

Lot Split Requirements

Urbana Township Zoning
2564 State Route 54
Urbana, Ohio 43078
(937)484-4148

You will need to supply the following information to process zoning approval sheet.

- 1) The lot split will need to be surveyed by a surveying company.
- 2) The township requires that each lot is at least 1 acre and has a minimum of 150 feet of road frontage. The depth of the lot can be no deeper than 3 times the length of the frontage.
- 3) If the lot does not meet this 3:1 ratio then a zoning variance will need to be applied for with the Board of Zoning Appeals (BZA). This process will cost \$300.00 (check only) and take 3-4 weeks.
- 4) You will need to make an appointment with the Zoning Inspector at (937) 484-4148 to get a Township approval sheet. The Township approval sheet will cost \$125.00 (check only).
- 5) Bring **two copies each**, of the Survey Plat, Legal Description and County Engineer's approval sheet to the zoning appointment.
- 6) The cost is **\$125.00** for a lot split. Three lot splits can be processed per transaction. **We only accept checks** and they need to be made out to Urbana Township.
- 7) You will need to submit the Township approval sheet to the County Engineer's office to get the deed transferred.

Thank you very much!

Sincerely,

Sean Tullis
Urbana TWP Zoning
zoning@urbanatownship.com
(937) 484-4148

Please make check payable to: Urbana Township
2564 St. Rt. 54, Urbana, Ohio 43078