

ASHTABULA COUNTY DEPARTMENT OF PLANNING

MINOR SUBDIVISION / LOT SPLIT PROCESS

(ORC 711.131)

For Lot Splits 5.0 acres or less IN TOWNSHIPS ONLY (i.e., Unincorporated Areas - NO Cities or Villages)

Minor Subdivisions are reviewed by the following agencies: Ashtabula County Department of Planning (ACDP), County Engineer, County Health Department, Ohio Environmental Protection Agency (OEPA), and/or Dept. of Environmental Services (DES), Local Township Zoning, County Auditor, and the County Recorder.

Survey

1. **Property involved in all minor subdivision applications must be surveyed by a registered surveyor.** The applicant must meet with ACDP (440-576-3772) staff to review a sketch plan of proposed lot(s) prior to having survey performed and pins placed. Applicant must bring a tax map of the property (available at the County Engineer's Tax Map Department) as part of the review and the current deed may be requested.
2. Once the survey is complete, the surveyor or applicant must submit a clear copy of the survey map and legal description to **ACDP and the County Engineer's Tax Map Department** so that both offices review the split simultaneously.
3. **Survey map and legal descriptions must meet the current Ashtabula County Subdivision Regulations and County Engineer's standards for conveyances.** The County Health Department, DES, Township Zoning Inspector, and the County Auditor's Office may require a copy of the survey map and legal description as well for review of the lot split.

Application Form (White)

1. Applicant must complete the shaded area while the bottom is completed by ACDP staff.
2. In order to obtain approval from ACDP, the submission requirements listed on the application must be addressed and completed, as applicable.

Township Zoning Inspector Form (Yellow) (Not required in townships that do not have zoning)

1. Applicant completes and signs the top portion.
2. Applicant contacts township zoning inspector to have them complete, sign and date the bottom portion.
3. Applicant returns form to ACDP.

Ashtabula County Health Department Form (Green) (Between 8:00 - 10:00 A.M. ONLY for Septic system) OR Dept. of Environmental Services Form (Blue) (For sanitary sewer certification)

1. Applicant completes and signs the top portion.
2. Applicant goes to the County Health Department and starts a **site inspection approval application**. Once completed by the sanitarian, the green form will be sent directly to ACDP from the Health Department via interoffice mail. The site inspection usually takes 1-3 business days. Commercial septic system approval must be reviewed by the Ohio EPA, but an initial contact with the local Health Dept. is required.

Once approval forms are received, ACDP will verbally notify the applicant. Applicant must stay in contact with **the County Engineer's Tax Map Department (440-576-3691) as to the approval of the legal descriptions**. Once an initial approval is given by the Tax Map Department, the applicant may have the new deed(s) prepared. A deed can be prepared by the owner; however they are typically drawn up by an attorney or a title company.

County Engineer's Tax Map Department Prior to submitting deeds to ACDP for Minor Subdivision approval, **the County Engineer's original stamp shall be on the deed or legal description before submittal to the ACDP. Engineer approval does not guarantee or supersede approval of the entire application by the Director of ACDP.**

Back to ACDP Once all of the above forms are completed and returned, the deeds must be submitted for review and approval. Once the deed is stamped "**No Plat required**", applicant or agent must submit minor subdivision review fee. If paying by check, make check payable to the **Ashtabula County Treasurer** but pay at ACDP. **NOTE: Payment can be made by cash; however, credit cards cannot be accepted.** **The Director of Planning may be required to sign the deeds to approve the lot split.**

Final Steps Take paper work to the Auditor's Office and they will transfer the lot into the new owner's name, if different from current owner(s), and have a tax ID number assigned. **Recorder's Office** will record the deed. Applicant should inquire at those respective offices for their individual fees. **Deed must be filed within six months after receiving ACDP approval stamp.**

Revised 2009