

Fairfield County Subdivision Development Process

Sketch Plan

Developer submits plan to RPC staff, who then transmits plan to other agencies for review.
*RPC: Regional Planning Commission



Technical Review Committee (TRC) convenes to collaborate and review comments from multiple agencies.



RPC staff provides developer with TRC comments and recommendations to meet regulation objectives.

Approximate Duration: 1 Month

**Chart assumes acceptance is granted throughout the process*

Preliminary Plan

Developer submits plan to RPC staff, who then transmits plan to other agencies for review.



The TRC convenes to collaborate and review comments from multiple agencies.



The SRC holds a public hearing and recommends approval or disapproval to the RPC.
SRC: Subdivision Regulations Committee



The RPC accepts or rejects the recommendation of the SRC.

Approximate Duration: 1 Month

Site Improvement Plans

Developer submits plans to RPC Staff, who then transmits plans to other agencies for review.



County Commissioners run resolution executing development agreement.



Having met the satisfaction of county review agencies, all parties sign off on the site improvement plans.



Pre-construction meeting is held with review agencies to discuss construction details with the contractor.

Approximate Duration: 2-3 Months

Final Plat

Developer submits final plat to RPC staff, who transmits plat to other agencies for review.



Technical Review Committee (TRC) convenes to collaborate and review comments from multiple agencies.



The SRC holds a public hearing and recommends approval or disapproval to RPC.



The RPC accepts or rejects the recommendation of the Subdivision Regulations Committee.

Approximate Duration: 1 Month

Acceptance to Public Service

Developer submits a construction assurance to RPC staff. County officials undergo an inspection near end of construction to create a "punch list"



Once the developer addresses punch list items, county commissioners grant a conditional acceptance resolution.



Resolution commences 5-year maintenance period. The RPC releases construction assurance. Developer submits a maintenance bond.



A supplemental inspection takes place near end of maintenance period. Maintenance bond released and infrastructure accepted by public.

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Questions & Answers

When are the deadlines to submit a sketch plan, preliminary plan, improvement plans, and final plats?

The deadline for a sketch plan, preliminary plan, and final plat to be submitted is typically the first Friday of the month in order to be reviewed at the Regional Planning Commission (RPC) meeting of the following month. Submitting a plan a month in advance of the RPC meeting allots time for review by the Technical Review Committee and Subdivision Regulations Committee.

There is no deadline for site improvement plans for sanitary, storm, water, street, erosion and sediment control because such construction drawings do not fall under the RPC review schedule. These plans may be submitted at any time once the respective preliminary plans are approved by the RPC.

A complete list of deadlines can be found on the RPC website: <http://www.co.fairfield.oh.us/rpc/Meeting-Dates-Deadlines.html>

Is the developer required to submit a sketch plan?

The developer is not required to submit a sketch plan. However, it is strongly recommended. Sketch plan review is beneficial to the developer because the Technical Review Committee can make general recommendations and modifications to the site design. The sketch plan also gives the RPC staff the opportunity to identify potential violations to the subdivision regulations, and provide suggestions to the developer. Additional information on sketch plans and pre-submission guidance can be found in section 3.2 of the Fairfield County Subdivision Regulations.

What is the Technical Review Committee, and what does it review?

The Technical Review Committee (TRC) is a collaboration among multiple county agencies including county engineer's office, soil and water conservation district, utilities, and the board of health that reviews and comments on preliminary plans, final plats, and variances. Through open discussion among committee members, the TRC prepares information and comments that appear in upcoming public hearings by the Subdivision Regulations Committee and the Regional Planning Commission. Typical items addressed by the TRC include easement and utility placement, engineering standards, and textual errors such as incorrect legal language and typos. The TRC convenes on a monthly basis, about two weeks prior to the RPC meeting. These meetings are informal, and open only to committee members.

What is the Subdivision Regulations Committee?

The Subdivision Regulations Committee (SRC) consists of 14 members from the Regional Planning Commission and the Technical Review Committee and reviews subdivision activity including preliminary plans, final plats, and variances. The SRC holds public hearings that conclude in a formal recommendation to the Regional Planning Commission to approve or disapprove the presented plans. During the SRC meetings, comments generated from the TRC are further discussed with the developer or applicant, and additional public concerns may be heard. Any item heard before this committee may also be tabled before this committee if requested by the developer or applicant. SRC meetings are held on the final Monday of every month, about a week prior to the RPC meeting.

Q & A

What role does the Regional Planning Commission have in the subdivision development process?

The Fairfield County Regional Planning Commission (RPC), which is a board of approximately 40 members, has the authority to approve or disapprove preliminary plans, final plats, and variances for a subdivision through a public meeting held on the first Tuesday of every month. During the meetings, the RPC discusses recommendations and suggestions from the precedent TRC and SRC meetings, and also hears statements from the general public.

What agencies sign? :

Storm Water Pollution Prevention Plan (SWPPP)

Fairfield County Soil and Water
Fairfield County Regional Planning Commission

Sanitary Sewer Improvement Plan

Fairfield County Sanitary Engineer
Fairfield Soil and Water Conservation District
Fairfield County Regional Planning Commission

Public Street, Storm, and Water Improvement Plan

Fairfield County Engineer
Fairfield County Sanitary Engineer
Fairfield Soil and Water Conservation District
Fairfield County Regional Planning Commission

Final Plat

Fairfield County Commissioners
Fairfield County Engineer
Fairfield County Sanitary Engineer
Fairfield County Regional Planning Commission
Fairfield County Auditor
Fairfield County Recorder
Township Zoning Inspector

When can the developer begin construction?

The developer can begin construction upon the completion of the following requisite action: the obtainment of a development agreement, the approval of all construction drawings, and the attendance of a pre-construction meeting. The construction drawings, or improvement plans are admissible once the developer obtains the necessary signatures (reference previous question). The development agreement is a resolution granted by the Fairfield County Commissioners that constitutes responsibilities and terms to which the developer must conform. This resolution ensures that the subdivision is built in accordance to the approved construction plans. The pre-construction meeting provides the opportunity for county inspectors to meet with the contractor and discuss construction details. It is required that the contractor attends this meeting so that potential construction issues are avoided.

Q & A

What is construction assurance?

Construction assurance is payment deposited to the Fairfield County Board of Commissioners that covers all* public infrastructures cost within the subdivision, or the section/phase being developed. This security deposit ensures that any new infrastructure created conforms to the designs from the approved site improvement plans, and is carried out in a timely manner. The payment is often submitted through a surety bond, but can also take the form of a certified check, escrow agreement, or other guarantee. The construction assurance payment may be released to the developer through a conditional acceptance resolution upon completing an inspection from county officials near the end of the subdivision construction.

*In some instances, the construction assurance may cover 70% of the infrastructure cost if substantial construction is already complete. Please reference section 6.4 of the subdivision regulations.

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What is the maintenance bond?

The maintenance bond is a mandatory payment accepted by the county commissioners through a resolution that covers 10% of the total infrastructure cost. The reception of this bond commences a 5-year maintenance period, which terminates in a final inspection from county officials. The purpose of the maintenance bond is to hold the developer accountable for ensuring that the new infrastructure is in good condition over an extended time-frame before being transferred to complete public ownership.

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What is a “punch list?”

A punch list is a series of construction improvements formulated through an inspection from county officials that takes place near the end of initial project construction and the 5-year maintenance period. The contractor must address all the items from these lists to retrieve the construction assurance, and transfer all infrastructures to public maintenance. The punch list usually identifies roadway, utility, stormwater, and sanitary improvements.

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When can the developer begin selling properties?

The developer can begin to sell properties once the final plat is recorded by county recorder, and the construction assurance is deposited to the county commissions. These actions only occur once the final plat is approved by the Regional Planning Commission. Construction plans and the final plat may be submitted to the RPC simultaneously, but the approval of the final plat usually follows the inception of construction.

Q & A

What happens if a plan gets disapproved?

If a plan that is disapproved by the Regional Planning Commission, it can no longer be reviewed unless revised and resubmitted with the appropriate fee payment. The fee costs associated with major subdivisions are recorded in section 3.2 of the subdivision regulations.

What happens if a plan gets “tabled”?

If a plan gets tabled, it must be revised and resubmitted in order to continue the subdivision review process. Unlike receiving disapproval, having a plan be tabled allows for the developer to resubmit the revised plan at no charge. A fee is only assessed for a tabled plan if it is resubmitted more than once. Reference section 3.2.2 of the subdivision regulations to obtain additional information for tabled plans

How long does the entire subdivision development process take?

With the assumptions that all plans are approved upon initial review and no resubmissions are required, the entire subdivision review process (sketch plan to final plat) extends over a five to six month period. However, tabling a plan is a common occurrence, and the developer should allot additional time to ensure that the subdivision is built to a standard that meets all county regulations and results in a high quality development. Timeline details for each stage of the development process are available in the flow chart.

