

Chapter 2: Development Procedures & Submittal Requirements

2.1 Introduction

The purpose of this chapter is to provide an overview of the Engineering Division submittals required as part of the development process. The submittals include a Transportation Impact Study (TIS), which is submitted prior to development approval, and a plat, which is submitted after development approval.

The *Guidelines for the Preparation of Transportation Impact Studies (Guidelines)* is a reference document describing the City of Hilliard requirements and methodologies for assessing and mitigating the transportation impacts associated with applications for property development in the City. The *Guidelines* supersede the *Applicant's Guide for Traffic Access and Impact Studies for Proposed Development (January 2001)*. It reflects current City transportation goals and incorporates the latest methodologies, practices, and tools to analyze transportation impacts at City intersections and within its corridors. The *Guidelines* will be reviewed and updated periodically to reflect changes in City policy and development review and approval practice. A copy of the most recent version of the Guidelines can be obtained online at: www.hilliardohio.gov/. An overview of the TIS requirements is provided in section 2.2.

The procedure for plat approval is described in section 2.3.

2.2 Transportation Impact Study

A Transportation Impact Study (TIS) is a valuable source of information for officials responsible for reviewing development applications. Not only does a TIS determine and evaluate the effects of a proposed development on the surrounding transportation system, it suggests infrastructure improvements and other mitigating measures necessary to accommodate travel generated by the development.

The City of Hilliard Comprehensive Plan establishes overlying principles pertaining to transportation and development that change the way in which transportation impacts are evaluated. Traditional TISs of the past focused primarily on resolving congestion by widening roadways to increase vehicular capacity. This auto-centric approach tends to result in over widening of roadways to meet peak hour vehicle demand at the expense of community character, livability, and the needs of non-motorized users. The adoption of the Hilliard Comprehensive Plan and the corresponding Thoroughfare Plan and Access Management Plan in 2011 has prompted the need to update TIS requirements to meet new community goals. Today's TIS focuses more on accommodations to support and encourage a safe and efficient active transportation system, focusing more on the needs of pedestrians, cyclists, and transit users.

While transportation objectives and policies are the primary focus of a TIS, the broader Comprehensive Plan goals integral to the creation of a strong city should be kept in mind. These include developing a livable and sustainable suburban area, promoting a fiscally-responsible approach to development, having regard for environmental health, and generally enhancing social wellbeing by providing a balanced transportation system that is supportive of vehicles, pedestrians, bicyclists, and transit users.

2.2.1 Purpose of a TIS

A TIS is intended to provide the information necessary to guide City staff in reviewing the transportation aspects of the development proposal by:

- Accessing the extent of transportation impacts;
- Evaluating how the development meets the provisions of the City of Hilliard Thoroughfare Plan and the Access Management Plan;
- Identifying physical infrastructure improvements that should be considered either on opening day or upon full build out of the development to ensure network safety and acceptable operating conditions for motorized and non-motorized users on streets, sidewalks, pathways, pedestrian crossings, and access points;
- Determining if the physical infrastructure improvements are consistent with Hilliard Comprehensive Plan objectives, particularly in the four Focus Areas;
- Determining if the physical infrastructure improvements are reasonable based on planned Capital Improvement Projects in the area;
- Identifying appropriate travel demand management (TDM) strategies to reduce private motor vehicle use and encourage pedestrian and bicycling; and
- Maintaining consistency with other City transportation objectives and policies.

2.2.2 When a TIS is Required

In most cases, a TIS is required when a proposed development meets one or more of the following criteria:

- **Significantly-Sized Project.** The development generates more than 100 vehicle trips per hour of an average day based on ITE trip generation rates or site-specific traffic data previously obtained at a similar location (subject to the approval of City staff).
- **Nearby Congestion.** Vehicle traffic generated by the development is expected to trigger a critical capacity or safety condition at one or more of the surrounding signalized intersections as defined by:
 - Volume to capacity ratio of 1.0 or greater
 - Vehicle level of service greater than “E” for any approach
 - Vehicle queuing at through or turn lanes, which impacts the ability to enter or exit the development or existing driveways located opposite the development
- **Change in Access.** The development proposal incorporates a change in access to a street listed in the Hilliard Thoroughfare Plan.
- **Change in Site Circulation.** The development proposal incorporates a change in the site layout that results in traffic pattern changes on the site that would impact operations on the public street. Examples include changes to drive-thru window locations or major drive aisle locations.
- **Change in current land use which encourages street crossing.** The development proposal changes the land use to a use that is complimentary to a use located across a street listed on the Hilliard Thoroughfare Plan, prompting the need to evaluate pedestrian crossing accommodations. Examples include residential/school, residential/neighborhood retail, and office/restaurant.
- **Growth Corridor Location.** The development proposal is located in an area that is expected to experience significant growth. Coordination with other development proposals within the larger area is critical to plan driveway locations, cross access points, and corridor-wide streets and bike/ped improvements.

Many factors impact the size and scope of a TIS. In some cases a smaller traffic operations analysis or an update to an existing study may be all that is necessary. If a developer proposes a change in existing land use or zoning that results in fewer vehicle trips generated on the site and the development proposal does not adversely impact the accommodations for non-motorized users, the TIS requirement may be waived by the City; documentation must be provided in letter format by the developer's engineer that supports the claim that the proposed use or zoning is a less intense land use. The applicant should consult with staff to determine the level of analysis that is required.

If a TIS, or a less detailed analysis based on the nature of the development proposal, is required, it should be submitted at the following times to allow for appropriate review and comment by staff:

- Included with a Planning & Zoning Commission or Board of Zoning Appeals application. Examples include:
 - Rezoning
 - Zoning modification
 - Conditional use
 - Final development plan
 - Level "B" site plan review

- Included with submittals that require staff-level approval. Examples include:
 - Level "A" site plan review
 - Zoning certificate
 - Building permit

Failure to submit a TIS or an appropriate traffic operations analysis in a timely manner could result in delay of approval or issuance of building permits. Early staff consultation is recommended for all development or redevelopment proposals that meet one of the above criteria.

2.2.3 Staff Consultation

Developers who are required to complete a TIS are strongly encouraged to consult with the appropriate staff from the City of Hilliard and/or other government agencies early in the application process. Benefits of pre-consultation include:

- **Identifying transportation issues** that may affect the land use, density, site plan, building placement, access location, or other area-specific issues before a high level of effort is expended by the developer;
- **Confirming the TIS scope** to ensure a complete submission concurrent with the development application;
- **Assessing the need for additional meetings** with City Planning staff and/or other agencies for information gathering and/or coordination.

2.2.4 Key TIS Elements

A TIS generally contains the elements listed below. Each of these components is addressed in detail in the *Guidelines*.

- Define the development proposal (land use & site layout)
- Compare development proposal to the Hilliard Thoroughfare Plan and Access Management Plan
- Define the study area and study intersections
- Determine analysis years, background traffic conditions, and appropriate growth rates
- Determine site-generated traffic, trip distribution, and project phasing (if applicable)
- Identify Travel Demand Management (TDM) strategies and establish any trip reductions
- Analyze vehicle level of service, intersection capacity, vehicle queuing, turn lane storage requirements, sight distance at intersections, signal warrant or roundabout feasibility, and pedestrian & bicycle mobility and safety
- Evaluate the adequacy of the existing infrastructure, such as street width, shoulder width, and pavement condition, to support the proposed development
- Propose improvements to mitigate impacts to streets, sidewalks, multiuse paths, or on-street bicycle facilities
- Propose improvements to pedestrian and bicycle accommodations, including crossings of all Thoroughfare Plan streets in a safe and convenient way, and identify ways to connect the development to Hilliard's regional trail infrastructure
- Evaluate how mitigation strategies adhere to the principles of the Hilliard Comprehensive Plan

2.3 Procedure for Plat Approval

2.3.1 Conditional Approval of Preliminary Plat

2.3.1.1 Contents and Supplementary Information

1. The preliminary plat shall be clearly and legibly drawn. The size of the map shall be on one or more sheets twenty-four by thirty-six inches, or thirty-six by forty-two inches. All subdivisions of six acres or less shall be drawn at a scale of one inch equals fifty feet. All subdivisions of over six acres shall be drawn at a scale of one inch equals 100 feet.
2. The preliminary plat shall contain the following information:
 - a. Proposed name of the subdivision. The name shall not duplicate, be the same in spelling, or be alike in pronunciation with any other recorded subdivision of Franklin County;
 - b. Location by section and township;
 - c. Names and addresses of the subdivider, owner and professional individual responsible for the preparation of the preliminary plan;
 - d. Date of survey;
 - e. Scale of the plan both graphically and numerically, north point and date;
 - f. Boundaries of the subdivision indicated by a heavy line and its acreage indicated;
 - g. Total acreage;
 - h. Location, widths and names of existing, platted streets, railroad rights-of-way, easements, parks, permanent buildings and corporation lines, township and county;

- i. Names of adjacent subdivisions, owners of record of adjoining parcels of unsubdivided land as of the last preceding tax roll, and the location of their boundary lines;
 - j. Zoning districts;
 - k. Existing drainage channels, underground facilities, wooded areas, power transmission poles and lines, bearings of alignment, and any other significant items;
 - l. All lot numbers and building setback lines with dimensions;
 - m. When lots are located on a curve or when side lot lines are at angles other than ninety degrees, the width at the building line;
 - n. Parcels of land intended to be reserved for public uses or to be reserved by covenant for residents inhabiting the subdivision;
 - o. Vicinity map; and
 - p. Proposed street names that do not duplicate names of recorded City streets in Franklin County.
3. Supplementary information: The statement of the proposed use of lots, stating the type of residential buildings with the number of proposed dwelling units and the type of business or industry, so as to reveal the effect of the development on traffic, fire hazards or congestion of population, shall contain:
 - a. Proposed covenants and restrictions;
 - b. Evidence of an adequate water supply;
 - c. A statement outlining the method to be used and provisions to be made for sewage disposal, drainage and flood control; and
 - d. If any zoning changes are contemplated by the subdivider, the proposed zoning should be outlined and described.
4. After receiving notice of the approval of the preliminary plat or plan and prior to filing of the final plat, the subdivider shall present to the Planning and Zoning Commission typical sections and complete location and size of streets, sanitary sewers, storm sewers, water lines, profiles and other related improvements to be constructed in the proposed subdivision prepared by a registered engineer. The Commission shall, within five working days after the filing of the above typical sections and complete profiles, transmit copies of these to the City Engineer and the City or County Sanitary Engineer for study and final recommendations. The Commission, after receiving a report from these officials, shall notify the subdivider of any recommended changes or suggestions so that the subdivider may prepare the final improvement plans and final plat.
 - a. Presentation: The subdivider shall prepare a preliminary plan and present it to the Commission, and five copies shall be required by the Commission according to the standards and other requirements of these regulations.
 - b. Approval: The Commission shall act on the preliminary plan within sixty days after filing unless such time is extended by agreement with the subdivider or his agent.

2.3.1.2 Approval of the preliminary plan shall confer upon the subdivider, for one calendar year from the date of approval, a guarantee that the general terms and conditions under which the approval was granted shall not be affected by any changes or amendments to these Subdivision Regulations.

2.3.2 Approval of Final Plat

2.3.2.1 General: The final plat shall have incorporated all changes or modifications required by the City Planning and Zoning Commission and City Engineer. Otherwise, the final plat shall conform to the preliminary plat, and it may constitute only that portion of the approved preliminary plat which the subdivider proposed to record and develop at the time, provided that such portion conforms with all requirements of these regulations.

2.3.2.2 Preparation: The final plat shall be prepared by a registered surveyor.

2.3.2.3 Form: The final plat shall be clearly and legibly drawn in India ink on tracing cloth or other materials of equal permanence. The size of the plat shall be on one or more sheets twenty-four by thirty-six inches, or thirty-six by forty-two inches. Scale shall be one inch equals fifty feet. If more than two sheets are required, an index sheet shall be filed showing the entire subdivision on one sheet with all areas shown on other sheets indicated thereon.

2.3.2.4 Map Contents: The final plat shall contain the following information:

- a. Name of subdivision, location by date, north point, graphic and numerical scale, and total acreage. The north point shall be indicated on each page of a plat.
- b. All plat boundaries with length of courses in feet and hundredths, bearings to not more than half minutes. Closure shall be submitted to second order survey.
- c. Bearings and distances to the nearest established street lines or other recognized permanent monuments shall be accurately described on the plat.
- d. Lines of adjoining streets and alleys with their widths and names plus building setback lines.
- e. The radii, area, chords and chord bearings, points of tangency, and general angles for all curvilinear streets and radii for rounded corners.
- f. All easements and rights-of-way provided for public services or utilities, and any limitations of such rights-of-way or easement.
- g. All lot numbers and lines, with accurate dimensions in feet and hundredths, and with bearings. The basis of bearings shall be stated on the plat. The acreage of all lots over one acre in size shall be indicated.
- h. Accurate location and description of all monuments.

- i. Names and addresses of the subdivider and the qualified surveyor who prepared the final plan.
- j. Accurate outlines of any areas to be dedicated or temporarily reserved for public use with the purpose indicated thereon.
- k. A list of all covenants and restrictions, if any, the developer intends to include in the deeds to the lots in the subdivision.
- l. Certification by a registered surveyor to the effect that the plan represents a survey made by him and that all monuments shown thereon actually exist and that their location is correctly shown.
- m. An acknowledgement by the owner or owners of his or their adoption of the plat, the dedication of streets and other public areas.
- n. Vicinity map of area within one-half mile radius.

2.3.2.5 Supplementary Information:

1. If a zoning change is involved, certification from the City Clerk shall be required indicating that the change has been approved and is in effect.
2. The final plan shall be accompanied by certificates showing the following:
 - a. That all legally due taxes have been paid; and
 - b. That all improvements have either been installed and approved by the proper officials or agencies or that a bond or other security has been furnished assuming installation of the required improvements.

2.3.2.6 Plan and Profile. A plan view of the streets shall be drawn to a scale of one inch equals fifty feet, one inch equals eighty feet, or one inch equals 100 feet. The scale of one inch equals 100 feet shall be used only with the approval of the City Engineer or his representative in advance of the final preparation. The plan view shall show the proposed road, street or alley alignment, right-of-way and pavement widths, centerlines, bearings, stationing, curve or radius data, and existing and proposed drainage. Any other significant feature or factor shall also be shown on the plan. The centerline of road, street, or alley construction shall coincide with the centerline of the right-of-way. Any changes in these requirements shall be at the discretion of the City Engineer or his representative.

2.3.2.7 Filing:

1. The final map shall be filed with the Commission not later than twelve months after the date of approval of the preliminary plan. Otherwise, the final map shall be considered void unless an extension is requested by the developer and granted by the Commission in writing.

2. The final plan shall be considered officially filed after it is examined by the City Engineer and found to be in full compliance with the formal provisions of these regulations. The final plan shall be filed at least ten working days prior to the meeting at which it is to be considered.
3. The developer shall submit a statement of the proposed use of lots, stating the type of residential buildings with the number of proposed dwelling units, the type of business or industry, so that the effect of the development of traffic, fire hazards or congestion of population can be determined, and the source of water supply, provisions for sewage disposal, drainage and flood control.

2.3.2.8 Approval:

1. The Commission shall take action on the final plat within sixty days after the plat has been officially filed with it. Otherwise, the plat shall be deemed to have been approved. The certificate of the Commission as to the date of the submission of the plat for approval, and the failure to take action within such time, shall be sufficient in lieu of the written endorsement or evidence of approval herein required. In unusual circumstances where the safety, health and welfare of the City or community may be jeopardized by the approval of the proposed plat, the Commission may disapprove the plat. If a plat is disapproved for any reason, the grounds for disapproval of the final plat shall be stated on the record of the Commission, including the reference to the regulation violated by the plat, and a copy of the record of the Commission shall be forwarded to the subdivider. The subdivider shall make necessary corrections and resubmit the final plat within thirty days to the Commission for its approval.
2. The subdivider shall be notified of the final approval of the plat by the Commission.

2.3.2.9 Recording of the Final Plat: After the final plat has been approved by the Commission, the City Engineer, and the necessary approvals endorsed in writing thereon together with evidence of title, it may be filed for recording in the office of the Recorder of Franklin County, Ohio, as required by law.

2.3.3 Deed Transfers

Whenever any transfer is to be made of parcels as described in Section 1188-5(c) of the Planning and Zoning Code, the party or parties desiring to make the transfer shall submit a sketch thereof to the City Planning and Zoning Commission. If the division conforms to appropriate standards, the responsible official may stamp it “Approved, No Plat Required” and attach his signature, and the appropriate transfer may be recorded. However, if the owner of the property does not agree with any of the requirements specified by the Commission, he may then appeal to Council for approval for recording, and such approval shall be obtained before the transfer can be recorded. No preliminary or final plan, other than the rough sketch of the division shall be required for the transfer.