



## Minor Subdivision Procedures

Lots over 5.01 acres

### SUBDIVISION (LOT SPLIT) RECOMMENDATIONS FOR PARCELS GREATER THAN 5.01 ACRES

1. **COUNTY ENGINEER** - 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 OR ODOT WILL DO A PRELIMINARY REVIEW OF YOUR PROPOSED SPLIT. AT THE TIME OF SUBMITTING TO RPC THE BLUE FORM APPLICATION MUST HAVE BEEN SIGNED BY THE COUNTY ENGINEER'S OFFICE OR A LETTER OF APPROVAL FROM ODOT.
2. **SURVEY** - Must be done by a Certified Surveyor. Your surveyor will issue you a certified survey drawing and a legal description.
3. **DEED** - A deed must be prepared and include the Grantor (seller) and Grantee (buyer). Without this information your subdivision will be denied.
4. **GIS CENTER (MAPROOM)**- Located at 108 North High Street. You must have your survey drawing, legal description, and deed to be issued the Blue Application 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.
5. **REGIONAL PLANNING COMMISSION** - Located in the County Courthouse 3rd Floor (Room 302). The RPC Office requires the survey drawing, legal description, deed, and the Blue Form Application with all the required signatures. There is a one-hundred twenty five (\$125.00) dollar fee for the subdivision (lot split).

\*Per the Fairfield County Subdivision Regulations Health Department Approval is not required to approve lot splits greater than 5.01 acres. However, it is recommended that if the parcel is intended to be used as a building site that a preliminary review is done by the Fairfield County Utilities Department for the availability of public water and sewer. If public water and sewer are not available proceed to the County Health Department prior to your survey to determine if a well and septic system may be placed on the site.

**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).**