

**APPLICATION FOR APPROVAL OF**

**MINOR SUBDIVISION (LOT SPLIT)**

**HAMILTON COUNTY REGIONAL PLANNING COMMISSION**

807 COUNTY ADMINISTRATION BUILDING, 138 EAST COURT STREET, CINCINNATI, OH 45202 (513) 946-4465

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## REQUIREMENTS FOR LOT SPLIT (MINOR SUBDIVISION 2-5 LOTS)

The following items are required for lot split approval:

### 1. Evidence of zoning approval

- a. In the following Townships: Anderson, Colerain, Crosby, Delhi, Green (northeast portion) Springfield and Sycamore in the form of a signed and dated letter from the Township or stamp on the plat, deed or legal description.
  - Please note these Townships may have additional zoning fees.
- b. In the following Rural Zoning Commission Townships: Columbia, Harrison, Miami (majority) and Green (majority) - RPC staff will approve the zoning.
- c. In Symmes Township, Village of North Bend and Village of Woodlawn: - RPC staff will approve the zoning.
- d. Whitewater Township is un-zoned and the northern portion of Miami Township is un-zoned – no Township zoning approval is required.

### 2. Evidence of Approval from Sewer Authority:

- a. For public sewer call MSD (Rob Anderson 513-557-7188).
  - MSD should provide a sewer availability letter and RPC staff will keep a copy.
- b. For private sewer systems call the Hamilton County Board of Health at 513-946-7871.
  - Hamilton County Board of Health will either provide a letter or stamp on stamp on the plat, deed or legal description.
- c. RPC staff will keep a copy of the sewer approval.

### 3. Survey Plat and Deed and/or Legal Description – RPC staff will keep a copy of the plat.

### 4. Competed application form and fee of \$213.00 per NEW lot (\$213 for North Bend; \$51 for Woodlawn), plus a 5% technology fee. Checks should be made payable to Hamilton County Treasurer, except North Bend (checks made payable to the Village North Bend), Symmes (checks made payable to Symmes Township) and Woodlawn (checks made payable to the Village of Woodlawn).

*Note: Further recording procedures are required by the County Engineer on the 3<sup>rd</sup> floor of the Hamilton County Administration Building. Please contact Dennis Vitolo 513-946-4259. Additional fees may apply.*

**Note: The Hamilton County Soil & Water Department may charge a fee once one acre or more of land is being disturbed. Please contact Soil & Water for more details 513-772-7645.**