

**APPLICATION FOR APPROVAL OF
MINOR SUBDIVISION (LOT SPLIT)**

HAMILTON COUNTY REGIONAL PLANNING COMMISSION

807 COUNTY ADMINISTRATION BUILDING 138 EAST COURT STREET CINCINNATI, OH 45202 (513) 946-4465

APPLICANT		PROPOSED UTILITIES		DATE RECEIVED		
NAME:		SEWER: <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE				
FIRM:		WATER: <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE		FEE		
ADDRESS:		LOCATION, AREA AND ZONING				
CITY:	STATE:	ZIP:	AUDITORS BOOK: PAGE: PARCEL:	CK# / CASH		
TELEPHONE:		FAX:				
GRANTOR		APPROX FEET (N) (S) (E) (W) OF:		TYPE		
NAME:		TOTAL ACRES:				
FIRM:		NUMBER OF LOTS:		TOWNSHIP		
ADDRESS:		ZONING JURISDICTION(S):				
CITY:	STATE:	ZIP:	ZONING DISTRICT(S):	YEAR		
TELEPHONE:		FAX:				
GRANTEE		FOR OFFICE USE ONLY		SEQ#		
NAME:		REQUIRED IMPROVEMENTS:				
FIRM:		Minor subdivision applications (lot splits) which propose the use of a shared common access drive, serving three or more lots, shall include a certificate of compliance with the access management regulations.		APPROVED BY		
ADDRESS:						
CITY:	STATE:				ZIP:	
TELEPHONE:					FAX:	
ENGINEER/SURVEYOR		ASSURANCE OF COMPLETION:		APPROVAL DATE		
NAME:						
FIRM:						
ADDRESS:						
CITY:	STATE:	ZIP:				
TELEPHONE:		FAX:				
DIRECT CORRESPONDENCE TO		CERTIFICATE OF COMPLETION:				
NAME:						
FIRM:						
ADDRESS:		SIGNATURE:				
CITY:	STATE:	ZIP:				
TELEPHONE:		FAX:				
CERTIFICATION						
I CERTIFY THAT THE INFORMATION AND STATEMENTS GIVEN ON THIS APPLICATION AND IN THE ATTACHMENTS ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE BASED UPON THE APPLICATION COMPLETENESS CHECKLIST						
APPLICANT'S SIGNATURE:			DATE:			

REQUIREMENTS FOR LOT SPLIT (MINOR SUBDIVISION 2-5 LOTS)

The following items are required for lot split approval:

1. Evidence of zoning approval

- a. In the following Townships: Anderson, Colerain, Crosby, Delhi, Green (northeast portion) Springfield and Sycamore in the form of a signed and dated letter from the Township or stamp on the plat, deed or legal description.
 - Please note these Townships may have additional zoning fees.
- b. In the following Rural Zoning Commission Townships: Columbia, Harrison, Miami (majority) and Green (majority) - RPC staff will approve the zoning.
- c. In Symmes Township and Village of North Bend: - RPC staff will approve the zoning.
- d. Whitewater Township is unzoned and the northern portion of Miami Township is unzoned – no Township zoning approval is required.

2. Evidence of Approval from Sewer Authority:

- a. For public sewer call MSD (Rob Anderson 513-557-7188).
 - MSD should provide a sewer availability letter and RPC staff will keep a copy.
- b. For private sewer systems call the Hamilton County Board of Health at 513-946-7871.
 - Hamilton County Board of Health will either provide a letter or stamp on stamp on the plat, deed or legal description.
- c. RPC staff will keep a copy of the sewer approval.

3. Survey Plat and Deed and/or Legal Description – RPC staff will keep a copy of the plat.

4. Completed application form and fee of \$209.00 (plus add on a 5% technology fee) per NEW lot (\$59 for North Bend) (plus add on a 5% technology fee) (checks should be made payable to Hamilton County Treasurer except North Bend & Symmes - checks are made out to The Village of North Bend or Symmes Township)

Note: Further recording procedures are required by the County Engineer on the 3rd floor of the Hamilton County Administration Building. Please contact Dennis Vitolo 513-946-4259. Additional fees may apply.