



HAMILTON COUNTY CONSOLIDATED APPLICATION  
**PREDEVELOPMENT MEETING**

Developed jointly by the following agencies to expedite the development process and will be electronically transmitted to each agency to assure that all reviewers see your proposal in advance of the meeting

Hamilton County Department of Planning and Development  
Hamilton County General Health District  
Hamilton County Engineer  
Hamilton County Soil and Water Conservation District  
Metropolitan Sewer District of Greater Cincinnati  
Greater Cincinnati Water Works

***Submit this completed application form to:***

**Department of Planning and Development  
c/o Bryan Snyder, AICP, Development Services Administrator  
138 E Court Street, Room 801  
Cincinnati, OH 45202  
(513)946-4550 Phone  
(513)946-4511 FAX  
[bryan.snyder@hamilton-co.org](mailto:bryan.snyder@hamilton-co.org)**

<b>To be completed by the Applicant</b>
Applicant Name:
Address:
Phone:
Project Name:
Property Street Address:
Project Description:

<b>Office use only:</b>
Parcel ID:
Current Owner:
PDM Date/Time:
Plan Route Date:
APD Number:

The purpose of the Predevelopment Meeting is to conduct a private, preliminary project review to identify regulatory conditions that impact development. While not mandatory, this meeting is strongly encouraged as a means to avoid unforeseen problems with your project.

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Signature of Applicant

Date



HAMILTON COUNTY

## **PREDEVELOPMENT MEETING**

### **What is a Predevelopment Meeting**

The “Predevelopment Meeting” (PDM) is a private preliminary project review session offered to the development community by Hamilton County and the various agencies involved in the development review process. The Department of Planning and Development facilitates the meetings with cooperation from the agencies responsible for construction permits for Hamilton County. The PDM is not a required part of the permitting process; but is strongly encouraged as it assists developers in identifying regulatory conditions that impact their projects. The predevelopment meeting does not result in the issuance of a construction permit nor are approvals granted during the meeting.

To schedule a PDM, a developer must complete and submit at least one week in advance of the proposed meeting a one-page application provided by the County that documents the specifics of the development. The developer must also provide a scaled site plan showing the location of the development with a street address or parcel(s) identification. The developer can submit additional drawings (i.e. elevations, floor plans, etc.), if desired to increase the level of detail provided during the meeting. County staff uses this information to research the development conditions and prepare comments for the meeting.

### **Who is involved in the Predevelopment Meeting?**

A PDM involves the property developer(s) and their team of professionals and representatives from the permitting agencies of the County. The developer may invite their architect, engineer, and/or other land development specialists to participate in the meeting. Representatives from the Department of Planning and Development (includes Planning & Zoning, Storm Water & Infrastructure, and Building Inspections) Hamilton County Engineer, Metropolitan Sewer District, Greater Cincinnati Water Works, and Health Department are invited to the meeting. Appropriate township zoning, fire, and other township representatives may be invited as necessary.

### **What happens at the Predevelopment Meeting?**

The PDM begins with a welcome statement by the Facilitator (county staff person) and an explanation of the proceedings. A sign-in sheet is circulated to

record contact information for each attendee. Each participant is asked to introduce him or herself and state their purpose for attending the meeting. The developer is then asked to give a brief presentation of the project being reviewed. The presentation should also include any specific issues they wish to be addressed by the various review agencies.

At the conclusion of the developer presentation, the agencies provide comments on the development specific to their agency's regulatory responsibility. The developer is allowed to freely ask questions during the comment period if desired. Drawings submitted by the developer are displayed during the conference in large format to provide context to the discussions and comments.

### **What happens after the Predevelopment Meeting?**

At the conclusion of the conference the developers is provided with a report from each agency in attendance that identifies comments/concerns as well as critical information that will be required to obtain a permit. The applicant is encouraged to contact any agency if further discussion is desired.



# Hamilton County, Ohio Predevelopment Meeting Checklist



Development and construction within Hamilton County in the unincorporated townships involves a variety of agencies and utilities which are responsible for enforcing local and state rules for health, safety, and welfare. Because Hamilton County is made up of rural areas, urbanized unincorporated townships, villages and cities, the enforcing agencies and rules may differ depending on the location of your property. This meeting is meant to help determine the requirements for those developments.

*This packet checklist is to be attached to the predevelopment meeting application (previously filled out by applicant).*

## Table of Checklists

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**General Comments..... 11**

### Developer Signature

I have reviewed the checklist on the following pages with agency representatives and have been made aware of the preliminary requirements for my development.

I also understand the purpose of the PDM is to conduct a private, preliminary project review to identify regulatory conditions that impact development. While not mandatory, this meeting is strongly encouraged as a means to avoid unforeseen problems with your project.

**Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



Hamilton County Planning and Zoning  
138 E. Court Street, Room 801  
Cincinnati, Ohio 45202  
[www.hamiltoncountyohio.gov/hcrpc](http://www.hamiltoncountyohio.gov/hcrpc)

Agency Representative at Predevelopment Meeting \_\_\_\_\_

Agency Representative Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Requirements for permit (checked items only)

- Project name
- Property address or Auditor's book, page, parcel(s) information
- Size of property – acreage (net and gross)
- Proposed use
- Site plan
- Building elevations
- If residential – identify number of dwelling units proposed & net density
- If non-residential – identify size of building(s) in gross square feet
- Impervious surface ratio
- Preliminary grading plan
- Landscaping plan
- Lighting plan
- Signage details
- Appropriate application form & fee
- Other items identified in the comments section below

Comments

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Hamilton County Building Inspections  
138 E. Court Street, Room 801  
Cincinnati, Ohio 45202  
[www.hamiltoncountyohio.gov/hcbi](http://www.hamiltoncountyohio.gov/hcbi)

Agency Representative at Predevelopment Meeting \_\_\_\_\_

Agency Representative Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Requirements for permit (checked items only)

- General Information
  - Detailed site plan
  - Restrictions
  - Other agency approvals
- Code Analysis
  - Code and addition to be used
  - Building use group and construction type
  - Size/square footage or building
  - Means of egress
  - Travel distance
  - Fire protection
  - Structural requirements – building and site
  - Miscellaneous
- Existing structures – Chapter 34
- Change of use

Comments

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Hamilton County Storm Water & Infrastructure  
138 E. Court Street, Room 801  
Cincinnati, Ohio 45202  
[www.hamiltoncountyohio.gov/pubworks](http://www.hamiltoncountyohio.gov/pubworks)

Agency Representative at Predevelopment Meeting \_\_\_\_\_

Agency Representative Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Requirements for permit (checked items only)

- Compliance with FDPR's (e.g. Floodplain approval)
- Compliance with SDS Reg.'s (e.g. Storm Water approval)
- Compliance with NPDES Reg.'s (HCSWD Water Quality Reg.'s)

Comments

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Hamilton County General Health District - Plumbing Division  
250 William Howard Taft Rd  
Cincinnati, Ohio 45219  
[www.hamiltoncountyhealth.org](http://www.hamiltoncountyhealth.org)

Agency Representative at Predevelopment Meeting \_\_\_\_\_

Agency Representative Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Requirements for permit (checked items only)

- Building permit number issued
- "Sealed" blueprint drawing ( plumbing permit issued only if drawing is approved per Ohio Basic Plumbing Code and Hamilton County Rules & Regulations)
- Bonded and registration with the Hamilton County Plumbing Division (to become bonded and registered- must show proof of Ohio Plumbing Contractors License (OCILB) issued by the Ohio Construction Industry Licensing Board and meet registration requirements)

Comments

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Hamilton County General Health District - Water Quality Division  
250 William Howard Taft Rd  
Cincinnati, Ohio 45219  
[www.hamiltoncountyhealth.org](http://www.hamiltoncountyhealth.org)

Agency Representative at Predevelopment Meeting \_\_\_\_\_

Agency Representative Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Requirements for permit (checked items only)

- Building blueprints must match those submitted to building department
- Site plan showing the development layout and components required in Hamilton County Sewage Regulation (HCSR) 529 and OAC 3701-29.
- Soil report from a certified soil scientist and sewage treatment system design meeting HCSR 529 and OAC 3701-29.
- Copy of Deed and easements for the property.

Comments

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Hamilton County Engineer  
223 W. Galbraith Road  
Cincinnati, Ohio 45215  
[www.hamiltoncountyohio.gov/engineer](http://www.hamiltoncountyohio.gov/engineer)

Agency Representative at Predevelopment Meeting \_\_\_\_\_

Agency Representative Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Requirements for permit (checked items only)

- Preliminary Plan for review to be submitted through the Hamilton County Regional Planning Commission's Subdivision Administrator for distribution to departments – ***NO EXCEPTIONS.***
- Intersection Sight Distance (ISD) Plan and Profile to be submitted to the Hamilton County Engineer's Construction Department for review. A detailed traffic analysis may be required for Preliminary Plan approval.
- Preliminary Plan to include complete contact information for the developer, and consulting engineer registered in the State of Ohio.
- Preliminary Plan to include current topography (contours, existing physical features, etc.), bar scale, and north arrow.
- Preliminary Plan to include complete site plan with the adjacent property owner's name, address, Auditor's Book/Page/Parcel, and subdivision name if applicable.
- The Hamilton County Engineer's Office reserves the right to amend the checklist as deemed necessary.
- For developments not subject to regulations for major subdivisions adopted under Chapter 711 of the ORC the *Access Management Regulations within the Unincorporated Areas of Hamilton County, Ohio* shall be followed.

Comments

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Hamilton County Soil and Water Conservation District  
29 Triangle Park Dr., #2901  
Cincinnati, Ohio 45246-3411  
[www.hcswcd.org](http://www.hcswcd.org)

Agency Representative at Predevelopment Meeting \_\_\_\_\_

Agency Representative Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Requirements for permit (checked items only)

- Site Location Map (Include a copy of the U.S.G.S. Quadrangle for the site and surrounding area)
- Existing Conditions Site Plan (Scale 1" = 100' or larger)
- Grading Plan and Construction Timetable (Scale 1" = 50')
- Erosion Prevention & Sediment Control Plan and Construction Timetable (Scale 1" = 50')
- Narrative

Comments

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Metropolitan Sewer District of Greater Cincinnati  
1600 Gest Street  
Cincinnati, Ohio 45204  
www.msdc.org

Agency Representative at Predevelopment Meeting \_\_\_\_\_

Agency Representative Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Requirements for permit (checked items only)

- Completed and approved request for availability of sewer service
  - contact the Hamilton County Board of Health if sewers are not available
- Detailed site plan showing the tap with sea level elevation at the main and the lowest floor elevation of the building
- Sewer contractor is a licensed sewer tapper with MSD
- Tapped sewer main must be tested and approved
- Ohio EPA and MSD approval for mainline extension

Comments

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Greater Cincinnati Water Works  
4747 Spring Grove Avenue  
Cincinnati, Ohio 45232  
[www.cincinnati-oh.gov/gcww](http://www.cincinnati-oh.gov/gcww)

Agency Representative at Predevelopment Meeting \_\_\_\_\_

Agency Representative Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Requirements for permit (checked items only)

- Water Availability Application (WAA) required
- Preliminary Application (PA) required
- Branch Application/Cross-connection Questionnaire (CCQ) required
- Outstanding fees must be paid
- Existing water service branches must be "disconnected"
- Additional information required (See comments below)

Comments

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