

CITY OF REYNOLDSBURG DEVELOPMENT HANDBOOK

Prepared By:

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

Date:

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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.reynoldsburg.gov>, which provides helpful information and is updated regularly.

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, Olde Reynoldsburg District – Neighborhood and Olde Reynoldsburg District – Commercial, 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 on the zoning code in the City's website.

Building Plan Review

The Reynoldsburg Building Division provides plan review services for all projects that require it. The Building Code allows up to thirty (30) days for plan review. 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

Or

Fairfield County
210 East Main Street
Room 310 Phone: 614-322-5260

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 will an annexed property be zoned?

Please refer to the zoning code.

Who may I call if I have questions?

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

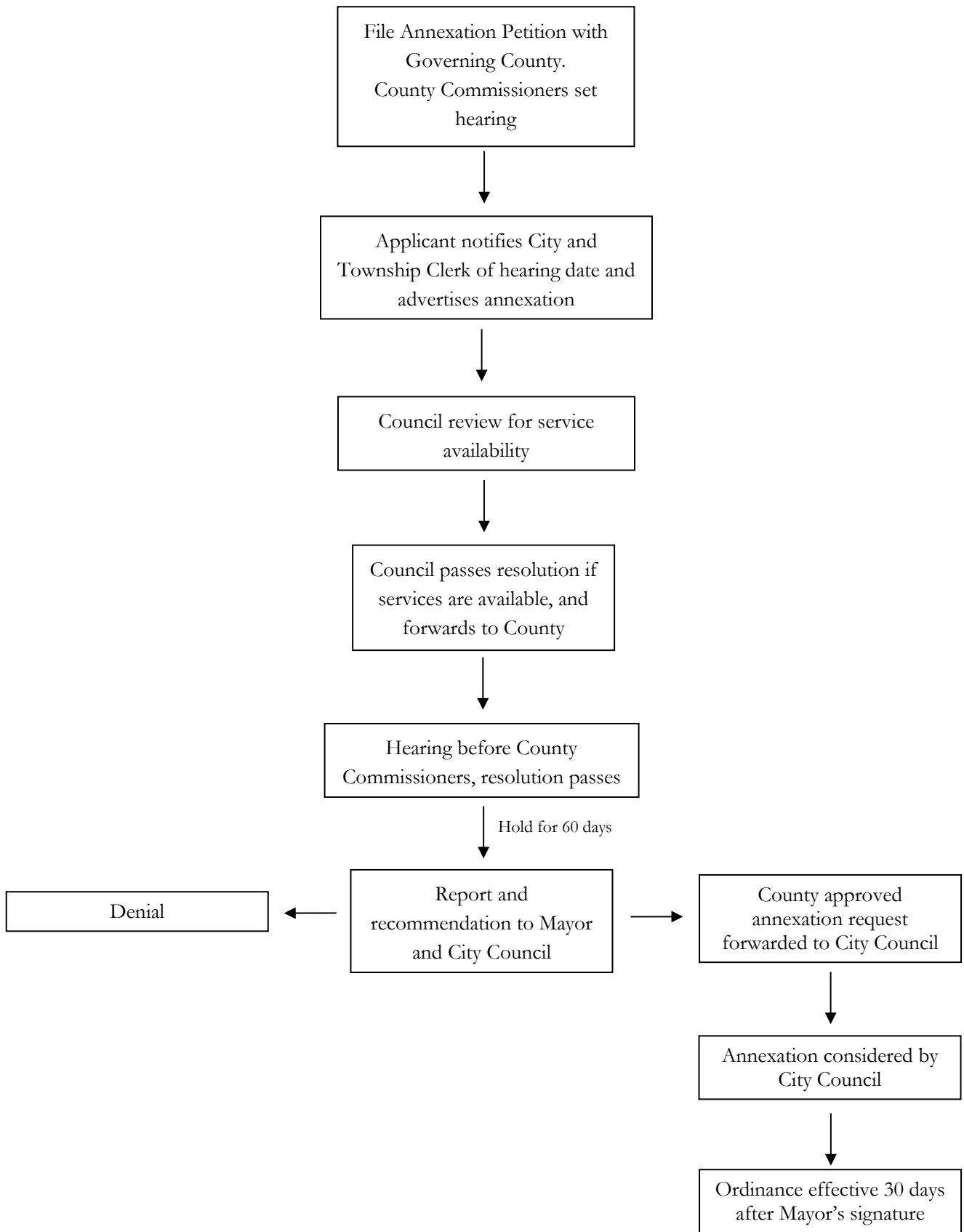
Or

Licking County Administration Building
Phone: 740-670-5110

Or

Fairfield County Commissioner’s Office
Phone: 614-322-5260

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. Please refer to the zoning code for specific submission requirements.

Who is involved in the rezoning process?

- City Council and Planning and Zoning Board
- 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 dependent upon the type of zoning district change. Please refer to the City's website at <https://www.reynoldsburg.gov/171/Zoning-Information> for updated fee information.

Who may I call if I have questions?

Contact the Planning & Zoning Administrator at 614-322-6829. The specific steps of the rezoning process, detailing how an application moves through the city council and the Planning and Zoning Board process are described in the zoning code.

4. MAJOR SITE PLAN

Background

An application for major site plan review shall be submitted for review and approval by the Planning and Zoning Board (PB) prior to issuance of a zoning certificate. A major site plan shall be required based upon the requirements of our zoning code. While a list of situations in which a major site plan may be required is listed below for ease of reference, please consult the City's zoning code, as the most up to date version of the code is the operative document:

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.

When and where do you initiate a Major Site Plan?

A major site plan application shall be submitted to the Planning & Zoning Administrator thirty (21) days prior to the regularly scheduled meeting of the Planning and Zoning Board. The Commission meets the first and third Thursday of each month. It is always best to schedule a pre-application meeting with staff prior to submission. And, staff has the final discretion in determining whether an application is sufficient to be broke before PB.

What information must be provided with a Major Site Plan?

An application for major site plan review shall be submitted to the City's Building Department at 7232 E. Main Street and shall include all items noted within the zoning code and include the following information:

(1) General Requirements.

- A. Completed application form.
- B. All plans shall be prepared 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.
- E. The title sheet shall include signature spaces for the Planning and Zoning Administrator and the Chairman of the Planning and Zoning Board.

(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 properties.
- 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.

C. A footprint for stormwater management must be shown on the major site plan (detention pond, underground storage, etc.). The stormwater design does not need to be fully vetted at the time of submission, but the site plan needs to indicate that a preliminary concept for stormwater management has been developed.

(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 the zoning code.

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.

(9) Such other information as the Planning & Zoning Administrator or Planning and Zoning Board may require so as to carry out the full intent of the Zoning Code.

Who is involved in a Major Site Plan review?

- Planning and Zoning Board
- Planning & Zoning Administrator
- Director of Development
- Service Department
- City Engineer
- Street Division
- Water/Wastewater Division

How much will a Major Site Plan cost?

The fee for a major site plan application is available on the City's website at <https://www.reynoldsburg.gov/171/Zoning-Information>

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

Review and approval of a major site plan will typically take approximately 1-2 months from date of submission, depending on the dates of Planning and Zoning Board Meetings, the number of changes made by the applicant, the amount of changes requested by staff, and Planning and Zoning Board. Dates of Planning and Zoning Board Meetings may be found on the City's website at

<http://reynoldsburgcityoh.iqm2.com/Citizens/Default.aspx>.

What happens after I receive a Major Site Plan approval from the Planning and Zoning Board?

The applicant will file a final 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?

Submit Major Site Plan Application

Submit application to the Planning & Zoning Administrator thirty (21) days prior to the Planning Commission meeting which meets the first Thursday of every month.



Application Reviewed by the Planning Commission

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 table deny approval.

Submit Zoning Certificate



Submit Plot, Grade, Utility Plan



Submit Building Plans

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 the City's website at <https://www.reynoldsborg.gov/171/Zoning-Information> and submitted to the City's Building Department at 7232 E. Main Street.

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

For minor site plans in the Olde Reynoldsborg District, may need to approve a Certificate of Appropriateness application. 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 through the City's Building Department and shall include the requirements noted in the zoning code and 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
- Director of Development
- Service Department
- City Engineer
- Chief Building Official/Floodplain Administrator

How much will a Minor Site Plan review cost?

Minor Site Plan review fees are posted on the application, available on the City's website at <https://www.reynoldsborg.gov/171/Zoning-Information>.

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 either the Planning and Zoning Board for a major site plan application, or both. Please contact the Planning & Zoning Administrator to see which board 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, appropriate Fire Jurisdiction 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.

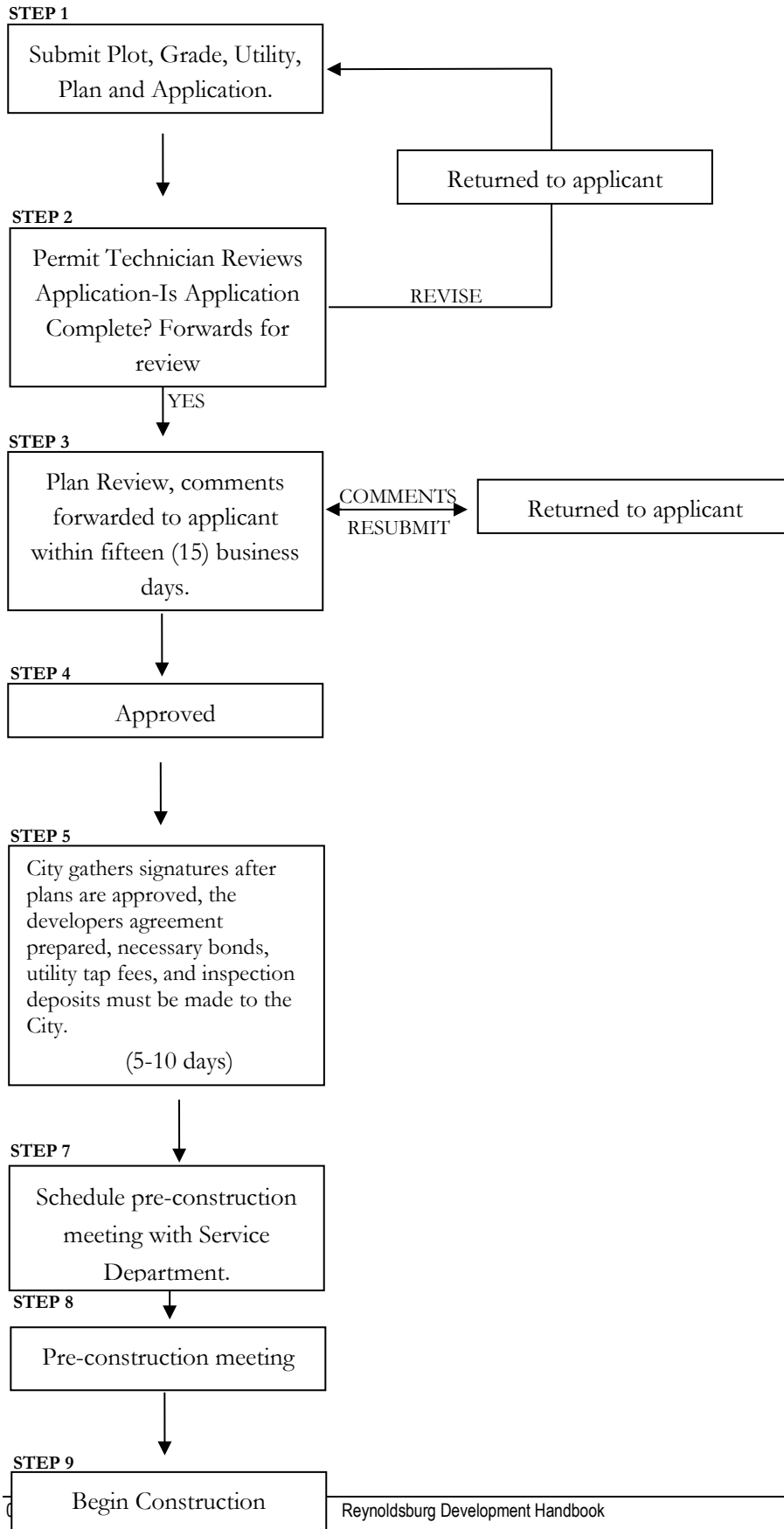
What are the next steps after plan review approval?

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 Building Department at 614-322-6802

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. Once plans are approved, the developer's agreement, necessary bonds, utility tap fees, and inspection deposits must be made to the City and are required before scheduling a pre-construction meeting.

7. CERTIFICATE OF APPROPRIATENESS

Background

A Certificate of Appropriateness (COA) must be obtained prior to commencing new construction or any exterior remodeling, reconstruction or other exterior building modifications of non-residential structures located within the Olde Reynoldsburg Districts. refer to the zoning code for information on the Certificate of Appropriateness certificate and process.

Who is involved in a Certificate of Appropriateness?

- Planning and Zoning Board
- Planning & Zoning Administrator

How much will a Certificate of Appropriateness cost?

The fee for a certificate of appropriateness is listed on the application, which is available on the City's website <https://www.reynoldsburg.gov/171/Zoning-Information> at

Who may I call if I have questions?

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

8. VARIANCE AND CONDITIONAL USE

Background

The Planning and Zoning Board (PLANNING AND ZONING BOARD) 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 zoning code and in accordance with the specific rules contained in the zoning code.

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 PLANNING AND ZONING BOARD is satisfied that it will alleviate some hardship or difficulty.

Why might you request a Conditional Use?

To allow development of property in which a use is designated as a Conditional Use in the code. These specific uses are deemed to require an extra level of review. .

Where do you initiate a Variance or Conditional Use request?

A variance application shall be submitted to the Planning & Zoning Administrator at least thirty (21) days prior to the regularly scheduled meeting of the Planning and Zoning Board. The Board meets the third Thursday of each month except December.

What information must be provided for a Variance or Conditional Use (this information is provided for ease of reference by applicants. It is not deemed to be all-inclusive. Please refer to the City's current zoning code to confirm requirements)?

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

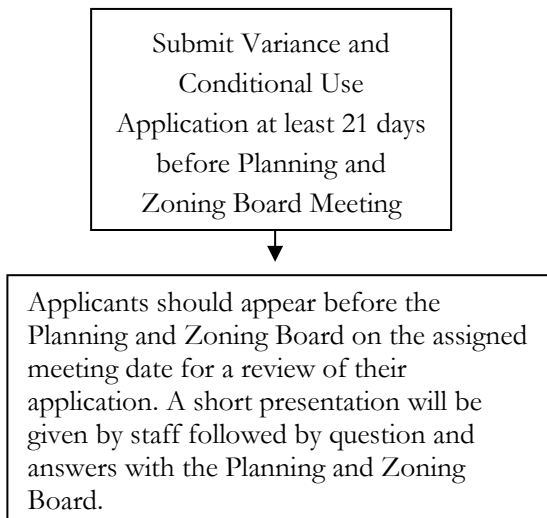
1. Name, address, and telephone number of the property owner(s) and owner's agent(s);
2. Legal description, address, tax district and parcel number of the property;
3. Description of the nature of the variance requested and a statement demonstrating the extent to which the requested Variance conforms to the standards for Variance or Conditional Use in the Code;
4. Statement of the hardship (for a Variance);
5. Such other information and exhibits as may be appropriate to establish the facts of the appeal and the grounds for relief.

- City Engineer

What is the time frame for a variance request?

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

HOW DOES THE VARIANCE PROCESS WORK?



*** Note the application must be signed by the property owner for the property which pertains to the variance or have documentation that the property owner is allowing the variance application.*

Who is involved in a Variance and Conditional Use request?

- Planning and Zoning Board
- Planning & Zoning Administrator
- Service Department

How much will a Variance cost?

The fee for a variance is listed on the application, which can be found on the City’s website at <https://www.reynoldsborg.gov/171/Zoning-Information>.

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.

9. SIGNS

Background

General signage information can be found in the zoning code. Every sign, except those specifically exempted by the provisions of this section, shall only be erected or installed subsequent to and in

conformance with the provisions of a zoning sign permit issued by the Planning and Zoning Administrator. The Planning and Zoning Administrator shall not be required to issue a zoning sign permit to any use or business that does not have a valid zoning certificate or that is otherwise not in compliance with the Zoning Code, Building Code or Property Maintenance Code. For the purposes of approving a sign in conformance with the Zoning Code, a zoning sign permit shall have the same effect as a zoning certificate.

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

Signs that are located within the Olde Reynoldsburg District will require a Certificate of Appropriateness prior to issuing a sign permit. Face changes to existing signs and awnings in the Olde Reynoldsburg District also require a Certificate of Appropriateness.

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. The application may be found on the City's website at <https://www.reynoldsburg.gov/171/Zoning-Information>.

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 and letter of consent from the property owner. 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 and Zoning Board
- 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 thirty days (30) days. Those signs also needing a building sign permit may take up to thirty (30) additional days.

How much will a sign permit cost?

The fee for signs is listed in the application on the City's website at <https://www.reynoldsburg.gov/171/Zoning-Information>. g

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

10. SUPPLEMENTARY USE CONDITIONS

Background

The zoning code provides information on Supplementary Use Permits. The Planning and Zoning Administrator shall have the power to grant permits authorizing temporary special land uses for the following types of temporary sales: tent sales, sidewalk sales, or seasonal sales of produce, plants, firewood, or Christmas trees or uses that are currently allowed in the most up to date version of the zoning code.

Who is involved in a Supplementary Use Permit?

- Planning & Zoning Administrator
- Chief Building Official/Floodplain Administrator
- Parks Department
- Fire Department

What is the time frame for the approval of Supplementary Use Conditions?

Applicants should allow thirty (30) 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 available, along with the application, on the City's website at <https://www.reynoldsburg.gov/171/Zoning-Information>.

Who may I call if I have questions?

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

11. CONTACTS

Planning & Zoning Administrator
614-322-6827

Eric Meyer

Director of Development
614-322-6807
emeyer@ci.reynoldsburg.oh.us

William Dorman

Director of Public Service
614-322-6840
wdorman@ci.reynoldsburg.oh.us

Ryan Andrews

Consulting City Engineer – EMH&T
614-775-4555
randrews@emht.com

Mollie Prasher

Clerk of Council
614-322-6836
mprasher@ci.reynoldsburg.oh.us

13. FEE SCHEDULE (1305.01)

The updated Fee Schedule is available on the City's website at <https://www.reynoldsburg.gov/169/Development-Information>

APPENDIX

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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 (this list is provided for ease of review. Please review our zoning code for up to date requirements):

(1) General Requirements.

- Completed application form.

- All plans shall be signed 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.

- The title sheet shall include signature spaces for Planning and Zoning Administrator and Chair of Planning and Zoning Board

(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 properties.

- 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.
- A footprint for stormwater management must be shown (detention pond, underground storage, etc.). The stormwater design does not need to be fully vetted at the time of submission, but the site plan needs to indicate that a preliminary concept for stormwater management has been developed.

(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 the zoning code.
- 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.

- (9) Such other information as the Planning & Zoning Administrator or Planning and Zoning Board may require so as to carry out the full intent of the Zoning Code.

Major Site Plan – Final Submittal Checklist

- Seven (7) complete sets of plans and One (1) digital copy satisfying the requirements items 1-9.
- All plans to be folded into 8.5” x 11” size.
- 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”.

2. Application for Plot-Grade-Utility Plan Review

1. Planning and Zoning Board Approval Date _____

2. Project Information:

- a. Project Name: _____
- b. Project Address: _____
- c. Tax Parcel No.: _____
- 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: _____

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 and One (1) Digital Copy satisfying the requirements of the attached “Plan Review Checklist”. Two (2) full size and two (2) half size sets of plans and One (1) Digital Copy 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 and Zoning Board: ___/___/___

Application Approved: ___ No ___ Yes ___ Yes, with conditions

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 (614.775.4555).

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 (614.775.4555).

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. (Typically a Traffic Impact Study required.)

_____ There are between 50-200 Peak Hour trips anticipated.
(Typically a Traffic Access Study is required.)

_____ There are less than 50 Peak Hour trips anticipated. (Typically no additional requirements.)

e. The information presented in this section is to assist the City Engineer and applicant with determining 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. Once a traffic study scope is defined and the study is completed, the City Engineer will require a fee to perform the review of the study.

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

4. Plan Review Fee Schedule

Major Site Plans and Zoning District Changes

Project: _____

Date: _____

Traffic Studies - Fees are to be determined on a case-by-case basis by the City Engineer:

\$ _____

Additional fees as determined by section 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.

Plot, Grade and Utility (Please confirm with Building Department Current Fee Information)

Project: _____ Date: _____

Storm Water Management Report: (area < 5 acres) \$ 1,000.00

(area ≥ 5 acres) \$ 2,500.00

Utility Studies (water and sewer): \$ TBD

Residential Development: \$325/Sheet X _____ sheets = \$ _____

Commercial Development: \$325/Sheet X _____ sheets = \$ _____

GIS: (all sheets) \$187.50/Sheet X _____ sheets = \$ _____

Plan Changes: \$225/Sheet X _____ sheets = \$ _____
(After approval)

Floodplain Permit: Single Family Residential (1 Lot) \$ 1,500.00

Other \$ 2,500.00

Additional meetings: \$300/meeting X _____ meetings = \$ _____
(1 mandatory meeting included with base fee)

Total Plan Review Fee: \$ _____

Minimum review fee is \$2,500.00 unless otherwise approved by Director of Public Service.

Plan review fee includes initial submittal, one mandatory meeting, and one subsequent submittal. Each additional review is one-half the original fee. 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 made more than one calendar year from the last previous submittal will be charged the original fee.

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 designed representative. (For all fees see Table 1155 in the Reynoldsburg Code of Ordinances.)

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"=10'. 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, City of Reynoldsburg General Notes, references to City of Reynoldsburg Standard Drawings (as applicable), typical sections / details, site plan, grading plan, utility plan, lighting plan, sedimentation and erosion control plan (SWPPP), maintenance of traffic plans, benchmarks, miscellaneous engineering details, and estimates of quantities. If the project includes extension of roads or main line utilities, such as sanitary sewer, water main, or storm sewer, the plans shall also include plan and profile views of these items. 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 development, road or street names, county and location map, parcel acreage, impervious area / equivalent residential unit calculation, and a brief description of the proposed improvements. 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 (if in or adjacent to FEMA studied stream).
5. In the event that the site plan is too large to fit on one sheet at a scale of 1" = 50', a schematic plan (showing entire improvement) will be required. The schematic shall be displayed 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. Location by Section, Range, and Township on Title Sheet.
8. Lot number, parcel dimensions, acreage, and adjoining rights-of-way.
9. City of Reynoldsburg General Notes (provided in Handbook).
10. References to City of Reynoldsburg Standard Drawings as applicable.
11. Professional Engineer (State of Ohio) must prepare, sign and seal all plans.
12. Name, address and phone number of the Design Engineer or Architect and the Developer/Owner as applicable on Title Sheet
13. Title block for each sheet.
14. Benchmarks must be shown on the general plan. Two minimum as described in Section II herein.
15. Setbacks and building separations noted in accordance with zoning regulations (Part 11 of Reynoldsburg Code of Ordinances).
16. Pavement markings 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.
17. Loading spaces indicated.
18. Building as indicated.
19. 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 2' 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.
20. Plantings shown in accordance with Zoning requirements. All utilities shall be shown on all planting and Traffic Control Plans.
21. Wetland limits and size clearly shown, regardless of size. Any wetlands that are to remain undisturbed by the construction activity, shall have protective fencing placed around them and shown on the plan.
22. 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.
23. Easements for off-site work (grading, sewer, tap, etc.) must be submitted prior to construction. Appropriate notes shall be provided on the site plan.
24. Name and location of all adjoining property owners bordering the proposed improvement. Include property information and current zoning.
25. 100-year flood and finished floor elevations to be provided. If the development is located within or adjacent to a FEMA regulated stream, provide floodway and floodplain lines where applicable.
25. The location, width, names, and classification of existing and proposed streets, rights-of-way, and easements, and where pertinent, their designated use.
26. Approximate location of all existing buildings and proposed buildings on site and on adjacent sites within 100 feet of the property line.

27. Location, size, 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.
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 North American Vertical Datum 88. Horizontal coordinates shall be State Plane Coordinate System, Ohio South Zone.
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 Major Site 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 / parking lot lighting plan with photometric analysis, if applicable.
37. Public roadway plans shall include street lighting conforming to Reynoldsburg Standard Drawings. All Developments with public street lights shall include one (1) spare street light for every ten (10) installed – with a minimum of one (1), deliverable to the City of Reynoldsburg. This applies to each sub-phase of multi-phase Developments.
38. Provide additional notes that may be necessary to explain the intent and purposes of the plan.

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

III. UTILITIES (General)

1. Use and reference the latest version of the Reynoldsburg General Notes and Standard Construction Drawings, when designing utility infrastructure.
2. Where an existing utility conflicts with a proposed improvement, coordinate with the City Engineer on the appropriate actions. If the utility must remain in service, design a relocation plan. If the utility is not needed to support this or other development in the area, abandon or remove it as necessary.
3. Water Main, Sanitary Sewer, and Storm Sewer must be extended across entire property frontage(s) or to a property line unless otherwise 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. Quantity list (on the cover sheet or first sheet of the plans).
3. Looped water main may be required and based on City review.
4. All water mains and private services shall be designed in conformance with the *Recommended Standards for Water Works* (current edition) published by the Great Lakes-Upper Mississippi River Board. Separation between water distribution lines and sanitary collection lines shall be 10-ft horizontal and 18-in vertical (outside of pipe to outside of pipe). Separation between water mains / services and other utilities shall be 3-ft horizontal and 12-in vertical.
5. All fittings, valves, hydrants, and appurtenances dimensioned horizontally in plan view and vertically in profile view.
6. When extending or connecting to an existing main, either a cut-in tee or tapping sleeve and valve shall be used. Notes shall be included on the plan to indicate that any work, which is anticipated to create a service to adjacent p
7. Minimum 15' easement must be shown on the plans.
8. Public water main cover shall be 4.5' minimum to top of pipe. Private water services shall be designed with a minimum cover of 4-ft.

9. Taps for domestic water service from the fire service lead is not permitted, per Fire District requirements.
10. All water mains 6" – 16" shall be D.I., CL52, AWWA C-151, or PVC AWWA C-900, CL- 150. All hydrant leads shall be D.I. pipe. All water mains larger than 16" shall be D.I., pressure class 250. All bends, joint deflections and fittings shall be backed with concrete per Standard Drawings WA-5 through WA-8 or mechanical restrained joints (length of restrained joints shall conform to AWWA M11). Where water mains and services are located within the right-of-way and/or otherwise cross beneath publically maintained pavement, they shall be backfilled with compacted granular material conforming to Item 801.11 of the Columbus Construction and Material Specifications. All other water main backfill shall conform to Item 801.12. Trenching in public streets for water main or service extensions is prohibited unless otherwise approved by the City of Reynoldsburg. Service extensions shall be designed to minimize impact to public roads by specifying trenchless installation methods on the plans.
11. Poly wrap consistent with AWWA C-105 shall be included on all proposed ductile iron water mains and hydrant leads.
12. Refer to Reynoldsburg Standard Construction Drawings for additional guidance on water main and service design and details
13. The City of Reynoldsburg is a "Master Metered" community. Therefore, no City of Columbus review is required for public water main extensions or private water service plans. However public main extensions are subject to a Water Service Plan Approval (aka Water PTI) by the Ohio EPA. It is the design engineer / developer's responsibility to acquire this approval and pay all applicable fees to the Ohio EPA.

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 over sizing water main extension as required by the City is to be installed and is larger than twelve inches in nominal diameter, the City 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. Minimum length between valves, fittings, dead ends, and appurtenances shall be five feet.
6. Domestic and fire protection services shall be allowed on 8" to 20" water mains only.
7. In the event that horizontal auger boring is required for installation of a water main, it shall be constructed according to Columbus Construction and Material Specification Item 909 with a steel casing conforming to Reynoldsburg Standard Drawing WA-17. Length, size, and invert of casing and pipe shown at all bore locations.
8. Concrete thrust blocks shall be provided at all bends of 11.25 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. Reference Standard Drawings WA-5 through WA-8 for typical thrust block details. Alternatively, water main thrust restraint can be provided by incorporating restrained joint glands into the plans. The length of restraint into and out of bends and fittings shall be determined by the engineer and shown on the plans following the method outlined in AWWA M11.
9. 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.
10. A 5-inch Storz connection shall be used for fire department connections (FDC) to the building and for all fire hydrants.

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. In general, two valves shall be installed at every main line tee, and three valves shall be placed at every main line cross. When possible, valves shall be placed on minimum depth sections of main that are laid at less than a 2% grade.

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 according to Standard Drawings WA-10 through WA-13.
3. In the event that a development requires a flow analysis, the developer or their engineer shall contact the Water / Wastewater Department (614-322-4500) to obtain approval for the test. Tests shall be performed by a fire flow or engineering consultant hired by the developer.
4. Fire hydrants shall conform to AWWA C502 and shall be Mueller Company "Centurion" 200, No 421, American Darling Mark 73, or Clow Medallion, 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. Hydrants shall be fitted with a Storz Permanent Hydrant Adaptor with Cap.
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 Developments that include the construction of new public fire hydrants shall include one (1) additional fire hydrant, deliverable to the City of Reynoldsburg for every ten (10) fire hydrants – with a minimum of one (1) provided. This applies to each sub-phase of multi-phase Developments.

E. Meters

1. All users (homes, businesses, commercial buildings, etc.) shall have approved type meters installed. Contact City Water/Wastewater Department at 614-322-4500 to acquire meters and pay tap fees.

G. Service Lines

1. Reference Reynoldsburg Standard Drawings WA-4 for details relating to 3.4-inch through 2-inch water service taps. Standard Drawings WA-25 through WA-31 provide details for various water service configurations for services larger than 2-inch in diameter.
2. Minimum cover for service pipe is 48-inches measured from the surface to top of pipe.
3. For water services 3-in in diameter and larger, a profile view will be required at a 1-in = 10-feet vertical scale. The profile must illustrate sufficient vertical clearance from other sewers and utilities.
4. A single water service may not serve more than one parcel.
5. Consecutive water services cannot be located closer than 3-ft from one another along the public water main.
6. Water service taps on fire hydrant leads are prohibited.
7. Meters shall be purchased from the City's Water/Wastewater Division.

- a. ¾” 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 for detailed requirements.
2. As stipulated in the sewer service agreement between the City of Columbus and the City of Reynoldsburg, all sewers in the City of Reynoldsburg must be designed in accordance with the guidance provided in the Columbus Sanitary Design Manual. Please reference this document for design guidance.
3. The following must be shown on plan view for storm and sanitary sewer plans:
 - a. Size of pipe
 - 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
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. Backfill material must be indicated on profiles.
 - f. Progressive numbering system for structures
5. Provide a manhole coordinate table on the plans along with a note requiring the contractor to provide “as-built” coordinates.
6. Where Manning’s equation is required to compute flow, minimum value for “n” shall be .013 for sewers (even if a smoother pipe is accepted), 0.025 for culverts, and 0.035 for open channels.
7. Refer to Reynoldsburg Standard Construction Drawings for additional guidance on sanitary and storm sewer design.

VI. SANITARY SEWER

A. General

1. Provide a sanitary sewer tributary area map with every project that includes extension of main line sanitary sewer.
2. Prepare sanitary sewer design calculations using the procedures outlined in the Columbus Sanitary Design Manual. If, in the opinion of the City Engineer, the development creates the potential for sewer capacity issues, additional studies or evaluation may be required. These could include, but are not necessarily limited to:

- Extending sewer calculations to a location downstream of the proposed tie-in location to verify capacity of downstream sewers during peak flow conditions.
 - Performing a sanitary sewer master plan for the proposed development, which could include additional evaluations such as flow monitoring and/or hydraulic modeling.
3. Plans that include public sanitary sewer extensions, private sanitary sewer (main line sewer with manholes, not private services), and private pump stations require approval of the City of Reynoldsburg, City of Columbus and Ohio EPA (Sanitary PTT). The developer is permitted to submit draft sanitary sewer plans to Columbus concurrently with the Reynoldsburg review. In the event that Columbus plan review comments conflict with those provided by Reynoldsburg, schedule a meeting with the Reynoldsburg City Engineer to coordinate and resolve discrepancies.
 4. Added depth may be required for sewer extensions to provide future service to the sewer district. The City of Reynoldsburg will advise on sizes and depths for sewer extensions that are planned to serve future development extending beyond the current project toward the ultimate City service boundary.
 5. Minimum 20' easement. An increase may be required due to depth of sewer and is at the sole discretion of the City of Reynoldsburg.
 6. Leads shall not be connected to manholes unless specifically approved by the City for a connection to the last manhole.
 7. Pump stations will not be allowed unless there is no other alternative for sewer service. Any permitted pump station, will be privately owned and maintained. A maintenance agreement and point of contact must be provided to the City.

B. Design Criteria

1. Provide an estimate of quantities on all public sanitary sewer plans.
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. For public sewer extensions that require Ohio EPA approval, a materials, bedding, and joint, table shall be provided, which conforms to the current version of the Ohio EPA Pipe Specification List.
7. Siphons will not be permitted.
8. Minimum collection line size shall be 8-inches in diameter and the service line size shall be 6-inches in diameter.

9. 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).

VII. STORM SEWERS

A. General

1. Review the City of Reynoldsburg Storm Water Management Policy and Design Manual for additional details. These documents can be found on the City's website under the Department of Engineering.
2. 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.
3. 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 2 feet where the slope is greater than 10-percent (10%) and not more than 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.
4. 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'.
5. Show storm water detention/retention details as required by the Storm Water Design Manual.
6. Verify non-damaging flood routing system provided on-site in case of failure of the primary drainage system.
7. The storm collection system shall be laid out in a manner that allows sufficient space between entrance and exit holes (to ensure structural stability) in manhole and structure bases.

8. Discharge cannot be diverted onto adjoining properties.
9. Connections at storm structures: roof drains must be connected at a structure. Sump discharge connected via a 4" minimum pipe.
10. As stipulated in the City's Stormwater Design Manual, all private sites that qualify for coverage under the City's National Pollution Discharge Elimination System (NPDES) permit, shall prepare a post-construction Operations and Maintenance Manual and Agreement.
11. 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.
2. 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.
 - f. All storm sewers shall be "premium joint" (rubber gasket).

VIII. DETENTION/RETENTION BASIN

1. Review City of Reynoldsburg Stormwater Management Policy and Design Manual for details.
2. Reference Reynoldsburg Standard Drawings for additional guidance on storm pipe and storm structure installation.

IX. FLOODPLAIN DEVELOPMENT

1. City of Reynoldsburg Special Flood Hazard Area Development Permit is required for any development within the 100-year Floodplain.
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 detention and water quality.
 - b. No upstream drainage is restricted.

- c. The site in general drains without standing water.
 - d. 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 erosion control matting. 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 24" shall be considered a retaining structure and requires a structural engineering and design and review. Design engineer must supply design calculations and cost estimate.
 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 more than an acre of disturbed ground (total) must apply for a Notice of Intent (NOI) permit from the Ohio EPA. All sites shall conform to the minimum criteria listed herein.
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. 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.
4. Sediment basins (debris basins or silt traps) shall be installed and maintained during construction, to remove sediment from runoff from land undergoing development.
5. 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.
6. 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.
7. Wherever feasible, natural vegetation should be retained and protected.
8. All new or existing (disrupted) ditches shall be sodded.
9. Seed and mulch is not permitted on slopes greater than 4:1 without the placement of erosion control matting.

10. Erosion protection shall be provided in the public roadway for all drainage structures receiving road runoff to the low point unless otherwise approved by the City.
11. The developer shall clean all structures impacted during construction along with any other erosion control items prior to occupancy.
12. 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. Reference Reynoldsburg Standard Drawings for additional guidance on roadway and pavement design requirements.
3. Accessible paths, sidewalks, and curb ramps located within the public Right-of-Way shall be designed in conformance with the Public Right Of Way Accessibility Guidelines (PROWAG) published by the US Access Board and Standard Drawings R-9 and R10. Consult the City Engineer when unique conditions or conflicting guidance exists.
4. Pavement sections for public streets shall either be designed according to the Ohio Department of Transportation (ODOT) Pavement Design Guide or shall conform to Reynoldsburg Standard Drawing R-18.
5. When development work requires construction activities adjacent to or within a public roadway, the design engineer shall provide a Maintenance of Traffic Plan conforming to the guidance of the Ohio Manual of Uniform Traffic Control Devices (OMUTCD).
6. Unless otherwise permitted by the City Engineer, roadway and access drive design shall conform to the guidance outlined in the Ohio Department of Transportation (ODOT) Location and Design (L&D) Manual. This document shall be referenced for guidance relating to, but not limited to, the following
 - Stopping, intersection (sight triangles, etc.), and passing sight distance
 - Horizontal alignment and curves
 - Vertical alignment and curves
 - Cross-section design
 - Pedestrian facilities
 - Roadside grading
 - Roundabout design
 - Roadside clear zone and use of guardrail or other barriers

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

1. Proposed grades on curbs, approaches, and public pavement sections shall be sufficient to show how drainage from the site is conveyed to the nearest inlet.

2. Typical roadway and pavement sections shall conform to the requirements outlined in the City of Reynoldsburg Standard Drawings.
3. All pavement markings and signage shall conform to the OMUTCD.
4. Street name signs and street lights within the public Right of Way shall conform to the applicable City Standard Drawings.
3. All commercial approach radii must have concrete curb35' minimum radius or as otherwise determined through a turning template analysis.
5. 4. Right of Way dedications may be necessary to facilitate proposed or future roadway improvements. Consult the City Engineer for recommended widths of proposed Right-of-Way. The City's typical widths for various typical sections are shown on Standard Drawings R-13 through R-17.
6. Any proposed traffic signal work shall be closely coordinated with the City Street Department and the City Engineer to ensure that proposed equipment is consistent with existing signal equipment within the City.
7. When / if private development work impacts other jurisdictions (ODOT, Columbus, County, Township roads), it is the sole responsibility of the design engineer to recognize this and submit plans to other jurisdictions for review.
 - a.

C. Recreational Pathways and Sidewalks

1. Sidewalk or recreational pathway required along the frontage of all public roads.
 - a. Pedestrian pathways shall be located within the Right of Way as stipulated in Standard Drawings R-13 through R-17 unless otherwise approved by the City.
 - b. Concrete sidewalks and asphalt paths shall be designed and constructed according to Standard Drawings R-9 and R-20, respectively.
 - c. Proposed grades at tie-in locations, driveways and intermittent locations between shall be shown on the plans.
 - d. All structures, hydrants, poles, etc., shall be noted on the plans and relocated or adjusted as necessary for pedestrian path construction.
 - e. Sidewalk/Recreational Pathway thickness at drive entrances shall match the above standards or the parking lot thickness, whichever is greater.
 - f. 2' minimum clearance required from the edge of path to ditch banks, drop-offs, etc. An approved pedestrian fence shall be installed in locations where drop-offs impact safety.
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, where public sidewalk already exists, the City will review the condition of existing sidewalk during the plan review process. If sidewalk is in a substandard

condition as determined by the City Engineer, it shall be replaced as part of the redevelopment project.

D. Private Roads

1. Private roads shall be constructed in accordance with the following: Minimum pavement section shall be 3" asphalt over 6" aggregate base, or 6" concrete over approved base. Pavement shall be 22' wide with straight 18-in curb conforming to Standard Drawing R-8..
2. Single lane or boulevard private roads shall have a minimum pavement width of 16-ft.
3. Geometrics of private roads and parking lot are subject to fire department review. During the design process, consideration shall be given to emergency vehicle turning radii and width.
4. 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 acceptance, use, or zoning occupancy.

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 2' in height.
2. Developer to provide appropriate materials testing at his/her cost.
3. Show all wall details on the plans including top of wall, bottom of wall, foundation design, wall reinforcement, veneer facing, drainage, etc. on the plans.

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.
6. Make sure utilities do not cross walls. Do not place public utilities under retaining walls. If storm drainage pipes discharge through retaining walls, provide details indicating how the pipe is supported through the wall.

6. Preconstruction Checklist

- Performance Bond --- Certified Check --- Irrevocable Letter of Credit --- (circle one) Amount \$ _____
- Inspection Deposit --- Amount \$ _____ (As determined in the Plot Grade and Utility approval letter)
- Signed Developer's Agreement
- One CD or DVD containing .TIF images of the approved drawings
- Three (3) full size and three (3) half size sets of signed and approved plans one (1) Mylar Cover Sheet
- Copies of PII'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
- Contractors and Sub-Contractors all registered with the Building Department
- List of Contractors and all Sub-Contractors
- Construction Schedule (Please update throughout the completion of the project).
- Construction cost estimate \$ _____ (Attach worksheets)
- Traffic Control Plan
- Overlays: City's or others (especially trees)
- OUPS Notification for Utilities

(Submitted by)

(Date)

(Accepted by)

(Date)

7. General Notes

1. The requirements of the City of Reynoldsburg, together with the most current version of the 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. In case of any conflict among these technical specifications, the greater requirement, as determined by the City of Reynoldsburg, shall take precedence.
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. Unless otherwise approved by the City, work hours shall be 7:00AM to 5:00PM, Monday through Friday. Saturday work may be requested by the Contractor no later than noon on the preceding Thursday and will be granted on a case-by-case basis.
5. Two (2) working days prior to construction, contact the Department of Public Service (614.322.6840) 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.
6. 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.
7. 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.
8. 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.
9. 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.

10. The Contractor is responsible for coordinating the relocation of any utilities as required by the plan with the owner of the affected utility.
11. 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. Any proposed modifications to the approved plan must be reviewed and approved by the City prior to commencement of work.
12. 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. The Contractor must submit material data sheets, shop drawings, aggregate gradations, concrete/asphalt mix designs, etc., to the City for review and approval a minimum of two weeks prior to their desired material ordering date. Submittals must be clearly marked to indicate, which project items the materials will be used to construct, and include a submittal cover sheet for placement of review stamps.
13. 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.
14. Care shall be exercised when working in the area around existing trees and shrubs. Any trees or shrubs not marked for removal that are damaged by the Contractor must be replaced by the Contractor to the satisfaction of the owner.
15. Any property corner pins or permanent survey markers disturbed during construction shall be reset by a registered professional surveyor with the State of Ohio.
16. The open burning of site-cleaning debris, trash, etc. is prohibited in the City.
17. All earthwork operations located within the public Right of Way, 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.
18. Open cutting of streets shall be prohibited unless otherwise authorized by the City Engineer or the Director of Public Service.
19. Utility trenches within a 1:1 influence of a public roadway including all points to within 3'-0" behind the curb, are to be filled and compacted per CMSC Item 912 (or CMSC Item 801.11 for water mains). Utility trenches 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 (or CMSC Item 801.12 for water mains). Depending on the utility being constructed, the trench bedding and backfill shall be according to Standard Drawing SA-1, SA-1, ST-1, ST-2, or WA-1. Pavement repair over utility trenches shall be in accordance with Standard Drawing R-1, R-2, or R-3.

20. 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.
21. The Contractor shall furnish and maintain sanitary convenience facilities for the workmen and inspectors for the duration of the work.
22. 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.
23. 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.
24. 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.
25. 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.
26. 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 SWP3 must sign a city form acknowledging they have reviewed and understand the conditions and requirements of the SWP3 prior to commencement of construction activities.

GENERAL ROADWAY NOTES

1. All pavement sub-grade within the Right of Way shall be constructed in accordance with CMSC Item 203, a soils report, and as directed by the City. 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. Material testing shall be conducted by a third-party testing agency paid for by the developer / contractor. The testing representative shall communicate the results of all

testing to the City's representative on site. Test reports shall be submitted to the City following each day of testing.

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, Low Strength Mortar Backfill, Item 613, Type 2 may be used. Pavement replacement shall be constructed according to the applicable standard drawing (R-1, R-2, or R-3).
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. 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.
7. 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".
8. 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.
9. In the event excavation for the street is below that called for on the plans, the Contractor shall replace this excavated material with CMSC Item 304 as directed and at no cost to the City.
10. 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.
11. The Contractor shall be responsible for testing the grades of the gutters with water, prior to final acceptance of the streets.
12. All sidewalks and pathways in any public right-of-way shall be constructed according to the applicable Standard Drawings and the requirements outlined in the Public Right-of-Way Accessibility Guidelines (PROWAG) as published by the U.S. Access Board. These items must be inspected by the City.

GENERAL STORM SEWER NOTES

1. The installation of all sewer pipes on this project shall be in accordance with CMSC Item 901, unless specifically indicated otherwise, with materials conforming to the appropriate referenced section of CMSC or ODOT CMS. Concrete pipe is required for all pipes that are exposed (such as pipes that outlet into drainage basins), regardless of the diameter. The following pipe materials will be permitted for use for public sewers.

Outside of Pavement Limits:

Flexible Pipe according to the following specifications:

- Polyvinyl Chloride (PVC) pipe \leq 15-inches diameter with minimum of 4 feet coverage and a maximum of 15 feet coverage shall conform to CMSC 720.08 and/or ODOT CMS 707.45.
- High Density Polyethylene (HDPE) pipe from 12-inches to 36-inches diameter conforming to CMSC 720.12 and/or ODOT CMS 707.33 with a maximum 20 feet coverage and a minimum 2 feet coverage.
- Polypropylene (PP) pipe from 12-inches to 36-inches diameter conforming to ODOT CMS 707.65 or 707.69 and/or CMSC 720.13 or 720.14 with a maximum 20 feet coverage and a minimum 2 feet coverage.

Mandrel testing shall be performed on all flexible pipe per CMSC 901.21.

Rigid Pipe will be required for all sewers greater than 36-inches diameter (Reinforced Concrete Pipe CMSC 706.02, Concrete Box CMSC 706.05) and is also permitted on all sewers from 12-inches to 36-inches diameter.

Within Pavement Limits:

Flexible Pipe according to the following specifications:

- Flexible pipe installation which conforms to ODOT CMS 605 may be used for 4-inch and 6-inch underdrain tiles.
- High Density Polyethylene (HDPE) pipe \leq 18-inches diameter conforming to CMSC 720.12 and/or ODOT CMS 707.33 with a maximum 20 feet coverage and a minimum 2 feet coverage.
- Polypropylene (PP) pipe \leq 18-inches diameter conforming to ODOT CMS 707.65 and/or CMSC 720.13 with a maximum 20 feet coverage and a minimum 2 feet coverage.

Mandrel testing shall be performed on all flexible pipe (except underdrains) per CMSC 901.21.

Rigid Pipe will be required for all sewers greater than 18-inches (Reinforced Concrete Pipe CMSC 706.02, Concrete Box CMSC 706.05) and is also permitted for use on 12-inch to 18-inch sewers.

1. 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.
2. 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.

3. All catch basins, manholes, and curb inlets shall have concrete channels poured in place to assure positive drainage through these structures.
4. Public storm sewer manhole lids are to be per the Reynoldsburg Standard Construction Drawing R-8.
5. Storm sewer curb inlets are to be adjusted within ¼” of plan elevation using steel shims.
6. Pre-cast rings are to be used for all final adjustments of manhole castings. Storm manhole top of castings should be set at 1-½” above finished grade.
7. 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.

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 City of Columbus, 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. Temporary service outages are required to occur during nighttime hours (9:00PM to 6:00AM) unless otherwise approved by the City.
3. All water mains 4” – 10” shall be D.I., CL52, AWWA C-151, or PVC AWWA C-900, CL- 150. All water mains 12” – 16” shall be D.I., CL52, and any water mains 20” or larger shall be Pressure Class 250. 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 measured 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 gravity 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. The separation of water mains and storm sewers, sanitary sewers, and sanitary sewer force mains shall be in accordance with Recommended Standards for Water Works (Current Edition).

7. 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.
8. 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.
9. 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.
10. 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.
11. All mechanical fasteners, bolts, all thread rod, etc. are to receive one (1) coat of rust inhibitive paint or coating.
12. 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.
13. 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 Storz 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 aggregate, 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.
14. All new main line and hydrant watch valves are to be directly anchored to the tee and be anchor type fittings.
15. 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.
16. 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.
17. 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.

18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. The Contractor shall make arrangements to have the water mains chlorinated by the City of Columbus per AWWA C-651. The cost of chlorination is the responsibility of the contractor
25. 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:

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.

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.
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. 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.
8. 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.
9. 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.
10. All pipes must be bedded and backfilled according to Standard Construction Drawing SA-1 or SA-2.
11. 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.
12. 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.

13. The Contractor shall comply with all requirements and special conditions of the Ohio EPA Permit to Install issued for the project.
14. The sanitary sewer meets or exceeds City of Columbus design standards (including per capita flow, peaking factor, and I/I allowance) and material specifications.
15. 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:

Director of Public Service City of Reynoldsburg, Ohio	Date
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City Engineer City of Reynoldsburg, Ohio	Date
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Superintendent of Water/Wastewater City of Reynoldsburg, Ohio	Date
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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.

Administrator, Division of Sewerage & Drainage City of Columbus, Ohio	Date
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Director of Public Utilities City of Columbus, Ohio	Date
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