

CONCEPT PLAN
COMPLETE SUBMITTAL CHECKLIST

SECTION 303 CONCEPT PLAN REQUIRED

In order for the developer to ascertain whether the proposed basic design factors of a proposed subdivision are acceptable and comply with applicable subdivision rules and regulations, the developer shall submit a Concept Plan for review and approval by all applicable reviewing agencies prior to the formulation and submittal of more detailed Design Plan drawings to the Planning Commission. If the developer intends to develop the subdivision in sections or phases, the Concept Plan shall be inclusive of all these sections or phases. The Concept Plan Review is required prior to the submittal of Design Plan Drawings to the Planning Commission, and is conducted in order to ascertain whether proposed development is feasible for the site in question. The Concept Plan does not constitute a formal subdivision review pursuant to Section 711.10 of the Ohio Revised Code. Upon submittal of the Concept Plan to a reviewing agency, the agency shall be required to respond within fifteen (15) working days. In submitting a Concept Plan for review, the applicant waives any rights to an approval under said statute until such time as the applicant submits a subdivision application to the Clermont County Planning Commission requesting a Design Plan Review for review and approval. The Concept Plan shall conform with the requirements established in Article IV and shall be prepared by a qualified registered engineer or surveyor, as required by law.

SECTION 304 FILING OF A CONCEPT PLAN

The applicant shall file for a Concept Plan Review with the applicable agencies. Each agency shall accept and review the Concept Plan per their established procedure. Upon submittal of a Concept Plan to any reviewing agency, the agency shall stamp the plans with the date received. Additionally, Concept Plans shall be submitted in accordance with the requirements established in Article IV. Filing fees may be charged as established by the individual reviewing agency. Upon submittal of the Concept Plan to a reviewing agency, the agency shall be required to respond within fifteen (15) working days. The due date for submitting comments shall also be stamped on the plan to provide agencies with a deadline for submitting commentary on the proposed subdivision.

SECTION 305 CONCEPT PLAN REVIEW

The applicant shall provide copies of the Concept Plan and all supplemental information as required by Article IV to such officials and agencies as may be necessary for the purpose of study and recommendation. Such officials and agencies shall include:

- A. Township Trustees and Township Agencies of the jurisdiction where the plan is proposed
- B. County Engineer
- C. County Water and Sewer District

- D. County Building Inspector
- E. County General Health District
- F. Natural Resource Conservation Service/Clermont Soil and Water Conservation District
- G. Ohio Department of Transportation when required by 5511.01 of the Ohio Revised Code

SECTION 306 DISPOSITION OF COMMENTS: CONCEPT PLAN REVIEW

The reviews shall be performed by 1) the County Engineer; 2) the County Water and Sewer District and/or the County General Health District; 3) the County Building Inspector; and 4) the Natural Resource Conservation Service/Clermont Soil and Water Conservation District. Reviews shall also be performed by the Township Trustees and/or Township Agencies and any other source that the applicant may wish to consult as to the fundamental design of the proposed subdivision. Comments shall include such exceptions, conditions, designs or requirements deemed necessary to insure compliance by such agents. The listed agent(s)' findings shall be documented in writing and shall be a required component of the subdivision application submitted to the Clermont County Planning Commission requesting a Design Plan Review.

SECTION 307 APPROVAL/DISAPPROVAL OF CONCEPT PLAN

After the applicant receives written documentation granting approval of the Concept Plan from all applicable reviewing agencies and the applicant has obtained written documentation of final zoning compliance prior to the submittal of any Design Plan, the applicant may then submit an application for a Design Plan Review to the Planning Commission. Concept Plan approval from all reviewing agencies shall be conditional upon compliance with all other applicable statutes and resolutions of the State of Ohio and Clermont County.

SECTION 308 APPROVAL PERIOD: CONCEPT PLAN

The tentative approval for the Concept Plan shall be effective for a maximum of twenty-four (24) months unless the first section of the subdivision has been filed for Design Plan approval; otherwise the Concept Plan will be considered void. If the applicant does not submit an application for Design Plan Review to the Planning Commission within the allotted twenty-four (24) months, the applicant shall be required to resubmit the Concept Plan with the applicable reviewing agencies in order to renew the previously granted approval prior to filing an application for Design Plan Review. One (1) year extensions may be requested in writing once by any applicant, provided the request is received by the Planning Commission prior to the expiration date.

ARTICLE IV: REQUIRED SUBMISSION DOCUMENTS TABLE
CONCEPT PLAN REVIEW

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
1	Proposed name of the subdivision per Article III, Section 302 of these regulations		
2	Vicinity Map showing subdivision location		
3	Location by military survey or other survey		
4	Location by Township		
5	Scale of the plan, North point		
6	Names, addresses, and phone numbers of owner and applicant		
7	Name, addresses, and phone numbers of professional engineer and registered surveyor who prepared the plan		
8	Appropriate registration number and seals, including one (1) set of plans with an original stamp and signature		
9	Boundaries of the subdivision		
10	The boundary of the property and the rights-of-way of existing roads shall be shown on the plan		
11	The boundary of the property and the existing buildings shall be shown on the plan		
12	Preliminary Inventory and Analysis of Site and any adjacent properties: To the extent that they relate to the site, such inventory and preliminary analysis shall address topography, waterways, wetlands and drainage, historic features, adjacent and on-site land uses and zoning, including any overlay district affecting the site; utilities and related easements and any other easements of record; roadways and traffic circulation; and other information critical to the capability of the site to accommodate development		
13	The proposed lot and street configuration as it relates to the boundaries of the property to be subdivided, and all existing roadways		
14	Existing topography shall be shown on the plan at five (5) foot intervals; woods, streams, wetlands, and all other natural features shall be shown on the plan		
15	The location of all proposed retention and/or detention basins shall be shown on the plan		
16	The location of all proposed temporary sediment basins shall be shown on the plan		
17	The location of any proposed construction entrance shall be shown on the plan		
18	A statement indicating the proposed method of wastewater disposal		
19	Verification that the proposed entrances meet all applicable Sight Distance requirements as established by the Clermont County Engineer and/or the Ohio Department of Transportation		
20	The proposed means of access from the public right-of-way to each individual tract of land where a building site is created without trespass upon adjoining properties		
21	The location of all bridges, culverts, and culvert pipe installations required to provide access to a building site		
22	The current zoning districts of the property to be subdivided, as obtained from the Zoning Administrator of the applicable Township		