



## Minor Subdivision Procedures

Lots being Tied to another parcel

### SUBDIVISION ( LOT SPLIT ) RECOMMENDATIONS FOR PARCELS BEING TIED TO EXISTING PARCELS

1. **SURVEY** - Must be done by a Certified Surveyor. Your surveyor will issue you a certified survey drawing and a legal description.
2. **DEED** - A deed must be prepared and include the Grantor (seller) and Grantee (buyer). The following legal paragraph must be on the deed:

“This parcel shall not be utilized as a separate building site until approved by the existing planning agency with platting authority over the area. Unless such approval is obtained, this parcel shall be used in conjunction with the parcel recorded in Volume \_\_\_\_\_ Page \_\_\_\_\_ Deed Records, Parcel No. \_\_\_\_\_ Fairfield County, Ohio.”

**Without this information your subdivision will be denied.**

3. **GIS CENTER (MAPROOM)** - County Courthouse , 1st floor Room 103). You must have your survey drawing, legal description, and deed to be issued the blue form. NOTE: THE LEGAL DESCRIPTION AND SURVEY MUST BE THE ORIGINAL SIGNED IN INK BY THE SURVEYOR. PHOTO OR FAXED COPIES WILL NOT BE ACCEPTED.
4. **REGIONAL PLANNING COMMISSION** - County Courthouse, 3rd Floor (Room 302). The RPC office requires the survey drawing, legal description, the deed, and the blue form for approval. There is a one-hundred twenty five (\$125.00) dollar fee for the subdivision (lot split).