

**ATTACHMENT D**

**PROCEDURES FOR PLACING MINOR SUBDIVISION/LARGE**

**LOT DEVELOPMENT (LLD) TILE**

**UNDER SENECA COUNTY DITCH MAINTENANCE**

**PURPOSE**

The purpose of this policy is to provide a procedure for a landowner or developer of a minor subdivision/LLD to place new tile mains serving home sites into a permanent maintenance program.

**SCOPE**

Currently the permanent maintenance of storm sewers and drainage outlets for major subdivisions are regulated through the “construction Code for the Subdivision Regulation of the County of Seneca, Ohio” Tile mains designed to handle the drainage of two or more proposed or current home sites for minor subdivisions (as defined in Section 303 of Subdivision Regulations of the County of Seneca, Ohio) or LLD are addressed by this procedure.

This procedure will also be used for those landowners requesting tile maintenance for multiple home sites on parcel splits of more than five (5) acres.

**PROCEDURE**

1. The current landowner must submit a survey, by a Professional Surveyor registered in the State of Ohio, of the proposed minor subdivision/LLD, including lot layout along with the tile easement to an approved outlet (i.e., open ditch or other outlet approved by the Seneca Conservation District or Board of Health). This survey shall be submitted to the Seneca Regional Planning Plat Review Committee or directly to the Seneca County Engineer, Seneca Conservation District and Seneca County Board of Health.
2. The landowner will meet with a representative of the Seneca Conservation District to discuss the procedure for placing the drainage system on maintenance. The landowner will sign a “Request for Maintenance” (Attachment D1) and provide \$500, to be placed into escrow per the terms on the request.
3. The survey shall include a separate tile plan for the proposed tile being placed on maintenance. The tile plan shall be signed by a Professional Engineer in the State of Ohio and include a minimum of the information included on Attachment 2.
4. Tile plan shall be reviewed by the Seneca County Engineer, Seneca Conservation District and Seneca County Board of Health, within ten (10) working days of receipt of a complete plan by the Seneca Conservation District or Seneca Regional Planning Commission.

5. After review by the above agencies and corrections are made, the final tile plan, with the signature of a Professional Engineer, will be submitted to the Seneca Conservation District.
6. The Seneca Conservation District will then write the maintenance agreement for the proposed tile within 15 working days of the final tile plan submittal.
7. Once the agreement is written, it will be given to the developing landowner (or representative) to be signed by all landowners involved in the project.
8. The signed maintenance agreement will be returned to the Seneca Conservation District, and an additional \$300 to start the Maintenance Fund, will be made by the landowner to the Ditch Maintenance Department to establish the permanent fund for the tile... This \$300 transaction amount will not be returned to the landowner and is different than the \$500 Request for Maintenance deposit that is to be held in escrow.
9. Once the \$300 start of Maintenance Fund is received, construction can begin on the tile main. It is the developing landowner's responsibility to hire and pay the contractor to install the tile.
10. The contractor and/or developer shall meet with the Seneca Conservation District ten (10) days prior to any tile installation. The pre-construction layout of the tile shall be the responsibility of the Professional Engineering firm that designed the tile system. The contractor is responsible for contacting the Seneca Conservation District to view the installed tile before the tile trench is backfilled.
11. It is the developing landowner's Professional Engineer's responsibility to certify proper construction and provide "as-built" tile plans showing how the tile was installed versus what was planned. The Seneca Conservation District has the right to inspect tile during and after installation.
12. Once the tile and necessary structures are installed and as built tile plans are received from the Professional Engineering firm by the Seneca Conservation District, the \$500 held in escrow will be released back to the developing landowner and the tile plan and maintenance agreement will be recorded by the Seneca County Recorder and placed on to Seneca County Ditch Maintenance<sup>13</sup>. The landowner and their successor and assigns will be responsible for future tax assessments against property benefits by the maintenance agreement in order to fund necessary maintenance repairs or replacements.