

## INSTRUCTIONS

### **APPLICANT:**

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

1. All local *township zoning requirements* including minimum road frontage/lot width and minimum lot size must be met. For this information, contact the local township zoning inspector.
2. All county subdivision regulations concerning minor land divisions must be met.
3. An *Attachment C* application with both the applicant & surveyor's section filled out in their entirety.
4. *One (1) copy of the survey* (18" X 24" or 24" X 36") rolled not folded, and *one (1) copy of the legal description* completed by a registered State of Ohio surveyor must accompany each application.
5. All lot split fees are to be paid with a personal check, money order, cash, or card.
6. Member Fees as of March 1, 2024, are \$50.00 for a minor lot split and \$15.00 thereafter for a 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> *from the same tract* after the first split.
7. When completed, bring these items to the Seneca County, Ohio Regional Planning Commission (SCORPC) located in the RTA Building, 109 S. Washington St., Suite 2206 Tiffin, OH, 44883 between 8:30 a.m. and 4:30 p.m. Monday through Friday.

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

### **SURVEYOR:**

According to the Seneca County Subdivision Regulations, as prepared by Seneca County, Ohio Regional Planning Commission and the Seneca County Conveyance Standards, the following information is required for all surveys accompanying a lot split application:

1. Documentation showing compliance with Ohio Administrative Code, Chapter 3701-29 governing Home Sewage Treatment System, specifically a Site and Soil Evaluation.
2. Proposed division of land, including dimensions of the entire original tract.
3. Owner of parcel and all adjoining parcels.
4. Dimension and location of the lot lines for the proposed lot.
5. North orientation arrow.
6. Existing structures, wells, septic systems/leach fields, easements, site disturbances, existing driveways and other hardscapes/proposed hardscapes, public facilities, direction of drainage, and bodies of water including intermittent/perennial streams and rivers.
7. Any adjoining public road, road right-of-way, zoning setbacks, and distance to the nearest driveway or intersection in each direction within 1,000 feet along the road frontage. Driveway distance should be noted on the application form.
8. 100-year floodplain boundary and floodway, if it exists anywhere in the original tract. The panel number and flood zone should be noted on the application form.
9. All new parcels require adequate access via a drive. Please ensure the driveway permit(s) for the parcel(s) has been submitted to the appropriate authorizing public office.

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

**ONCE ALL ITEMS ABOVE HAVE BEEN MET, THE APPLICATION WILL BE PROCESSED THROUGH THE SCORPC iWorQ SOFTWARE**

# Seneca County Ohio, Regional Planning Commission (SCORPC)

## ATTACHMENT C

### MINOR LOT SPLITS/LARGE LOT DEVELOPMENT SPLITS

#### APPLICATION FOR ADMINISTRATIVE APPROVAL

Regulated by Ohio Revised Code 711.131, 711.133 & Seneca County Subdivision Regulations Section 303

**PLEASE COMPLETE IN PEN OR TYPE**

#### APPLICANT

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROPOSED USE: ☐ RESIDENTIAL ☐ COMMERCIAL ☐ INDUSTRIAL ☐ AGRICULTURAL/PERSONAL RECREATION ☐ EXEMPTION ATTACHED

CONTACT PERSON: ☐ OWNER ☐ AGENT

IF AGENT, NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**NOTE: PLEASE INCLUDE ONE (1) COPY OF THE SURVEY, ONE COPY OF THE LEGAL DESCRIPTION, AND ONE COPY OF THE MAP**

#### COORDINATES

#### SURVEYOR

PARCEL 1 NUMBER/AC: \_\_\_\_\_ PARCEL 2 NUMBER/AC: \_\_\_\_\_

PARCEL 3 NUMBER/AC: \_\_\_\_\_ PARCEL 4 NUMBER/AC: \_\_\_\_\_

PARCEL 5 NUMBER/AC: \_\_\_\_\_

TOWNSHIP: \_\_\_\_\_ SECTION: \_\_\_\_\_ NW NE SW SE

ROAD NUMBER: \_\_\_\_\_ ROW WIDTH: \_\_\_\_\_ DRIVE PERMIT APPLIED FOR (DATE): \_\_\_\_\_

IS ANY PART OF THE PARCEL IN A FLOOD ZONE: ☐ YES ☐ NO TYPE: ☐ A ☐ AE PANEL NUMBER: \_\_\_\_\_

IS THERE A SPECIAL/DRAINAGE ASSESSMENT ON THE PROPERTY: ☐ YES ☐ NO

DISTANCE OF NEAREST DRIVEWAY FROM: ☐ NORTH ☐ EAST PROPERTY LINE: \_\_\_\_\_ FT ☐ SOUTH ☐ WEST PROPERTY LINE: \_\_\_\_\_ FT

**PLEASE GIVE A BRIEF EXPLANATION OF WHAT'S OCCURRING WITH THIS SPLIT:**

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SURVEYOR NAME (PRINT)

SURVEYOR NUMBER (PRINT)

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FOR SENECA REGIONAL PLANNING USE BELOW THIS LINE

(Attachment C is Time/Date Stamped upon receipt by SCORPC)

TOTAL ACREAGE:

.001 – 5.000 ACRES \_\_\_\_\_

5.001 – 20.000 ACRES \_\_\_\_\_

+ 20.001 ACRES \_\_\_\_\_

FEE PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

VARIANCE NEEDED? YES: \_\_\_ NO: \_\_\_ N/A: \_\_\_ TYPE \_\_\_\_\_

(IF APPLICABLE) DATE VARIANCE APPLIED FOR: \_\_\_\_\_ GRANTED? YES: \_\_\_ NO: \_\_\_ DATE: \_\_\_\_\_

IF ON STATE ROUTE, WAS ODOT ACCESS GRANTED? YES: \_\_\_ NO: \_\_\_ N/A: \_\_\_ DATE: \_\_\_\_\_ BY: \_\_\_\_\_

PERFORMANCE BOND REQUIRED: YES NO

PRELIMINARY COMMENTS THAT MUST BE ADDRESSED BEFORE APPROVAL

Conservation  
District \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Seneca County  
Engineer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
SCGHD \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tax  
Map \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zoning \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGENCY APPROVALS****SENECA COUNTY GENERAL HEALTH DISTRICT (SCGHD)**

APPROVED \_\_\_\_ DENIED \_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*The proposed lot(s) is still subject to Household Sewage Treatment installation permit approval by the SCGHD. The written review required by the SCGHD does not preclude denial of an installation permit pursuant to rule 3701-29-09 of the Ohio Administrative Code. A review by the SCGHD is required. To conduct the review, a completed Site and Soil Evaluation must be provided to the SCGHD. The SCGHD will determine through its review whether the provisions of the Ohio Administrative Code, Chapter 3701-29 can be met. Other comments: PLEASE CONTACT ENVIRONMENTAL SCIENCE AT 419-447-3691 IF YOU HAVE ANY QUESTIONS*

**FLOODPLAIN MANAGER**

APPROVED \_\_\_\_ DENIED \_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please note that development of any kind, including filling is prohibited within a floodplain.*

**ZONING INSPECTOR (IF REQUIRED)**

APPROVED \_\_\_\_ DENIED \_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ DATE SENT: \_\_\_\_\_

*Please note that a zoning permit is required to be obtained before any new construction starts*

**SENECA COUNTY, OHIO REGIONAL PLANNING COMMISSION**

APPROVED \_\_\_\_ DENIED \_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please note that any new construction on the proposed lots requires a building notice from the Auditor's Office*

**APPROVALS WILL EXPIRE IF TRANSFER DOES NOT OCCUR WITHIN 12 MONTHS****AFTER PLANNING APPROVAL:**

The following steps must be completed in order: (Note: there may be additional charges, please contact the appropriate office)

1. Have a professional deed prepared for the proposed lot by an attorney.
2. Take a copy of the legal description of the proposed lot to the Seneca County Tax Map Office, located at 3300 Infirmary Road, Tiffin, OH, 44883 between the hours of 7am and 2pm.
3. To transfer the proposed lot into the new owner's name: take a copy of the legal description, new deed, and survey to the Seneca County Auditor's Office, located at 109 S. Washington Street, Suite 2206, Tiffin, OH, 44883 between the hours of 8:30am and 4:30pm
4. To establish a new address for the proposed lot; the new owners of the proposed lot must submit a copy of the recorded deed, survey, issued driveway permit, and aerial map with the driveway location to [addressing@senecacountyohio.gov](mailto:addressing@senecacountyohio.gov) or in person at the Seneca County Auditor's Office, located at 109 S. Washington Street, Suite 2206, Tiffin, OH, 44883 between the hours of 8:30am and 4:30pm. Per Seneca County Commissioner Resolution 19-60, addresses will be assigned at the Seneca County Auditor's Office.
5. To officiate the new deed of the proposed lot: take the deed to the Seneca County Recorder's Office at 109 S Washington St., Suite 2104, Tiffin, OH, 44883 between the hours of 8:30am and 4:30pm.

**PLAT MECHANICS (TAX MAP OFFICE):**

RESEARCH ALL ADJOINERS  
POINT OF BEGINNING  
COMMENCES AT ESTABLISHED POINT  
NORTH ARROW WITH BASIS OF REFERENCE  
TITLE BLOCK  
DISTANCE AND BEARING ON EACH LINE  
SURVEYOR INFO ON DRAWING  
LEGAL CLOCKWISE  
PAPER SIZE 18"X24" OR 24"X36"  
FIVE PARCEL SPLIT RULE

ROAD RECORDS  
ROW ACREAGE  
WRITTEN AND GRAPHICAL SCALE  
REMAINDER AC. & FRONTAGE  
LEGEND OR WRITTEN NOTATIONS  
DATE ON LEGAL AND PLAT  
SURVEYOR INFO & SIGNATURE ON LEGAL  
LEGAL AND PLAT COMPARED  
MEETS CLOSURE REQUIREMENTS  
ADJOINER INFO AT END (COMBINE?)

SUBDIVISION PLATS MONUMENTATION  
  
ORIGINAL ON MYLAR  
ACREAGE OF PARCEL  
CONTROL STATIONS  
  
CHECKED WITH MAP  
COMPUTER GENERATED

SHOULD YOU HAVE ANY QUESTIONS COMPLETING THIS FORM  
CALL THE SENECA COUNTY, OHIO REGIONAL PLANNING COMMISSION AT 419-447-0692