



OFFICE OF COUNTY AUDITOR

County Auditor

Carri L. Brown, PhD, MBA, CGFM
carri.brown@fairfieldcountyohio.gov

FOR IMMEDIATE RELEASE

Wednesday, March 15, 2023

Auditor's Office Releases Fact Sheet Explaining Lot Split Process

Lancaster, Ohio – The Fairfield County Auditor's Office has released a fact sheet explaining the process of lot splits. This document reviews which properties are considered "non-exempt" and "exempt" and provides a step-by-step process for filing for a lot split.

County Offices involved in the lot split process include the Fairfield County Auditor's Map Room, Fairfield County Engineer, Fairfield County Health Department, and the Fairfield County Regional Planning (or City or Village official). Final deeds are filed with the Fairfield County Recorder's Office.

Auditor Carri Brown, stated, "There are multiple steps involved in the lot split process. To make things more convenient and effective, we have created a quick reference guide to help residents who are interested in this process. Our thanks go out to Stacy Knight, County Auditor's Mapping Technician, who noticed a need for the guide and quickly created one to be of help to the public."

For more information, please contact the Fairfield County Real Estate Assessment Offices at (740) 652-7030.

Follow Your Auditor's Office On **Social Media!**



[linkedin.com/company/
fairfield-county-auditor](https://www.linkedin.com/company/fairfield-county-auditor)



@FairCoAuditor



@FairCoAuditor



@FairfieldCountyAuditor



co.fairfield.oh.us/auditor



realestate.co.
fairfield.oh.us



Newsletter

###

S E R V E • C O N N E C T • P R O T E C T

**MINOR SUBDIVISION (LOT SPLITS)****NON-EXEMPT LOT SPLITS**

- ☐ Involves five or fewer lots (less than 5.01 acres) utilizing existing public road frontage.
- ☐ Does NOT involve any of the following:
 - Any improvements (including opening, widening or extension of any street).
 - Allocation of land for common area.
 - The establishment of public easements for water, sewer or drainage improvements.

EXEMPT LOT SPLITS

- ☐ Lots are 5.01 acres or more.
- ☐ A minimum of 60 feet of frontage on a road/right-of-way dedicated to public use.
- ☐ Lots still need to comply with township zoning.

PRELIMINARY APPROVAL PROCEDURES

1. **REGIONAL PLANNING, CITY OR VILLAGE OFFICIAL** – Preliminary Approval. A rough sketch is recommended. *(Governing authority will determine appropriate lot split type.)*
2. **COUNTY ENGINEER/ODOT/TOWNSHIP/CITY** – Drive/Access Preliminary Approval. A rough sketch is recommended. Also, proposed lot lines and centerline of drive(s) should be staked at locations visible from the roadway. Stakes should be clearly labeled or color-coded for lot line, centerline of drive, etc.
3. **COUNTY HEALTH DEPARTMENT/CITY OR VILLAGE UTILITIES** – Preliminary Approval. Soil Evaluation and Lot Split Application is required. Lots must be mowed, or underbrush removed prior to inspection. *(NOT REQUIRED FOR 5.01 ACRES OR MORE)*

LOT SPLIT PROCEDURES

4. **HIRE OHIO REGISTERED LAND SURVEYOR** – The surveyor will provide you with a survey drawing and legal description(s).
5. **AUDITOR (MAP ROOM)** - Reviews and attaches **Blue** and/or **Yellow** Forms.
6. **COUNTY ENGINEER** – Reviews, signs **Blue** Form and stamps legal description(s).
7. **AUDITOR (MAP ROOM)** – Stamps legal description(s) and files survey.
8. **COUNTY HEALTH DEPARTMENT**– Final Approval and signs **Blue** Form. *(NOT REQUIRED FOR 5.01 ACRES OR MORE)*
9. **HIRE REAL ESTATE ATTORNEY OR TITLE COMPANY** – Prepares the deed(s).
10. **REGIONAL PLANNING/CITY OR VILLAGE OFFICIAL** – Final Approval. Submit the deed, **Blue** and/or **Yellow** Forms, surveyor's legal description(s) with both Map Room and County Engineer stamps and the survey drawing. RPC will file **Blue** Form and stamp legal description(s). Cities or Villages will only stamp legal description(s).

RECORDING PROCEDURES

11. **AUDITOR (REAL ESTATE)** – Files **Yellow** Form. Reviews and stamps deed.
12. **RECORDERS OFFICE** – Reviews, stamps, and records deed.

SERVE • CONNECT • PROTECT

CONTACT INFORMATION

DEPARTMENT	CONTACT	PHONE	EMAIL	ADDRESS
City of Canal Winchester	Andrew Moore	614-837-6742	amooore@canalwinchesterohio.gov	45 E. Waterloo St., Canal Winchester
City of Columbus	Scott Messer	614-645-7776	ssmesser@columbus.gov	111 N. Front St., Columbus
City of Lancaster	Curt Shonk	740-687-6614	cityengineers@ci.lancaster.oh.us	121 E. Chestnut St. Suite 100, Lancaster
City of Pickerington	Clem Chukwu	614-833-2204	cchukwu@pickerington.net	100 Lockville Rd., Pickerington
City of Reynoldsburg	Eric Meyer	614-322-6807	emeyer@reynoldsburg.gov	7232 E. Main St., Reynoldsburg
County Auditor (Map Room)		740-652-7060	maproom@fairfieldcountyohio.gov	108 N. High St., Lancaster
County Auditor (Real Estate)		740-652-7030		108 N. High St., Lancaster
County Engineer	Todd May	740-652-2384	todd.may@fairfieldcountyohio.gov	3026 West Fair Avenue, Lancaster
County Recorder		740-652-7100	recorder@fairfieldcountyohio.gov	210 E. Main St., Suite 205, Lancaster
Fairfield Dept. of Health	Jennifer Valentine	740-652-2822	jennifer.valentine@fairfieldcountyohio.gov	1550 Sheridan Dr., Suite 100, Lancaster
Ohio Dept. of Transportation	Brian Bosch	740-323-5182	brian.bosch@dot.ohio.gov	9600 Jacksontown Rd., Jacksontown
Regional Planning		740-652-7110		138 W. Chestnut St., Lancaster
Township - Amanda	Cheryl Kohler	740-969-2739		10580 Ridge Rd. SW, Amanda
Township - Berne	Louis Noice	740-777-8853		
Township - Bloom	Anne Darling Cyphert	614-837-4387		8490 Lithopolis Rd., Lithopolis
Township - Clearcreek		740-474-4300		11060 Main St. SW, Stoutsville
Township - Greenfield	Tom Erlenwein	740-756-9378	zoning@greenfieldtwp.org	4663 Carroll Cemetery Rd., Carroll
Township - Hocking	Rich Hogle	740-808-1628	rhogle17@att.net	1175 Cincinnati-Zanesville Rd., Lancaster
Township - Liberty	Jeff Austin	740-400-0768	libertytownshipzi@gmail.com	2095 Reynoldsburg-Baltimore Rd., Baltimore
Township - Madison		740-969-1988	madisontownship@yahoo.com	4627 Walters Rd. SW, Lancaster
Township - Pleasant	Michael F. Purcell	740-777-2528	pleasanttownshipzoning@gmail.com	1737 Longwood Drive NE, Lancaster
Township - Richland	Nick & Louise Winegardner	740-536-7579		2970 West Rushville Rd., Lancaster
Township - Rushcreek	Nichole Schmelzer	740-569-7181 Ext. 12	rushcreekzoning@rushcreektwp.org	P.O. Box 88, Bremen
Township - Violet	Kelly Sarko	614-837-5035	zoning_inspector@violet.oh.us	10190 Blacklick-Eastern Rd., Pickerington
Township - Walnut	Mike Berry	740-467-2420	zoninginspector@walnuttownship.com	11420 Millersport Rd., Millersport
Village of Amanda	Carrie Ayers	740-969-4771	villageofamanda@hotmail.com	116 E. Main St., Amanda
Village of Baltimore	Tim Little (interim VA)	740-862-4491	tlittle@baltimoreohio.org	103 West Market St., Baltimore
Village of Bremen	Richard Campbell	740-569-4788	administrator@bremenvillage.com	9090 Marietta St., P.O. Box 127, Bremen
Village of Buckeye Lake	Lissann Torrens	740-928-7100	planning@buckeyelakevillage.com	5192 Walnut Rd. SE, Buckeye Lake
Village of Carroll	Edward Drobina	740-756-4031	villageofcarrollohio@gmail.com	68 Center St., P.O. Box 367, Carroll
Village of Lithopolis	Amanda Wolin	614-837-2031	amanda.wolin@lithopolis.org	11820 Lithopolis Rd., P.O. Box 278, Lithopolis
Village of Millersport	Vince Popo	614-562-7320	vincepopo012251@gmail.com	2245 Refugee St., Millersport
Village of Pleasantville	Tim Little (interim VA)	740-862-4491	tlittle@baltimoreohio.org	101 S. Main St., Pleasantville
Village of Rushville	Paul Norby	740-243-4666	mayorofrushville.oh@gmail.com	3198 Market St., Rushville
Village of Stoutsville	Bryan Riffle Jr.	740-420-9280	bryan.rifflejr@gmail.com	P.O. Box 115, Stoutsville
Village of Sugar Grove	Tyson Nye	740-746-8406	mayor@sugar-grove.com	101 Bridge St., Sugar Grove
Village of Thurston	Mary Boring	740-862-6003	mboring@thurstonohio.com	2215 Main St., P.O. Box 188, Thurston
Village of West Rushville	Philip Holdren	740-304-1658	holdrenp@gmail.com	P.O. Box 63113, West Rushville

March, 2023