



# Application for a Minor Subdivision (Lot Split/Combination)

Monroe Development Department  
233 South Main Street, Monroe, Ohio 45050  
Phone: 513-539-7374  
[www.monroehio.org](http://www.monroehio.org)

## For Staff Use Only

Submittal Date:

Date Application Determined Complete:

Fee Paid:

Staff Initials:

Application/Case Number:

## Minor Subdivision Review Information

1. See Section 1203.04 of the Monroe Planning and Zoning Code to determine if the proposed subdivision is classified as a minor subdivision. In general, minor subdivisions will not result in more than five new lots and do not require the creation, widening, or extension of any streets. Minor subdivisions also include small replats of existing lots where lot boundaries are adjusted or lots are consolidated.
2. The minor subdivision procedure and review criteria are established in Section 1203.04.
3. Minor subdivisions are reviewed by the Development Department but staff of the department has the authority to submit the application to any other agency having jurisdiction over the subdivisions (e.g., City Engineer, County Health Department, etc.)
4. Once the application is approved, the applicant shall be required to record the approved subdivision with the applicable county recorder's office. Failure to record the conveyance within 180 days of approval shall void the approval of the minor subdivision.
5. The application fee is due at the time the application is submitted and shall be \$50 for a minor subdivision.

## Basic Project and Site Information (For Original Lot)

Project Address:

What is this application for?  New Minor Subdivision (Lot Split)  Lot Consolidation  Other Replat

County:  Butler  Warren

Total Subdivision Area:

Project Address or Tax Parcel ID:

Project/Subdivision Name:

Existing Zoning District:

How many new lots will be created with this subdivision?

What are the lot sizes for each lot to be created or the lot size after consolidation?

What is the average lot width?

Does the property lie within the 100-year floodplain?  Yes  No

## Applicant Information

Applicant Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact Fax Number:

Contact E-Mail:

Property Owner Name:

The applicant may attach a separate sheet of a paper with contact information for additional people, if necessary (e.g., additional owners, registered engineer, landscape architect, etc.). The same contact information shall be provided for each contact name.

Project Address or Tax Parcel ID:

### Additional Project Information

1) Provide a brief description of the project including the proposed use of the new lots.

2) Will you be requesting a variance of the subdivision design and improvement standards or any applicable site development standards per Section 1203.05(H)? If yes, please describe the standards you will be requesting to vary and the extent of such variance.

### Certification and Signatures

**Applicant Signature - I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and any subsequent zoning permit or other review applications.**

Print Name:

Signature:

Date:

**Property Owner Signature - If the property owner is not the named applicant on this form, the property owner shall sign the form below acknowledging that the applicant is an authorized agent of the property owner as it relates to proposed project. If the major subdivision application is for multiple properties, a signature from each property owner is required.**

Print Name:

Signature:

Date:

Note: A letter signed by the property owner, authorizing the applicant to act on their behalf may be submitted in lieu of the property owner's signature on this form.

Project Address or Tax Parcel ID:

**Minor Subdivision Approval – Development Department Staff ONLY**

The signature below authorizes only that work that was approved as part of this application.

Signature:

Date:

Comments:

### Submittal Requirement Checklist

All plats and drawings shall be prepared by a professional engineer or surveyor

#### Digital Submittal Requirements

<input type="checkbox"/>	All document applications shall be submitted in an electronic format compatible (Adobe PDF) with the city's computer systems.
<input type="checkbox"/>	All site plan materials, in map format, shall be submitted in a format compatible with the city's Geographic Information Systems (i.e. shapefile, geodatabase, or dwg) and shall be projected into NAD 1983 Ohio State Plane South - FIPS 3402 coordinate system using US Survey foot units.

#### General Information

<input type="checkbox"/>	Minor Subdivision Application Form
<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	Any additional information determined to be necessary by the Development Department.
<input type="checkbox"/>	All plats must comply with the minimum requirements of the applicable county recorder's office and/or tax map supervisor as they have final authority on plat acceptability.
<input type="checkbox"/>	All plats shall have a suitable, prominently lettered title, and border line placed with a margin of not less than 2-inch on all sides. All lettering shall be well-defined in a manner that allows for ease of reproduction (e.g., no lettering in shaded areas).

#### Location Map (No smaller than 1" = 400')

Submitted with all plats, may be submitted on separate sheet or on the individual plat

<input type="checkbox"/>	Date, north arrow, scale, county, township, and range lines plus a legend for all symbols
<input type="checkbox"/>	Boundary of the proposed subdivision, indicated in heavy lines
<input type="checkbox"/>	All existing and proposed streets related to the subdivision including those existing streets within 500 feet of the proposed subdivision
<input type="checkbox"/>	All surrounding properties, streets, and corporation limits within a minimum of 500' of the outer boundaries of the project site

#### Plat or Other Conveyance (No smaller than 1" = 100')

Submittals shall include 2 copies (minimum of 11" x 17") Additional copies may be required based on project specifics. Final digital files and digital recorded copy will be required after approval.

<input type="checkbox"/>	Date, north arrow, scale, county, township, and range lines plus a legend for all symbols
<input type="checkbox"/>	The name of the subdivision
<input type="checkbox"/>	Names and addresses of the owner, subdivider, land planning consultant, engineer or registered land surveyor who prepared the plat
<input type="checkbox"/>	Streets and rights-of-way adjoining and on the site of the proposed subdivision, showing the street names and including roadway widths, approximate gradients, types and width of pavement, curbs, planting strips and other pertinent data
<input type="checkbox"/>	All lot lines adjacent to and abutting the subdivision
<input type="checkbox"/>	Layouts of the lots showing approximate dimensions, lot numbers and centerline radius of streets
<input type="checkbox"/>	Approximate gross square footage of lots not including rights-of-way
<input type="checkbox"/>	Easements, existing and proposed, showing locations, widths and purposes
<input type="checkbox"/>	Building setback and yard lines and dimensions
<input type="checkbox"/>	Location and size of nearest water main, sewer outlet and other pertinent utilities
<input type="checkbox"/>	Location and width of all existing sidewalks and trails
<input type="checkbox"/>	Tract boundary lines showing dimensions, bearings, angles and references to known land lines
<input type="checkbox"/>	Contours at vertical intervals of two feet, if the general slope of the site is less than 16%, and at vertical intervals of five feet if the general slope is 16% or greater
<input type="checkbox"/>	Location of existing structures
<input type="checkbox"/>	Location of existing or proposed buried debris
<input type="checkbox"/>	Minimum basement elevations for sanitary sewer service analysis

### Submittal Requirement Checklist

**All plats and drawings shall be prepared by a professional engineer or surveyor**

<input type="checkbox"/>	A Development Summary Chart that should provide a summary of the typical lot size, quantity of lots, number of housing units, and the total acreage of the development
<input type="checkbox"/>	All survey information shall be tied into horizontal and vertical control provided by the City Engineer
<input type="checkbox"/>	Certification by the registered surveyor with registration number and seal affixed to all documents of the conveyance
<input type="checkbox"/>	Certification by the registered surveyor or registered professional engineer, stating that all lot dimensions and areas conform to the requirements of the zoning district in which it is located