



CITY of NORTH OLMSTED

Mayor Kevin M. Kennedy

A 5200 Dover Center Road | North Olmsted, Ohio 44070 P 440-777-8000 F 440-777-5889

**PLANNING & DESIGN COMMISSION
LOT SPLIT (MINOR SUBDIVISION) APPLICATION**

1. Property owner: Name _____
Address _____
City/St/Zip _____
Phone/Fax _____
2. Applicant: Name _____
Address _____
City/St/Zip _____
Phone/Fax _____
3. Location & Lot Number _____
4. County Auditor's parcel number _____
5. Current zoning of property _____
6. Number of lots formed _____
7. New lot information

	Frontage (ft)	Area (acres)
Lot #1	_____	_____
Lot #2	_____	_____
Lot #3	_____	_____
Lot #4	_____	_____
Lot #5	_____	_____

**PLEASE READ INSTRUCTIONS AND ADDITIONAL SUBMITTAL
REQUIREMENTS ON REVERSE SIDE BEFORE SIGNING.**

Applicant Signature/Date

Property Owner Signature/Date

CMS: _____

Additional information required for processing this application includes:

1. Payment of a Planning and Design Commission application fee of \$125 and engineering deposit according to the schedule below.

Lot Splits & Lot Consolidations

Ordinance No. 1101.05, 1101.09

Deposits:

2-5 Lots	\$400	51-100 Lots	\$800
6-10 Lots	\$500	101-200 Lots	\$1,000
11-50 Lots	\$600	201 Lots & Up	\$1,200

2. A deed including current and accurate legal description of the property in question.
3. Twelve (12) copies of a sketch plan including the proposed layout, dimensions of each lot, existing dedicated streets including full width and names, required building lines on all proposed lots, lot numbers, and compass. The following location information is also required:
 - a. Property description. A drawing showing by scale and dimension the parcel to be subdivided and all contiguous land of the same ownership, the name of the owner and of adjoining property owners, including designations of parcels according to official records, and bearing the distance to the nearest intersection of dedicated streets.
 - b. Topography. Information on the topography and drainage of the proposed subdivision and within fifty (50) feet thereof.
 - c. Utilities. Information on the accessibility of required utilities.
 - d. Structures. Locations of existing structures on the parcel, residential structures of adjoining parcels within twenty-five (25) feet of the proposed subdivision and all non-residential structures on adjoining parcels.
4. Lot split approval may be granted only under the following conditions:
 - a. No more than five lots are involved after the original parcel has been completely subdivided.
 - b. All the contiguous land owned by the developer therein can be completely subdivided.
 - c. It is properly integrated with adjoining subdivisions or could be properly coordinated with the subdivision and extension of streets to adjoining land.
 - d. The lot split complies with all applicable platting, subdivision, zoning regulations, and other adopted plans of the City (refer to Section 1101 Subdivision Regulations of the City of North Olmsted Planning and Zoning Code).

Planning and Design Commission meetings are held on the second and fourth Wednesdays of each month at 7:00 p.m. in Council Chambers at City Hall. **Applications must be filed with the Engineering Department and approved at least two weeks prior the date of the Planning and Design Commission meeting at which the lot split (minor subdivision) will be considered.**