



Engineering Plan Requirements for Private Development

The applicant shall follow The City of Westerville requirements, as adopted by ordinance 2019-01, the 2019 edition of the State of Ohio Department of Transportation Construction and Materials Specifications (ODOT), and the 2018 edition of the City of Columbus Construction and Materials Specifications (COLS) where specified, including all supplements, shall govern all materials and workmanship involved in the improvements shown on this plan.

And the requirements of Codified Ordinance Chapter 1171 Off-Street Parking and Loading Facilities and Chapter 1201 – Subdivision and Development Regulations, as adopted by Ordinance, in conjunction with these requirements as established by the Engineering Division.

General Requirements

- All plans and calculations submitted for approval shall be prepared, signed and sealed by a professional engineer registered in the State of Ohio.
- All plans submitted (including landscape plans) shall use the City of Westerville title block. The templates are available in DWG format on the City's website. All plans including landscaping plans shall measure 22" x 34".
- Landscape Plans and details are required with all Site Plans and Roadway Plans.
- Public Electric and Communication improvements shall be shown on all Site and Roadway Plans for commercial, multi-family and industrial projects.
- The City's General Notes shall be part of the submitted plans and set in capitalized text. The General Notes are available on the City's website.
- The standard minimum text height on all plan sheets shall be L100 or .01 X (scale). There shall be clear delineation between text describing existing conditions and text describing proposed features (bold vs. standard, existing italicized vs. proposed standard, or similar).
- In general, formatting shall be similar to City of Columbus CC Plan Requirements; however the plans do not need to be separate. Subdivisions plans shall be similar to City of Columbus Street Construction (E-Plan) Requirements (Subdivisions). Minimum scale of 1" = 40' horizontal and 1" = 5' vertical for plan and profile sheets. Cross sections are required.

- Public Streets shall meet the requirements the Street Improvement Standards (Chapter 1201.07).
- “Estimate of Quantities for Public Improvements” shall be shown on all submitted plans.
- Plans shall be titled “Public Sanitary Sewer Improvements for <Project Name><Project Address>”, “Site Improvement Plans for <Project Name> <Project Address>”.
- Engineering plan approval cannot occur until Planning Commission approval (where applicable).
- It is the responsibility of the developer/applicant to obtain all applicable approvals from the City of Columbus and/or Delaware County for sanitary plans, Army Corps, the Ohio Environmental Protection Agency for earth disturbance (over 1 acre), wetland modification, sanitary sewer and water distribution plans. All related fees are the responsibility of the developer/applicant. Provide a copy of the approvals to the City Engineer.
- All off-street parking and loading areas including parking lots, driveways, aisles, circulation drives and other vehicular maneuvering areas shall have concrete curbing unless the storm drainage management system is utilizing green infrastructure which would require locations where this curbing be not be installed.
- All sidewalks within the development shall have a minimum width of 5-ft.
- Engineering Plans shall provide the following: existing and proposed work and features which will be impacted by proposed development (building footprints, streets, walks, utilities, profiles, contours, landscaping, tree preservation areas, lighting, erosion and sediment control, signage, etc.) labeled and clearly delineated as existing and proposed. Existing and proposed survey line work (rights of way, property lines, easements, setbacks, parcel dimensions, etc.) labeled and clearly delineated.
- All existing and proposed easements shall be shown on the plans. Existing easements shall be called out by the plat book and page number, or official record number of the deed.
- All required CAD files shall be in Ohio South State Plane Coordinates.

- All public improvements shall be within a public right of way and or public easement(s). The public right of way and or easement(s) shall be provided to the City at no cost to the City. It is the responsibility of the developer/applicant to provide all public right of way and or easements necessary for construction of the project.
 - All public water, sanitary sewer and storm sewer facilities shall have a minimum easement width of 15-ft or 5-ft beyond the minimum trench limits on either side of the trench (as specified in City of Columbus Standard Construction Drawings L-6309, AA-S149, AA-S151, AA-S153) whichever is greater.
 - All public electric and communication facilities shall have a minimum width of 10-ft or 5-ft beyond the minimum trench limits on either side of the trench.
 - All legal descriptions and exhibits shall be provided by the developer/applicant/consultant in an approved format and meet the highest surveying standards.
 - All public easements shall be executed/signed and delivered to the City **prior** to the City approving the Engineering Plans. The City will record all public easements at the County Recorder's Office.
 - The developer/applicant shall record all private easements.

Maintenance of Traffic (MOT) Plans

- Work within the public right-of-way may require a detailed MOT plan, the City Engineer will determine if required. The plan will be determined by the type of work performed and must be specific to that work.
- The MOT plans shall be scalable, dimensioned and the spacing between barrels, cones, signs, etc shall be noted. Interruptions to normal traffic signal operations and/or bike path or pedestrian routes shall be identified and proposed temporary maintenance or relocation of these facilities shall be included on the MOT plan.
- All traffic control devices shall be furnished, erected, maintained, and removed by the contractor in accordance with the "Ohio Manual of Uniform Traffic Control Devices for Streets and Highways" (OMUTCD), Current Edition.
- The MOT plan shall be prepared by a professional engineer registered in the State of Ohio and shall be submitted as a part of the engineering submittal.

Public Recreational Path/Trails Requirements

- The City of Westerville follows the "Guide for the Development of Bicycle Facilities, 2012 Fourth Edition"
- The path shall be constructed to the City Standard Construction Drawing, 10 feet wide with 4 foot safety zones on each side.
- Provide a yield sign and yield line at intersection per the City requirements. If there isn't adequate sight distance at unsignalized intersections a stop condition will be required.
- Crosswalk markings on public roadways shall be bar pair style.
- Provide a minimum 15 feet wide public easement to the City at no cost to the City.
- Bridges shall be designed for a live load of 85 PSF for pedestrian loading, a 35 PSF wind load, and a vehicle design load of 10,000 pounds.

Landscape Plans

- The developer/applicant shall follow the requirements of Codified Ordinance Chapter 1173 – Landscaping, as adopted by Ordinance, in conjunction with these requirements.
- Landscape Plans submitted for approval shall be prepared by a registered professional.
- Landscape Plans shall be detailed and must include all existing and proposed plant materials. Show a table showing quantities, species, and sizes of all landscape materials.
- The Landscape plans shall include shaded line work of existing and proposed utilities.
- The landscape improvements shall not block drainage.
- Landscaping items at drives/intersection should be lower than 30-inches in height when within 15-feet of intersection sight triangle.
- All public street trees shall be centered in the tree lawn and recommended to be planted 30 feet apart. This distance may be increased or decreased based on the specific species used. Street trees should be planted 30 feet away from street intersections, traffic signals and street lights. Additionally street trees should be planted 10 feet away from other items of infrastructure including fire hydrants, water and gas valves, driveways and drain pipes running from the house to the curb.
- The City requires a Tree Clearing Plan either a part of the Site Engineering/Landscape Plan or a separate Tree Clearing Plan submittal. A Storm Water Pollution Prevention Plan (SWP3) Manual is required with Tree Clearing Plans over one acre.

Building Division Notes

- Private walls (retaining, masonry, etc., higher than 4-ft from the bottom of the footing to top of wall), private lighting, and private dumpster enclosures that are associated with a building may be required to submit plans to the Building Division. Contact the Building Division to verify, (614) 901-6650. If private walls, lighting and dumpster's enclosures are shown on Engineering Division Plans, they shall be labeled "For Reference Only, See Building Division Plans" and shall contain no construction notes, details or labels.
- All private fire lines/services, private water lines/services, private domestic water lines and sanitary sewer services require a separate permit and inspection through the Building Division, (614) 901-6650.
- All plans submitted to the Building Division shall have a certified address. To request an address complete the "Address Request Form" posted on-line on the Engineering Division web page.
- Grading Plans showing ADA parking spaces and Accessible Routes shall be labeled "For Reference Only, See Building Division Plans".
- A Plot Plan, Foundation Certificate and Grading Certificate shall be submitted to the Building Division for the Engineering Division to review for all single and multi-family buildings.