

SUBDIVISION/LOT SPLIT/ DESCRIPTION CHECK
APPLICATION FOR ADMINISTRATIVE APPROVAL
Regulated by Ohio Revised Code 711.131 & Guernsey County Subdivision Regulations Sections 4.02 and 5.03

Application No: _____

Parcel I.D. No(s) _____

FEE PAID _____	DATE _____
----------------	------------

1.) TO BE FILLED OUT BY APPLICANT

PROPERTY OWNER _____ PHONE _____
ADDRESS _____ CITY/ZIP _____
PURCHASER/DEVELOPER _____ PHONE _____
ADDRESS _____ CITY/ZIP _____
CONTACT PERSON: _____ OWNER _____ PURCHASER _____ AGENT
IF ON A STATE ROUTE, CONTACT ODOT FOR DRIVE ACCESS APPROVAL (740) 432-7586
IF AGENT, NAME: _____ PHONE _____

Existing Buildings on lot To be conveyed YES _____ NO _____ Attach Auditor's "Split Acreage Worksheet" yellow copy

2.) TO BE FILLED OUT BY THE SURVEYOR

PARCEL INFO: TOWNSHIP _____ SIZE OF PARCEL (ACRES) _____
PROPERTY ADDRESS (if available) _____
ROAD NAME _____ R.O.W. WIDTH _____ FRONTAGE _____
IS ANY PART OF PARCEL IN A 100-YEAR FLOOD PLAIN? __YES __NO PANEL # _____
IS THERE AN EXISTING DRIVEWAY SERVING THE PARCEL? __YES __NO
IF YES, CIRCLE DRIVEWAY TYPE: FIELD ACCESS RESIDENTIAL ACCESS COMMERCIAL ACCESS

SURVEYOR NAME (PRINT) _____ SIGNATURE _____
Surveyor License No. _____

***NOTE: PLEASE INCLUDE 5 COPIES OF THE SURVEY, 5 COPIES OF THE LEGAL DESCRIPTION WITH EACH APPLICATION FOR A MAJOR SUBDIVISION, INCLUDE 2 COPIES OF EACH FOR MINOR SPLIT.**

3.) WATER/SEWER APPROVAL

DATE RECEIVED _____
____ COUNTY HEALTH DEPT. (APPROVED/DISAPPROVED) SIGNED: _____
COMMENTS: _____

4.) PLANNING COMMISSION APPROVAL

ZONING DISTRICT _____
VARIANCE *NEEDED*? __YES __NO ____ If yes, please explain : _____

DOES PARCEL ACCESS A ROAD? __YES __NO (IF YES, CIRCLE ROAD TYPE)
STATE COUNTY TOWNSHIP MUNICIPAL PRIVATE

EXEMPT FROM PLANNING COMMISSION BOARD REVIEW __YES __NO

SIGNATURE DATE

COMMENTS: _____

5.) COUNTY ENGINEER APPROVAL

County Engineer's Map Office: (APPROVED / DISAPPROVED)

SIGNATURE _____ DATE _____

COMMENTS: _____

INSTRUCTIONS FOR PLANNING COMMISSION REVIEW

APPLICANT:

To ensure proper consideration of this application the following must be completed:

1. All local zoning requirements including minimum road frontage/lot width and minimum lot size must be met. For this information contact GCPC at 740-432-9200 or village zoning inspector.
2. All county subdivision regulations are met: including minor land divisions and/or major subdivisions.
3. Both the applicant & surveyor's section of the application must be filled out in their entirety.
4. Five (5) copies of the survey and five (5) copies of the legal description completed by a registered State of Ohio surveyor must accompany each application. (major subdivisions only)
5. Two (2) copies of each for minor split.
6. All fees shall be paid with a personal check or a money order, **no cash or credit cards**. Fees as of April 1, 2006 are:

Checks to be made out to Guernsey County Map Department

- | | |
|---|---|
| (a) Minor Lot Split | *\$100.00 |
| (b) Preliminary Plan | *\$250.00 plus \$50.00 per lot reviewed |
| (c) Final Plat (if no preliminary plan presented) | *\$250.00 plus \$50.00 per lot reviewed |
| (d) Sketch Plan | *\$100.00 |
| (e) Variance Application | *\$250.00 |
| (f) Description Check/Approval | *\$100.00 per parcel |

There will be an additional inspection fee from the County Engineer for inspection of roadways for all new subdivisions

***Surveys submitted to the Map Department in electronic format will receive a 10% discount in applicable fees.**

When completed, bring these items and fees to the **Guernsey County Map Department**, located at the Guernsey County Administration Building, 627 Wheeling Avenue, Suite 303, Cambridge, Ohio 43725.

EACH OF THE ABOVE ITEMS MUST BE MET, OTHERWISE THE APPLICATION WILL BE RETURNED TO THE APPLICANT.

SURVEYOR:

For the Guernsey County Subdivision Regulations, the following information is required for all surveys accompanying a lot split application:

1. Proposed division of land, including dimensions of the entire original tract. Or attach tax map with proposed split.
2. Owner of parcel and all adjoining parcels.
3. Dimension and location of lot lines of proposed lot.
4. (Major Subdivisions Only) Existing structures, driveways, easements, public facilities, direction of drainage, bodies of water, including intermittent and perennial streams and rivers. Areas within the 100-year floodplain and within floodways, as determined from flood studies or by scaling from mapping provided by the Federal Emergency Management Agency, shall be delineated. If not in flood plain, state "not in a flood plain". The flood plain zone should be noted on the application form.

EACH OF THE ABOVE ITEMS MUST BE MET, OTHERWISE THE APPLICATION WILL BE RETURNED TO THE APPLICANT.

AFTER PLANNING COMMISSION APPROVAL:

The following must be completed after deed is executed by seller(s) in order: (Note: there may be additional charges, please contact appropriate office)

1. Bring all forms and deed(s) to Guernsey County Auditor's Office, 627 Wheeling Avenue, Suite 300, Cambridge, Ohio 43725, Phone (740) 432-9243. (FORM TO BE FILED IN THE MAP DEPARTMENT)
2. Bring Deed(s) to County Recorder's Office in order to make the proposed lot an official lot of record. Recorder's Office – 627 Wheeling Avenue, Suite 305, Cambridge, Ohio 43725, Phone: (740) 432-9274.

SHOULD YOU HAVE ANY QUESTIONS ABOUT COMPLETING THIS FORM, CALL THE GUERNSEY COUNTY MAP DEPARTMENT @ (740) 432-9277