



COMMUNITY & ECONOMIC DEVELOPMENT

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How To Perform A Lot Split*

unincorporated area only of Clark County.

01/24/23

* (Lot Split Split-Attachment Land Division)

Contact County Planning Staff at Community & Economic Development for preliminary review of the split and to review the lot split process.

Items 1 – 5 must be submitted before an application will be reviewed.

1. Completed lot split application.
2. Final deed for the proposed parcel, pre-approved by Tax Map.
3. Final legal description for each proposed parcel, signed & sealed by surveyor, and pre-approved by Tax Map.
4. Final survey of property being split, signed & sealed by surveyor, and pre-approved by Tax Map.
5. For any lot split of less than 5.0 acres, Health District approval for provisions of water and wastewater treatment. Exception: when connecting to a public utility system.

When additional right-of-way easement required per Thoroughfare Plan:

6. Separate deed with the Grantee listed as "*Board of Commissioners of Clark County*".
7. Final survey and legal description of the right-of-way easement, signed & sealed by surveyor, and pre-approved by Tax Map.

<u>County Departments Involved in Lot Split Process</u>	
County Planning Commission 937-521-2170	County Auditor's Office 937-521-1860
Combined Health District 937-717-2451	County Recorder's Office 937-521-1705
Tax Map Office 937-521-1820	If connecting to public water and/or sanitary sewer
County Engineer's Office 937-521-1800	County Utilities Department 937-521-2150 or, public utility provider

Township Zoning Officers

German Township	George Degenhart	937-605-3220
Pike Township	Jason Bishop	937-925-3419
Pleasant Township	Jack Remley	937-925-1937
Springfield Township	administered by Clark County Community & Economic Development	

Step A: Meet with County Planning Staff

Review proposed split, zoning requirements, lot addressing and overall lot split process.

- If property located in German, Pike or Pleasant township zoning, directed to township zoning inspector.



Step B: Contact Health District

Review soils analysis process and Health District regulations.

- If connecting to public water and/or sanitary sewer, contact utility provider.



Step C: Surveyor prepares Survey and Legal Description(s)

C1: Surveyor submits to Tax Map Office for preliminary review/approval for compliance with county property transfer standards.

- Any revisions so noted and returned to Surveyor for correction.

C2: Revisions made by Surveyor and resubmitted to Tax Map Office.



Step D: Attorney prepares Deed(s) for Property Transfer

D1: Attorney submits to Tax Map Office for preliminary review/approval.

- Any revisions so noted and returned to Attorney for correction.

D2: Revisions made by Attorney and resubmitted to Tax Map Office.

Step E: County Planning Commission Approval

Complete lot split application and submit along with required items (see front of brochure) to County Planning Staff at Clark County Community & Economic Development.



If approved, the legal description of the proposed minor subdivision receives the required stamp and signature. If denied, supporting documentation explaining the reason for denial shall accompany the application. You will be contacted to pick up the documents.



Step F: Execute documents. (Closing)



Step G: Begin Property Transfer

F1: take approved lot split documents to Tax Map office to begin processing.

F2: proceed to County Auditor's Office to complete the property transfer. (allow one day for Tax Map processing)

- Contact Auditor's Office for *transfer fees*: 937-521-1860.



Step H: Recording The Property Transfer

Proceed to the County Recorder's Office to record the property transfer.

- Contact Recorder's Office for *recording fees*: 937-521-1705.

