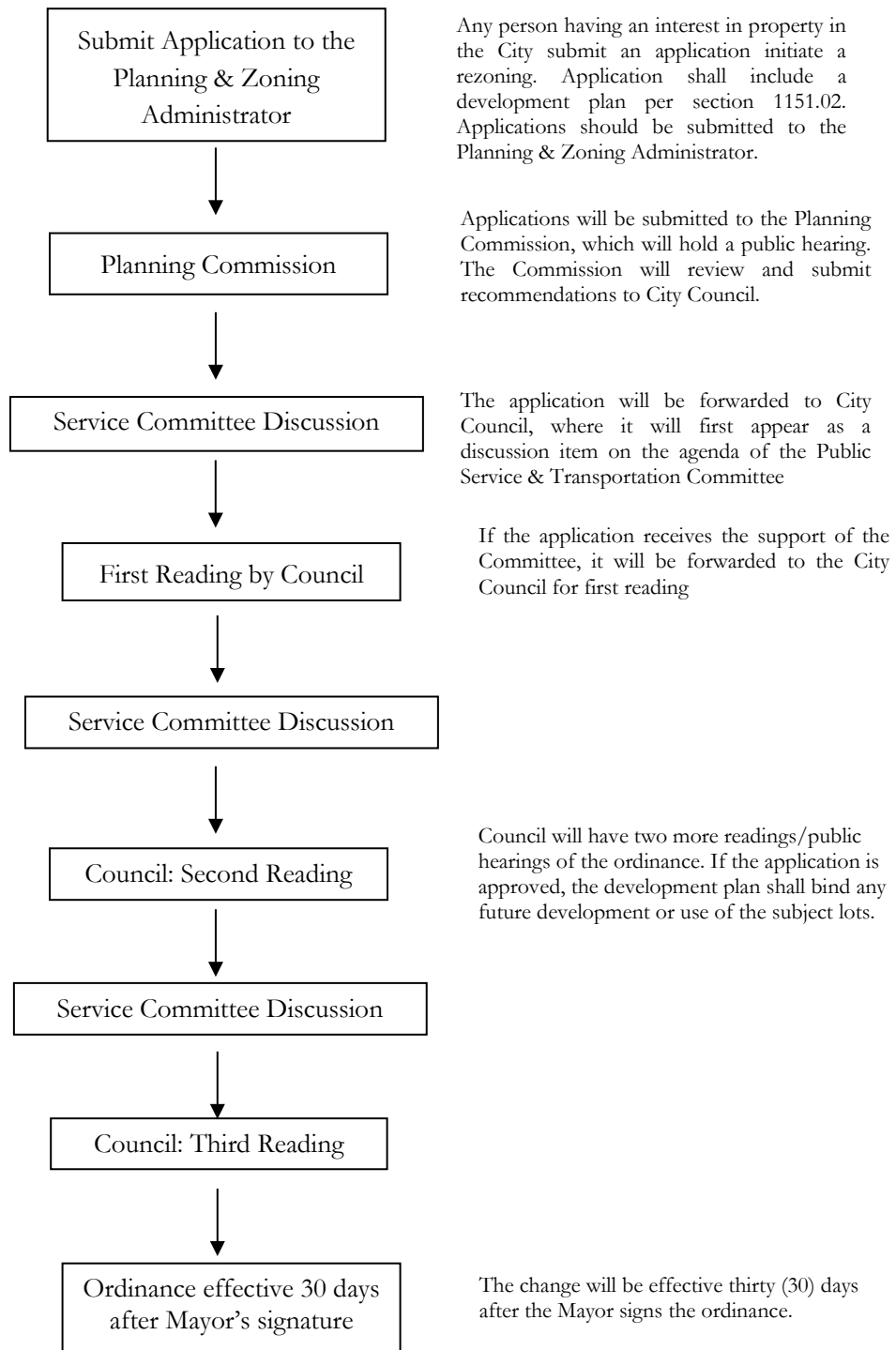
and one thousand dollars (\$1,000) for any other district change.

***Who may I call if I have questions?***

Contact the Planning & Zoning Administrator at 614-322-6829.



## HOW DOES THE DISTRICT CHANGE (REZONING) PROCESS WORK?



## 4. MAJOR SITE PLAN

### ***Background***

An application for major site plan review shall be submitted for review and approval by the Planning Commission (PC) prior to issuance of a zoning certificate. A major site plan shall be required if the development meets any of the following definitions:

1. A development involving any new construction other than a one or two family residential structure or accessory structure;
2. A development of a structure or site which involves more than 5,000 square feet of impervious surface;
3. A development impacting or adjacent to an environmentally sensitive feature;
4. A development which conflicts with an adopted City plan;
5. A development which generates more than 50 peak hour trips (see also the Facility Demand Worksheet); or
6. Other unusual or unique impacts which, in the professional opinion of the Planning & Zoning Administrator, warrant public review.

### ***What steps are required prior to submitting an application for Major Site Plan review?***

It is always in the best interest of the applicant to contact the Planning & Zoning Administrator for a pre-application conference prior to submitting an application for major site plan review.

If the property is located within a Design Review District, an application will need to be made to the for a certificate of appropriateness. The Commission will always review a certificate of appropriateness prior to approval of a major site plan when required. This approval may be completed at same meeting as the major site plan review, at the discretion of the Commissioners.

### ***When and where do you initiate a Major Site Plan?***

A major site plan application shall be submitted to the Planning & Zoning Administrator thirty (30) days prior to the regularly scheduled meeting of the Planning Commission. The Commission meets the first Thursday of each month. It is always best to schedule a pre-application meeting with staff prior to submission.

### ***What information must be provided with a Major Site Plan?***

An application for major site plan review shall be submitted to the Planning & Zoning Administrator and shall include the following information:

#### (1) General Requirements.

- A. Completed application form.
- B. All plans shall be signed and sealed by a professional engineer, architect, or landscape architect registered with the State of Ohio.
- C. Each sheet shall contain a title block.
- D. A vicinity map showing the location of the proposed development in relationship to the surrounding area including major thoroughfares.

#### (2) Site Plan. A site plan indicating the following:

- A. The dimensions of property lines, parcel dimensions and adjoining rights-of-way.
- B. The names and addresses of all adjoining property within one hundred fifty feet (150FT) of the proposed development.
- C. The current zoning of the parcel and all adjacent parcels.
- D. The location of proposed buildings and structures.
- E. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty feet (150FT) of the proposed development.

F. Setbacks and building separations shall be noted in accordance with zoning requirements.

(3) Environmental/Landscape Plan. An environmental plan that indicates the following:

A. Topography with a maximum contour interval of two feet (2FT).

B. The location of all proposed and existing structures with one hundred fifty feet (150FT) of parcel.

C. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty feet (150FT) of the proposed development.

D. The limits of all wetlands and of the one hundred (100) year flood plain.

E. The approximate location, dimensions, and area of all property proposed to be set aside for parks, open space, and other public or private reservation, with designation of the purpose and proposed ownership thereof.

f. The location of all new landscape material and plantings. Utilities shall be shown on all landscape plans.

(4) Utility Plan. A basic utility plan that indicates the following:

A. All existing conditions, including but not limited to: ditches, culverts, waterways, utilities, sidewalks, power poles, easements, building footprint and finish grade, finish grade of adjacent buildings, wetlands and woodlands, etc.

B. Preliminary proposals for connection to existing water supply and sanitary sewer systems and for the collection and discharge of surface water drainage including the location and size of existing and proposed water mains, sanitary sewers and drainage facilities.

(5) Parking/Transportation Plan. A transportation/parking plan that indicates the following:

A. The location, width, names, and classification of existing and proposed streets, rights-of-way, and easements, and where pertinent, their designated use within one hundred fifty feet (150FT) of the proposed development.

B. Complete facility demand worksheets.

C. The location, typical dimensions, and number of all parking and loading spaces and the number of spaces required by Chapter 1179.

D. The location of all proposed walkways and pedestrian accesses within or to the site.

(6) Lighting Plan. A lighting plan that indicates the following:

A. All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.

B. The styles and method of illumination of all heads and colors of all poles shall be indicated.

(7) Architectural Plan. An architectural plan that indicates the following:

A. Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples shall be made available for inspection.

B. The location of all service areas or structures and all fences.

(8) A completed zoning certificate application and fees as required by Chapter 1155.

(9) Such other information as the Planning & Zoning Administrator or Planning

Commission may require so as to carry out the full intent of the Zoning Code.

Along with a completed application form, please submit fourteen (14) hardcopy packets of all required items and a PDF or similar scan of the completed application and packet.

***Who is involved in a Major Site Plan review?***

- Planning Commission
- Planning & Zoning Administrator
- Service Department
- City Engineer
- Street Division
- Water/Wastewater Division

***How much will a Major Site Plan cost?***

The fee for a major site plan is five hundred dollars (\$500).

***What is the time frame for a Major Site Plan approval?***

Review and approval of a major site plan will take approximately 1-2 months depending on the number of changes made by the applicant, those requested by staff, and Planning Commission.

***What happens after I receive a Major Site Plan approval from the Planning Commission?***

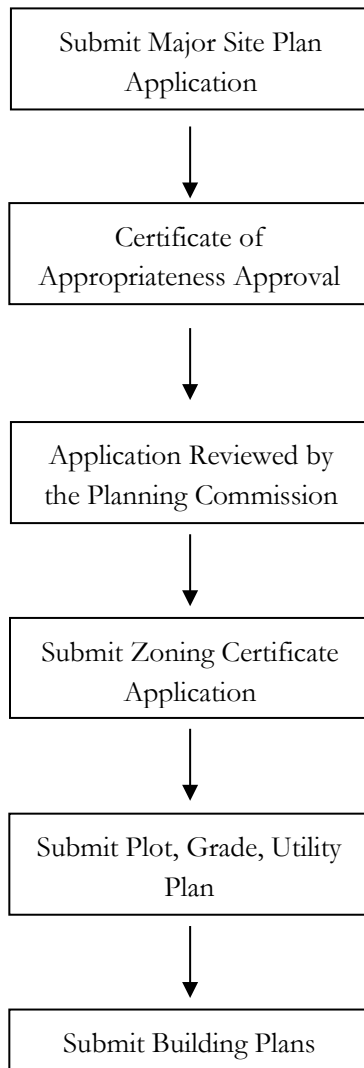
The applicant should apply for zoning certificate to confirm any conditions of approval that the Commission placed upon the site plan. Afterwards, a Plot, Grade, Utility Plan will be submitted. The zoning certificate can only be issued following approval of the PGU plan.

***Who may I call if I have questions?***

Contact the Planning & Zoning Administrator at 614-322-6829.

## HOW DOES THE MAJOR SITE PLAN PROCESS WORK?

If the Major Site Plan is within a Design Review District and includes new building construction or exterior modifications to an existing building, an application for a certificate of appropriateness for the building architecture must be approved prior to major site plan approval



Submit application to the Planning & Zoning Administrator thirty (30) days prior to the Planning Commission meeting which meets the first Thursday of every month.

Applicants should appear before the Planning Commission on the assigned meeting date for a review of their application. A short presentation will be given by staff followed by question and answers with the Commission. The Commission will approve, approve with conditions, or deny approval.

Once the Planning Commission has approved the major site plan the applicant should submit a zoning certificate application to the Planning & Zoning Administrator. The certificate will be reviewed within 7-10 business days and issued following approval of the PGU Plan.

## 5. MINOR SITE PLAN

### ***Background***

An application for a minor site plan shall be submitted for a development, building addition, or site improvement which does not qualify as a major site plan in a commercial or industrial zoned district, or if in the professional opinion of the Planning & Zoning Administrator the project warrants review. Fences and accessory structures less than two-hundred square feet (200SF) do not require a minor site plan.

### ***When and where do you initiate a Minor Site Plan?***

A minor site plan application can be obtained from and submitted to the Planning & Zoning Administrator.

### ***What might be required prior to submitting for a Minor Site Plan review?***

For minor site plans in the Design Review District, a certificate of appropriateness may be required. Please contact the Planning & Zoning Administrator to see if a board approval is necessary.

### ***What information must be provided with a Minor Site Plan?***

An application for a minor site plan review shall be submitted to the Planning & Zoning Administrator and shall include the following information:

1. A plan showing boundary information, existing and proposed development, existing and proposed easements, rights-of-way, and utilities, including storm water drainage.
2. The plan shall indicate buildings, service areas, parking, fencing, landscaping, and all required setbacks.
3. All parking and loading areas shall be shown, including typical dimensions of parking stalls, aisles and loading spaces.

4. All driveways and curb cuts shall be indicated, including major aisle ways and service routes. Pedestrian circulation shall also be indicated.
5. Handling of all waste and refuse materials shall be indicated.
6. Proposed landscaping shall be shown, as per the Zoning Code.
7. Signage may be required to be shown, as per the Zoning Code.
8. Where applicable, exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.
9. Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples shall also be made available upon request.
10. Such other information as the Planning & Zoning Administrator may require so as to carry out the full intent of the Zoning Code.

### ***Who is involved in a Minor Site Plan?***

- Planning & Zoning Administrator
- Service Department
- City Engineer
- Chief Building Official/Floodplain Administrator

### ***How much will a Minor Site Plan review cost?***

The fee for a minor site plan is two hundred and fifty dollars (\$250). A zoning certificate fee will also be required.

### ***What is the time frame for a Minor Site Plan approval?***

Minor site plans are reviewed and approved by the Planning & Zoning Administrator with additional review by the City Engineer and Chief Building Official. The plan will typically be reviewed and approved within fourteen to twenty-one (14-21) business days.

***What happens after I receive a Minor Site Plan approval from the Planning & Zoning Administrator?***

The Director of Public Service or City Engineer can require a PGU plan for some minor site plans, and will notify the applicant if one is required. For building additions, a building permit will be required. Contact the Building Division for specific submittal requirements.

***Who may I call if I have questions?***

Contact the Planning & Zoning Administrator at 614-322-6829.

## 6. PLOT, GRADE, UTILITY PLAN

### ***Background***

The purpose of the Plot-Grade-Utility Plan (PGU) is to illustrate to the City what improvements are being proposed and how the proposed improvements will be constructed. It is important that City verify compliance with construction and design standards to protect the public health and safety. PGU plans are also commonly known “construction plans” or “site engineering plans”.

### ***When are Plot-Grade-Utility Plans required?***

PGU plans are required for all major site plans. A PGU Plan review may be required for minor site plans or residential site plans as detailed by Section 1143.04 of the City’s Code of Ordinances.

### ***What might be required prior to submitting for a Plot-Grade-Utility Plan review?***

In most instances, development requiring a PGU plan review will need prior approval from the the Planning Commission for a major site plan application, a certificate of appropriateness application, or both. Please contact the Planning & Zoning Administrator to see which approvals are necessary.

### ***What are the requirements for a Plot-Grade-Utility Plan, and how long does it take to have the reviews completed, and who reviews them?***

Requirements for the PGU plans are specifically detailed in the PGU application. There are PGU Checklist and Facilities Demand Worksheet that are used for reviewing submitted plans. Approximately fifteen (15) business days should be allowed for the initial review, and ten (10) business days for any resubmittal reviews. City Staff work diligently to complete the reviews in a timely manner. The City Engineer, Director of Public Service, Street/Stormwater Superintendent, and the Water/Wastewater Superintendent, Planning & Zoning Administrator and Floodplain Administrator review the plans.

### ***What fees are associated with the plan reviews?***

Fees are calculated by the applicant and verified by City personnel. In the PGU application package there is a fee calculation sheet that generates a review fee based on the characteristics of the proposed plans, such as number of sheets, total acreage of the site, and the type of improvement. Note that the fee includes a mandatory pre-construction meeting with the City; one initial, and one subsequent review.

### ***What are the next steps after plan review approval?***

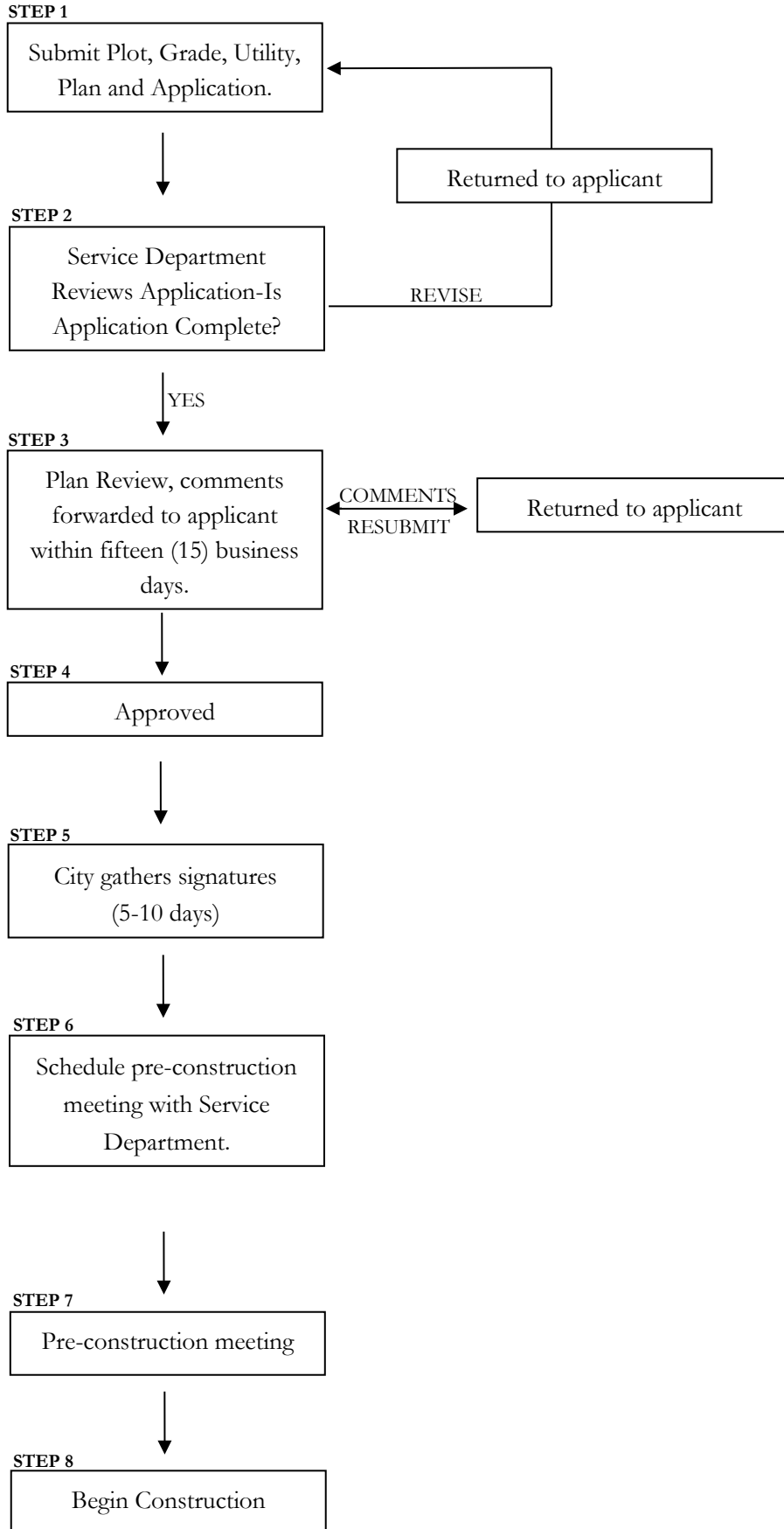
The City’s review letter will instruct the applicant what the next steps in the process are depending on the type of improvement. Deposits, fees, and other data needed for construction are detailed on the Preconstruction Meeting Checklist included in the application package.

### ***Who may I call if I have questions?***

Contact the City Engineer at 614-322-6840.



## HOW DOES THE PLOT, GRADE, UTILITY PLAN PROCESS WORK?



**STEP 1**  
Obtain Plot, Grade, Utility (PGU) application package from the Service Department or City website.

**STEP 3**  
Initial review commences within fifteen (15) business days. Plans to be in accordance with provided checklist in application package. Any additional comments beyond a first review will be forwarded to the applicant within ten (10) business days.

**STEP 5**  
If plans are not approved after subsequent submittal, and for reasons not the responsibility of the applicant, fees are not required.

## 7. CERTIFICATE OF APPROPRIATENESS

### *Background*

It is the responsibility of the Planning Commission to evaluate the design and planning, including signage for renovated or expanded commercial or industrial buildings, and all properties in the Historic Overlay District.

### *What might be required prior to submitting for a Certificate of Appropriateness?*

It is always in the best interest of the applicant to contact the Planning & Zoning Administrator for a pre-application conference prior to submitting an application for a certificate of appropriateness that also includes a major site plan review.

### *How do you apply for Certificate of Appropriateness?*

A certificate of appropriateness application shall be submitted to the Planning & Zoning Administrator at least thirty (30) days prior to a regularly scheduled meeting of the Planning Commission. The Commission meets the first Thursday of each month with the exception of August.

### *What information must be provided with a Certificate of Appropriateness?*

#### A. General Requirements

1. The Planning Commission will require all applications and plans be received thirty (30) days prior to the next meeting.
2. All exhibits required for the permanent file (noted in the following paragraphs) must be folded into an 8" x 11" sized paper. However, larger mounting boards, material samples, or other exhibits not meeting these criteria may be used for presentation.
3. Eleven sets of plans should be submitted to the Commission through the Planning & Zoning Administrator.

4. An adequate number of photographs are required to illustrate the site, including buildings and other existing features as well as adjacent properties.

#### B. Building construction, exterior remodeling and additions (Including parking lots and landscaping) submittal requirements

1. A site plan is required containing the following information:
  - a. scale and north arrow
  - b. project name and street address
  - c. all property and street pavement lines
  - d. existing and proposed contours
  - e. gross area of tract stated in square feet
  - f. parking proposed
  - g. proposed ingress and egress, delineated with directional arrows
  - h. designation of required buffer screens (if any) between parking areas and adjacent property
  - i. existing and proposed landscaping
2. Complete elevations are required containing the following information:
  - a. scale
  - b. all signs to be shown on the elevation
  - c. changes in ground elevation
  - d. type, color, and texture of all primary materials to be used;
  - e. fenestration, doorways, and all other projecting and receding elements
3. Material samples (required for all exterior materials)

#### C. Free-standing ground sign submittal requirements

1. A site plan is required containing the following information:
  - a. scale and north arrow;
  - b. address of the site;
  - c. all property and street pavement lines;

- d. proposed Ingress and egress, including on-site parking areas, parking stalls, and adjacent streets;
  - e. location and height of all existing and proposed signs on the site, showing required setbacks.
2. Material samples are required for components

**D. Wall Sign Submittal Requirements**

1. A scaled drawing of each face of the proposed wall sign is required showing the following information;
  - a. all size specifications, including the size of letters and graphics;
  - b. description of sign and frame materials and colors;
2. An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the sign.
3. Material samples are required for all components.

Along with a completed application form, please submit fourteen (14) hardcopy packets of all required items. When any items in the packet exceed 11X17, please also submit a PDF or similar scan of the completed application and packet.

***Who is involved in a Certificate of Appropriateness?***

- Planning Commission
- Planning & Zoning Administrator

***How much will a Certificate of Appropriateness cost?***

The fee for a certificate of appropriateness is \$400 if the certificate is needed for a new building, \$200 for an addition or exterior modifications to an existing building, \$150 to review a comprehensive sign plan, \$75 to review other signage, and \$50 for any review in the Historic District.

***What is the time frame for a certificate of appropriateness approval?***

Once a certificate of appropriateness is submitted it will be reviewed by the Planning Commission at the next regularly scheduled meeting at which point it will be approved or denied. The timeframe is approximately one month. Note that a zoning certificate, zoning sign permit, or building permit are usually the next step following the approval of a certificate of appropriateness.

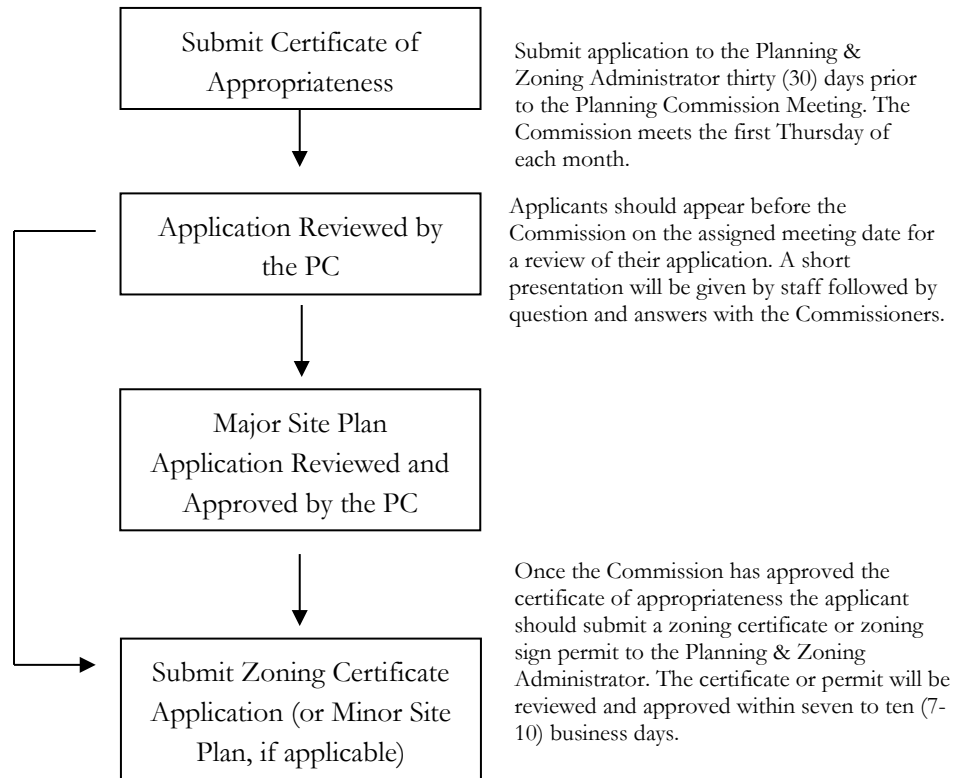
***What are the next steps after a Certificate of Appropriateness approval?***

After the Planning Commission approves the application, final permits will be issued. For a major site plan, minor site plan, or any exterior facade modification approval, a zoning certificate will be issued to confirm any conditions of approval required by the Commission for the certificate of appropriateness. A certificate of appropriateness approval for a new sign or sign face change will require a zoning sign permit. New ground and wall signs will also need a building permit. Contact the Building Division for specific submittal requirements for building plans.

***Who may I call if I have questions?***

Contact the Planning & Zoning Administrator at 614-322-6829.

## HOW DOES THE CERTIFICATE OF APPROPRIATENESS PROCESS WORK?



Note: Any new construction, including signs, requires a building permit. Fees and plan reviews vary depending on the project. Please contact the Building Division early in the process to plan for any necessary building permits.

## 8. SPECIAL EXCEPTION

### ***Background***

Special Exceptions (often referred to as conditional uses) are uses which may have the potential to be made compatible with the use characteristics of the districts in which they are listed as Special Exceptions, but which, due to the nature of their operation, appearance, or other characteristics require individual review and control of their location, design, intensity, configuration, and impacts upon the community in order to promote such compatibility.

### ***When and where do you initiate a Special Exception?***

An application for a special exception use permit shall be submitted to the Planning & Zoning Administrator thirty (30) days prior to the regularly scheduled meeting of the Board of Zoning and Building Appeals.

### ***What information must be provided with a Special Exception?***

An application for a Special Exception shall be submitted in writing on forms provided by the Planning & Zoning Administrator and shall include the following:

1. Completed application form;
2. Name, address, and phone number of the lot owner and of the owner's designated agent;
3. Legal description of the lot(s);
4. Zoning district of the lot(s);
5. Description of the existing use of the lot and of adjacent lots;
6. The application shall also include a description of the activities proposed on the site, including the goods and services, hours of operation, anticipated number of employees, nature and volume of delivery activity, and other information which will enable the Board to understand the nature of the proposed use and its potential impacts;

7. A plan of the proposed site and improvements showing the proposed location of all structures, parking and loading areas, streets and traffic accesses, open spaces, refuse and service areas, utilities, signs, yards, landscaping, and other relevant features;
8. A narrative statement discussing the compatibility of the proposed use with the existing uses of adjacent lots including an evaluation of the effects on adjoining lots of such elements as traffic circulation, noise, glare, odor, fumes, vibration, and storm water, and any measures proposed to mitigate such effects;
9. A narrative addressing each of the applicable criteria set forth in section 1145.03; and
10. Such other information as the Board deems necessary to make a determination of the compliance of the proposed use with the applicable standards and regulations. Such additional information may include, but shall not be limited to:
  - o Traffic impact analysis;
  - o Storm water impact analysis;
  - o Utility impact analysis.

The Board may determine that additional studies or expert advice are necessary to evaluate a proposed Special Exception relative to the requirements of the Code.

Along with a completed application form, please submit ten (10) hardcopy packets of all required items. When any items in the packet exceed 11X17, please also submit a PDF or similar scan of the completed application and packet.

### ***Who is involved in a Special Exception?***

- Planning & Zoning Administrator
- Board of Zoning and Building Appeals
- City Council

### ***How much will a Special Exception cost?***

The fee for a special exception use permit is three hundred and fifty dollars (\$350).

***What is the time frame for review of a Special Exception Use Permit?***

An application for a special exception use permit will take approximately two to three months. The review and approval of a special exception use permit is a two- phase process. First, the Board of Zoning and Building Appeals (BZBA) will review the application. The Board will determine if the proposed use is appropriate to the proposed site and may either disapprove the application or recommend approval to City Council.

If approval is recommended by the BZBA, Council may choose to review the BZBA's decision. Once the recommendation of the BZBA and minutes of the BZBA meeting have been received, Council may elect to hold a public hearing prior to the the next regularly scheduled Council meeting. If Council reviews the application, the use shall be subject to the same review standards as the BZBA and Council will determine its own findings.

If no action is taken by Council prior to the next regularly scheduled meeting, the BZBA approval of the special exception use permit will stand approved.

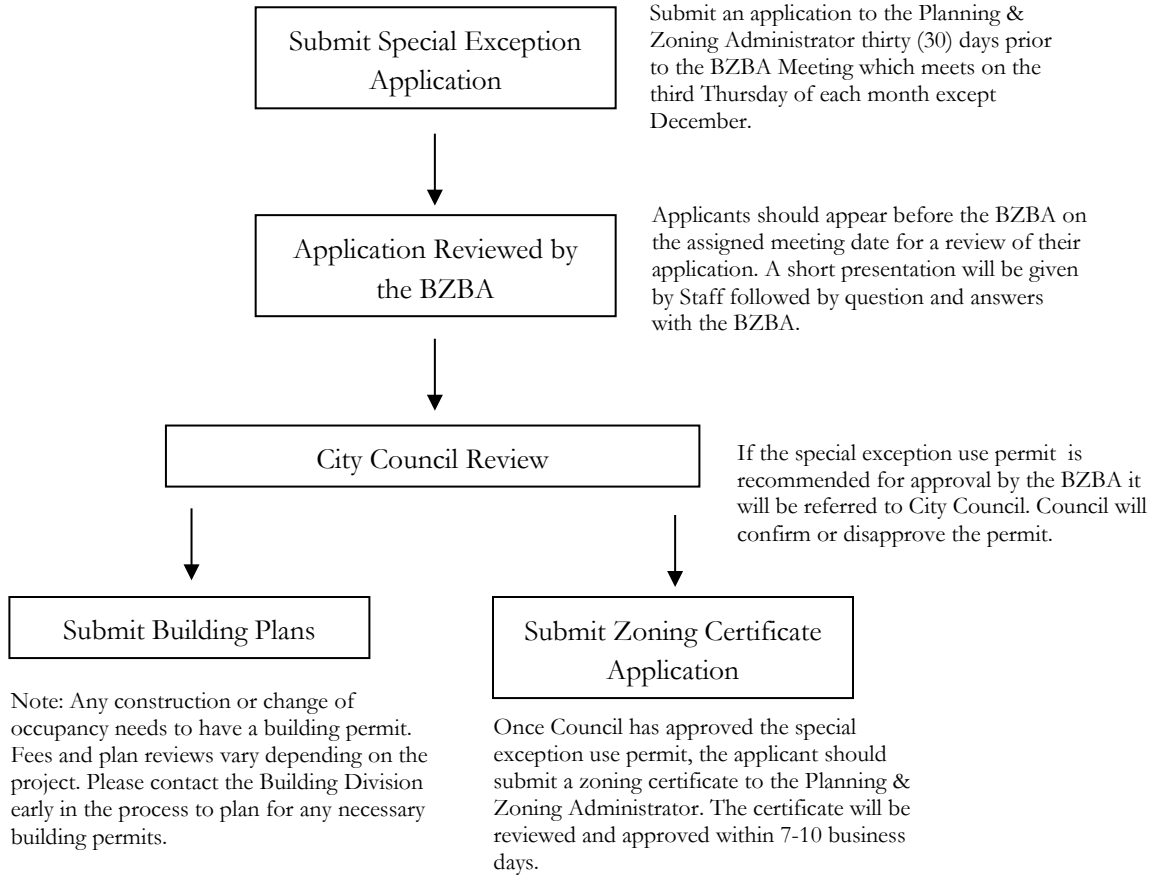
***What are the next steps after a Special Exception Use permit approval?***

The approved new use will need to be officially documented through the issuance of a zoning certificate.

***Who may I call if I have questions?***

Contact the Planning & Zoning Administrator at 614-322-6829.

## HOW DOES THE SPECIAL EXCEPTION PROCESS WORK?



## 9. VARIANCE

### ***Background***

The Board of Zoning and Building Appeals (BZBA) may vary the strict application of the provisions of the Zoning Code where, owing to special characteristics of a property, a literal enforcement of the provisions would result in unnecessary hardship or practical difficulty, and where such variance will be in harmony with the general purpose and intent of the Code and in accordance with the specific rules contained in the chapter.

### ***Why might you request a Variance?***

To allow development of property prohibited by current zoning if such development will not adversely affect the surrounding property or neighborhood and if the BZBA is satisfied that it will alleviate some hardship or difficulty.

### ***Where do you initiate a Variance request?***

A variance application shall be submitted to the Planning & Zoning Administrator at least thirty (30) days prior to the regularly scheduled meeting of the Board of Zoning and Building Appeals. The Board meets the third Thursday of each month except December.

### ***What information must be provided for a Variance?***

A property owner seeking a Variance shall submit a written request for Variance on forms provided by the Planning & Zoning Administrator. Such request shall include the following:

1. Name, address, and telephone number of the property owner(s) and owner's agent(s);
2. Legal description, address, tax district and parcel number of the property;
3. Description of the nature of the variance requested and a statement demonstrating the extent to which the requested Variance conforms to the standards for variance in the Code (see section 1147.05);

4. Statement of the hardship;
5. Such other information and exhibits as may be appropriate to establish the facts of the appeal and the grounds for relief.

*\*\* Note the application must be signed by the property owner for the property which pertains to the variance.*

Along with a completed application form, please submit ten (10) hardcopy packets of all required items. When any items in the packet exceed 11X17, please also submit a PDF or similar scan of the completed application and packet.

### ***Who is involved in a Variance request?***

- Board of Zoning and Building Appeals
- Planning & Zoning Administrator
- Service Department
- City Engineer

### ***What is the time frame for a variance request?***

In general the application process takes 30-45 days. Once a variance application is submitted it will be placed on the next BZBA agenda. The BZBA meets the third Thursday of each month except December. The application will be approved or denied at the first hearing by BZBA unless the application is withdrawn by the applicant to address the comments raised by the BZBA. The BZBA can hold the application but a decision must be reached by the Board within sixty (60) days.

### ***How much will a Variance cost?***

The fee for a variance is one hundred dollars (\$100) for a residential variance, and four hundred and fifty dollars (\$450) for all other variance requests.

### ***What are the next steps after a Variance approval?***

The approved variance will need to be officially documented through the issuance of a zoning

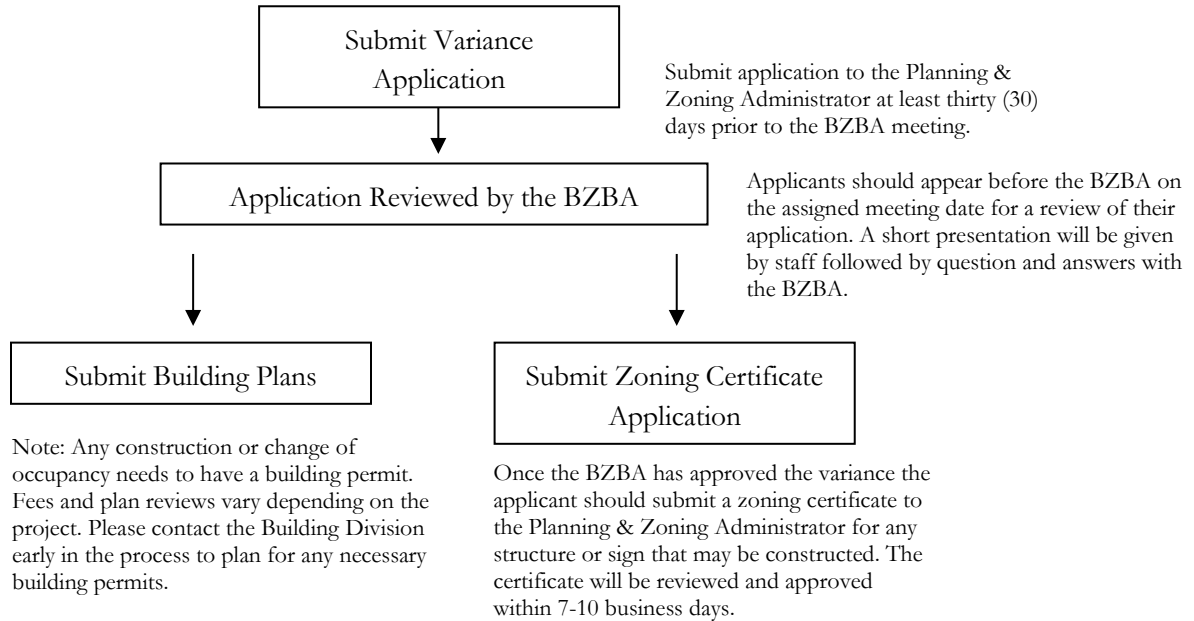


certificate or a zoning sign permit depending on the type of variance.

***Who may I call if I have questions?***

Contact the Planning & Zoning Administrator at 614-322-6829.

## HOW DOES THE VARIANCE PROCESS WORK?



## 10. SIGNS

### ***Background***

Any new signage is subject to a certificate of appropriateness (see section seven), then must subsequently obtain a zoning sign permit and a building sign permit, if required. It is important to contact the Planning & Zoning Administrator early on in the process to determine if any overlay(s) or design guidelines apply to the parcel on which the sign is to be constructed.

### ***Why might you request a zoning sign permit?***

Every sign, except those specifically exempted by the provisions of the section 1181.04, shall only be erected or installed subsequent to and in conformance with the provisions of a zoning sign permit issued by the Planning & Zoning Administrator. Temporary zoning certificates are also issued for banners, seasonal businesses, grand openings, and real estate/development signs in excess of six square feet (6SF). Face changes to existing signs also require a zoning sign permit.

### ***What might be required prior to submitting for a Zoning Sign Permit?***

Signs larger than thirty-two square feet (32SF) will require a certificate of appropriateness prior to issuing a zoning sign permit. Signs under thirty-two square feet (32SF) as well as face changes to existing signs are subject to design review by the Planning & Zoning Administrator as part of the zoning sign permit review. Please contact the Planning & Zoning Administrator with the details of your proposed sign to confirm how design review will be conducted.

### ***What information must be provided with a Zoning Sign Permit?***

Two (2) copies of drawings and specifications indicating the location, materials, full dimensions, manner of support, manner of fastening and weight of the proposed sign.

### ***What other permits may be needed with a Zoning Sign Permit?***

If the proposed sign is new and to be anchored in the ground or on a building façade, a building sign permit will be needed in addition to the zoning sign permit. An application for a building sign permit will require three sets of stamped engineer/architect drawings illustrating how the sign will be anchored and/or fastened securely. Face changes to existing signs and most temporary signs do not require a building sign permit.

### ***Who may be involved in review of signage?***

- Planning Commission
- Planning & Zoning Administrator
- Building Division

### ***What is the time frame for a sign permit?***

Zoning sign permits will be reviewed and returned to the applicant within seven to ten (7-10) business days. Those signs also needing a building sign permit may take up to twenty-one (21) additional days.

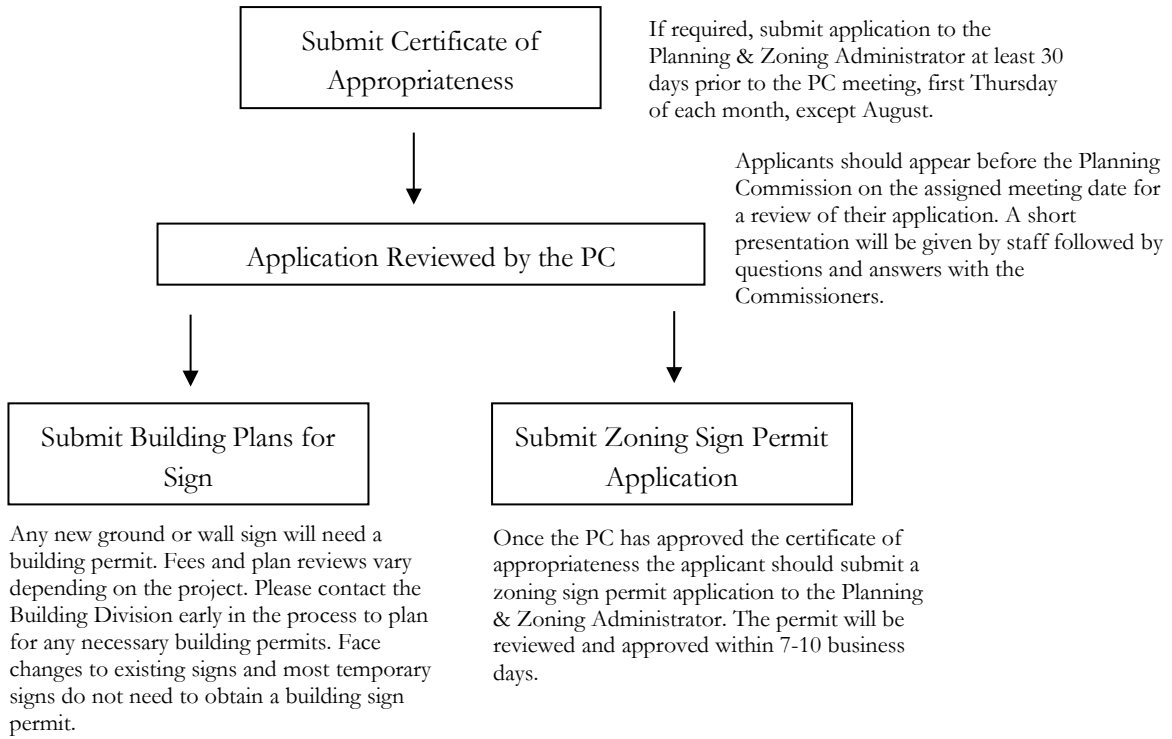
### ***How much will a sign permit cost?***

The fee for ground signs and wall signs is seventy-five dollars (\$75). Face changes and temporary sign permits are thirty-five dollars (\$35). Additional fees will be assessed by the Building Division in conjunction with a building sign permit.

### ***Who may I call if I have questions?***

Contact the Planning & Zoning Administrator at 614-322-6829 or the Building Division at 614-322-6802

## HOW DOES THE SIGN PERMITTING PROCESS WORK?



## 11. TEMPORARY ZONING CERTIFICATES

### ***Background***

The City of Reynoldsburg permits special events, tent sales, temporary buildings, and construction trailers used in conjunction with special events. These structures may be permitted in commercial districts during the period of the special event. Any temporary buildings shall be removed upon completion of the special event. Temporary Special Land Use Permits are required in all cases and all temporary buildings must comply with guidelines for Accessory Use, Accessory Structure as set forth in 1171.06.

### ***Why might you request a Temporary Zoning Certificate?***

Temporary zoning certificates are required for temporary special land banners, temporary signs and banners, and temporary portable storage units.

### ***Why might you request a Temporary Special Land Use Permit?***

Temporary Special Land Use Permits are frequently issued for tent sales, sidewalk sales, or seasonal sales of produce, firewood, or Christmas trees. Building permits may be required for large tents. Check with the Building Division prior to erecting any large temporary structure.

### ***Where do you request a Temporary Special Land Use Permit?***

A Temporary Special Land Use Permit can be obtained from and submitted to the Planning & Zoning Administrator.

### ***What information must be provided for a Temporary Special Land Use Permit?***

The Application for a temporary special use permit shall be accompanied by plans and specifications, including a plot plan (in duplicate), drawn to scale, showing the following:

1. The shape, location, and dimensions of the lot, including the shape, size, location, and use of all buildings or other structures already on the lot, and the off-street parking layout.
2. The materials to be utilized in and the shape, size, and location of all buildings and structures to be erected or moved onto the lot, including all tents, tables, stands or display racks.
3. The anticipated automobile traffic flow to and from the lot and any adjacent thoroughfares, loss of off-street parking space, if any, as well as the anticipated flow of pedestrian traffic upon lot sidewalks.

### ***Who is involved in a Temporary Special Land Use Permit?***

- Planning & Zoning Administrator
- Chief Building Official/Floodplain Administrator

### ***What is the time frame for the approval of a Temporary Special Land Use Permit?***

Applicants should allow seven to ten (7-10) days for the review of a temporary special land use permit.

### ***How much will a Temporary Zoning Certificate cost?***

The fee for a temporary zoning certificate varies based upon the project. The fee for a temporary special land use permit is fifty dollars (\$50). The fee for a temporary sign and banner permit is thirty-five dollars (\$35). The fee for a temporary portable storage unit permit is twenty dollars (\$20) in residential districts and eighty (\$80) in all other zoning districts.

### ***Who may I call if I have questions?***

Contact the Planning & Zoning Administrator at 614-322-6829.

## 12. CONTACTS

Planning & Zoning Administrator  
614-322-6829

### **John Paszke**

Chief Building Official  
614-322-6828

[jpaszke@ci.reynoldsburg.oh.us](mailto:jpaszke@ci.reynoldsburg.oh.us)

### **Andrew Bowsher**

Director of Development  
614-322-6831

[dhavener@ci.reynoldsburg.oh.us](mailto:dhavener@ci.reynoldsburg.oh.us)

### **Bill Sampson**

Director of Public Service  
614-322-6884

[bsampson@ci.reynoldsburg.oh.us](mailto:bsampson@ci.reynoldsburg.oh.us)

### **Ryan Andrews**

Consulting City Engineer – EMH&T  
614-775-4555

[randrews@emht.com](mailto:randrews@emht.com)

### **April Beggerow**

Clerk of Council  
614-322-6805

[abeggerow@ci.reynoldsburg.oh.us](mailto:abeggerow@ci.reynoldsburg.oh.us)

13. FEE SCHEDULE (Table 1155)

<b>PLANNING &amp; ZONING CODE FEES</b>		
<b>ITEM</b>	<b>CODE REFERENCE</b>	<b>FEE REQUIRED</b>
<b>Subdivision:</b>		
Preliminary Plat	Chapter 1115	\$750.00
		plus \$50.00 per lot
Final Plat	Chapter 1119	\$750.00
		plus \$50.00 per lot
Subdivision w/o Plat (Lot Split)	Section 1111.03	\$150.00 Residential
		\$250.00 Other
Plat Modification/Vacation	Section 1119.08	\$500.00
<b>District Change:</b>		
Residential District Change	Chapter 1151	\$750.00
		plus \$50.00 per lot
Other District Change		\$1,000.00
Amendment of Development Plan or Text	Section 1151.06	\$500.00
Traffic Access Study		\$1,000.00
Traffic Impact Study		\$4,000.00
<b>Variance</b>	Chapter 1147	\$100.00 Residential
		\$450.00 Other
<b>Special Exception Use Permit</b>	Chapter 1145	\$350.00
<b>Zoning Certificate:</b>		
	Chapter 1143	
Residential		\$50.00
Other		\$80.00
Fence Permit	Section 1171.06	\$35.00
Home Occupation Permit	Chapter 1187	\$75.00
<b>Zoning Sign Permit:</b>		
	Chapter 1181	
New Sign		\$75.00
Face Replacement in Existing Sign		\$35.00
<b>Temporary Zoning Certificate:</b>		
Temporary Special Land Use Permit	Section 1171.07	\$50.00
Temporary Sign or Banner	Chapter 1181	\$35.00
Temporary Portable	Section 1171.06	\$20.00 Residential
Storage Unit		\$80.00 Other
<b>Certificate of Appropriateness:</b>		
	Chapter 1103	
New Main Building		\$400.00
Building Addition/Exterior Mod.		\$200.00

/New Accessory Building		
Comprehensive Sign Plan	Chapter 1181	\$150.00
Signage	Chapter 1181	\$75.00
Historic District		\$50.00
<b>Site Plan Review:</b>	Section 1143.03	
Major Site Plan		\$500.00
Traffic Access Study		\$1,000.00
Traffic Impact Study		\$4,000.00
Minor Site Plan		\$250.00
Residential Site Plan		\$50.00
<b>Plot-Grade-Utility Plan Review</b>	Section 1143.04	\$1,500.00 Minimum or as determined
		by this fee schedule or the
		City Engineer
Stormwater Management Report		\$500.00 area < 5 acres
		\$2,250.00 area > 5 acres
Utility Studies		as determined by the City Engineer
Residential Development		\$325.00 per sheet
Commercial Development		\$325.00 per sheet
GIS		\$187.50 per sheet
Plan Changes		\$225.00 per sheet
Flood Plain Permit		\$750.00 Residential
		\$1,500.00 Other
Additional Meetings		\$250.00 per meeting
<b>Miscellaneous</b>		
Requests for Additional Public Meetings		\$250.00 per meeting
Zoning Verification Letter		\$50.00
Zoning map fee		\$5.00



## APPENDIX

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1. Major Site Plan Checklist
  2. Application For Plot, Grade, Utility
  3. Facilities Demand Worksheet
  4. Plan Review Fee Schedules
  5. Plot, Grade, and Utility Checklist
  6. Preconstruction Checklist
  7. General Notes
-

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## 1. MAJOR SITE PLAN CHECKLIST

### *Overview*

The following checklist of requirements is to be used to assist in site plan preparation. An application for major site plan review shall be submitted to the Planning & Zoning Administrator and shall include the following information:

(1) General Requirements.

- Completed application form.
- All plans shall be signed and sealed by a professional engineer, architect, or landscape architect registered with the State of Ohio.
- Each sheet shall contain a title block.
- A vicinity map showing the location of the proposed development in relationship to the surrounding area including major thoroughfares.

(2) Site Plan. A site plan indicating the following:

- The dimensions of property lines, parcel dimensions and adjoining rights-of-way.
- The names and addresses of all adjoining property within one hundred fifty feet (150FT) of the proposed development.
- The current zoning of the parcel and all adjacent parcels.
- The location of proposed buildings and structures.
- The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty feet (150FT) of the proposed development.

- Setbacks and building separations shall be noted in accordance with zoning requirements.

(3) Environmental/Landscape Plan.

An environmental plan that indicates the following:

- Topography with a maximum contour interval of two feet (2FT).
- The location of all proposed and existing structures with one hundred fifty feet (150FT) of parcel.
- The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty feet (150FT) of the proposed development.
- The limits of all wetlands and of the one hundred (100) year flood plain.
- The approximate location, dimensions, and area of all property proposed to be set aside for parks, open space, and other public or private reservation, with designation of the purpose and proposed ownership thereof.
- The location of all new landscape material and plantings. Utilities shall be shown on all landscape plans.

(4) Utility Plan. A basic utility plan that indicates the following:

- All existing conditions, including but not limited to: ditches, culverts, waterways, utilities, sidewalks, power poles, easements, building footprint and finish grade, finish grade of adjacent buildings, wetlands and woodlands, etc.

- 
- Preliminary proposals for connection to existing water supply and sanitary sewer systems and for the collection and discharge of surface water drainage including the location and size of existing and proposed water mains, sanitary sewers and drainage facilities.

(5) Parking/Transportation Plan. A transportation/parking plan that indicates the following:

- The location, width, names, and classification of existing and proposed streets, rights-of-way, and easements, and where pertinent, their designated use within one hundred fifty feet (150FT) of the proposed development.
- Complete facility demand worksheets.
- The location, typical dimensions, and number of all parking and loading spaces and the number of spaces required by Chapter 1179.
- The location of all proposed walkways and pedestrian accesses within or to the site.

(6) Lighting Plan. A lighting plan that indicates the following:

- All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.
- The styles and method of illumination of all heads and colors of all poles shall be indicated.

(7) Architectural Plan. An architectural plan that indicates the following:

- Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples shall be made available for inspection.
- The location of all service areas or structures and all fences.
- (8) A completed zoning certificate application and fees as required by Chapter 1155.
- (9) Such other information as the Planning & Zoning Administrator or Planning Commission may require so as to carry out the full intent of the Zoning Code.

#### ***Major Site Plan – Final Submittal Checklist***

- Fourteen (14) complete sets of plans satisfying the requirements items 1-9.
- All plans to be folded into 8.5” x 11” size.
- PDF or similar scan of completed application and submittal packet, to be submitted by CD or other electronic means in coordination with the Planning & Zoning Administrator.
- Payment for the amount calculated on the attached form: “Plan Review Fee Schedule – Major Site Plans.”
- Traffic evaluation, as stated on the attached “Facilities Demand Worksheet”.

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## 2. Application for Plot-Grade-Utility Plan Review

1. Planning Commission Approval Date \_\_\_\_\_

2. Project Information:

- a. Project Name: \_\_\_\_\_
- b. Project Address: \_\_\_\_\_
- c. Parcel ID#(s): \_\_\_\_\_
- d. Acreage: \_\_\_\_\_ acres
- e. Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Applicant/Property Owner Information:

- a. Name/Company: \_\_\_\_\_
- b. Contact Name: \_\_\_\_\_
- c. Address: \_\_\_\_\_  
(City) (State) (Zip)
- d. Phone Number: \_\_\_\_\_
- e. Email: \_\_\_\_\_

4. Civil Engineer (must be Registered Professional Engineer in the State of Ohio):

- a. Company Name: \_\_\_\_\_
- b. Contact Name: \_\_\_\_\_
- c. Address: \_\_\_\_\_  
(City) (State) (Zip)
- d. Phone Number: \_\_\_\_\_
- e. Email: \_\_\_\_\_
- f. Ohio Registration Number: \_\_\_\_\_

5. Architect/Landscape Architect (must be Registered Professional Architect in the State of Ohio):

- a. Company Name: \_\_\_\_\_
- b. Contact Name: \_\_\_\_\_
- c. Address: \_\_\_\_\_  
(City) (State) (Zip)
- d. Phone Number: \_\_\_\_\_
- e. Email: \_\_\_\_\_
- f. Ohio Registration Number: \_\_\_\_\_

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This application and the following documentation are needed to ensure a thorough and complete review. Incomplete submittals will not be accepted.

6. Plot, Grade, and Utility Plan – Final Submittal Checklist:

- Completed “Application for Plot-Grade-Utility Review.”
- Seven (7) Complete sets of plans satisfying the requirements of the attached “Plan Review Checklist”.
- Drainage/Stormwater Management Report.
- Utility Studies (if required).
- Payment for the amount calculated on the attached form: “Plan Review Fee Schedule – PGU Plans.”
- A completed “Facilities Demand Worksheet”.

I certify that the information provided with this application is correct and accurate to the best of my knowledge, in filing this application with the City of Reynoldsburg.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

---

*DO NOT WRITE BELOW THIS LINE*

Date Received: \_\_\_/\_\_\_/\_\_\_

Fee: \$\_\_\_\_\_

Historic District: \_\_\_Yes \_\_\_ No

Paid:

Preservation Area: \_\_\_Yes \_\_\_ No

Tracking No.: PSP - \_\_\_\_\_

FSP: - \_\_\_\_\_

Planning Commission: \_\_\_/\_\_\_/\_\_\_

Application Approved: \_\_\_ No \_\_\_ Yes \_\_\_ Yes, with conditions

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### 3. Facilities Demand Worksheet

(To be completed for Major Site Plan, Zoning District Change, and Plot, Grade, & Utility Plan Applications.)

1. Water:

- a. What will the total demand for water be in gallons per day (gpd) for this proposed site improvement? \_\_\_\_\_ gpd
- b. How much pressure is required? \_\_\_\_\_ psi

*Coordinate with the City Engineer to determine if a Water Usage/Flow Study is required (614.322.6810).*

2. Sanitary Sewer:

- a. What will the total anticipated flow in gallons per day for this proposed site improvement?  
\_\_\_\_\_ gpd

*Coordinate with the City Engineer to determine if a Utility Study is required (614.322.6810).*

3. Traffic:

a. Definitions:

- i. **Traffic Access Study:** This type of study is to be used for small scale projects generating 50- 200 trip ends during the peak hour of the adjacent street or during the peak hour of the generator, whichever is higher. These studies are applicable to projects that do not have a significant impact on the overall transportation system, but will have impacts on site access points. Analysis is typically limited to review of access point location, type, and size. Analysis of turn lane requirements on the public road at the proposed access point may also be reviewed.
- ii. **Traffic Impact Study:** An impact study is to be completed for uses that generate more than 200 trip ends during the peak hour of the adjacent street or during the peak hour of the generator, whichever is higher. This type of evaluation usually includes all access points and nearby intersections. The scope of the Traffic Impact Study is to be determined by affected agencies and the Applicant.
- iii. **Regional Traffic Analysis:** This type of analysis is suited for large scale or groups of smaller projects that impact a large geographical area significant enough in the judgment of City to require an evaluation of impacts on a Comprehensive or Thoroughfare Plan Scale. Road segments, intersections, and perhaps alternative road networks shall be analyzed and long term needs identified. The scope is to be determined by affected agencies and the Applicant.

- b. What are the anticipated Average Daily Traffic (ADT), Generator Peak Traffic, Adjacent Street Peak Traffic volumes, generated by the site improvement and what are the Peak Hours of operation (using ITE Trip Generation Manual).

\_\_\_\_\_ ADT

Generator Peak	Adjacent Street Peak	Peak Hour
_____AM	_____AM	_____AM
_____PM	_____PM	_____PM

- c. USE FOR ZONING DISTRICT CHANGES: Is a zoning district being requested for uses that can generate 200 or more peak hour trip ends that the current zoning does not anticipate?

\_\_\_\_\_ Yes, Traffic Impact Study or Regional Traffic analysis is required.

\_\_\_\_\_ No, Traffic Access Study Required.

- d. USE FOR MAJOR SITE PLANS: Check the following as applicable to the site development:

\_\_\_\_\_ There are 200 or more Peak Hour trips anticipated.  
(Traffic Impact Study or Regional Traffic Study is required.)

\_\_\_\_\_ There are between 50-200 Peak Hour trips anticipated.  
(Traffic Access Study is required.)

\_\_\_\_\_ There are less than 50 Peak Hour trips anticipated. (No additional requirements.)

- e. The information presented in this section is to assist the applicant with the requirements for traffic analysis within the City of Reynoldsburg. The City reserves the right to change these requirements if special conditions exist. If a Traffic Impact Statement or Regional Traffic Analysis is required, the applicant and the City Engineer must schedule a scope verification meeting with the City and any other local, state, or federal agencies affected by the proposed site improvements.

I certify that the information provided with this application is correct and accurate to the best of my knowledge, in filing this application with the City of Reynoldsburg.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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#### 4. Plan Review Fee Schedule

##### Major Site Plans and Zoning District Changes

Project: \_\_\_\_\_ Date: \_\_\_\_\_

Traffic Studies: (see Facility Demand Worksheet)	Traffic Access Study	\$ 1,000.00
	Traffic Impact Study	\$ 4,000.00
	Regional Traffic Study	\$ TBD

Additional fees as determined by section 1155 of the City's Codified Ordinances:

\$ \_\_\_\_\_

Total Plan Review Fee: \$ \_\_\_\_\_

Major Site Plan and Zoning District Change (Rezoning) review fees for traffic studies include one initial and one subsequent submittal if required. Additional submittals for these items are one-half the original fee for each subsequent submittal. Incomplete submittals will not be accepted. Re-submittals required, but not due to direct action of the applicant or applicant's representative, will not be charged additional fees at the City's discretion. Additional submittals, if desired by the applicant, will be one-half the original fee for plan sheet reviews. Plans are to be submitted 30 days prior to hearing date as determined by the Planning & Zoning Administrator.

Twenty (20%) of the fee covers the administrative costs incurred by the City of Reynoldsburg. The remainder of the fee covers the costs associated with the detailed review, either performed by the City or designated representative.



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## 5. Plot, Grade, and Utility Checklist

The following checklist of requirements is to be used to assist in Plan preparation. Items or criteria not specifically on this list or clearly shown on the City's Standard Details shall still be subject to City approval, based solely on the City's discretion as to appropriate standards, regulations, or local impact. Such items shall be the applicants' responsibility to bring to the City's attention for resolution prior to incorporation into the plans. This checklist is not inclusive of multi-jurisdictional requirements.

### I. GENERAL REQUIREMENTS

1. Submitted on 22" x 34" paper with a minimum horizontal scale 1"=50' and vertical of 1"=5'. Oversized plan sheets will not be approved. A poorly drawn or illegible plan is sufficient cause for rejection.
2. Submittal requirements include PGU plans, sanitary sewer calculations, storm drainage calculations, storm water management and quality report, and construction cost estimate for public improvements.
3. PGU plans shall include title sheet, typical sections, schematic plan, plan and profile views, benchmarks, miscellaneous engineering details, and estimates of quantities. Note streets, landscaping, lighting, grading, and soil erosion and sediment control plans are also required. Cross sections shall be submitted upon request by the Engineer. All typical sections and major engineering details to be used on any particular street shall be approved in advance before completion of the construction plans.
4. The title sheet of the plot-grade-utility plan must contain the name of the subdivision, road or street names, county and location map parcel acreage, impervious area calculation, and Equivalent Residential Units (ERUs) per the City's Stormwater utility. Space shall be provided on the title sheet or the first sheet of the plan for signature of the City Engineer, Director of Public Service, Superintendent of Streets, and Superintendent of Water/Wastewater, Fire Chief (Truro, Jefferson, Violet, or West Licking), Planning & Zoning Administrator, and Floodplain Administrator.
5. Schematic plan (showing entire improvement) at 1"=100' or 1"=200' when size of site prohibits a single plan sheet. Show street names, building units, utilities, pavement, site dimensions, and phase lines.
6. Location map showing major thoroughfares on Title Sheet, if applicable.
7. Lot number, parcel dimensions, acreage, and adjoining rights-of-way.
8. City of Reynoldsburg General Notes (provided in Handbook).
9. Professional Engineer (State of Ohio) must prepare, sign and seal all plans.
10. Name, address and phone number of the Design Engineer or Architect and the Developer/Owner as applicable on Title Sheet
11. Title block for each sheet.

- 
12. Benchmarks must be shown on the general plan. Two minimum as described in Section II herein.
  13. Setbacks and building separations noted in accordance with zoning regulations (Part 11 of Reynoldsburg Code of Ordinances).
  14. Striping and traffic management for parking lot and onsite travel ways. Display the number of spaces required vs. number of spaces provided in the form of a note on the appropriate sheet.
  15. Loading spaces indicated.
  16. Building as indicated.
  17. Walls or berms, as required by the zoning regulations, must be shown and included in the bound engineering plan set. Walls separating a grade differential or more than 1' are considered retaining walls and require a structural engineering design and review. Design Engineer must supply calculations and include all retaining walls in the Engineer's estimate. Walls shall be inspected.
  18. Plantings shown in accordance with Zoning requirements. All utilities shall be shown on all planting and Traffic Control Plans.
  19. Wetland limits and size clearly shown, regardless of size.
  20. Tree survey information (Planning & Zoning Administrator to review). Developers' engineer shall be responsible for coordinating tree removal plans with PGU plans. Grading limits shall also be shown on the removal plan, if applicable.
  21. Easements for off-site work (grading, sewer, tap, etc.) must be submitted prior to construction. Appropriate notes shall be provided on the site plan.
  22. A note shall be required on all plans stating the following: "Three (3) working days prior to construction, contact the Service Department (614.322.6810) to schedule inspection. The City shall inspect the following: All underground water, sewer, and storm, detention/retention ponds, grading, retaining walls, pavement in City Right-of-Way, all sidewalks or bike paths in any public Right-of-Way, and any other items noted during review or at the pre-construction meeting. Final occupancy may be affected if procedures are not followed for proper inspection."
  23. Name and location of all adjoining property owners and adjacent subdivisions within 150' of the proposed improvement. Include property information and current zoning.
  24. 100-year flood and finished floor elevations to be provided.
  25. The location, width, names, and classification of existing and proposed streets, rights-of-way, and easements, and where pertinent, their designated use within 250 feet of the proposed subdivision.
  26. Approximate location of all existing buildings within 250 feet of the proposed subdivision.
  27. Location and illustration of existing storm and sanitary sewers, culverts, drainage tiles, water lines, gas lines, CATV, utility poles, and utility lines within and adjacent to the proposed subdivision.
  28. The location of all existing wells within 300 feet of the proposed subdivision.

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29. The location, bearing, and distances of proposed lot lines.
  30. The approximate location, dimensions, and area of all property proposed to be set aside for parks, open space, other public or private reservation, with designation of the purpose and proposed ownership thereof.
  31. Topography with a maximum contour interval of one foot. Elevations shall be based on NAVD88.
  32. Indication of the proposed use of any lots other than residential.
  33. For residential developments, lots within the subdivision including future additions shall be numbered consecutively beginning with "one" (1), and the total number of lots and their combined acreage shown on the plat. If lot numbers have changed during construction plan preparation, also place lot number as stated on the original Development Plan and designate as such.
  34. Where it is proposed to develop the tract in sections or stages, a tentative delineation of the sections and their phasing, including an estimated time frame.
  35. Detailed proposals for connection to existing water supply and sanitary sewer systems and for the collection and discharge of surface water drainage including the location and size of existing and proposed water mains, sanitary sewers and drainage facilities.
  36. Street lighting plan, if applicable.
  37. Provide additional notes that may be necessary to explain the intent and purposes of the plan.
  38. In general, plans sets shall include title sheet, note sheet, master utility plan of entire site, soil erosion and sediment control sheets, and a master grading plan. In addition, plans sets may require plan and profile sheets for roadways, storm sewer, sanitary sewer, and water mains, detail sheets, cross sections, schematic, maintenance of traffic, and lighting sheets

## II. TOPOGRAPHICAL SURVEY

1. Indicate 2 Benchmarks that will not be disturbed during proposed construction of the improvements based on NAVD88.
2. Property lines indicated by bearing and distance.
3. Existing elevations shall be shown to a minimum of 100' beyond the property lines, with contours at minimum 1' intervals. Proposed elevations shall be shown at property corners and along property lines with sufficient on-site elevations or contours to establish site drainage. Additional elevations maybe needed and are dependent on each particular situation.
4. Show all existing conditions, including but not limited to: ditches, culverts, waterways, utilities, (invert and casting elevation), sidewalks, power poles, easements, building footprint and finish grade, finish grade of adjacent buildings, wetlands and woodlands, etc.
5. Show existing adjacent roads with Right-of-Way. Grades must be shown at ditch centerline, top of bank, edge of shoulder, edge of pavement or top of curb and pavement centerline. Grades must be shown on both sides of the road.

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6. Right-of-way line, centerline, departing lot lines, lot numbers, and subdivision limits.

### III. UTILITIES (General)

1. Latest City Of Reynoldsburg Notes and Details.
2. No new utilities to be placed underneath building footprint. For existing utilities to be abandoned within the influence of the foundation, the following criteria shall apply:
  - a. Abandoned utility less than 5' below footing---Remove existing utility.
  - b. Abandoned utility more than 5' below footing---Grout existing utility full as directed, using standpipe to prevent air voids. Quantity calculation required on plans.
  - c. Abandoned utility not within influence (assume 1:1 trench) of footing---bulkhead as required by City, unless utility is determined by the City to be a hazard, nuisance, or potential maintenance problem.
3. Water Main, Sanitary Sewer, and Storm Sewer must be extended across entire property frontage(s) or to a property line as directed by the City.
4. All utilities shall be shown on the site, engineering, and as-built plans, including those that will not be maintained by the City. All crossings shall specify design elevations.

### IV. WATER

#### A. General

1. Review Chapters 949 & 953 of the Codified Ordinances for additional requirements.
2. Water distribution facilities shall be designed in accordance with the *Recommended Standards for Water Works* – Great Lakes, Upper Mississippi River Board, and the requirements of the City of Reynoldsburg.
3. Any new public water mains shall be reviewed and approved by the Ohio EPA. It is the Developer's responsibility to manage the water plan approval process. No construction on new public mains can commence until the project has been approved by the Ohio EPA.
4. Quantity list (on the cover sheet or first sheet of the plans).
5. Looped water main may be required and based on City review.
6. 10' horizontal separation (outside of pipe to outside of pipe) is required between water main and either sanitary or storm sewer.
7. 18" minimum vertical clearance between water main and storm or sanitary sewer. Top of water main and sewer invert indicated on profile with crossing noted on plan view.
8. All fittings, valves, hydrants, and appurtenances dimensioned horizontally in plan view and vertically in profile view.
9. Tapping sleeve and valve (T, S & V) used to connect to existing mains unless connection can be made without interrupting service on the main. At no time shall T, S & V be used when taping into a like sized main. A corporate stop, curb stop, and curb box is also required at all extensions of municipal water main or service.

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10. When designing water mains outside of or near the edge of the public right-of-way, easements will be required. Typical requirement is a 10-ft width of easement and/or right-of-way on both sides of the water main. Developers are required to prepare legal descriptions and easement agreements for the City's review and approval. Upon City approval, the Developer shall record the easement with the appropriate county courthouse.
  11. Water main cover shall be 4.5' minimum to top of pipe, with 4.5' minimum allowed at ditch/utility crossings.
  12. Taps for domestic water service from the fire service lead is not permitted, per Fire District requirements.
  13. All water mains 4" – 10" shall be D.I., CL53, AWWA C-151, or PVC AWWA C-900, CL- 150. All hydrant leads shall be D.I. pipe. All water mains 12" or larger shall be D.I., CL54 or NSF approved. All bends, joint deflections and fittings shall be backed with concrete as detailed and as designated where water mains or services cross roadways, backfill shall be compacted granular material consistent with Item 801.11 of the Columbus CMS. Open cutting of streets shall be prohibited unless otherwise authorized by the City Engineer or the Water/Wastewater Superintendent. Backfill outside of the influence of pavement shall be consistent with Columbus CMS Item 801.12.
  14. Poly wrap consistent with AWWA C-105 shall be included on all proposed ductile iron water mains and hydrant leads.

#### B. Mains

1. Minimum size water main (exclusive of hydrant leads) is 8", with the following maximum dead-end main lengths:
  - 75' for 6" fire hydrant lead
  - 450' for 8" main
  - 1000' for 12" main
2. All dead-end mains must end with a gate valve and hydrant. Maximum lengths are subject to modification based on City review, and may require submittal of calculations showing adequate fire flow and daily turnover.
3. All water main extensions in the City shall be paid for by the applicants requesting such extension. Where oversizing water main extension, as required by the City, is to be installed and is larger than eight inches in nominal diameter, the Municipality shall pay the difference in the cost of the pipe, fittings and valves between the installation of required water main and the oversized water main installed.
4. Pipe size, length and type shown in plan view for each run of pipe. Material requirements are as indicated in the latest City of Reynoldsburg Notes.
5. Use of 90 degree bends shall be minimized, and may be placed only as specifically approved by the City. Minimum length between bends shall be five feet.

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6. Domestic and fire protection services shall be allowed on 8” to 16” water mains only.
  7. Length, size, and invert of casing and pipe shown at all bore locations.
  8. Concrete thrust blocks shall be provided at all bends of 22.5 degrees or greater, behind tee outlets, at plugs or caps, and at any crosses where necessary to prevent lateral movement of pipe which is not mechanically restrained. Thrust blocks shall bear against undisturbed earth in all instances and shall have sufficient bearing area to develop the full resultant axial thrust of the pipe at test pressure.
  9. Details shall be provided on the plans by the design engineer and approved by the City for thrust blocks at vertical bends.
  10. At high points in water mains where air can accumulate, provisions shall be made to remove the air by means of an automatic air / vacuum release valve or fire hydrant as determined by the City.
  11. All tees, bends, plugs, and hydrants shall be provided with reaction blocking and an approved restraining system designed to prevent movement. Restraining systems shall be epoxy coated.
  12. Fire Department connections to a building fire sprinkler system shall be a 5-inch Stortz-type connection.

#### C. Valves

1. Valve spacing: 800’ maximum on line, or less based on requirements of #2.
2. In the event of a breakage: Three valves to isolate break; no more than 2 hydrants out of service; no more than 24 single family units or 30 multiple units out of service. Subject to modification based on City review.
3. Valves shall be placed outside of pavement wherever practical. In general, two valves shall be installed at every main line tee, and three valves shall be placed at every main line cross. The distance between main line valves shall be in accordance with the OEPA’s Ten-State Standard.

#### D. Hydrants

1. Hydrant spacing:
  - a. Residential: 400 maximum or 1 per 120,000 square feet. One hydrant to be placed at dead end of a cul-de-sac.
  - b. In commercial, business, industrial, and multi-family areas, there shall be a distribution of public and/or private fire hydrants on a ratio of one to each 80,000 square feet of area. A minimum of one hydrant shall be provided within 300 feet of every building or part thereof with a minimum of one additional hydrant within 500 feet of every building or part thereof.
2. Fire hydrants shall be placed two (2) feet clear behind the back of curb, whenever possible, or eight (8) feet clear behind the edge of pavement in uncurbed streets. Fire hydrants shall be placed a minimum of forty (40) feet from buildings protected whenever possible.



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3. Computations may be required to verify that the minimum fire hydrant flow in the proposed improvement meets the requirements for the appropriate insurance ratings. The computations shall be based on a Hazen Williams coefficient of 100. For residential, (single family) areas, the fire flow should be 1,000 gpm at 20 pounds per square inch (psi). For industrial, multi-family, or commercial areas, the fire flow should be a minimum of 2,000 gpm at 30 psi. Higher flows may be required depending on the type of use. Fire flows shall be provided in addition to maximum daily requirements.
  4. Fire hydrants shall conform to AWWA C502 and shall be Mueller Company "Centurion" 200, No 421, American Darling Mark 73, or Clow Medalion, fire hydrants. The hydrants shall have a 6-inch mechanical joint inlet connection, a 5¼-inch main valve opening, two 2½- inch hose nozzles, and one 5-inch pumper nozzle with coarse thread (6 per inch). All outlet nozzles shall have National Standard threads. Hydrants shall be furnished with a 4.5-foot bury depth unless otherwise shown on the plans. Hydrants shall be self-draining. A drainage sump 2 feet in diameter and 2 feet deep shall be excavated below each hydrant and filled with coarse gravel or stone, compacted in place, under and around the shoe of the hydrant and to a level of 6 inches above the waste opening. No drainage sump shall be connected to a sanitary sewer. The operating nut shall be square. A hydrant wrench shall be furnished with each five hydrants.
  5. No parking within 10' of a hydrant.
  6. Hydrants and leads shall be restrained joint only, per Standard Detail. Thrust blocks are not permitted by hydrants.
  7. All new fire hydrants shall be painted with two coats of enamel paint (Rust-Oleum® Acrylic Fire Hydrant Enamel, 5200 Series, or City approved equal). Public hydrants shall be "safety yellow" and private hydrants shall be "gloss white" with a "marlin blue" bonnet.

#### E. Meters

1. All users (homes, businesses, commercial buildings, etc.) shall have approved type meters installed. Contact City Water/Wastewater Division at 614-322-4500.

#### F. Wells

1. All wells, pumps and pump housings shall be permitted and constructed as required by current Franklin/Fairfield County and Ohio Department of Public Health requirements, standards, and specifications.
2. Private Wells must be separate and independent of the City water system.
3. Where a well is to be abandoned, it shall be capped as required by Franklin County and Ohio Department of Public Health Requirements and Ohio Environmental Protection Agency, standards, and specifications.

#### G. Service Lines

1. All water service connections shall include corporation stops, service pipe, and either curb stops and boxes (for 2" and smaller), valve and box (for 2" to 6"), or gate valve. Where possible, the curb stops and box shall be set in the road Right-of-Way 6" from the property line.
2. Stops and boxes shall not be placed within existing or proposed pavement, unless there is no alternative, or if otherwise required by the City.
3. Water service shall be 3/4" minimum for residential and 1" minimum for commercial.
4. All water service pipe up to 2" diameter shall be Type K soft copper or HDPE DR9 to the meter.
5. Minimum cover is 54" measured from surface elevation to top of pipe.
6. All water services greater than 2" diameter shall be Class 54 ductile iron pipe.
7. Meters shall be purchased from the City's Water/Wastewater Division.
  - a. 3/4" and 1" meters shall be installed by the City.
  - b. 2" (or larger) meters shall be installed by a licensed plumber.

## V. SEWERS (Sanitary/Storm)

### A. General Criteria

1. Review Sections 941 and 945 of the City of Reynoldsburg Code of Ordinances for detailed requirements.
2. Sanitary sewer design shall be in accordance with the *Recommended Standards for Wastewater facilities - Great Lakes-Upper Mississippi River Board*, the *City of Columbus Sanitary Design Manual*, and the requirements provided herein by the City of Reynoldsburg. In the event of any conflict or discrepancy between these standards and recommendations, the designer shall contact the City Engineer for clarification.
3. New public or private sanitary sewers or pump stations shall be submitted to the Ohio EPA, Division of Surface Water for a Permit to Install. This is a developer responsibility that must be completed prior to construction.
4. Storm and sanitary sewer size, grade and manhole spacing table:

<u>Size</u>	<u>Min Grd(%)</u>	<u>Std Run(ft)</u>	<u>Max Run (ft)</u>
8"	0.45	300	350
10"	0.25	300	350
12"	0.20	300	350
15"	0.15	300	350
18"	0.12	300	400
21" (+)	0.10	300	400

3. The following must be shown on plan view for storm and sanitary sewer plans:
  - a. Size of pipe

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- b. Length between structures
  - c. Easement (where required)
  - d. Progressive numbering system for structures
  - e. Dimension to property lines, or coordinates related to a property corner
  - f. Structure coordinate tables shall be provided for all proposed manholes or storm structures.  
The plans must state that the contractor is required to field survey the “as-built” locations of these structures and provide updated coordinates following construction.
  - g. A sanitary sewer lateral table shall be provided for all service lines, indicating the address, stationing along the main, length of service, length of riser, slope, and casting/invert elevations for any structures or cleanouts.
4. Profiles must be shown with the following information for storm and sanitary sewer plans:
    - a. Length, type, class, size and slope of pipe between manholes
    - b. Top of casting and all sewer inverts at all manholes
    - c. Existing and proposed ground elevations
    - d. All utility crossings
    - e. Special backfill areas
    - f. Provisions for infiltration testing
    - g. Progressive numbering system for structures
  5. Dimension structures to property corners.
  6. Sanitary and storm sewer submittals shall be accompanied by a sewer design calculation using the City of Columbus methodology.

## VI. SANITARY SEWER

### A. General

1. Show building service lead size, locations and invert elevation at building or finish grade of building. Check conflicting elevation with other utilities. Minimum 6” diameter at 2.08% slope.
2. Added depth may be required for sewer extensions to provide future service to the sewer district.
3. In sanitary sewer where construction of building sewers (leads) to the property line is not required, a wye branch or tee inlet shall be installed for each lot or potential building site.
4. Minimum 20’ easement. An increase may be required due to depth of sewer.
5. Leads shall not be connected to manholes unless specifically approved by the City for a connection to the last manhole.
6. Lift stations will not be allowed unless there is no other alternative for sewer service.
7. A map must be provided delineating the contributing area in acres to the sanitary sewer system. All sanitary sewer manholes shall be numbered, consistent with the numbering on the improvement plans. A copy of the location map may be used for this purpose.

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8. Plan note that states that prior to acceptance of the sewer, the developer or contractor shall provide a video (DVD format) or approved digital image file of the sewer (with flows) to the City. The DVD shall be taken no less than 30 days after installation.

#### B. Design Criteria

1. Quantity list and design data (on the cover sheet or first sheet of the plans) in conformance with current 10 States Standards shall be included.
2. The maximum depth to invert of any sanitary sewer pipe shall not exceed 80% of the manufacturer's recommendation.
3. Sanitary sewer material shall be consistent with the requirements outlined in the City of Reynoldsburg General Notes and the City of Columbus Construction and Material Specifications.
4. Whenever there is a change in direction in a sewer at a manhole, an allowance of 0.10 feet in grade shall be made for loss of head through the manhole.
5. Whenever there is a change in pipe size, the inverts of both sewers shall be set at a grade so that both sewers maintain the same energy gradient.
6. Materials, bedding, joints, manholes, and other appurtenances shall be specified or shown on the Standard Details and must be in conformance with the current version of the Ohio EPA Pipe Specification List.
7. Siphons shall only be allowed when specifically approved by the City Engineer and the Water/Wastewater Superintendent.
8. 4.5' minimum cover required over mains and services.
9. Minimum collection line size shall be eight (8) inches.
10. Service shall be provided to each lot. If basement service is not provided, it shall be so noted on the sanitary sewer improvement plans and on the final plat. Risers shall be provided where the service is greater than twelve (12) feet deep, provided that basement service will still be provided.

#### C. Drop Connections

1. External drop connection required when there is an 18" vertical difference between inverts on outlet and inlet pipes.
2. Internal drop connections must be approved by Water/Wastewater Superintendent (614-322-4500).

#### D. Infiltration

1. The infiltration rate for all sanitary sewers shall comply with current City of Columbus or 10-State Standards.

#### E. Pump Stations

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1. Any proposed pump station shall be considered on a case by case basis by the City Engineer and Water/Wastewater Superintendent.

## VII. STORM SEWERS

### A. General

1. Review the City of Reynoldsburg Storm Water Management Program and Design Manual for additional details. These documents can be found on the City's website or requested from the City Engineer.
2. It shall be unlawful for any person to interfere with or obstruct flow of surface water over easements for public utilities or to impede the flow of surface water across private property in a manner different from the approved grading plan and drainage pattern.
3. A storm district drainage map shall be provided for all plan submittals, showing the storm system, sub-areas contributing to each structure and/or system, along with the overall drainage district limits. Areas and structures should be labeled and correspond with the calculations.
4. A separate grading plan shall be submitted at a minimum scale of 1" = 50' or as specified by the City in the event that a larger scale drawing is needed to properly convey the intended improvements. The grading plan shall indicate ground elevations with existing and proposed contours shown at intervals of not more than 5 feet where the slope is greater than 10-percent (10%) and not more than one (1) foot where the slope is less than 10-percent. Sufficient proposed elevations shall be shown such as at all lot corners, etc. in order to explain the proposed grading. First floor elevations of all existing and proposed structures shall be included. Routing of the major storm shall be shown. Sanitary sewer and storm drain top of castings must be shown on the grading plan.
5. Upstream (pass through) drainage shall also be accommodated. Smaller sites may only need to indicate the quantity of flow, contributing acreage, and point of entry (with an arrow, etc.). Larger sites will be required to provide a contour map, at no more than 1"=100'.
6. Peak flow rates, pre and post-development provided.
7. Storm water detention/retention required and provided as stated on plan sheets.
8. Verify non-damaging flood routing system provided on-site in case of failure of the primary drainage system.
9. In all manholes, there should be a minimum 1' separation between pipe walls with 40% of the manhole circumference intact.
10. Where detention/retention is required, storage volume must be provided for all acreage contributing to the basin, including that acreage off-site.
11. Storage allowed by off-line basin. See the appropriate section of this checklist for basin requirements.
12. Discharge cannot be diverted onto adjoining properties.

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13. Connections at storm structures: roof drains must be connected at a structure. Sump discharge connected via a 3” minimum pipe.
  14. Square structure covers can only be used as required for collection in conjunction with curb and gutter.
  15. All grates and castings shall conform to City of Reynoldsburg Standard Drawings. This criterion is required in public Right-of-Way, and recommended on all sites, so that covers cannot fall into the structure.
  16. All storm drainage from truck wells shall pass through an approved oil/gas separator structure. Capacity of the structure shall be based on the contributing area.
  17. A note shall be added to the plans stating that the owner will regularly clean and maintain all storm sewers and detention basins.
  18. Label all storm drains and appurtenances. Identify storm drain appurtenances by type. All appurtenances shall be numbered. Indicate the top elevation of each structure. Storm drain appurtenances and locations should be referenced to the centerline station of street.

#### B. Design Criteria

1. Design calculations shall be submitted on form with hydraulic grade line computed. Attempt to keep hydraulic grade line (HGL) within pipe. At no time shall HGL be within two feet of the top of casting elevation. Where edge drain is used, HGL shall also be kept below invert of the edge drain.
2. When starting HGL from an existing pond or other water area, the 10-year elevation shall be used.
3. Design shall be in accordance with the City’s Stormwater Management Program and Design Manual.
4. Sewer requirements:
  - a. Must be shown in profile.
  - b. 12” minimum pipe size.
  - c. 48” minimum for manholes and catch basins.
  - d. 24” minimum for inlets.
  - e. If public, 20’ minimum easement required unless within Right-of-Way.
5. Trench drains shall not be permitted outside of truck well areas.
6. Must pass through off-site drainage. Drainage area map shall include all off-site areas per storm sewer requirements.

### VIII. DETENTION/RETENTION BASIN

#### A. General

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1. Review City of Reynoldsburg Stormwater Management Program and Design Manual for details. Any form of underground detention / retention basin shall conform to the requirements of the Ohio EPA, and shall be reviewed and approved by them.
  2. Detention volume on a gravity outflow detention basin is defined as the volume of retention provided above the invert of the outflow pipe. Any volume provided below the invert of the outflow pipe will not be considered as detention or retention.
  3. Must drain entirely unless basin is part of overall landscaping plan. All basins should have a positive method in which to be dewatered, such as by gravity flow or pump outlet.
  4. Plans shall show proposed overflow route, and include a non-erodable route for overflow. Acceptable methods would include a control structure, overflow weir and swale, etc.
  5. The receiving watercourses shall be identified on the plan for both the 10-year and 100-year storm events by stating the route to the receiving waterway.
  6. Provision on the plans for maintenance of the basin shall be made by the developer with the property owner(s). The City will not accept the responsibility for the maintenance of any basin or other site drainage feature.
  7. Storm water detention/retention required and provided is shown on the plans and matches calculations.
  8. Peak flow rates for pre and post-development are provided in calculations.
  9. Orifice plates if applicable should include off-site drainage areas. If plates are designed in a series, verify that tail water conditions do not exist upstream.
  10. Fences may be required if side slopes exceed 1 on 6 (may be waived if location and depths do not present a hazard and/or design is integral part of approved landscaping plan). Also applies to sediment basins.

#### B. Design Criteria

1. Oversize storm pipes or underground basins (with restricted outlet) may be allowed, subject to City and Ohio EPA review.
2. No rooftop or parking lot detention/retention is allowed unless approved by City Engineer.
3. Restricted outflow shall be no larger than pre-developed outflow unless otherwise allowed/required by design of receiving drain.
4. Calculations for storage (both required and provided) and orifice sizing must be shown on the plans.
5. Design includes off-site areas passing through the site.

### IX. FLOODPLAIN DEVELOPMENT

1. City of Reynoldsburg Special Flood Hazard Area Development Permit is required for any development within the 100-year Floodplain.

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2. For any work occurring within a floodway or jurisdictional waterway will be subject to Ohio EPA and US Army Corps of Engineers permitting requirements.
  3. Review per principles of compensating excavation (i.e., all fill within floodplain must be compensated for by an equivalent volume of excavation to maintain water storage volume).
  4. 100-year floodplain (per FEMA) must be shown on all plans. If no floodplain exists, so note.

## X. SITE GRADING

1. Sufficient proposed grades indicated to ensure that:
  - a. Drainage is adequately discharged off-site with proper retention.
  - b. No upstream drainage is restricted.
  - c. Paving slopes are adequate.
  - d. The site in general drains without standing water.
  - e. Sight lines are not obstructed.
2. Elevations representing the finished grade and the first floor grade must be indicated.
3. Proposed grading shall meet abutting property line elevations.
4. Differentials in grade must incorporate a 4 on 1 maximum slope to the abutting property line.
5. If permitted, slopes of 3 to 4 on 1 shall be restored using an approved “erosion blanket”. This shall be identified on the plans. Non-vegetative restoration may also be considered for this and sleeper slopes, if permitted. In no case shall slopes steeper than 4 on 1 be permitted abutting the property line.
6. Any wall separating a differential grade of more than 12” shall be considered a retaining structure and requires a structural engineering and design and review. Design engineer must supply design calculations and cost estimate. Applicant shall supply materials testing during construction.
7. Easement from adjacent property owner may be required for any offsite grading.
8. Any face of a retaining wall shall be a minimum of two (2) feet from the nearest property line.
9. Easement from abutting parcels will be required for any retaining wall footing which encroaches, or where it appears that “normal” (1 on 1 side slope) excavation to the bottom of the footing would appear to require encroachment.

## XI. SOIL EROSION CONTROL

1. All sites with a proposed total disturbed area of one or more acres must submit a Notice of Intent (NOI) to the Ohio EPA.
2. All proposed erosion control measures shall be shown on the plans submitted to the City. A Soil Erosion Control (and/or construction) Sequence shall also be shown on the plans.
3. The smallest practical area of land should be exposed at any one time during development. “Practical area” shall be defined as the area in which temporary or permanent restoration can and will be performed within a reasonable period of time, as defined by the City, but in no case longer than the time allowed by the Ohio EPA.



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4. When land is exposed during development, the exposure should be kept to the shortest possible period of time, as deemed by the City, but in no case longer than the time allowed by the Ohio EPA.
  5. Temporary vegetation or mulching may be required to protect areas exposed during development, particularly if an unexpected erosion problem becomes evident. The developer will be required to assign this activity top priority upon notification by the City. Failure to act after a second notification will be grounds for the City to take necessary action to address the problem and charge the owner/developer accordingly.
  6. Sediment basins (debris basins or silt traps) shall be installed and maintained during construction, to remove sediment from runoff from land undergoing development.
  7. Sediment basins (debris basins or silt traps) prior to discharge into any wetland, stream, pond, etc., require a 1 x 3 stone outlet filter at all low points/discharge points properly toes into silt fence. Concentrated flows may not be directed into a wetland or against a silt fence
  8. The permanent vegetation and structures/basins should be installed as soon as practical during development. This would be included in the Soil Erosion Control sequence noted above.
  9. Wherever feasible, natural vegetation should be retained and protected.
  10. The PGU plan should be best fitted to the topography and soil so as to create the least erosion potential. The best earth balance may not be the best fit with respect to topography and natural vegetation.
  11. All new or existing (disrupted) ditches shall be sodded, which shall be indicated on the plans.
  12. Seed and mulch is not permitted on slopes greater than 4:1. "Excelsior" Mulch blanket, sod pegged per, or approved equal will be required on such slopes and shall be indicated on the plans.
  13. Erosion control shall conform to City and ODNR Rainwater and Land Development Manual standard details, with a detail of each measure used required to be shown on the plans.
  14. Erosion protection shall be provided in the public roadway for all drainage structures receiving road runoff to the low point.
  15. The developer shall clean all structures impacted during construction along with any other erosion control items prior to occupancy.
  16. Protection of ends of curb and gutter by providing for erosion control and temporary drainage where required.

## XII. PAVING AND RIGHT-OF-WAY IMPROVEMENTS

### A. General

1. Review Chapters 901-917 of the City's Code of Ordinances for additional requirements.
2. Stations and elevations shall be provided at beginning and end of all vertical curves.
3. Length of vertical curves with elevations and stations of points of vertical intersections (PVI).

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4. Elevations computed every 50 feet on all tangent sections, and grades computed every 25 feet in all vertical curves.
  5. Elevations along all curbs and curb returns on intersecting streets. The grades of intersecting streets shall match at the intersection of the extensions of the respective curbs. In other words, a hypothetical curb P.I. must be established.
  6. Stations and elevations at all curb inlets.
  7. Extension of centerline profile 300 feet beyond property line or boundary on all streets that provide for access to adjoining property.
  8. Existing centerline profiles for 200 feet minimum distance to insure proper grade tie, when proposed street is an extension of, or connects with an existing street or road.
  9. Centerline profile of existing street or road 300 feet minimum distance to right and left of proposed connection, when a proposed street intersects with an existing street or road.
  10. All proposed water mains, storm drains, and appurtenances.
  11. All crossings of existing utilities.
  12. Standard Paving Notes if there are public improvements.
    - a. Private site pavement sections are subject to the review of the City Engineer.
    - b. Minimum longitudinal slope:
      - Asphalt: 0.5%
      - Concrete: 0.4%
    - c. Maximum recommended longitudinal slope:
      - Roads: 6.0%
      - Parking and Sidewalks: 4.0%
    - d. Concrete curb and gutter required at edge of drive or parking unless otherwise approved by the City. Where any parking lot abuts land utilized for other than planned parking purposes, the curb shall be a minimum of 10' from the property line, with a greenbelt between curb and property line, per the zoning code.
    - e. Loading/unloading areas on parcels zoned GC, SO, LM, PID shall be a minimum of 8" thick non-reinforced concrete or as required.

B. Public Right-of-Way (City controlled):

1. Sufficient proposed grades, as noted above in the first item of site grading requirements.
2. Typical roadway and pavement sections shall conform to the requirements outlined in the City of Reynoldsburg Standard Drawings.
3. All approach radii must have concrete curb & gutter. 35' minimum radius, 45' required if intended for truck traffic.
4. Passing lane, acceleration lane and taper, deceleration lane and taper if required by the City.
  - a. Concrete curb & gutter on curbed streets.
  - b. Per City standard details.

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- c. When connecting to existing taper, some or all of the existing taper may be required to be replaced as directed by the City.
  5. Shoulder requirements (uncurbed roads):
    - a. Major/collector road: 3' to 8' wide asphalt shoulder with cross-section to match road pavement, and 3' to 8' wide, 12" 304 aggregate.
    - b. Local road: 8" 304 aggregate to match road base, 3' width.
  6. Minimum dedication of right-of-way along frontage to the ultimate right-of-way shown on the thoroughfare plan. Thoroughfare plan shall take precedence over these requirements if there is any discrepancy.
    - a. Major road: 100' to 204' – Contact City Engineer for requirement.
    - b. Collector road:
      - i. Residential collector: 70'
      - ii. Industrial: 70'
      - iii. Local road: 60'
  7. Drainage ditches:
    - a. Adequate culvert capacity for a 25-year storm event.
    - b. Enclosure of ditch permitted only with written City approval.
    - c. Side slopes: 4 to 1 maximum
    - d. 2' wide ditch bottom

Road design to be based on most recent Ohio Department of Transportation Location and Design Manual, including, but not limited to the following:

- a. Vertical curves where algebraic difference of slopes is  $>1.5\%$ .
  - b. Horizontal curves with adequate super elevation and transitions.
  - c. Centerline curve data, including delta, radius, arc, chord, and tangent.
  - d. Label radius of all curb returns to face of curb.
  - e. Stations at every 100 feet on centerline. Indicate stations at points of curve and tangent at the beginning and end of all returns at centerline intersection, and at subdivision or section limits.
  - f. When proposed streets intersect with or join existing streets or traveled way, indicate both edges of existing pavement, surface, or curb and gutter for a minimum of 100 feet, or the length of connection, whichever is the greater distance.
  - g. Sight distance shown where not intrinsic to vertical curves—i.e., sight triangles at intersections, or curves where sight obstructions exist.
  - h. Signing and striping plans and construction required per the Ohio Manual of Uniform Traffic Control Devices (OMUTCD).
8. City Details required at all drive entrances. Radius returns shall not butt into existing curb.
  9. New drive approaches shall conform to the City of Reynoldsburg Standard Drawings. Any existing feature or infrastructure that conflicts with the proposed drive approach location shall be

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relocated or adjusted by the Developer. This includes, but is not limited to, manhole adjustment/reconstruction, street lights, irrigation lines, fire hydrants, water valves, storm inlets (relocate when not in a roadway sump), etc. Curb and gutter along the roadway shall be replaced within the limits of any new drive approach (no sawcutting of drops).

#### C. Recreational Pathways and Sidewalks

1. Sidewalk or recreational pathway required along the frontage of all major roads.
  - a. Located 2' or 1' from ultimate right-of-way line unless otherwise approved.
  - b. Concrete sidewalk: 5' wide, 4" minimum thickness with 8" thickness at driveways for major/collector roads and 6" thickness at driveways for local roads. Base to be 4" of Item 304 compacted aggregate or #57 stone, as noted below.
  - c. Recreational Pathway: 8' wide, 4" minimum thickness, with 8" thickness at driveways for major/collector roads and 6" thickness at driveways for local roads.
  - d. Proposed grades at property corners, driveways and intermittent locations between.
  - e. All structures, hydrants, poles, etc., noted and moved or adjusted as necessary.
  - f. Sidewalk/Recreational Pathway thickness at drive entrances shall match the above standards or the parking lot thickness, whichever is greater.
  - g. A minimum 4" aggregate base (CMSC Item 304) or suitable base (approved by the City), shall be required for all recreational pathways.
  - h. 3' minimum clearance required from the edge of path to standing objects, ditch banks, drop-offs, water, etc.
2. A note shall be added to the plans stating that "All sidewalks and pathways in any public right-of-way shall be inspected by the City.
3. For redevelopment projects, the existing public sidewalk will be evaluated by the City of Reynoldsburg during the time of plan review. In the event that the walk is determined to be in poor condition and/or not compliant with the Americans with Disability Act Accessibility Guidelines (ADAAG), the Developer will be required to replace the public walk along its frontage.
4. Curb ramps and ADA accessible routes shall be identified on the plans. Elevations shall be provided to ensure conformance to ADAAG and City of Reynoldsburg Standard Drawings.

#### D. Private Roads

1. Private roads shall be constructed in accordance with the following: Minimum cross section shall be 3" asphalt over 6" aggregate base, or 6" concrete over approved base. Pavement shall be 22' wide with a straight 18" curb.
2. Private roads shall be considered separately from private drives.
3. Conversion from designation as a private road to a public road requires construction to public road standards, with inspection.

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4. Sufficient space for acceleration, deceleration and passing lanes shall be required unless waived by the Planning Commission during site plan approval.
  5. Private roads shall be provided with easements and maintenance agreements as deemed necessary by the City.
  6. Where City maintained utilities are placed in private roads, exclusive easement(s) rights shall be granted to the City. Recorded documents shall be provided prior to final acceptance.

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### XIII. Retaining Wall Checklist

#### A. General Review Items

1. Design details and computations (sealed by registered engineer) to be submitted and approved for all detached walls which are greater than 1' in height.
2. Five sets of plans submitted on 22" x 34" paper, for distribution upon approval.
3. Developer to provide appropriate materials testing at his/her cost.

#### B. General Inspection Items (all wall types)

1. Proper dimensions above and below grade, per plan.
2. Drainage system installed per approved plan.
3. Geotextile or other fabric installed per approved plan.
4. Proper backfill and compaction per plan or Engineer's direction.
5. Proper dimensions from property line per plan. No disruption of adjacent site unless easement or agreement is noted on approved plan.

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## 6. Preconstruction Checklist

- Performance Bond --- Certified Check --- Irrevocable Letter of Credit --- (circle one) Amount \$ \_\_\_\_\_
- Inspection Deposit --- Amount \$ \_\_\_\_\_ (As determined in the Plot, Grade, Utility Plan approval letter)
- One CD or DVD containing .TIF or .PDF images of the approved drawings
- Six (6) sets of signed and approved plans one (1) Mylar Cover Sheet
- Copies of PTI's (Permit to Install) for Water Lines and Sanitary Sewer Mains
- Ohio EPA Anti-Degradation Permit for Sanitary Sewer/Water Crossings
- Ohio EPA NOI (Notice of Intent) for Storm Water
- Army Corps of Engineers Permits
- Easements necessary to perform work on project
- List of Contractors and all Sub-Contractors provided to Building Division
- Contractors and Sub-Contractors all registered with the Building Division
- Construction Schedule (Please update throughout the completion of the project).
- Construction cost estimate \$ \_\_\_\_\_ (Attach worksheets)
- Traffic Control Plan
- Overlay Districts or Other Zoning Requirements: City's or others (especially trees)
- OUPS Notification for Utilities

\_\_\_\_\_  
(Submitted by)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Accepted by)

\_\_\_\_\_  
(Date)

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## 7. General Notes

1. The requirements of the City of Reynoldsburg, together with the most current version of City of Columbus Construction and Material Specifications (CMSC) and the Ohio Department of Transportation Construction and Material Specification (ODOT CMS), including all supplements thereto, shall govern all material and workmanship involved in the improvements shown in these plans unless otherwise noted.
2. The contractor shall obtain all necessary permits.
3. The contractor shall provide written notification to the City at least seven (7) days prior to any construction.
4. Two (2) working days prior to construction, contact the Department of Public Service (614.322.6810) and their designee identified at the preconstruction meeting to schedule inspection. The City shall inspect the following: All underground water, sewer, and storm, detention/retention ponds, grading, retaining walls, pavement in City Right-of-Way, all sidewalks or bike paths in any public Right-of-Way, and any other items noted during review or at the pre-construction meeting. Final acceptance may be affected if procedures are not followed for proper inspection.
5. The contractor is responsible to notify the City's designee for inspection and request a final punch-list inspection of the site once all items on the approved plans have been completed.
6. The contractor and subcontractor shall be solely responsible for complying with all federal, state, and local safety requirements, together with exercising precautions at all times for protection of persons (including employees) and property. It is also the sole responsibility of the contractor or subcontractor to initiate, maintain, and supervise all safety requirements, precautions, and programs in connection with the work. The contractor and subcontractor shall also abide by all City ordinances and state/federal laws.
7. The contractor is specifically cautioned that the location and/or elevation of existing utilities as shown on these plans is based on records of the various utility companies and, where possible, measurements taken in the field. The information is not to be relied on as being exact or complete. The City assumes no responsibility as to the accuracy or depths of the underground facilities as shown on the plans or not. Contractor must give adequate notice to the appropriate utility company before any excavation near a known utility per state law.
8. The contractor is responsible for the investigation, location, support, protection, and restoration of all existing utilities and appurtenances whether shown on these plans or not. The contractor shall expose all utilities or structures prior to construction to verify the vertical and horizontal clearances that exist per the approved plans. The contractor shall call, toll free, the Ohio Utilities Protection Service (OUPS) at 1-800-362-2764 (or 811) forty-eight (48) hours prior to construction and shall notify all utility companies at least forty-eight (48) hours prior to work in the vicinity of their underground lines in accordance with Section 153.64 of the Ohio Revised Code.
9. The contractor is responsible for coordinating the relocation of any utilities as required by the plan with the owner of the affected utility.



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10. Where potential grade conflicts might occur with existing utilities, the contractor will be required to uncover such utilities sufficiently in advance of laying pipe or duct for the Engineer of Record to determine the exact elevation and make any necessary adjustments. The City shall approve plan updates.
  11. All materials including but not limited to piping, appurtenances, manholes, aggregate, etc. to be utilized for dedicated public utilities or roadways must be approved by the City. In addition, all concrete pipe, storm, and sanitary sewer structures will be stamped or have such identification noting that said pipe, storm and sanitary structures have been inspected by the City of Columbus and meets their specifications. Pipe or structures without proper identification will not be permitted for installation.
  12. The contractor shall repair or replace any and all existing work damaged during or due to the execution of this contract to equal or better condition prior to the damage, at the contractor's own expense. All said work to be repaired or replaced to the satisfaction of the City. Any damage to other utilities caused by the contractor shall be repaired by the appropriate utility company.
  13. Care shall be exercised when working the area around existing trees and shrubs. Any trees or shrubs not marked for removal that are damaged by the contractor will have to be replaced by the contractor to the satisfaction of the owner.
  14. Any property corner pins or permanent survey markers disturbed during construction shall be reset by a registered professional surveyor with the State of Ohio.
  15. The open burning of site-cleaning debris, trash, etc. is prohibited in the City.
  16. All earthwork operations, especially pavement sub-grade construction, shall be inspected. Additionally, all final grades shall be field checked by both the contractor and the Inspector upon completion of contractor's operations to determine if the site has been constructed to the grades indicated on the approved plans.
  17. Open cutting of streets shall be prohibited unless otherwise authorized by the City Engineer or the Director of Public Service.
  18. Utility trenches within a 1:1 influence of the roadway including all points to within 3'-0" behind the curb, are to be filled and compacted per CMSC Item 912. Utility trenches within the right of way but outside the roadway influence shall be filled and compacted with suitable native material to within 98% of the maximum dry density per CMSC Item 911. All other trenches are to be filled and compacted with native material to within 95% of the maximum dry density.
  19. Storm sewers, sanitary sewers, and water mains constructed in fill areas greater than 1'-0" shall be constructed after compacted fill has been installed to proposed grade. The storm sewers, sanitary sewers, and water mains shall be installed per specified trench installation details.
  20. The Contractor shall furnish and maintain sanitary convenience facilities for the workmen and inspectors for the duration of the work.
  21. All drain tile and storm sewers damaged, disturbed, or removed as a result of the Contractor's operations shall be replaced with the same quality pipe or better, maintaining the same gradient as existing. Replaced drain tile shall be laid on compacted bedding equal in density to surrounding stratum. Replacement shall be done at the time of the backfill operation.

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22. The flow in all sewers, drains, and watercourses encountered shall be maintained by the Contractor at his own expense, and whenever such watercourses and drains are disturbed or destroyed during the prosecution of the work, they shall be restored by the Contractor at his own cost and expense.
  23. Any well, well point, pit, or other device installed for the purpose of lowering the groundwater level to facilitate construction of this project shall be capped as required by applicable (Franklin/Licking/Fairfield) County and Ohio Department of Public Health requirements and Ohio Environmental Protection Agency, standards, and specifications.
  24. No non-rubber tired vehicles shall be moved on public streets. Exception may be granted by the City of Reynoldsburg where short distances and special circumstances exist. Granting of exceptions must be in writing, and damage shall be repaired by the Contractor to the satisfaction of the City.
  25. The contractor is responsible for the proper installation (prior to the start of construction), maintenance, and replacement of sediment and erosion control measures per the approved SWPPP and per the current OEPA general permit for construction stormwater requirements, under which this project has obtained coverage. The contractor will be responsible for paying any fine levied by the OEPA resulting from failure to adhere to the SWPPP and/or the requirements of the OEPA general permit. The contractor must register as a co-permittee for this project (with the OEPA) prior to the commencement of earth disturbing activities. The contractor and all subcontractors involved in the implementation and maintenance of the SWPPP must sign a city form acknowledging they have reviewed and understand the conditions and requirements of the SWPPP prior to commencement of construction activities.

#### GENERAL ROADWAY NOTES

1. All pavement sub-grade shall be constructed in accordance with CMSC Item 203, a soils report, and as directed by the City. The city will strictly adhere to the compaction requirements set forth in section 203.12 of the CMSC and by Item 204, proof rolling. Density testing must be performed on each lift of fill, and the soils engineer performing the testing must have detailed laboratory test data on site to support the values being utilized in the density calculations. The moisture content of the new fill shall be in the range of  $\pm 2\%$  of the optimum moisture content determined by ASTM D698. The City reserves the right to require density testing of sub-grade in newly cut areas where topsoil has been stripped in preparation for sub-base installation or filling operations, in order to evaluate the necessity for additional compaction effort.
2. All pavement joints, particularly where a proposed pavement abuts an existing pavement, and all pavement joints abutting utility structures such as manholes, catch basins, valve boxes, etc. must be sealed in accordance with CMSC Item 423 Type II.
3. Pavement cuts for utility line installations are subject to the backfill requirements of Item 912. In lieu of compacted granular material, flowable controlled density fill, Item 636 type-II may be used. Pavement shall be constructed to match the existing section or nine inches of Item 448 asphalt concrete, whichever is greater. As an option, the contractor may choose to install a 7" class "C" concrete base extending 1'-0" beyond either edge of the excavation, with 2" of Item 448 asphalt wearing course placed on top.

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4. Steel plates shall be positioned and secured in place with steel spikes and cold patch asphalt mix over all trenches that are left open on a temporary basis and subject to traffic.
  5. City streets are to be kept clean and free from mud, stone, dirt, etc. A stabilized construction entrance as specified in the plans is to be diligently maintained at all site entrances throughout the day. Proactive measures must be taken to restore these items if inclement weather is forecasted. If the entrance is rendered ineffective by the City, the project will be shut down until a wash station is implemented and/or the entrance is made effective.
  6. Concrete curbs are to be branded during placement utilizing. Brand curbs are as follows:
    - A. S – on top of curb for sanitary lateral locations.
    - B. W – on face of curb for water service box locations.
    - C. WV – on face of curb for hydrant watch valve locations.
    - D. WM – on face of curb for water main valve locations.
    - E. SM – on face of curb for sanitary/storm manhole locations.
    - F. Brands that are missed must be mechanically ground into the curb after the concrete is set.
  7. Monument boxes shall be installed at locations designated on the plan by a registered professional surveyor with the State of Ohio. Boxes shall be Neenah R-1968, Type 36-B or east Jordan Iron Works No. 8371. Monuments are to be set in a concrete filled 24” diameter cored hole, flush with the top of the pavement.
  8. All temporary traffic control devices shall be furnished, erected, maintained, and removed by the contractor in accordance with the most recent edition of the “Ohio Manual of Traffic Control Devices for Construction and Maintenance Operations”.
  9. Lane restrictions or closures required during construction must be approved by the City (and county/township if their roads will be used for detour) a minimum of two (2) weeks prior to any work being performed. Otherwise, traffic lanes shall be fully open to traffic at all times and ingress and egress shall be maintained to public and private property.
  10. Tack coat (CMSC Item 407) is required between all lifts of flexible pavement, between concrete base and asphalt surface course, and along the curb. The tack coat application may be waived at the discretion of the inspector if the lifts of asphalt are laid down within seven (7) days of each other, there has been no water or vehicle traffic on the pavement and the pavement is clean and free of dust and debris.
  11. Standard electrical specifications and Standard Construction Drawings covering street lighting for the City of Columbus shall apply.
  12. In the event excavation for the street is from 0” – 6” below that called for on the plans, the Contractor shall replace this excavated material with compacted Item 304 crushed aggregate as directed and at no cost to the City.
  13. It shall be the responsibility of the contractor to adequately barricade the street in the vicinity of all expansion joints until such time the street is open to traffic.

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14. The Contractor shall be responsible for testing the grades of the gutters with water, prior to final acceptance of the streets.
  15. The Contractor shall provide two roof drain openings in the curb for each lot; each opening located not more than 4' in from each lot line.
  16. All sidewalks and pathways in any public right-of-way shall be inspected by the City.

#### GENERAL STORM SEWER NOTES

1. Unless otherwise noted on the plans all storm sewers shall be as hereafter specified: (1) All sizes of storm sewer located within or across proposed or existing pavement areas shall be Type B conduit, 706.02, with Type 2 bedding; (2) Storm sewer located outside pavement areas shall be Type C conduit, 706.01, Type 2 bedding, for 15" and smaller and shall be Type C conduit, 706.02, Type 2 bedding, for 18" and larger. The following modifications to Ohio Department of Transportation Specifications shall apply: (1) Granular backfill material shall be aggregate meeting gradation of Item 304, compacted in accordance with Item 603.09, and placed within limits shown on the plan including around all inlet structures. Granular backfill shall extend from the bottom of the trench to a plane 6" below the subgrade.
2. Flexible storm sewers (for public storm sewer only) when approved by the City are subject to mandrel testing and/or video inspection as directed by the City. Testing shall be performed no sooner than thirty (30) days after the pipe trench has been backfilled and all roadway and site fills over the storm lines have been constructed. Maximum deflection must not exceed 5% of the base inside diameter.
3. All storm manholes shall be marked with a 4" x 4" x 10'-0" pressure treated wooden post projecting 4'-0" above the finish grade and with the top 1'-0" painted orange on 4 sides.
4. All major flood routes and detention basins are to be surveyed by a registered professional surveyor in the State of Ohio to verify conformance to the approved grading plan. Cost of this work shall be at the expense of the owner/applicant. Correspondence from said registered professional surveyor shall be provided to the City verifying that basins and flood routing is per plan.
5. All catch basins, manholes, and curb inlets shall have concrete channels poured in place to assure positive drainage through these structures.
6. Public storm sewer manhole lids are to be per the Reynoldsburg Standard Construction Drawing ST-7.
7. Storm sewer curb inlets are to be adjusted within 1/4" of plan elevation using steel shims.
8. Pre-cast rings are to be used for all final adjustments of manhole castings. Storm manhole top of castings should be set at 1-1/2" above finished grade.
9. Openings must be provided in drainage structures to accommodate underdrain outlets. Underdrains are to be constructed in accordance with details provided in the approved plans.

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10. An Operation and Maintenance Plan for detention/retention facilities shall be provided to the Service Department (614.322.6810) at the preconstruction meeting. The City will not accept responsibility of maintenance for detention/retention or other drainage facilities unless otherwise approved.

#### GENERAL WATER NOTES

1. All water pipe and fittings, and methods of construction and workmanship for water lines and appurtenances shown on these plans must conform to the rules and regulations of the City of Reynoldsburg and COC, unless the requirements of such rules and regulations are upgraded by the following notes.
2. Any activity related to the usage of the public water system must have pre-approval from the City. Work requiring the shutdown of existing water mains is to be coordinated with the Water Department forty-eight (48) hours prior to the scheduled work being performed. All affected customers shall be notified, in writing, by the contractor at least twenty-four (24) hours prior to shut down. City approval of notification is required prior to distribution.
3. All water mains 4" – 10" shall be D.I., CL53, AWWA C-151, or PVC AWWA C-900, CL- 150. All water mains 12" or larger shall be D.I., CL54 or NSF approved. All bends, joint deflections and fittings shall be backed with concrete as detailed and as designated where water mains or services cross roadways, backfill shall be compacted granular material consistent with CMSC Item 801.11.
4. All water mains shall be constructed at a depth of 4.5 feet, as measure from the proposed grade to the top of pipe of the water main, unless otherwise approved or directed by the Engineer. In case of conflict in grade between the water line and storm sewers, the water line shall be lowered during construction. Water service taps shall not to be placed on the lowered section of the water line. Water service taps shall not be placed within 10 feet of any permanent structure (i.e., fire hydrant, storm sewer inlet, etc.).
5. Poly wrap consistent with AWWA C-105 shall be included on all proposed ductile iron water mains and hydrant leads.
6. All piping 2" or less in diameter between the water main and the control valve or meter pit must conform in all respects Reynoldsburg Standard Construction Drawing WA-4. Fittings are not permitted between the water main connection and the control valve.
7. Dead-end water lines must terminate with a gate valve and fire hydrant followed by a main line valve and an additional section of water line plugged and blocked. Maximum lengths are subject to modification based on City review, and may require submittal of calculations showing adequate fire flow and daily turnover. Refer to Reynoldsburg Standard Drawing WA-16 for water service details at a cul-de-sac.
8. All main line valves, hydrant watch valves, curb boxes, and dead end lines are to be marked with a 4" x 4" x 10'-0" post with 4'-0" projecting above the finished grade and the top 1'-0" painted blue on four (4) sides.

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9. If there are any conflicts in grade between water line and gravity sewers, the water lines shall be lowered during construction.
  10. The contractor shall be responsible for the horizontal and vertical deflections or bend in the water line in accordance with the manufacturer's specifications. Deflect water lines to provide 18 inches vertical and 10'-0" horizontal clearance from sanitary and storm sewers.
  11. All water service connections shall include corporation stops, service pipe, and either curb stops and boxes (for 2" and smaller), gate valve and box (for 3" to 8"). Where possible, the curb stops and box shall be set in the road Right-of-Way 6" from the property line.
  12. All mechanical fasteners, bolts, all thread rod, etc. are to receive one (1) coat of rust inhibitive paint or coating.
  13. If the top of the operating nut is more than 48" inches below finished grade, an extension stem must be furnished to bring the top of the operating nut to within 36" of finished grade elevation.
  14. Fire hydrants shall conform to AWWA C502 and shall be Mueller Company "Centurion" 200, No A-421, American Darling Mark 73, or Clow Medallion, fire hydrants. The hydrants shall have a 6-inch mechanical joint inlet connection, a 4 1/2 -inch main valve opening, two 2 1/2-inch hose nozzles, and one 5-inch Stortz pumper nozzle. All side nozzles shall have National Standard threads. Hydrants shall be furnished with a 5-foot bury depth unless otherwise shown on the plans. Hydrants shall be self-draining. A drainage sump 2 feet in diameter and 2 feet deep shall be excavated below each hydrant and filled with coarse gravel or stone, compacted in place, under and around the shoe of the hydrant and to a level of 6 inches above the waste opening. No drainage sump shall be connected to a sanitary sewer. A hydrant wrench shall be furnished with each project or for every ten (10) hydrants.
  15. All new fire hydrants shall be painted with two coats of enamel paint (Rust-Oleum® Acrylic Fire Hydrant Enamel, 5200 Series, or City approved equal). Public hydrants shall be "safety yellow" and private hydrants shall be "gloss white" with a "marlin blue" bonnet.
  16. All new main line and hydrant watch valves are to be directly anchored to the tee and be anchor type fittings.
  17. For water service taps, the water main connection must be made using a Mueller H15000, H15008 or equal corporation stops. Control valves must be Mueller H-15200, H15207, or equal valve curb stops (quarter turn only). See Reynoldsburg Standard Construction Drawing WA-4 for additional details.
  18. Refer to Reynoldsburg Standard Construction Drawing WA-15 for tapping sleeves and valves. No direct taps must be made to any asbestos mains. 1 1/2" and 2" water taps are to be done with a Ford style FC-202. 3" and 4" water taps must be done with a Ford style FS-202. 6" water taps and larger must be performed with a Ford FTSS tapping sleeve, a JCM 432 or an approved equal.
  19. All gate valves must be ductile iron resilient wedge 250 PSI as manufactured by American flow control or approved equivalent which meets or exceeds the requirements of ANSI/AWWA C509. Clow Valve Company, model number 2638 approved for 16". 6" and 8" must be ductile iron and epoxy coated.

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20. Valve boxes are to be Tyler 6850 series cast iron 2-piece screw type for main and watch valves and Tyler 6500 series cast iron 2-piece screw type service boxes for curb valves. Star pipe products 2-piece screw type valve box item code VB5645 39-50 or approved equal. See Reynoldsburg Standard Construction Drawing WA-9 for additional details.
  21. Where and as shown on the plans, the water services shall be extended from the normal locations of the permanent box and curb stop so its terminus point with Copper Type K and a temporary box set at the end of the extension.
  22. Water distribution system improvements must be designed such that the working pressure should not be less than 35 PSI during peak flow conditions, or minimum of 20 PSI during peak flow plus fire flow conditions. Individual booster pumps for the purpose of raising supply line pressure will not be permitted.
  23. All meters specified for this project will be provided by and purchased from the City of Reynoldsburg. Contact the City of Reynoldsburg Water/Wastewater Division (614.322.4500) for ordering and pricing.
  24. Meter pits, including all piping, fittings, equipment, and appurtenances, must be approved by the City through a scheduled field inspection during the installation. Meter pits unable to be provided with a gravity drain must be equipped with a sump pump. See Reynoldsburg Standard Construction Drawing WA-29 for additional details.
  25. A hydrostatic test, as required in Section 4 of the Standard AWWA Specification C-600, shall be applied to the whole or individual valved off sections of the mains and fire hydrant leads, either before or after the trench is backfilled, in accordance with Section 801.11 of the City of Reynoldsburg General Water Main Specifications.
  26. All water mains 12" and larger shall be cleaned by passing a properly sized poly pig through the pipe. The poly pig shall have a minimum density of five (5) pounds per cubic foot, be coated with a double spiral wrap without wire brushes or scraping tools. Approved poly pigs include: Pipeline Pigging Products Model B4, Girard Model RCC, and Knapp Model 1-C.
  27. The contractor shall prepare the main for the insertion and removal of the poly pig at points identified by the Engineer as insertion ports, if required, and exit ports. In general, this will consist of providing all material, equipment, and labor to insert the poly pig and construct a sanitary exit port. Where practical, the poly pig shall be inserted into the first length of pipe during the initial installation. At the exit port, the contractor shall prevent the backflow of purged water into the main by the temporary installation of mechanical joint bends and pipe joints to provide a riser out of the trench. On larger pipe, additional excavation of the trench may serve the same purpose. Where trench is used, the excavation shall be lined with polyethylene. Pumps and/or ditches shall be provided to prevent contaminated water from reentering the main. After the main is cleaned to the satisfaction of the City, the contractor shall remove all temporary constructions and complete all work necessary to secure the system prior to backfilling insertion and exit sites. Additional poly pig runs may be required by the Engineer when water purged from the main indicates the presence of excessive dirt or debris.

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- 28. The contractor shall make arrangements to have the water mains chlorinated by the COC per AWWA C-651. The cost of chlorination is the responsibility of the contractor
  - 29. The contractor shall comply with all requirements and special conditions of the Ohio EPA Plan Approval issued to this project.

**STREET, STORM, WATER PLAN SIGNATURE BLOCK**

Signatures below signify only concurrence with the general purpose and general location of the project. All technical details remain the responsibility of the engineer preparing the plan.

**APPROVED BY:**

Director of Public Service City of Reynoldsburg, Ohio	Date
City Engineer City of Reynoldsburg, Ohio	Date
Superintendent of Water/Wastewater Division City of Reynoldsburg, Ohio	Date
Superintendent of Street Division City of Reynoldsburg, Ohio	Date
Chief of Fire Department Fire District Name	Date
Planning & Zoning Administrator City of Reynoldsburg, Ohio	Date
Floodplain Administrator City of Reynoldsburg, Ohio	Date

Note to engineer preparing plan:



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The City of Reynoldsburg is served by four separate fire districts (Truro Township, Jefferson Township, Violet Township and West Licking). The engineer shall include a signature line for all fire districts which have jurisdiction within the project boundaries.

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## GENERAL SANITARY NOTES

1. All sanitary sewers, manholes and services must be tested. All sanitary sewers must be subject to and pass the infiltration or exfiltration test prior to acceptance, including vacuum testing of manholes. Air tests are acceptable to the City. Leakage through the joints of the sewer shall not exceed the following allowable limits: 100 gallons per inch of tributary sewer diameter per 24 hours per mile of length or the computed equivalent for shorter lengths and shorter periods of time.
2. Clean water connections prohibited: Roof drains, foundation drains, and other clean water connections to the sanitary sewer system are prohibited on this project.
3. The minimum requirement for sewer pipe on this project must be SDR 35 (SDR-26 if depth exceeds 20'), ASTM D3034 polyvinyl chloride (PVC) sewer pipe with ASTM C1784 cell classification of 12454 B or 12454 C, ASTM F679 PVC sewer pipe ASTM cell classification 12454, or CCFRPM, ASTM D3262-type 1, liner 2, grade 3, stiffness 72 PSI, unless otherwise shown on the plans. Pipe manufacturers must be on the current COC approved list.
4. Pipe for all 6" sanitary services shall be PVC plastic sewer pipe, ASTM D-3034, SDR-35. Services are subject to the infiltration, exfiltration, or air test. All service extensions shall be laid at a minimum grade of 2.08% and shall be constructed at the time of construction of the main sewer, unless otherwise directed by the Engineer. Sanitary service connections shall not be connected to the services or main line sewers until full approval of said services and main line sewer has been received.
5. All PVC sewer lines shall be deflection tested after installation, in conformance with the requirements of Item 901 of the City of Columbus, Construction and Material Specifications, current version.
6. Public sanitary manhole covers are to be consistent with Reynoldsburg Standard Drawing SA-8.
7. All sanitary manholes and lateral services are to be marked with a 4"x4"x10'-0" pressure treated wood post with 4'-0" projecting above the finished grade and with the top 1'-0" painted green on 4 sides. Additionally a 2"x2" hardwood wye pole is to be wired to the base of each 4"x4" pole and extended down to the end of each lateral service. Cost to be included in the various sewer items.
8. Where the cover to finished grade over a sanitary wye is in excess of 12'-0", a length of riser pipe and a 45° bend must be installed along with a minimum of one whole length of 6" pipe such that the end of the service will be 10'-0" below grade. All sanitary lines and services are to be designed and installed so as to provide basement service. Riser extensions shall be a minimum of three (3) feet in length.
9. Where the sanitary sewer crosses under a proposed storm sewer or waterline the trench must be backfilled to the bottom of the proposed storm sewer or waterline with compacted granular material Item 912, for a length of 10 lf centered on the storm sewer or waterline.
10. Prior to construction, the contractor must verify existing tie-in manhole flow line and top-of-casting elevation. Manholes are to be built or adjusted so the tops conform to the elevations shown on these plans.

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11. All pipes must be installed with stone or gravel bedding as shown in the Standard Construction Drawing R1-A.
  12. The Contractor shall install a temporary bulkhead, where directed on the plans, prior to construction of the proposed sanitary sewers and shall maintain same until said sewers are accepted by the Engineer.
  13. Sanitary laterals installed in a common trench are to be installed with a minimum 2'-0" center to center separation of pipes in a 4'-0" minimum trench with a 1'-0" minimum bedding around pipes. Pipe ends are to be flared to a minimum 10'-0" center to center separation of pipes at 5'-0" from the property line.
  14. All precast concrete products shall be inspected at the location of manufacture. Approved precast products shall be stamped or have such identification noting that said products have been inspected by the City of Columbus and meet their specifications. Precast concrete products without proper identification of inspection will not be permitted for installation.
  15. Where the sanitary sewer crosses a proposed or existing pavement, the trench shall be backfilled with granular material meeting the gradation set forth in Item 304, and compacted in accordance with Item 603.09, from the bottom of the trench to a plane 6" below the subgrade. The limits of placement shall be from five (5) feet beyond the edge of pavement or back of curb to five (5) feet beyond the edge of pavement or back of curb. All other trench backfill shall be compacted to a soil density at least equal to that of the adjacent undisturbed soil in the area. Granular material shall be used above the top of the pipe to a sufficient depth to achieve adequate compaction without crushing the pipe.
  16. The Contractor shall comply with all requirements and special conditions of the Ohio EPA Permit to Install issued for the project.
  17. The sanitary sewer meets or exceeds City of Columbus design standards (including per capita flow, peaking factor, and I/I allowance) and material specifications.
  18. The Contractor shall televise and provide the City of Reynoldsburg in a DVD format the recordings documenting the condition of the pipe after mandrel testing. These recording must be reviewed and approved by the City prior to acceptance.

SANITARY SEWER PLAN SIGNATURE BLOCK

Signatures below signify only concurrence with the general purpose and general location of the project. All technical details remain the responsibility of the engineer preparing the plan.

APPROVED BY:

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Director of Public Service  
City of Reynoldsburg, Ohio

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Date

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City Engineer  
City of Reynoldsburg, Ohio

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Date

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Superintendent of Water/Wastewater  
City of Reynoldsburg, Ohio

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Date

Note: Approval on the part of the City of Columbus is given pursuant to the provisions of the Sewer Service Agreement with the City of Reynoldsburg, Ohio, on November 7, 2002; Ordinance No. 2201-94, and all subsequent amendments thereof.

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Administrator, Division of Sewerage & Drainage  
City of Columbus, Ohio

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Date

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Director of Public Utilities  
City of Columbus, Ohio

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Date

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## 8. Record Plans (As-Built Plans)

### GENERAL ITEMS

1. It is the full responsibility of the Developer and their Contractor to obtain the field data and construction survey necessary for the Design Engineer to create Record Plans according to these Guidelines.
2. It is the full responsibility of the Design Engineer, who originally prepared the plans, to obtain “as-built” field data from the Contractor.
3. Record drawings should be prepared using AutoCAD, construction drawing images in .TIF Group 4 format.
4. Record plans shall be created using a compilation of the construction field notes and mark-ups, utility coordinate and grade tables for fittings and structures, any design changes during construction, and any other information provided by the contractor, client, or inspection staff.
  - a. Record drawings shall incorporate information from the marked-up plans and inspection field notes first. Any “as-built” coordinates shall be used to confirm this information.
  - b. Using coordinates as the sole source of data for record plans is not advisable because surveying error or poor field practices could result in poor record plans.
  - c. Record plan preparer should cross-reference field notes and coordinates and alert the City and Contractor when inconsistencies exist.
5. Record drawings shall consist of a full, complete set of drawings with all sheets included with the exception of maintenance of traffic sheets and sedimentation and erosion control sheets.
  - a. All of the sheets in the record set will be given a City of Reynoldsburg record plan number by the City Engineer after they are submitted by the Design Engineer.
6. Record Plans shall be submitted to the City of Reynoldsburg electronically (disk, flash drive, or sharefile) as a complete set in both .dwg and .tif formats.
7. Include the following notes on each sheet of the record drawings:

**RECORD DRAWINGS**

Prepared by Name of Design Engineer – Month Day, Year  
Construction Performed from Month, Year to Month, Year  
Construction Contractor: Company Name  
Inspector: Company Name

### PLAN VIEW ITEMS

1. If limits of the project have changed, update project limits and stationing as necessary
2. Add pipe material types for any buried utilities and utility service lines.

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3. Add revised stations and elevations for all buried utilities and services at structures, bends, fittings, etc., that have changed.
    - a. In areas where utilities have been changed by more than 18-in horizontally from the plan, the pipes should be redrawn to show the new location.
    - b. Where horizontal alignment changes are less than 18-in, the plan line work can remain unchanged but callouts for stations and elevations should be lined-out and revised in the record plan.
  4. When the alignment has changed, add dimension lines from the new alignment to the right-of-way line or property lines in areas where the alignment shifts.
  5. For utilities that were abandoned during the project, revise “to be abandoned” call-outs with “abandoned/removed” call-outs. Document whether or not abandoned pipes were removed or filled in place.
  6. Cross out any utilities that were found to have been previously abandoned during construction.
  7. In locations where the contractor cut and or plugged or bulkheaded existing utilities, show the “as-built” station and location.
  8. Remove any notes or line work for items that were non-performed during construction.
  9. Show and update the location and size of any water or sanitary services that were either encountered or constructed as part of the improvement.
  10. Add station, location, and material type for any existing utilities that were encountered during construction.
  11. Update any enlarged details that were included in the plans for water main connections, special manhole details, etc.
  12. Remove all pavement replacement / curb / sidewalk, etc. hatching from the record plans.
  13. Document any construction plan revisions to surface or underground features that occurred as a result of RFIs from the contractor or change requests made by the City.

#### PROFILE VIEW ITEMS

1. Recalculate pipe grades based on “As-built” invert or centerline elevations. Show revised grades on record plan.
2. Show any special fittings or lengths of restrained joint pipe (if applicable).
3. Revise all elevation information for structures, grade brakes, bends, or fittings.
  - a. In areas where the vertical alignment of the underground utility varies by more than 12-in from the plan, the pipe profiles should be redrawn.
  - b. In areas where vertical alignment varies by less than 12-in, plan elevations should be lined-through and “as-built” information shall be provided.
  - c. Elevations for water mains shall be to center line of pipe and elevations for storm or sanitary sewers shall be invert of pipe.
4. Add station and elevation information for existing or other proposed utilities that appear in the profile and were encountered during construction.
  - a. Add any new utilities that were unknown at the time of design but encountered during construction.
5. Remove all “cut” call-outs on the profile view.

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6. Verify that all of the changes that were made in the plan view are carried over to the profile view.