



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 **(marginal notation required)**.”

Without this information your subdivision will be denied.

3. **GIS CENTER (MAPROOM)** - Located at 108 North High Street. You must have your survey drawing, legal description, and deed to be issued the blue form.
4. **REGIONAL PLANNING COMMISSION** - County Courthouse , 3rd Floor (. 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).

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).