

**CONSTRUCTION DRAWINGS**  
**COMPLETE SUBMITTAL CHECKLIST**

Construction Drawings are to be submitted to the Planning Department in accordance with the provisions of Articles III & IV of the Subdivision Regulations. All Conditions issued by the Planning Commission during the Design Plan Review Phase are to be addressed prior to submitting Construction Plans for Review, Administrative Approval, and Final Administrative Approval and Signature.

- LETTER OF TRANSMITTAL INDICATING THAT ALL ITEMS HAVE BEEN PROVIDED, AND A WRITTEN STATEMENT DETAILING THAT ALL ITEMS, COMMENTS, AND CONDITIONS FOR APPROVAL FROM DESIGN PLAN APPROVAL STAGE HAVE BEEN ADDRESSED IN THE PREPARED CONSTRUCTION PLANS.
  
- TEN (10) SETS OF COMPLETE CONSTRUCTION DRAWINGS PER AGENCY REQUIREMENTS AND PER ARTICLE IV, & REQUIRED SUBMISSION DOCUMENTS TABLE SECTION ENTITLED “CONSTRUCTION DRAWINGS.”
  - 36” x 24” Minimum Size
  - 1” = 50’ Required Scale
  - All items addressed per Design Plan Review Table (Article IV, pg. 6-7)
  
- CD CONTAINING THE FOLLOWING ITEMS:
  - Electronic/Digital .DFX or .DWG (AUTOCAD) Version of Construction Plans
  - Electronic .PDF (ADOBE) Version Set of Construction Plans
  
- TEN (10) SETS OF 11”x17” REDUCED SETS OF CONSTRUCTION PLANS
  
- APPLICABLE FEES FOR REVIEW – MAKE CHECKS PAYABLE TO:  
“CLERMONT COUNTY TREASURER”

If any Construction Drawing Submittal is missing any of the above items, the application will be deemed **INCOMPLETE**. Incomplete submittals **WILL NOT** be accepted, processed, or reviewed. Once all required items are received, plans will be reviewed with all applicable regulations. Once all comments have been addressed, the applicant shall submit ten (10) copies for Final Construction Plan Approval and Signature.

**ARTICLE IV: REQUIRED SUBMISSION DOCUMENTS TABLE**  
**CONSTRUCTION DRAWINGS**

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
1	Proposed name of subdivision under Section 302		
2	Vicinity map showing subdivision location		
3	Location by military survey or other survey		
4	Names, addresses, and phone numbers of the owner and applicant		
5	Name, addresses, and phone numbers of the professional engineer and registered surveyor who prepared the plans		
6	Appropriate registration number and seals, including one (1) set of plans with an original stamp and signature		
7	Scale of the plan, North point		
8	Boundaries of the subdivision		
9	Total acreage of the entire tract, total acreage of land contained in lots, total acreage of land contained in streets, total acreage of open space, park land, etc		
10	Name of adjacent subdivisions, owners of adjoining parcels of undivided land, and the location of boundary lines		
11	Locations, dimensions, and names of existing streets, railroad right-of-ways, easements, parks, permanent buildings and corporations, Township, and County lines		
12	Existing contours at two (2) foot intervals on land classified as "level" in the Clermont County Soil Survey, and not greater than five (5) foot intervals for all other lands		
13	Locations and dimensions of existing sewers, water lines, culverts, and other underground structures, and power transmission poles and lines within and adjacent to the tract		
14	Location of proposed streets, easements, common parking areas, alleys, pedestrian walks and points of circulation, ingress, and egress		
15	Names and widths of proposed streets and easements		
16	Typical cross section of roads, from right-of-way line to right-of-way line. The typical section shall show the location of all utility lines and storm sewers. Pavement design shown shall be on the designs shown in the <i>Subdivision Street Design and Construction Standards for Clermont County</i> .		
17	Building setback lines and dimensions		
18	Location and dimension of proposed utility and sewer lines, showing their connections with existing systems		
19	Layout, numbers, and approximate dimensions of each lot, including area of individual lots in both acres and in square feet		
20	Parcels of land in acres to be reserved for public use or to be reserved by covenant for residents of the subdivision		
21	Proposed use of lots, type, and number of dwelling units		
22	The drainage area of the entire proposed project site		
23	The location and extent of all soils within the proposed project area as qualified project site showing the drainage area of the project		
24	The location of all wooded, topographic, or natural features that are contained and adjacent to the proposed project area		

**ARTICLE IV: REQUIRED SUBMISSION DOCUMENTS TABLE**  
**CONSTRUCTION DRAWINGS**

		HAVE	NEED
25	Construction details		
26	Complete drainage details and Stormwater Runoff Calculations, stamped and signed by a Professional Engineer certified in the State of Ohio		
27	Bearings and distances to street lines, military survey lines, or Township lines or recognized permanent monuments which shall accurately describe the proposed plat		
28	Radii, internal angles, points of curvature, tangent bearings, lengths of arcs and curve data of all applicable streets within the plat area		
29	A complete Soil Erosion and Sediment Control Plan that adheres to the <i>Clermont County Water Management and Sedimentation Control Regulations (W.M.S.C)</i>		
30	A detailed site analysis consisting of a report that lists the development site characteristics such as site context, ecology, historic sites or structures, farmland, important or distinguishing features, the locations of all wooded areas, and any other significant topographic and natural features located within or adjacent to the plan		
31	All easements for right-of-way provided for public services or utilities, and any limitations of such easements		
32	Location and statement of adequate outlet for aerobic sewage discharge as approved by the Clermont County Board of Health. This statement may be made in the form of a notation of reference to a recorded document		
33	Summary of Quantities of all work		
34	Estimate of the cost of construction of street improvements		
35	Date		
36	Approval and acceptance clause for the signatures of a representative of the Clermont County Planning Commission, the County Engineer, the Clermont County Water and Sewer District, the Clermont County W.M.S.C Administrator or his designated representative, and the Clermont County Board of County Commissioners. The signature of the Township Zoning Inspector shall be required on the record plats of all Planned Unit Developments in any Township that has an adopted zoning resolution.		
37	If the subdivision is to be submitted in sections, blocks, and/or phases, these divisions shall be indicated on the record plat		
38	Location of all bury pits and/or debris pits		
39	Traffic Impact Study (Required)		
<b>Within Commercial, Multifamily, Industrial (and Planned Unit Development if applicable): Additional Requirements</b>			
A	The proposed use of all buildings (includes PUD)		
B	The height of all buildings (includes PUD)		
C	The location, dimensions and approximate grade of proposed parking and loading facilities, alleys, pedestrian walks streets and drives, and other points of circulation, ingress and egress to the development (includes PUD)		
D	The location and proposed development of all open space and common area (includes PUD)		
E	The location of all existing proposed site improvements including drains, culverts retaining walls and fences (includes PUD)		
F	The location and dimension of all signs (includes PUD)		

**ARTICLE IV: REQUIRED SUBMISSION DOCUMENTS TABLE**  
**CONSTRUCTION DRAWINGS**

		HAVE	NEED
G	The location and design of street and parking lighting (includes PUD)		
H	The location and design of all landscaping (includes PUD)		
I	The location of all fire hazards, as well as the proposed method of mitigation shown on the plan		
J	The location of all radioactivity or electrical disturbances and the proposed method of mitigation shown on the plan		
K	The location of any sources of excessive noise, and the proposed method of mitigation shown on the plan		
L	Any sources of air pollution must be documented on the plans, and the proposed method of mitigation must be shown on the plan		
M	In instances where excessive glare may result from the proposed land use, the mitigation method shall be shown on the plan		
N	Any source of potential water pollution and the proposed method of mitigation shall be indicated on the plan		
O	Any related, operational, or pertinent characteristics of the proposed use shall be indicated on the plan		

**CLERMONT COUNTY PLANNING COMMISSION  
APPLICATION FOR ADMINISTRATIVE CONSTRUCTION PLAN APPROVAL**

Date \_\_\_\_\_

A/P # \_\_\_\_\_

**NAME OF SUBDIVISION** \_\_\_\_\_

Section/Phase \_\_\_\_\_ Block \_\_\_\_\_

Location \_\_\_\_\_  
\_\_\_\_\_

Township \_\_\_\_\_ Military Survey \_\_\_\_\_

Complete Parcel Identification Number (PIN) \_\_\_\_\_

Has a Design Plan been approved for this subdivision? \_\_\_\_\_ Project Number \_\_\_\_\_

**Name of Applicant** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Name of Owner of property to be subdivided** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Name of Applicant's Surveyor or Engineer** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Proposed Zoning Changes: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

Was the development approved as a "Special Development"? (See Article VII Sub Regs) **YES** / **NO**  
*(If yes, please attach completed "Special Development" Form)*

**DEVELOPMENT CHARACTERISTICS:**

Acreege w/in Approved Design Plan: \_\_\_\_\_ Acres

Acreege w/in Section and/or Block: \_\_\_\_\_ Acres

Number of **APPROVED** lots from Design Plan Review: \_\_\_\_\_

Number of Lots **PROPOSED** w/in this Section: \_\_\_\_\_

Number of **APPROVED** units from Design Plan Review: \_\_\_\_\_

Number of Units **PROPOSED** w/in this Section: \_\_\_\_\_

Typical Lot Width: \_\_\_\_\_ feet

Typical Lot Area: \_\_\_\_\_ sq.ft.

Single Family Units: \_\_\_\_\_

Multi-Family Units: \_\_\_\_\_

Acreege to be devoted to recreation, parks or open space: \_\_\_\_\_ Acres

Recreation facilities to be provided: \_\_\_\_\_

**APPLICATION FOR ADMINISTRATIVE CONSTRUCTION PLAN REVIEW (2)**

**NAME OF SUBDIVISION** \_\_\_\_\_

Approved Method of Supplying Water Service \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved Method of Sanitary Waste Water Disposal \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(If on-site disposal systems will be utilized, please attach letter certifying Board of Health approval).*

Were any Requests for Variance(s) from the Subdivision Regulations approved by the Planning Commission? \_\_\_\_\_ *(If yes, attach Conditional Approval Letter from Design Plan Review)*

List all materials or attachments submitted:

	Number	Item
A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____
E.	_____	_____
F.	_____	_____
G.	_____	_____

**AFFIDAVIT**

I, \_\_\_\_\_, the applicant herein and the owner of the land contained in \_\_\_\_\_ subdivision, do hereby apply for Final Administrative Construction Plan Review for \_\_\_\_\_ subdivision. I hereby certify that I have adhered to the conditions issued by the Planning Commission during Design Plan Review, have read the foregoing document, and have answered all questions fully and frankly. The answers are complete and true of my own knowledge.

State of Ohio

County of \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**For Official Use**

Date Received _____	Review Fee Paid _____ Check # _____
Action Taken: _____ _____	

## **SECTION 316            CONSTRUCTION DRAWINGS**

After receiving approval with conditions for the Design Plan from the Clermont County Planning Commission, the applicant shall submit ten (10) copies of construction drawings and specifications for all contemplated and required improvements to be constructed on that portion of the proposed subdivision for which the application for Design Plan Approval has been submitted.

## **SECTION 317            CONSTRUCTION DRAWING REVIEW**

Once the Design Plan has been approved by the Planning Commission, the applicant shall provide both a paper copy and an electronic file (Refer to ARTICLE IV, SECTION 405-D) of the final construction drawings to the following agencies in order to determine whether or not the conditions set forth by the Planning Commission in the Design Plan Review and the rules and regulations of the reviewing agency have been met. The applicant shall submit ten (10) copies to the Planning Commission for the purposes of circulation. The construction drawings shall then be forwarded within five (5) working days from receiving a complete set of construction drawings. The applicant shall be responsible for resolving all issues and obtaining approval from the following individual reviewing agencies once the Planning Commission Staff has distributed the copies for approval and signature:

1.     County Planning Commission Staff (Once all other approvals are obtained)
2.     County Engineer
3.     County Water and Sewer District or General Health District
4.     County Building Inspection Department

## **SECTION 318            CONSTRUCTION DRAWING APPROVAL**

On the Construction Drawings, the reviewing agencies will distinguish for the Planning Commission staff whether the subdivisions are in compliance with conditions set by the Planning Commission during the Design Plan Review by stamping the drawings “APPROVED” if it is determined that they are in compliance. However, if the drawings are not in compliance, they will be sent back to the applicant for further revisions. If these revisions involve major alteration of the design of the subdivision, the applicant shall be required to resubmit for Design Plan Review for the subdivision as determined by the Planning Commission. The final approved copies will be distributed as follows:

1.     One set to the Clermont County Planning Commission.
2.     Two sets will be retained by the County Engineer
3.     Two sets will be retained by the County Water and Sewer District or General Health District
4.     One set to the applicable Township

5. Two sets will be returned to the Project Engineer, one of which shall be given to the developer.
6. One set to the County Building Inspections Department

These approved copies shall be the working drawings and any changes required by field conditions or other unforeseen circumstances shall be submitted to the County Engineer for approval before incorporation into the project. One (1) copy of the approved construction plans shall be kept on the job at all times.

## **SECTION 319 SUBMISSION OF “AS-BUILT” CONSTRUCTION DRAWINGS**

At the completion of construction, the Developer and/or Owner of the property to be subdivided shall be required to submit “As-Built” Construction Drawings. These “As-Built” Construction Drawings shall be revised as necessary to show the exact locations of critical infrastructure components in accordance with the rules and regulations of the Clermont County Water and Sewer District, the Clermont County Engineer’s Office, the Clermont County Building Inspections Department and the rules and regulations of any other applicable reviewing agencies. “As-Built” Construction Drawings shall be verified by field survey, and shall be prepared by a professional surveyor and/or engineer, licensed in the State of Ohio and as permitted by law. “As-Built” Construction Drawings shall be submitted to all reviewing agencies requiring them within their rules and regulations prior to the acceptance of any public infrastructure improvements on the subject property.

## **SECTION 322 APPROVAL PERIOD: DESIGN PLAN AND CONSTRUCTION DRAWINGS**

The approval of the plat Design Plan and Construction Plans shall be effective for a maximum of five (5) years after Approval, and shall authorize the developer to commence construction in accordance with the requirements of the Office of the Clermont County Engineer and those of other applicable offices and agencies. If the construction of all proposed improvements is not completed during the five (5) year period, the approved plans will be considered void unless an extension for five (5) years is requested by the applicant and granted in writing by the Commission. At the time of applying for an extension, all improvements to the site shall be subject to all current specifications and standards.