

**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: \_\_\_\_\_ 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 TWO COPIES OF THE SURVEY ,ONE COPY OF THE LEGAL DESCRIPTION, AND ONE COPY OF MAP COORDINATES**

**SURVEYOR**

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

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

PARCEL 1 AC. \_\_\_\_\_ PARCEL 2 AC. \_\_\_\_\_ PARCEL 3 AC. \_\_\_\_\_ PARCEL 4 AC. \_\_\_\_\_ PARCEL 5 AC. \_\_\_\_\_

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:** \_\_\_\_\_

SURVEYOR NAME (PRINT) \_\_\_\_\_ SURVEYOR NUMBER (PRINT) \_\_\_\_\_

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

FOR SENECA REGIONAL PLANNING USE BELOW THIS LINE

**.01 – 5.0 ACRES** \_\_\_\_\_  
**5.1 – 20.0 ACRES** \_\_\_\_\_  
**+ 20.0 ACRES** \_\_\_\_\_

**(Attachment C is Time/Date Stamped upon receipt by SRPC)**  
**FEE PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_**  
**ADDITIONAL TOWNSHIP NON-MEMBER PROCESSING/ADMINISTRATION**  
**FEE PAID: \_\_\_\_\_ (\$150.00)**

VARIANCE NEEDED?  YES  NO TYPE \_\_\_\_\_

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**

**AGENCY APPROVALS (IF REQUIRED)**

**SENECA COUNTY GENERAL HEALTH DISTRICT (SCGHD)** \_\_\_\_\_ **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.

**FLOODPLAIN MANAGER**)  YES  NO \_\_\_\_\_  
 DEVELOPMENT OF ANY KIND, INCLUDING FILLING IS PROHIBITED WITHIN A FLOODPLAIN

**ZONING INSPECTOR (IF APPLICABLE)**  YES  NO APPROVED  DENIED  SIGNATURE: \_\_\_\_\_

DATE SENT: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

**YOU ARE STILL REQUIRED TO SECURE A ZONING PERMIT BEFORE CONSTRUCTION**

**SENECA REGIONAL PLANNING COMMISSION** APPROVED  DENIED  SIGNATURE & DATE: \_\_\_\_\_

**APPROVALS WILL EXPIRE IF TRANSFER DOES NOT OCCUR WITHIN 12 MONTHS**

**PRELIMINARY COMMENTS THAT MUST BE ADDRESSED BEFORE APPROVAL**

**SCGHD A review by the SCGHD is required. In order to conduct the review, a completed Site and Soil Evaluation must be provided to the SCGHD. The SCGHD will determine through its review whether or not 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

Conservation District \_\_\_\_\_

Seneca County Engineer \_\_\_\_\_

Zoning \_\_\_\_\_

Tax Map \_\_\_\_\_

UPDATES: \_\_\_\_\_

# INSTRUCTIONS

## **APPLICANT:**

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

1. All local *township zoning requirements* including minimum road frontage/lot width and minimum lot size must be met. For this information contact the township zoning inspector.
2. All county subdivision regulations concerning minor land divisions must be met.
3. Both the applicant & surveyor's section of the application must be filled out in their entirety.
4. *Two (2) copies of the survey* (18" X 24" or 24" X 36") and *one (1) copy of the legal description* completed by a registered State of Ohio surveyor must accompany each application.
5. It is preferred that all fees are paid with a personal check or money order, no credit cards. Fees as of March 1, 2024 are \$50.00 for a minor lot split, \$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.
6. Fees as of December 5<sup>th</sup>, 2018 – An additional processing/administration fee of \$150.00 will be charged for non-member townships payable by the applicant.
7. When completed, bring these items to the Seneca Regional Planning Commission (SRPC) located in the County Services Building, 71 S. Washington St., Suite 1104 Tiffin, Ohio between 9:00 a.m. and 3:30 p.m. Monday thru 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 Regional Planning Commission and the 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. (See SCGHD comments on reverse side.)
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 lot lines of proposed lot.
5. North orientation arrow.
6. Existing structures, wells, septic systems/leach fields, easements, site disturbances, existing driveways and other hardscapes or proposed hardscapes, public facilities, direction of drainage, bodies of water, including intermittent and 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 drive permit(s) for the parcel(s) have 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.**

## **AFTER PLANNING APPROVAL:**

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

1. A professional deed must be prepared for the proposed lot.
2. Bring a copy of the new deed to the County Engineer's Tax Map Office located at 3300 Infirmary Rd, Tiffin, OH 44883.
3. Bring deed(s) to County Auditor's Office, also on 2<sup>nd</sup> floor of RTA Building.
4. Plat must be taken to the Seneca County Auditor's Office, 2<sup>nd</sup> floor of the RTA Building (109 S Washington St., Tiffin), for the assignment of house number/address.
5. Bring deed(s) to County Recorder's Office to make the proposed lot an official lot. Recorder's Office is located on 1<sup>st</sup> floor of RTA Building.

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

RESEARCH ALL ADJOINERS	ROAD RECORDS	SUBDIVISION PLATS
MONUMENTATION	POINT OF BEGINNING	ROW ACREAGE
COMMENCES AT ESTABLISHED POINT	WRITTEN AND GRAPHICAL SCALE	ORIGINAL ON MYLAR
NORTH ARROW WITH BASIS OF REFERENCE	REMAINDER AC. & FRONTAGE	ACREAGE OF PARCEL
TITLE BLOCK	LEGEND OR WRITTEN NOTATIONS	CONTROL STATIONS
DISTANCE AND BEARING ON EACH LINE	DATE ON LEGAL AND PLAT	
SURVEYOR INFO ON DRAWING	SURVEYOR INFO & SIGNATURE ON LEGAL	
LEGAL CLOCKWISE	LEGAL AND PLAT COMPARED	
PAPER SIZE 18"X24" OR 24"X36"	MEETS CLOSURE REQUIREMENTS	CHECKED WITH MAP
FIVE PARCEL SPLIT RULE	ADJOINER INFO AT END (COMBINE?)	COMPUTER GENERATED

SHOULD YOU HAVE ANY QUESTIONS COMPLETING THIS FORM,  
CALL THE SENECA REGIONAL PLANNING COMMISSION AT 419-443-7936