



Date: September 7, 2021

RE: Community Services and Planning – Office update regarding subdivision process

Greetings,

I hope that you have had a great summer. As we head into the fall, our office wanted to announce some of the changes that Community Services and Planning has been working on during the past year.

As a result of the move to a more streamlined and digital work environment, CSP has taken feedback from outside agencies and incorporated them into our intake and review process to offer better service to the public. In line with other County departments, we also now offer credit card processing and e-check capabilities.

As you may know, I (Jake Brand) accepted the position of Director in September of 2020. In March of 2021, Jimmy Hoppel was hired as the Assistant Director to give the office of Planning increased administrative capacity. We will be handling reviews and inquiries relating to planning and zoning. Our contact information is listed below. In early October 2021, Heidi Barringer will be transitioning to the Auditor's office in a newly accepted position as a Conveyance Clerk. CSP would like to thank Heidi for her service and wish her continued success in her new role.

A priority item from outside feedback received was the update of office forms, namely those involved in subdivisions and address number assignments. We have completely redesigned these forms to be more clear and easier to complete. These forms also allow our office to gather the relevant and necessary information to give a thorough but timely review. Moving forward, we ask that you please purge and refrain from using previous versions after October 1, 2021. Due to new internal intake procedures, old versions will not be accepted after this date.

As a result of these new forms, our office will only be accepting fully completed application packets – including all supplemental documents, signatures, and review fees (if required). Checklist items required to initiate a review by CSP are clearly outlined on our application forms. Our office will also no longer hold partial applications or accept applications for review via email, as we require originals to stamp.

We are still very happy to offer a preliminary review of a survey map as part of the planning process involving a subdivision of land. This should not be misinterpreted to be an official review or a binding decision, as plans often change multiple times throughout the subdivision process.

It's relevant to reiterate that lot split applications have a review period of up to seven business days, which starts once a completed application packet is submitted and date stamped as complete. Although our office does not typically exercise that full review window, it may be needed depending on the overall office workload and the complexities of that specific subdivision of land. Same-day turnaround should not be expected – so please plan accordingly.

Our new application forms will be available for download at www.ashtabulacounty.us/planning as well as available for pick up outside of our office located at:

25 West Jefferson St. Jefferson, Ohio 44047.
Old Courthouse, 1st Floor (across from the elevator)

Thank you for your anticipated cooperation. Our office looks forward to serving you in the future.

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