



Clark County Community and Economic Development

3130 E. Main Street, Suite 1A; Springfield, OH 45505

Phone: 937-521-2160 Fax: 937-328-2621 www.clarkcountyohio.gov/community_development

Minor Subdivision Application (aka. Lot Split)	Check The Appropriate Box		
	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"/>

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, those buildings/structures must be shown on the survey.

PROPERTY OWNER(S) INFORMATION – the Grantor

Name _____ Phone No. ____ / ____ / _____

Complete Mailing Address _____

E-Mail Address _____

[for Attachments Only] PERSON RECEIVING the ADJOINING LAND – the Grantee

Name _____ Phone No. ____ / ____ / _____

Complete Mailing Address _____

E-Mail Address _____ Land to be conveyed _____ acres

Current lot size _____ acres Grantee's Parcel No. _____

ATTORNEY / AGENT

Name _____ Phone No. ____ / ____ / _____

Complete Mailing Address _____

E-Mail Address _____

PROPOSED LOTSPLIT(S) or LAND DIVISION

1st Lot _____ acres 2nd Lot _____ acres 3rd Lot _____ acres 4th Lot _____ acres

Lotsplit Application MUST Include The Following Items

1. ___ New Deed to transfer each lot.
2. ___ Written Legal Description for each lot, signed and sealed by the surveyor.
3. ___ One copy of the Survey. [Must include all buildings within 50 ft. of proposed lot lines]
4. ___ Written approval from the Combined Health District. [Lot Splits Only]

The following must be submitted only when required by the county's Thoroughfare Plan

- A. New Deed Of Road Right-Of-Way Easement.
- B. Written Legal Description for Road Right-Of Way Easement.

rev. 2/13/18

A Lot Split fee of \$50 per lot must be paid at time of submission. Fee is non-refundable and non-transferable.

Lot Split No. _____ Address _____ Approved or Denied Date ____ / ____ / _____

LOT SPLIT PROCEDURES

This information is provided to assist in obtaining Lot Split approval under the Clark County Subdivision Regulations. Lot Splits shall comply with the following standards

1. Lots shall have frontage on a public road.
2. Only four (4) lots are permitted from the parent parcel (defined as of 1-1-2007).
3. Lots shall meet applicable zoning requirements.
4. Lots shall meet on-site
5. Lots shall have safe and adequate road access

Phase 1. Preliminary Review

- 1-a. Contact Clark County Community and Economic Development to review basic lot split requirements. Maps can be created to illustrate your proposal to other agencies.
- 1-b. Contact Clark County Combined Health District to review if utilizing well and/or septic, or appropriate the utility provider if utilizing a public system.
- 1-c. Required driveway permit: Contact the County Engineer's Department or Township Road Superintendent to review safe and adequate roadway access and roadside drainage. If the property is located on a State or Federal highway, contact ODOT District 7 for requirements.
- 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. A topo map may be required by the Combined Health District for a Lot Split.
- 2-b. Have your surveyor take the original survey drawing and legal description(s) to the Tax Map Office in the Clark County Auditor's Office for review.
- 2-c. Hire an attorney to prepare the required deed(s) for the new lot(s).
- 2-d. Complete the Lot Split Application and submit it along with the lot split fee, deed(s), written legal description(s), the survey, and topo map if required, to Clark County Community and Economic Development for approval.

Phase 3. Final Steps

- 3-a. The Property Owner or Agent will be notified by Clark County Community and Economic Development when your application has been approved and ready for pick up.
- 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 put the documents on record.