



## Minor Subdivision Procedures

Lots Between 30,000 sq./ft. and 5.01 acres

### SUBDIVISION ( LOT SPLIT ) RECOMMENDATIONS FOR PARCELS RANGING FROM 30,000 SQUARE FEET TO 5.01 ACRES

1. **COUNTY ENGINEER/ODOT** - Prior to submitting to the RPC you must have approval from the Fairfield County Engineer's Office or (ODOT, if the road frontage is on a state highway) for access. NOTE: THE FAIRFIELD COUNTY ENGINEER 'S OFFICE AND/OR ODOT WILL DO A PRELIMINARY REVIEW OF YOUR PROPOSED SPLIT. AT THE TIME OF SUBMITTING TO THE RPC THE BLUE FORM APPLICATION MUST HAVE BEEN SIGNED BY THE COUNTY ENGINEER 'S OFFICE OR A LETTER OF APPROVAL FROM ODOT.
2. **COUNTY HEALTH DEPARTMENT** - Prior to submitting to the RPC, Health Department approval is required. The Health Department is located at 1550 Sheridan Drive, Suite 100 Lancaster, Ohio 43130. The Health Department will do a preliminary review. NOTE: THE HEALTH DEPARTMENT MUST ALSO SIGN THE BLUE FORM APPLICATION PRIOR TO FINAL RPC APPROVAL.
3. **SURVEY**- The survey must be done by a certified surveyor. Your surveyor will provide you a certified survey drawing and legal description.
4. **DEED** - A deed must be submitted and include the Grantor (seller) and Grantee (buyer). Without this information your subdivision will be denied.
5. **GIS CENTER (MAPROOM)** - Located at 108 North High Street in Lancaster. You must have your survey drawing, legal description, and deed to be issued a Blue Form Application. NOTE: LEGAL DESCRIPTION AND SURVEY MUST BE THE ORIGINAL, SIGNED IN INK BY THE SURVEYOR. PHOTO OR FAXED COPIES WILL NOT BE ACCEPTED.

6. **REGIONAL PLANNING COMMISSION** - Located in the County Courthouse 3rd Floor (Room 302). The RPC Office requires the survey drawing, original legal description, deed, and the Blue Form Application with all required signatures. There is a one-hundred twenty five (\$125.00) dollar fee for the subdivision (lot split).

**AFTER APPROVAL FROM REGIONAL PLANNING, THE APPLICANT WILL SUBMIT PAPERWORK INCLUDING AN EXECUTED ORIGINAL DEED TO THE COUNTY AUDITOR'S OFFICE (108 NORTH HIGH STREET, LANCASTER).**