

CARROLL COUNTY REGIONAL PLANNING COMMISSION: 330-627-5611

**MINOR SUBDIVISION (LOT SPLIT) INSTRUCTIONS
FOR RURAL LOTS LESS THAN FIVE (5) ACRES WITH EXISTING PUBLIC ACCESS**

“parcels of more than five acres not involving any new streets or easements of access” “shall be exempt” O.R.C. 711.00.1

A MINOR SUBDIVISION APPROVAL may be granted under the following conditions:

- All splits shall comply with the Carroll County Subdivision regulations, the Carroll County Conveyance Standards, and all other applicable laws, rules, ordinances, and regulations. Variances may only be granted by the Regional Planning Commission.
- The proposed subdivision is under five (5) acres in size along an existing roadway or Dedicated Public Driveway and involves no openings, widening or extension of a street.
- A survey plat and legal description in accordance with the minimum standards for boundary surveys in the State of Ohio must be submitted with the application
- All splits less than 5 acres or with a residue of less than 5 acres that have the potential to be used for residential/commercial/industrial purposes shall be submitted to the Carroll County General Health District (CCGHD) for review for sewage system capability.
- If a lot or parcel is intended to be used for open space, agricultural, recreational, or some other purpose that does not require sewage treatment (hereafter known as a “non-homesite lot”). The applicant shall submit an affidavit as to the facts pertaining to its intended use along with a deed or instrument of conveyance to the CCGHD for review. Said deed or other instrument of conveyance for a non-homesite lot shall include the following restrictive covenant prior to approval:

“RESTRICTION: The herein described _____ acres is intended to be used solely as _____ [insert intended use, i.e. transfer to adjoining parcel, vacant, recreational, agricultural] and shall not constitute an independent housing site. This restriction cannot be removed without the review and approval of the Carroll County Regional Planning Commission and the Carroll County General Health District.”

- Upon review by the CCGHD, the legal description for the new lot/parcel may be stamped by the CCGHD as “Not Approved as a Homesite, Approved for Transfer”.
- Other reviewing agencies (where applicable) listed on page 2 of the instructions must review and sign off on the application.
- Applicant is responsible for any fees incurred during the review or approval of the application. All fees must be paid prior to approval.

Procedure:

1. Obtain an APPLICATION FOR MINOR SUBDIVISION APPROVAL from the Regional Planning Office or on line at: [http:// www.carrollcountyohio.us/agencies-and-departments/regional-planning-commission](http://www.carrollcountyohio.us/agencies-and-departments/regional-planning-commission) and click on the application box. Complete the first part of the application and sign buyer/grantee certificate at bottom of second page..
2. Separate copies of the surveyor's description and survey plat must be submitted to the Map Office, 119 S. Lisbon St, Suite 101, Carrollton, OH, 330-627-7010 for review.
3. A review of the property for septic/sewer suitability will need to be conducted by the Carroll County General Health District (see instructions). This may be done prior to submission to Regional Planning, otherwise it will be forwarded to the CCGHD for review by Regional Planning. A separate fee for this review may be due to the CCGHD. If submitting directly to CCGHD, copies of the surveyor's description and survey plat will be required for their review.
4. Access points from the roadway to the lot/parcel must be reviewed by the jurisdiction having authority over the roadway (O.D.O.T. for state routes, County Engineer for county roads and Township Trustees for township roads). Applicant must contact said jurisdiction for permit approval. Splits will not be approved without said written approval by the issuing authority.
5. In addition to the CCGHD and roadway jurisdictions; upon submission to Regional Planning, the application may be forwarded to one of the following agencies for their review where applicable: Carroll County EMA (floodplain approval), Carroll Soil and Water Conservation District, or other agency deemed necessary.
6. If not already issued, Regional Planning will issue a house number for all lots/parcels which will be built upon or at the request of the applicant.
7. Deeds for said lots/parcels must be reviewed and approved by the Map Office prior to final approval by Regional Planning. It is responsibility of applicant to provide a copy to the Map Office.
8. Once all approvals are received by Regional Planning, the Director or appointed representative will approve and sign the application and stamp the original deed to be recorded.
9. Once signed, the paperwork may be picked up at the Regional Planning office and then taken to the Auditor's and Recorder's offices for transfer and filing.

LOT SPLITS MUST BE RECORDED AND APPROVED WITHIN 12 MONTHS OF RPC APPLICATION or THE APPROVAL PROCESS MUST START OVER AND FEES PAID AGAIN.

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Application for Minor Subdivision Approval

Application must be completed within 1 year of initial filing with the RPC

Property Information to be completed by Applicant

Owner's Name: _____

Purchaser's Name: _____

Parcel ID #: _____

Contact Person: _____ Phone: _____

Township/Range/Section: _____ Road Name: _____

Split Size: _____ Original Acreage: _____

Intended Use (check all that apply): _____ Homesite _____ Agricultural _____ Recreational
_____ Transfer to Adjoining Property Owner _____ Commercial _____ Industrial _____ Investment
_____ Other (explain) _____

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To Be Completed by: Carroll County General Health District: 330-627-8022

(Preliminary Homesite Review)

NOTE: PROPERTY BOUNDARIES MUST BE STAKED PRIOR TO DEPARTMENT INSPECTION.

- 1. Is new tract served by public water supply? Yes _____ No _____
- 2. Is new tract served by public sewer system? Yes _____ No _____

Comments: _____

County Environmental Specialist

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To Be Completed by: Driveway Permit from Authorizing Jurisdiction

Before a driveway is constructed, contact the appropriate agency for required approvals:

State Route (ODOT) - 330-627-4660 County Road (County Engineer) – 330-627-4110

Township Road – Call Twp. Trustees

I/We have reviewed the proposed site located on _____ Road for a driveway/access point, The site has () an existing driveway or () a permit to construct a driveway/access point has been approved.

Inspector Jurisdiction: ODOT, County, Township _____/_____/_____
Date

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To Be Completed by: County Map Office

(Description, plat and Deed Review)

I/We have reviewed the surveyor's description, survey plat and deed. The said documents are approved for transfer.

Reviewer _____/_____/_____
Date

To Be Completed by: Other Reviewing Agency (if applicable)

I/We have reviewed the lot(s)/parcel(s) on this application find they are in compliance with our regulations.

Comments: _____

_____/_____/_____
Reviewer Agency Date

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To Be Completed by: House Numbering Department (if none previously issued)

The following house number has been issued for the lot/parcel listed on this application:

_____ Road in Section _____ of _____ Township

House Number _____ Street/Road _____

Post Office _____ Zip Code _____

Range/Twp./Section _____ Parcel ID Number split from _____

IMPORTANT; Minor Subdivision approval is provided for convenience. It does not in any way relieve the applicant from meeting all lawful regulations, including but not limited to the requirements of the Carroll County Subdivision Regulations, Carroll County General Health District, Carroll County EMA Flood Plain, Carroll County Engineer, and the jurisdiction having authority over the access roadway.

Regional Planning Office Use Only

Date Received: _____ Review Fee: _____ () Cash () Check # _____

Health Department Approval _____ Map Office Approval _____

Driveway Permit Review/Approval _____ Other Agency Approval _____

Carroll County Regional Planning Commission Date Deed Stamped: _____

Comments: _____

_____/_____/_____
Director of Regional Planning or Authorized Representative Date

Buyer/Grantee Certificate

This is to certify that I (we) _____ are aware of the regulations and/or guidelines relating to the acquisition of property in Carroll County and are familiar with and understand the contents of this application.

Signature of Applicant or Legal Representative Date: _____

Please take this form and the approved deed to the County Auditor's office for transfer and then to the County Recorder's office for final recording.