



Application for Minor Subdivision: *Lake County, Ohio Townships*

***Application must be completely filled out by the agent/applicant prior to Lake County Planning Commission review.** Per our statutory duties, we have 7 (seven) working days to approve a lot split. To ensure a more timely approval process, please call for an appointment. (440-350-2740)

Step 1: Please check appropriate property division:

_____ Lot Split (buildable lot under 5.00 ac)

_____ Large lot (buildable lot over 5.01 & less than 20.01 ac.)

_____ Property Division (buildable lot over 20.01 ac.)

_____ Property (lot) Line Adjustment
(see p. 4 for additional requirement)

_____ Acreage Transfer (over 5.01 ac.)
(see p. 4 for additional requirement)

Step 2: Agent Information:

Name: _____

Company: _____

Address: _____

Phone/Fax: _____

Step 3: Grantor Information (Seller):

Name: _____

Address: _____

Phone: _____

Fax: _____

Step 4: Grantee Information (Buyer):

Name: _____

Address: _____

Phone: _____

Fax: _____

Step 5: Surveyor Information:

Name: _____

Ohio Professional Survey #: _____

Company: _____

Address: _____

Phone: _____

Fax: _____

Step 6:

The undersigned applicant requests approval of the minor subdivision described by the attached deed (s) and drawing (s). The above applicant swears or affirms that all statements appearing on this form and attached deed and drawing are true and correct to the best of his/her knowledge and belief. The statutory authority of the Office of the Lake County Planning & Community Development to approve minor subdivisions in the townships can be found in Ohio Revised Code 711.131, 711.133 and Lake County Subdivision Regulations.

Grantor's Signature _____

State of Ohio _____)

County of _____)

The above signed having been duly sworn or affirmed says that all statements contained in the minor subdivision application are true. Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

Planning Commission Record # _____

Step 7: Information for Proposed Split

- A. Township: _____
- B. Permanent parcel number of current lot: _____
- C. Adjoining dedicated public right(s)-of-way: _____
- D. Area of lot split (exclusive of R-O-W, except Leroy Township): _____
- E. Frontage of lot split: _____
- F. Intended land use (circle one): *Residential* *Commercial/Business* *Industry* *Agriculture* *Other*
- G. Will the split create a landlocked parcel? (parcel without legal frontage) _____ Yes _____ No
- H. Will the split involve opening, widening or extending the road? _____ Yes _____ No
- I. Sewage Disposal Method: (property divisions, property [lot] line adjustments and acreage transfers→ skip to Step 8)
- _____ **Sanitary Sewer**
Attach completed *Lake County Planning Commission and Lake County Department of Utilities Sewer and Water Availability Notice*. (Forms available at Planning Commission)
- _____ **Household Sewage Disposal System (HSDS)**
The applicant must provide the *Sewage System Site Evaluation* report performed by the Lake County General Health District. (Contact Lake County General Health District)
- J. Water Supply Method:
- _____ **Central Water Supply**
Attach completed *Lake County Planning Commission and Lake County Department of Utilities Sewer and Water Availability Notice*.
- _____ **Private Well***

* The approval of this split does not guarantee the availability of water if Central Water is not present.

Step 8: Information for Remaining Parcel(s): The Planning Commission may request additional information to ensure the remaining land adheres to the local zoning requirement.

- A. Area of remaining parcel: _____
- B. Frontage of remaining parcel: _____

Step 9: Survey Information:

- A. Are there buildings on the property? _____ Yes _____ No
- B. Are the buildings shown? _____ Yes _____ No

Step 10: Submission of Application to Planning & Community Development

Required Items:

1. Minor subdivision application fully completed.
2. Sewer and Water Availability Notice or Sewage System Site Evaluation (if necessary).
3. Drawing prepared by a registered surveyor that is in accordance with Lake County transfer and conveyance standards.
4. Drawing showing the information required by Lake County Planning & Community Development.
5. Deed with legal description attached that is creating the split signed and notarized.
6. Copy of the minor subdivision deed and the legal description.
7. Copy of any variance granted by the township or court order (if necessary).
8. A statement signed by the owner of the property indicating the name of any agent.
9. Agriculture or personal recreation exemption affidavit (if necessary).
10. Fee – Check made payable to: Lake County Planning Commission

Survey Drawing Requirements:

1. Title, scale, north Arrow
2. All lot boundaries showing the length of courses in feet and hundredths and bearings to not more than half seconds of the proposed split of the original parcel. For existing property lines, both the record length and observed length will be shown.
3. The proposed split shall be outlined and labeled on the drawings.
4. All existing structures on the property that are within 100 feet of the new line must be shown. Distances between any new lines and any structures must be noted. If there are building on the property and they are in excess of 100 feet of the new line then it shall be noted on the drawing.
5. All easements if applicable.
6. Location of major natural features such as streams, lakes, wetlands, top of bank (for property on the lake shore and stream or river banks), and other environmentally sensitive areas.
7. Names of adjacent property owners of record and their parcel numbers.
8. Name of adjacent public right(s)-of-way.
9. Dimensions of the lot width at the building setback line.
10. Name of the surveyor and their registry number.
11. The name of the owner and parcel number of the existing lot that is being split.
12. Total acreage exclusive of the right(s)-of- way.
13. Zoning district and requirements.
14. Topographic features within and adjacent to the property being split for minimum of distance of 200 feet.
The surveyor may determine the best source for this information. (**Topographic data available at the Lake County GIS Department is suitable for Planning & Community Development requirements.**)

Note for PROPERTY LINE ADJUSTMENTS and ACREAGE TRANSFERS:

All deeds must contain the following language:

“It is expressly understood that the above described parcel of land shall be attached and become part of contiguous parcel # _____.”

Step 11: Lake County Planning & Community Development Approval (*STAFF ONLY*):

A. Zoning District:_____

B. Does new parcel meet zoning requirements? _____

C. Does the remaining parcel meet zoning requirements?_____

D. Are there existing structures (**check aerial photos**)? _____

E. Reviewed by: _____ Date: _____

F. Comments:

H. Approval Stamp

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