

# Clark County Community Development

3130 E. Main Street, Suite 1A; Springfield, OH 45505  
 Phone: 937-521-2160 Fax: 937-328-2621 [www.clarkcountyohio.gov/community\\_development](http://www.clarkcountyohio.gov/community_development)

Check The Appropriate Box			
Minor Subdivision Application (aka. Lot Split)	Lot Split (less than 5.0 acres) <input type="checkbox"/>	Attachment (split & combination with an existing parcel) <input type="checkbox"/>	5+ Acre Land Division <input type="checkbox"/>

rev. 4/2015

**PROPERTY STATUS**

Township: \_\_\_\_\_ Section: \_\_\_\_\_ Town: \_\_\_\_\_ Range: \_\_\_\_\_ or VMS: \_\_\_\_\_

Address: \_\_\_\_\_

Parcel No. \_\_\_\_\_ Current Acreage: \_\_\_\_\_

Are there existing buildings/structures on the property?  No  Yes If Yes, all buildings/structures shall be shown on the survey map.

**PROPERTY OWNER(S) INFORMATION – the Grantor**

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

{ for Attachments Only } **PERSON RECEIVING the ADJOINING LAND – the Grantee**

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Land to be Conveyed: \_\_\_\_\_ acres

Current Lot Size: \_\_\_\_\_ acres Grantee's Parcel No. \_\_\_\_\_

**ATTORNEY / AGENT**

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**PROPOSED LOTSPLIT(S) OR LAND DIVISION**

1<sup>st</sup> Lot : \_\_\_\_\_ acres      2<sup>nd</sup> Lot: \_\_\_\_\_ acres      3<sup>rd</sup> Lot: \_\_\_\_\_ acres      4<sup>th</sup> Lot: \_\_\_\_\_ acres

**THE FOLLOWING MUST BE SUBMITTED**

1. \_\_\_ One (1) copy of SURVEY (18" x 24") If in German, Pike or Pleasant township, survey must have approval of the Township's Zoning Officer.
2. \_\_\_ Four (2) copies of TOPOGRAPHIC MAP and include all building locations. { Lotsplits Only }
3. \_\_\_ Written LEGAL DESCRIPTION for each lot, signed and sealed by the surveyor.
4. \_\_\_ New DEED for each lot.
5. \_\_\_ Written LEGAL DESCRIPTION for ROADWAY EASEMENT. { if required by the Thoroughfare Plan }
6. \_\_\_ New DEED OF ROADWAY EASEMENT. { if required by the Thoroughfare Plan }

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Lot Split No.: \_\_\_\_\_ Date Approved: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date Denied: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

# LOTSPLIT PROCEDURES

This information is provided to assist you in obtaining a Lotsplit under the Clark County Subdivision Regulations. Lotsplits will need to comply with the following standards.

- Lots must have frontage on a public road
- Only 4 lots are allowed from the original tract
- Lotsplits must meet zoning requirements
- Lots shall meet the on-site sewage and water standards of the Clark County Health District (or OEPA) unless connected to a public utility
- Lots shall have safe and adequate roadway access as determined by the Clark County Engineer (or ODOT in the case of State or Federal highways)

## **Phase 1. Preliminary Review**

- 1-a. Contact Community Development to review basic Lotsplit requirements. Maps can be created to illustrate your proposal to other agencies.
- 1-b. Contact the Clark County Health District to request a lot review if utilizing well and/or septic, or appropriate utility provider if utilizing a public system.
- 1-c. Contact the County Engineer regarding safe & adequate roadway access and roadside drainage. If property is located on a State/Federal highway, contact local ODOT office for required driveway permit.
- 1-d. For German, Pleasant or Pike townships, check with the township's zoning officer for zoning requirements.

## **Phase 2. Prepare Documents**

- 2-a. Hire a licensed surveyor to prepare a survey of the new lot(s). This includes an 18" by 24" survey map and a written legal description as well as a topo\* drawing for the new lot(s).
  - \* Not required if proposed lot contains existing residence with well & septic or will be connected to public utilities.
- 2-b. Have your surveyor take the original survey drawing and legal description(s) to the Tax Map Department in the Clark County Auditor's Office for review and approval.
- 2-c. Hire an attorney to prepare the deed(s) for the new lot(s).
- 2-d. Complete a Lotsplit Application. You or your attorney must complete a Lotsplit Application and submit it along with your deed(s), written legal description(s), the survey and 2 copies of the topo drawing to Clark County Community Development for final processing.

## **Phase 3. Final Steps**

- 3-a. You or your attorney will be notified by Clark County Community Development when your Lotsplit has been approved and is ready for pick up. A Lotsplit Fee of \$50 per lot must be paid.
- 3-b. Take the deed and legal description to the Clark County Auditor's Office to transfer the lot(s) to the new owner(s).
- 3-c. Proceed to the Clark County Recorder's Office to be put the documents on record.