



MINOR SUBDIVISION Application (Lot Split or Large Lot Development)

Application for Division of a Parcel of Land, in accordance with Ohio Revised Code §711.131 and §711.133, and Article 200 of the Clinton County Subdivision Regulations.

Minor Subdivisions may not create more than five (5) lots, including the host/parent (remainder) parcel, any one of which is 20 acres or less in total area. All lots must have adequate frontage on an existing public road and meet local zoning requirements.

Please Print Clearly

Name of Applicant: _____

Applicant's Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ - _____ Email Address: _____

A completed application shall contain a survey drawing (mylar), legal description for each lot being created (including the host parcel), review fee as set forth by the Clinton County Regional Planning Commission, and certification (signature) or approval by the Clinton County Health Department, the Clinton County Engineer, the Clinton County Sanitary Engineer (if applicable), Clinton Soil and Water Conservation District, the Clinton County Building and Zoning Department (if applicable), the Clinton County Map Office, and if applicable, the Ohio Department of Transportation, the Township Trustees, and/or other agencies.

The undersigned hereby applies for a Minor Subdivision in accordance with the Clinton County Subdivision Regulations and certifies all material submitted with the application is complete to the Subdivision Regulations requirements, and is true and correct to the best of his/her knowledge and belief. The undersigned does hereby expressly agree to an extension of review time as provided in Section 711.10 of the Ohio Revised Code. Administrative review cannot begin until the completed application is received, is deemed complete, and associated fees (determined by the current Fee Schedule) are paid in full.

Signature of Applicant: _____ **Date:** _____

Signature of Owner (if different): _____ **Date:** _____

Name of Property Owner (if different): _____ Owner's Address: _____ City: _____ State: _____ Zip Code: _____ Telephone Number: _____ - _____ Email Address: _____
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Name of Engineer/Surveyor: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Telephone Number: _____ - _____ Email Address: _____
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Development Information:

(attach a complete development plan of numbered lots and proposed land uses, in accordance with the requirements of the Clinton County Subdivision Regulations)

Township: _____ Current Zoning: _____

Parcel ID Number: _____

Location Description (address, nearest intersection): _____

Number of lots created: _____ Size of smallest lot created: _____ acres Total Acreage Involved: _____ acres

Number of lots previously split from host/parent parcel: _____ Date host/parent parcel created: _____

Intended use of the new lots to be created by this minor subdivision (select all that apply):

Residential ☐ Commercial ☐ Industrial ☐ Agricultural ☐ Other ☐

Intended use of the remaining acreage or host parcel:

Residential ☐ Commercial ☐ Industrial ☐ Agricultural ☐ Other ☐

What utilities are available at the development site?:

Public Water ☐ Public Sewer ☐ Gas ☐ Cable/Internet ☐ Other ☐

Is a variance necessary from any of the applicable regulatory standards
(zoning, subdivision regulations, access management regulations)?

Yes

No

*If yes, a separate Variance Application **must** be filed first along with applicable fee. Zoning Variance requests should be directed to Clinton County Building and Zoning. Subdivision or Access Management Regulations variance requests should be directed to the Clinton County Regional Planning Commission. The variance request(s) and associated fee(s) are in addition to any other filings or applicable fees.*

Approval Process

- After submittal of a complete and accurate application (with fee), the CCRPC representative will confirm the certification or approval of all applicable agencies. CCRPC will inform the Applicant of any revisions or variances needed.
- Following the approval of the CCRPC representative, Applicant submits the signed survey drawing (mylar) to the Clinton County Map Office for filing.
- After the sale of the property, submit the deed to the Map Office, then the County Auditor for conveyance, and the County Recorder for permanent recording.

CCRPC Use Only Below

Date Received

Fee Amount

Mylar/Legal Verified

Date Fees Paid

Health ☐ Engineer ☐ Sanitary ☐ SWCD ☐ Zoning ☐ Tax Map ☐ ODOT ☐

Check Number

Variance Case No.

Paid In to Auditor