



“Lot Split”

Application #: \_\_\_\_\_ - \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

Application for a **PROPOSED MINOR SUBDIVISION** (lot split 5 or under)

**TO BE COMPLETED BY PROPERTY OWNER OR APPLICANT**

EXISTING LOT BEING SPLIT:

Township: \_\_\_\_\_

Twp. Lot #: \_\_\_\_\_ Remaining Acreage: \_\_\_\_\_

Name of Seller/Grantor: \_\_\_\_\_

Seller's Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email of Above: \_\_\_\_\_

Signature \_\_\_\_\_

Permanent Parcel ID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

NEWLY CREATED LOT:

Road parcel FRONTS: \_\_\_\_\_

Split Frontage: \_\_\_\_\_

Split Acreage: \_\_\_\_\_

Name of Buyer/Grantee: \_\_\_\_\_

Name of Title Company, Attorney, or Agent: \_\_\_\_\_

Telephone Number of Above: \_\_\_\_\_

Email of Above: \_\_\_\_\_

Signature \_\_\_\_\_

Will this create a landlocked parcel (without road frontage)? Y / N  
 Will the split involve opening, widening, or extending the road? Y / N  
 Are there buildings on the property? Y / N  
 Do you need an address number assigned? Y / N (if yes, please include an Address assignment application and \$20 fee)

**REQUIRED ITEMS**

- \_\_\_\_\_ **Application form** completed
- \_\_\_\_\_ **Township Zoning Inspector Review form** signed for frontage & acreage
- \_\_\_\_\_ **Sewage Disposal Method**
  - Residential - attach signed “Septic” or “Sewer” approval.
  - Commercial – coordinate with Ohio EPA for a commercial septic system.

- \_\_\_\_\_ **Signed Deed** (for Split i.e. Quit Claim, Warranty, Joint and Survivorship)
- \_\_\_\_\_ **Stamped Survey Drawing and Legal Description** of new Parcel (County Engineer’s stamped legal description **must** be dated within **180 days**)
- \_\_\_\_\_ Copy of Variance from Health Department or Township (if required)
- \_\_\_\_\_ \$100.00 Application Fee (cash or check made out to **Ashtabula County Treasurer**)

**SHADED SECTION TO BE COMPLETED BY COMMUNITY SERVICES AND PLANNING STAFF:**

\_\_\_\_\_ **Application form** filled out

\_\_\_\_\_ **Township Zoning Inspector form** signed for frontage & acreage

\_\_\_\_\_ **Sewage Disposal Method**

**Residential**

\_\_\_\_\_ **County Health Department form** signed for approval of household sewage disposal system

\_\_\_\_\_ **Sanitary Engineer** indicated sewer capacity or Ohio EPA approved commercial system

**OR**

**Commercial**

\_\_\_\_\_ Coordinate with **Ohio EPA** for a commercial septic system

\_\_\_\_\_ Signed **Deed(s)** have been submitted

\_\_\_\_\_ **Stamped Survey Drawing and Legal Description** of new Parcel (County Engineer’s stamped legal description **must** be dated within 180 days)

\_\_\_\_\_ Does NOT violate **five lot split rule**

\_\_\_\_\_ **Irregularly shaped lot?** (Perpendicular lot lines to road or follow natural feature. Ratio 4:1 depth to frontage)

\_\_\_\_\_ **Current Permanent Parcel ID**

\_\_\_\_\_ **Acreage prior** to lot split

\_\_\_\_\_ **Existing Structures** on split out property \_\_\_\_\_ Residual

\_\_\_\_\_ **Copy of Variance** (if required)

\_\_\_\_\_ **\$100.00 Fee Paid** (Date: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_)

Ashtabula County Planning Commission

**\*NO PLAT REQUIRED\***

Approved \* Exempt

**Janice Switzer, Director**  
**Community Services and Planning**

Agent \_\_\_\_\_

Date \_\_\_\_\_

**Variance Requested: Y N (if NO, remainder need not be completed)**

**Date Presented to ACPC: \_\_\_\_\_ Case #: \_\_\_\_\_ ACPC Action: \_\_\_\_\_**

**Comments:** \_\_\_\_\_