

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 for a total of \$219.45) per NEW lot (\$59 for North Bend) (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.

Note: The Hamilton County Soil & Water Department may charge a fee once one acre or more of land is being disturbed. Please contact Soil & Water for more details 513-772-7645.