

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 2nd, 3rd, or 4th *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.

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