

**APPLICATION FOR MINOR SUBDIVISION / LOT SPLIT
PERRY COUNTY, OHIO**

APP. NO.: _____ PARCEL I.D.NO.: _____

APPLICANT PLEASE COMPLETE

APPLICANT NAME: _____ PHONE: _____

ADDRESS: _____

CURRENT OWNER OF TRACT TO BE SPLIT: _____

NUMBER OF PROPOSED LOTS (5 MAXIMUM INCLUDING THE REMAINDER OF THE ORIGINAL TRACT): _____

FEES SUBMITTED (\$200 per split): _____

WILL THE PROPOSED LOT(S) BE SERVED BY PUBLIC WATER? YES NO CENTRAL SEWER? YES NO

DOES ANY PROPOSED LOT(S) HAVE AN EXISTING ON-LOT (septic, etc.) SEWAGE SYSTEM? YES NO

SIGNATURE OF APPLICANT: _____ DATE: _____

The undersigned applies for a minor subdivision approval under Section 711.131 of the Ohio Revised Code, and certifies that all materials submitted with this application is true and correct. The minor subdivision process is provided for convenience, and does not relieve the applicant of meeting all Perry County Subdivision Regulations.

SURVEYOR PLEASE COMPLETE

PARCEL INFO:	TOWNSHIP	SECTION	ACREAGE	FRONTAGE
LOT 1:	_____	_____	_____	_____
LOT 2:	_____	_____	_____	_____
LOT 3:	_____	_____	_____	_____
LOT 4:	_____	_____	_____	_____
LOT 5(Remainder):	_____	_____	_____	_____
NAME OF ROAD THAT LOT(S) FRONT:		R.O.W. WIDTH: _____		
IS ANY PART OF ANY LOT IN A 100-YEAR FLOODPLAIN? <input type="checkbox"/> YES <input type="checkbox"/> NO		PANEL NO.: _____		
SURVEYOR NAME: _____		SIGNATURE: _____		



Please include the following when submitting this application: 1 copy of the survey, 1 copy of the legal description, and split fee. Remember to have Site Evaluation(s) completed if necessary.

INSTRUCTION FOR COMPLETION ON BACK!

INTERNAL USE ONLY

ODOT	ODOT APPROVAL REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>IF YES, ATTACH COMPLETED ODOT FORM</i> <p style="text-align: right;">Contact Brian Bosch: (740) 323-5182</p>
TOWNSHIP ZONING INSPECTOR	ZONING DISTRICT: _____ MIN. FRONTAGE / ACREAGE: _____ / _____ APPROVED / DISAPPROVED / CONDITIONAL _____ <i>(Building requirements are separate)</i> OFFICIAL SIGNATURE DATE COMMENTS: _____
WATER/SEWER APPROVAL	<input type="checkbox"/> COUNTY HEALTH DEPARTMENT <input type="checkbox"/> O.E.P.A. Contact Chad Cook: (740) 342-5179 APPROVED / DISAPPROVED / CONDITIONAL _____ OFFICIAL SIGNATURE DATE COMMENTS: _____
ENGINEERS OFFICE	<input type="checkbox"/> PROPOSED DRIVEWAY LOCATION STAKED. CULVERT SIZE REQUIRED: _____ <input type="checkbox"/> SURVEY MEETS MINIMUM SURVEY STANDARDS. VARIANCE NEEDED? <input type="checkbox"/> YES <input type="checkbox"/> NO COMMENTS: _____ VARIANCE GRANTED? <input type="checkbox"/> YES <input type="checkbox"/> NO DATE: _____ (ATTACH COPY) APPROVED / DISAPPROVED / CONDITIONAL _____ OFFICIAL SIGNATURE DATE COMMENTS: _____
PERRY COUNTY PLANNER	FEE PAID: _____ DATE: _____ CHECK NO.: _____ EXEMPT SPLIT? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>IF YES, DEED RESTRICTION WORDING MUST BE INCLUDED IN DEED.</i> APPROVED / DISAPPROVED / CONDITIONAL _____ OFFICIAL SIGNATURE DATE

APPLICANT

To ensure proper consideration of this application the following must be completed:

1. All township zoning requirements including minimum road frontage and lot size must be met. For this information, contact the township Zoning Inspector.
2. All Ohio Revised Code regulations concerning minor land divisions and Perry County Subdivision Regulations are met:
 - a) No more than 4 minor, non-exempt lot splits are permitted from an original tract.
 - b) Obtain new address from the Perry County Engineer's Office for split.
 - c) The Perry County Health Department requires a minimum of 1 acre of usable land for lots not on central sewer systems. In order to determine the suitability of a lot for an on-lot sewage system, a Sewage Site Evaluation (\$100 per lot) must be completed for each lot before approval of the lot split. Please contact the Perry County Health Department at 342-5179 for application information.
 - d) Proposed driveway locations for each lot must be staked for inspection.
3. Both the applicant and surveyor's section of the application must be filled out in their entirety.
4. One (1) copy of the survey and One (1) copy of the legal description completed by the State of Ohio Registered Professional Surveyor must accompany this application.
5. The lot split fee of \$200 per lot must accompany this application. It is preferred that all fees are paid with personal check or money order.

When completed, bring these forms or mail them to the Perry County Engineer's Office,
2645 Old Somerset Road, New Lexington, OH 43764

**EACH OF THE ABOVE ITEMS MUST BE COMPLETED,
OTHERWISE THE APPLICATION WILL BE RETURNED TO THE APPLICANT**

SURVEYOR

The following information is required for all surveys accompanying a lot split application:

1. Proposed division of land, including the dimensions of the entire original tract. A thumbnail sketch of vicinity map or a copy of the tax map for the original tract would be sufficient.
2. Owner of parcel and all adjoining parcels.
3. Dimension and location of lot lines of proposed lot(s).
4. Following all Engineering Department regulations. (See map department copy.)
5. Any adjoining public road, road right-of-way, zoning, or subdivision setbacks, and distance to the nearest driveway or intersection in each direction within 1,000 feet along the road frontage. Driveway distances should be noted on the application form.
6. 100-year flood boundary and floodway if it exists anywhere on the original tract.

**THIS MUST BE COMPLETED, OTHERWISE THE APPLICATION WILL BE RETURNED TO THE
APPLICANT**

AFTER PLANNING APPROVAL

The following must be completed in order:

1. A professional deed must be prepared for the proposed lot.
2. Bring a copy of the new deed, survey, legal description, and approved lot split application form (this document) to the County Engineer's Office (342-5541).
3. Bring all completed forms and deed(s) to the County Auditor's Office (342-2074) in the County Courthouse.
4. Bring all completed forms and deed(s) to the County Recorder's Office in the County Courthouse to make the proposed lot an official lot of record.

BEFORE BUILDING

The following must be completed:

1. Obtain a Water Well Drilling Permit and/or Home Sewage System Permit if either is necessary from the Perry County Health Department. If proposed structure is either multi-family housing, commercial, or industrial, please contact the Perry County Health Department for permit requirements.
2. Obtain a township Zoning Permit from your township Zoning Inspector. For a list of zoned townships and Zoning Inspectors please call the Perry County Engineer's Department 342-5541.

**IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE COMPLETING THIS FORM PLEASE CALL THE
PERRY COUNTY ENGINEER'S DEPARTMENT AT (740) 342-5541**

PERRY COUNTY ENGINEER'S DEPARTMENT
2645 Old Somerset Road – P.O. Box 29
New Lexington, Ohio 43764
Phone: (740) 342-2191 – Fax: (740) 342-5502