

# MINOR SUBDIVISION PROCESS

LOT SPLITS  
711 TRANSFERS

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## Step 1: Certificate of Compliance

- Item Needed:**
- Map created by and obtained from Planning Department or
  - A paper copy of Survey Plat of the proposed split/711 Transfer created by a registered Engineer/Surveyor and submitted by Owner/Agent

**Approvals Needed (in this order):**

\_\_\_\_\_ Township Zoning (location of property)  
\_\_\_\_\_ ODOT (if along State Route)

*Permit Central*

\_\_\_\_\_ Clermont Planning Department  
\_\_\_\_\_ Clermont Building Department  
\_\_\_\_\_ Clermont Engineering Department  
\_\_\_\_\_ Applicable Sanitary Agency

*Residential: Septic – Clermont Health Department*

*Public – Clermont Sewer & Water unless otherwise notified*

*Commercial: Septic – Ohio EPA*

*Public - Clermont Sewer & Water unless otherwise notified*

\* Once approvals are given by all agencies, applicant will be notified to pick plans up at Permit Central

## Step 2: Survey Plat

- Create or finalize Mylar copy of Survey Plat based on approved Certificate of Compliance

## Step 3: Submit to Tax Map Department

- Items Needed:**
- Approved Certificate of Compliance (with approval signatures from all agencies)
  - 1 originally signed Mylar copy of Survey Plat (signatures include: Surveyor, Township Zoning, and Health District if applicable)
  - Legal Descriptions and Deeds for each new parcel

## Step 4: Deliver Deeds to Auditor's Office for Transfers

## Step 5: Record Deeds at the Recorders Office

### **SECTION 323      APPROVAL FOR MINOR SUBDIVISIONS**

Approval of a minor subdivision in the unincorporated areas of Clermont County may be granted by an authorized representative of the Planning Commission if the proposed division of a parcel of land meets all of the following conditions:

- A.    The proposed subdivision is located along an existing public street or road and involves no opening, widening, or extension of any street or road. Each lot or parcel created must have the minimum frontage of twenty-five (25) ft on an existing public street or road.
- B.    No more than five lots or parcels are involved after the original tract has been completely subdivided.
- C.    The proposed subdivision is not contrary to applicable platting, subdividing, or planning regulations. Administrative approval may not be granted if any variance from either zoning or subdivision regulations are required. Variances from the subdivision regulations may only be granted by the Planning Commission and not the administrative officer and variances to zoning only by the proper board of zoning appeals.

### **SECTION 324      PRE-APPLICATION ASSISTANCE RECOMMENDED FOR A MINOR SUBDIVISION**

Prior to the surveying, the applicant should seek the assistance of the Planning Commission staff in order to become familiar with subdivision requirements, the proposals of the Official Thoroughfare Plan, and the Official Planning Policies for Clermont County, Ohio and any regulations of the applicable township.

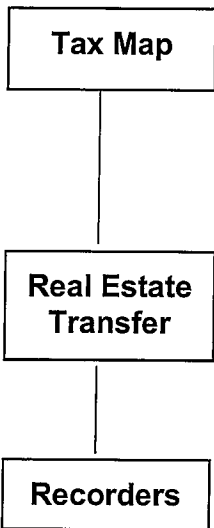
### **SECTION 325      FILING FOR A MINOR SUBDIVISION**

An application for Minor Subdivision Review consisting of one copy of a completed Application for Minor Subdivision Approval form submitted with three (3) copies of a drawing showing dimensions and areas of the entire tract, and each individual lot, a certificate of compliance indicating that the proposed minor subdivision meets the regulations of the following: County Engineer, County Building Department, applicable sanitary agency, applicable zoning administration, and the Ohio Department of Transportation as required by ORC 5511.01. The drawings shall conform to "Standards for New Surveys, Legal Descriptions & Survey Plats in Clermont County, Ohio". Included on the survey there shall be a sketch map showing the parent parcel, the tract to be separated and parcels previously separated from the parent tract. Also included shall be three copies of the metes and bounds legal description that will be used in the individual conveyance for each lot involved. Upon submission of the required information, an authorized representative of the Planning Commission shall assign the application a review number.

**SECTION 326**

**MINOR SUBDIVISION APPROVAL/DISAPPROVAL**

Upon receipt of the information that has been requested, the authorized representative of the Planning Commission shall determine whether the proposed Minor Subdivision complies with the requirements. Action will be taken by the Planning Commission representative within seven (7) working days after the submission of the proposed division. The applicant will be promptly notified of the representative's actions. The applicant may request that one (1) copy of the drawing (survey) and one (1) copy of the legal description, with the representative's approval or disapproval indicated thereon, be returned to him for his own use. If the proposed division is acceptable, conveyances for the lots involved may be presented to an Administrative Officer of the Planning Commission who shall sign the conveyances and stamp them "Approved by the Clermont County Planning Commission: No Plat Required". The applicant may then proceed in recording his conveyance by taking them to the County Tax Map Department, the County Auditor's Office, and the County Recorder's Office for processing, transferring, and recording.



Applicant can then complete the application process and deliver to Tax Map the notarized Application for Minor Subdivision Approval, with one (1) copy of the mylar with appropriate signatures from Zoning and Health District, one (1) copy of drawing showing dimensions and areas of the entire tract, and each individual lot, one (1) copy of the metes and bounds legal description , a deed containing and accurate legal description of the subject property that will be used in individual conveyance for each lot involved, and a completed Certificate of Compliance with drawing.

Applicant files a Conveyance Form for property transfer and pays all applicable fees at the Auditor's Office.

Applicant records approved Minor Subdivision at the Recorders Office

**ARTICLE IV: REQUIRED SUBMISSION DOCUMENTS TABLE**  
**MINOR SUBDIVISION SUBMITTAL**

#	REQUIRED ITEM DESCRIPTION (MYLAR ITEMS)	HAVE	NEED
1	18" X 28" MYLAR (4 Mil Double Matted)		
2	Tax Map Dept. Block and Parcel I.D. Number		
3	Vicinity Map showing location of Minor Subdivision		
4	Military Survey Name and Number		
5	Location by County		
6	Location by Township		
7	Scale of the Plan, North Point (written and graphic)		
8	Acreage		
9	Appropriate registration number and seals		
10	Tie (Tie to two centerline intersections, two military survey lines, or combination of military survey and centerline or a subdivision lot #)		
11	Road Name ( per Roadmaster) (RW to be shown)		
12	Names, addresses, and phone numbers of owner and applicant		
13	Name, addresses, and phone numbers of professional engineer and registered surveyor who prepared the plan		
14	Adjacent Property Owners Deed Book, Page, and Parcel I.D. Number(s)		
15	Boundaries of the subdivision		
16	Names of adjacent subdivisions, owners of adjoining parcels of undivided land and the location of boundary lines.		
17	Monuments set or found and size		
18	Offset monuments at Road		
19	Notation of Occupation		
20	Basis of Bearings		
21	Bearings and Distances		
22	Citation of Reference Documents		
23	Date of Survey		
24	Tie to two County Monuments (if two or more acres)		
25	Easements		
26	Military Survey Lines shown		
<b>ITEMS NEEDED ON PAPER COPY</b>			
27	In all situations involving the re-platting of any existing parcel, lot, or tract of land, the identity of the original parcel, lot, or tract from which the newly created or adjusted lots were derived shall be indicated within the boundary lines of each parcel that is adjusted or created as a result of the re-plat procedure.		
28	In all situations involving the re-platting of any existing parcel, lot, or tract of land, the lot lines of the original parcel, lot, or tract shall be clearly indicated on the plan.		

## ARTICLE IV: REQUIRED SUBMISSION DOCUMENTS TABLE

### MINOR SUBDIVISION SUBMITTAL

		HAVE	NEED
29	Locations, dimensions, and names of existing streets, railroad right-of-ways, easements, parks, permanent buildings, and corporations, Township and County lines		
30	Zoning classification of the tract		
31	Existing contours at two (2) foot intervals on land classified as "level" in the Clermont County Soil Survey, and not greater than five (5) foot intervals for all other lands		
32	Locations and dimensions of existing sewers, water lines, culverts, and other underground structures, and power transmission poles and lines within and adjacent to the tract		
33	Building setback lines and dimensions		
34	Location and dimensions of proposed utility and sewer lines, showing their connections with existing systems		
35	Statement certifying that the minor subdivision satisfies all applicable requirements of the zoning district governing the use of the land at the time of recording		
36	Land of grantor map		
<b>MISCELLANEOUS ITEMS NEEDED</b>			
<b>A</b>	Closure notes from surveyor (may be on mylar or separate sheet)		
<b>B</b>	Certificate of Compliance drawing signed by Planning Commission Representative, Township Zoning, General Health District and/or Water & Sewer District, Building Inspection Department, County Engineer's Office or ODOT (if located on a State Route)		
<b>C</b>	Final Survey Drawing must include signatures from Township Zoning and General Health District		
<b>D</b>	Minor Subdivision Application		
<b>E</b>	Ten Dollar (\$10.00) application fee		
<b>F</b>	Deed(s) *		

# Clermont County Permit Central

<b>Application for Minor Subdivision/Existing Lot Review</b>		<b>Project Application No:</b>	
		<i>Type: Minor(Lot Split) 711 Transfer Re-plat ELR</i>	
<b>APPLICANT/OWNER INFORMATION</b>			
Applicant Name			
Mailing Address			
City/State/Zip			
Phone-Daytime	Phone-Evening	Phone-Mobile	
Owner Name			
Mailing Address			
City/State/Zip			

<b>PROPERTY INFORMATION</b>		
Subdivision Name	Township	
Street	Adjacent Address	
Nearest Intersection	House Size (# of Bedrooms)	
Existing Parcel Acreage	Existing Tax Parcel Number	
Proposed Parcel Acreage	Proposed Number of Lots	
If Re-plat, include reasoning:		
Sewer Available: (circle one)		Water Source
Yes	No	

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to the regulations and all applicable laws of the State of Ohio and the County of Clermont.	
Applicant Signature	Date

*Existing Lot Review Fees*

Department	Fee
Health District	

*Minor Subdivision Fees*

Department	Fee
Permit Central	
Building	
Planning	
Health District	
<b>TOTAL:</b>	

Approval of a minor subdivision may be granted by an authorized representative of the Planning Commission if the proposed division of a parcel of land complies with all of the conditions required for such a division of land by Section 711.131 Ohio Revised Code, the Clermont County Subdivision Regulations and the applicable zoning regulations governing the property to be divided. Action by the authorized representative of the Planning Commission must be taken within seven (7) working days of the submission of the completed application. The completed application must include a notarized Application for Minor Subdivision Approval, with three (3) copies of drawing showing dimensions and areas of the entire tract, and each individual lot, three (3) copies of the metes and bounds legal description that will be used in individual conveyance for each lot involved, and a completed Certificate of Compliance with the drawing. The applicant may request that one (1) copy of the drawing (survey) and one (1) copy of the legal description be returned to him for his own use.

**AFFIDAVIT**

I, \_\_\_\_\_, the applicant herein do certify that all taxes are current on the parcel proposed to be subdivided, and also, that there are no current liens or encumbrances on the property, or that record owners and lien holders of the property herein platted do hereby accept said minor subdivision of the parcel and consent to the execution and recording of the same. I also certify that all material submitted with this application to be true and correct.

State of Ohio  
County of \_\_\_\_\_

ss

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\*Note:  
This affidavit shall be completed and notarized when applying for a Minor Subdivision or a 711 Transfer