

**APPLICATION FOR APPROVAL OF  
MINOR SUBDIVISION (LOT SPLIT)**

**HAMILTON COUNTY REGIONAL PLANNING COMMISSION**

807 COUNTY ADMINISTRATION BUILDING, 138 EAST COURT STREET, CINCINNATI, OH 45202 (513) 946-4465

		<b>DATE RECEIVED</b>		
<b>APPLICANT</b>	<b>PROPOSED UTILITIES</b>			
NAME:	SEWER: <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE	<b>FEE</b>		
FIRM:	WATER: <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE			
ADDRESS:	LOCATION, AREA AND ZONING			
CITY:                 STATE:         ZIP:	AUDITORS BOOK:         PAGE:         PARCEL:	<b>CK#/CASH</b>		
TELEPHONE:                 FAX:	ON THE (N) (S) (E) (W) SIDE OF:			
<b>GRANTOR</b>	APPROX FEET                 (N) (S) (E) (W) SIDE OF:	<b>TYPE</b>		
NAME:	TOTAL ACRES:			
FRIM:	NUMBER OF NEW LOTS:	<b>TOWNSHIP</b>		
ADDRESS:	ZONING JURISDICTION(S):			
CITY:                 STATE:         ZIP:	ZONING DISTRICT(S)			
TELEPHONE:                 FAX:	REQUIRED MIN LOT AREA:			
<b>GRANTEE</b>	<b>FOR OFFICE USE ONLY</b>			
NAME:	REQUIRED IMPROVEMENTS:			
FRIM:	Minor subdivision applications (lot splits) which propose the use of a shared common access drive, serving three or more lots, shall include a certificate of compliance with the access management regulations.			
ADDRESS:				
CITY:                 STATE:         ZIP:				
TELEPHONE:                 FAX:				
<b>ENGINEER/SURVEYOR</b>	<b>YEAR</b>			
NAME:			ASSURANCE OF COMPLETION:	
FRIM:				
ADDRESS:				
CITY:                 STATE:         ZIP:	<b>SEQ#</b>			
TELEPHONE:                 FAX:				
<b>DIRECT CORRESPONDENCE TO</b>			CERTIFICATE OF COMPLETION:	
NAME:				
FRIM:	<b>APPROVED BY</b>			
ADDRESS:				
CITY:                 STATE:         ZIP:			SIGNATURE:	
TELEPHONE:                 FAX:				
<b>CERTIFICATION</b>			<b>APPROVAL DATE</b>	
I CERTIFY THAT THE INFORMATION AND STATEMENTS GIVEN ON THIS APPLICATION AND IN THE ATTACHMENTS ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE BASED UPON THE APPLICATION COMPLETENESS CHECKLIST				
APPLICANT'S SIGNATURE:	DATE:			

## REQUIREMENTS FOR LOT SPLIT (MINOR SUBDIVISION 2-5 LOTS)

The following items are required for lot split approval:

### 1. Evidence of zoning approval

- a. In the following Townships: Anderson, Colerain, Crosby, Delhi, Green (northeast portion) Springfield and Sycamore in the form of a signed and dated letter from the Township or stamp on the plat, deed or legal description.
  - Please note these Townships may have additional zoning fees.
- b. In the following Rural Zoning Commission Townships: Columbia, Harrison, Miami (majority) and Green (majority) - RPC staff will approve the zoning.
- c. In Symmes Township, Village of North Bend and Village of Woodlawn: - RPC staff will approve the zoning.
- d. Whitewater Township is un-zoned and the northern portion of Miami Township is un-zoned – no Township zoning approval is required.

### 2. Evidence of Approval from Sewer Authority:

- a. For public link to request form:

<https://onbase.msdbg.org/unityforms/UnityForm.aspx?key=UFKey>

MSD should provide a sewer availability letter and RPC staff will keep a copy.

Contact Rob Franklin [Rob.Franklin@cincinnati-oh.gov](mailto:Rob.Franklin@cincinnati-oh.gov), 513-557-7188 or

William Weinheimer 513-557-7019

-OR-

- b. For private sewer systems call the Hamilton County Board of Health at 513-946-7871.

- Hamilton County Board of Health will either provide a letter or stamp on stamp on the plat, deed or legal description.

### 3. Survey Plat and Deed and/or Legal Description – RPC staff will keep a copy of the plat.

### 4. Competed application form and fee of \$239 per NEW lot (\$239 for North Bend; \$56 for Woodlawn), plus a 5% technology fee (\$250.95 - total). Checks should be made payable to Hamilton County Treasurer

*Note: Further recording procedures are required by the County Engineer on the 3rd floor of the Hamilton County Administration Building. Please contact Dennis Vitolo 513-946-4259. Additional fees may apply.*

*Note: The Hamilton County Soil & Water Department may charge a fee once one acre or more of land is being disturbed. Please contact Soil & Water for more details 513-772-7645.*

*Note: Please contact the Hamilton County Storm Water & Infrastructure Department - Olivia Maltry 513-946-4760 for floodplain requirements.*