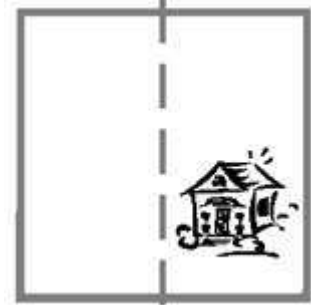




LOT SPLIT (or MINOR SUBDIVISION) (Sec. 1222.02)

A lot split (or minor subdivision of land) is defined as the division of parcels less than five (5) acres in size which do not involve the opening, widening or extension of any street or road, or easement of access, and does not involve more than five (5) lots, including the remainder of the original tract (Ohio Revised Code, Section 711.131).

Applicants for a lot split are strongly encouraged to meet with the Planning Staff of the [Dept. of Community Development](#) prior to submitting a letter of intent to subdivide. The aim of this meeting is to discuss early and informally the purpose and effect of the [subdivision regulations](#) and to familiarize the applicant with applicable [zoning](#) regulations, floodplain regulations, and soil drainage and sewage issues within the city. The letter of intent to split a lot will include a survey and a legal description and a deed for proposed minor land division:



- Submit a survey with legal description (prepared and stamped by a prof. surveyor in the State of Ohio) delineating the dimensions of the proposed parcel including the remainder of the original tract. The survey should include the dimension and location of proposed lot lines and property corners (by pins, corner posts, other monuments). Include therein existing structures, easements, public facilities, direction of drainage and ROW. Survey should also reflect the 100-yr flood plain boundary and floodway, if existing. All lots should face a public street.
- Submit a General Warranty (or Quit Claim) Deed that includes, among other things, the legal description of the parcel. If you are selling both parcels (i.e. -- original tract and the split) you would need a deed for each. Make sure that the legal description in the deed has exactly the same bearings reflected in the survey map.
- Before submitting to [DCD](#), have the survey map and deed reviewed and stamped by the Tax Map Office of Allen County Engineer's Office for compliance with the *Standards Governing Conveyances of Real Property in Allen County, Ohio*.
- The [fee](#) is \$35 per split, payable to the City of Lima Treasurer.
- The Planning Staff can approve lot splits (and consolidation) if the dimensions of the splits will have a minimum of 50 feet public street frontage and 96 feet depth (4,800 ft²), provided that existing conditions on both parcels comply with applicable zoning requirements. If either the front or depth falls short of the required minimum, the split can still be considered (by [City Planning Commission](#)) -- provided the lots resulting from the split measure at least 4,800 ft²; are buildable; and would not require variances on setback requirements. **Anything less than 4,800 ft² would need a variance from the CPC. In which case, you will have to justify the split.**

For further details, call the Planning Division of Department of Community Development at (419) 221-5146.

Application for Lot Split in a Recorded Subdivision

City of Lima*50 Town Square*Lima, Ohio 45801
 Phone (419)221-5146*Fax (419)221-5144*www.cityhall.lima.oh.us*

Titled Owner(s):	Applicant:
Mailing Address:	Mailing Address:
Phone: email:	Phone: email:
Property address :	Legal Description:

All questions on the application must be answered and all supporting documents must be attached. Failure to submit an incorrect or incomplete application may result in denial.

<p>Attach a copy of deed, land contract, or lease indicating applicant's interest on the property and a parcel survey stamped by a state registered surveyor and Allen Co. tax map office.</p>	<p><u>CITY USE ONLY</u></p> <p>Lot Split Checklist</p> <p>An application for lot split shall provide the City with documented proof that the following requirements have been met:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Less than five lots <input type="checkbox"/> Less than 5 acres <input type="checkbox"/> A survey with legal description <input type="checkbox"/> A general warranty deed with legal description <input type="checkbox"/> Survey and deed stamped by tax map office <input type="checkbox"/> \$35 per split fee, payable to treasurer <input type="checkbox"/> 50 ft minimum frontage an 96 ft minimum depth for in-house approval <input type="checkbox"/> CPC approval for lots under 4,800 sq. ft. <input type="checkbox"/> Variance may be needed for lots not meeting the minimum lot size or frontage standards. <input type="checkbox"/> Council Ward: <input style="width: 150px; height: 20px;" type="text"/>
<p>Will the resulting parcel(s) meet the City zoning requirements for the zoning district in which it is located? <input type="checkbox"/> Y <input type="checkbox"/> N</p>	
<p>Are there existing buildings on any of the parcels?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	
<p>Each new parcel has or will have access by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Frontage on existing public road <input type="checkbox"/> Frontage on proposed public or private road <input type="checkbox"/> A recorded easement 	
<p>I expressly and specifically understand and agree that any approval given pursuant to the application pertains only to those matters and issues addressed by City of Lima COL 1222.02.</p> <p>X _____ Date: _____</p>	

By signing below, the owner certifies that the information provided herein is accurate and authorizes processing this request.

Owner's Signature:	Date:
Applicant's Signature:	Date:
Authorization letter from owner must be provided if different	

DO NOT WRITE BELOW THIS LINE- CITY USE ONLY

Approved	Denied	Comments:	
Notes:	Application Fee:	Receipt Number:	
Authorized signature:		Date:	