



Minor Subdivision Handbook

For

Over The Counter Items

A Step-by-Step Guide for Customers

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Minor Lot Splits / 711 Transfers

Lot Split:

Creating a new buildable lot **not** in an existing subdivision.

711 Transfer:

Transfer of acreage between 2 or more adjoining property owners where **no** new lots are being created.

Parcels Over 5 Acres with Legal Road Frontage:

No review is necessary and a survey/mylar can be created and be signed & stamped by an Ohio Registered Surveyor and submitted to the Engineer's Office – Tax Map Division. (Skip to Step 4)

Step 1: Obtain Certificate of Compliance

1. The applicant will need to obtain a paper copy of the survey of the proposed Lot Split or 711 Transfer, created by an Ohio Registered Surveyor or Request a certificate of compliance concept map from Permit Central.
2. The applicant must obtain an approval letter or confirmation email from the Ohio Department of Transportation (ODOT) if the property is located on a State Route.

Please Contact:

Suzanne E. Enders, P.E.
Phone: (513) 933-6186
Email: Suzanne.Enders@dot.ohio.gov

Address:

ODOT District 8
505 S. State Route 741
Lebanon, OH 45036
D08.Permits@dot.ohio.gov

Jeff Thompson, P.S.
Phone: (513) 933-6627
Email: Jeff.Thompson@dot.ohio.gov

3. The applicant will need to obtain approval signature from the Township Zoning Official in which the property is located. *Except if the property is located in Washington Township.*
4. The applicant then will submit the attached application with the certificate of compliance concept map or paper survey, signed by the township and ODOT where applicable to Clermont County Permit Central along with the appropriate submittal fees.

Please Contact:

Clermont County Permit Central
Phone: 513-732-7213
permit.clermontcountyohio.gov

Address:

2275 Bauer Road
Batavia, OH 45103

Step 2: The Review Process

Once the applicant has submitted the application, survey and fees, the following agencies will review the survey for compliance. The review process on average takes 10 business days and is handled by County Staff:

1. Clermont Building Department
2. Clermont Public Health / Clermont Water Resources Department
 - Residential:
 - Septic: Clermont Public Health
 - Public Sewer: Clermont Water Resources
 - Commercial:
 - Septic: Ohio EPA
 - Public Sewer: Clermont Water Resources
3. Clermont County Engineer's Office
4. Clermont County Department Community & Economic Development – Planning Division

Once all the reviewing agencies have completed their review and signed off on the Certificate of Compliance, the applicant and/or surveyor will then be notified using the contact information provided on the application if there are any corrections that need to be addressed prior to obtaining the mylar from surveyor.

Track the status of your submittal through the new Self Service Portal:

<https://clermontcountyohio.gov/planning/plan-review-search/>

Step 3: Obtain Mylar from Surveyor

Once you have been notified and all reviewing agencies comments have been addressed, you will be asked to obtain the mylar. The mylar will need to be signed and stamped by an Ohio Registered Surveyor.

1. The applicant will take the mylar and obtain approval signature from the Township Zoning Official in which the property is located. *Except if the property is located in Washington Township.*

Step 4: Call for an Appointment

Once the applicant has obtained the Township's approval signature on the mylar, please call for an appointment with the Clermont County Department of Community & Economic Development – Planning Division to obtain final stamp of approval.

Call for an Appointment:

Taylor Corbett, Planner
Phone: 513-732-7904
Email: TCorbett@clermontcountyohio.gov

Address:

County Administration Building
101 E. Main Street 3rd Floor
Batavia, OH 45103

Step 5: Submit to County Engineer's Office – Tax Map Division

Prior to submitting to the Clermont County Engineer's Office – Tax Map Division please make sure you have the following:

Required Submission Documents:

1. Planning Division Approved Mylar
2. Legal Descriptions for each new parcel
3. New Deeds for each new parcel

Call for an Appointment:

Engineer's Office – Tax Map Division
Phone: 513-732-7370

Address:

2381 Clermont Center Drive
Batavia, OH 45103

Replat of Existing Subdivision

Replat:

Transfer of acreage between 2 or more adjoining property owners in an existing platted subdivision.

Easement Replat:

Adding or removing an easement from an existing lot in a platted subdivision.

Consolidation Replat:

Consolidating lots in an existing platted subdivision.

Step 1: Obtain Replat of Existing Subdivision

1. The applicant will need to obtain a paper copy of the proposed survey Replat created by an Ohio Registered Surveyor. No concept maps will be accepted.
2. The applicant will need to obtain approval signature from the Township Zoning Official in which the property is located. *Except if the property is located in Washington Township.*
3. The applicant then will submit the attached application with a paper copy of the Replat, signed by the township where applicable to Clermont County Permit Central along with the appropriate submittal fees.

Please Contact:

Clermont County Permit Central
Phone: 513-732-7213
permit.clermontcountyohio.gov

Address:

2275 Bauer Road
Batavia, OH 45103

Step 2: The Review Process

Once the applicant has submitted the application, Replat and fees, the following agencies will review the Replat for compliance. The review process on average takes 10 business days and is handled by County Staff. This review timeline **does not** include approval by the Board of County Commissioners. (See Step 5)

1. Clermont Building Department
2. Clermont Public Health / Clermont Water Resources Department
 - Residential:
 - Septic: Clermont Public Health
 - Public Sewer: Clermont Water Resources
 - Commercial:
 - Septic: Ohio EPA
 - Public Sewer: Clermont Water Resources
3. Clermont County Engineer's Office
4. Clermont County Department Community & Economic Development – Planning Division

Step 2: The Review Process

Continued

Once all the reviewing agencies have completed their review and signed off on the paper copy of the Replat, the applicant and/or surveyor will then be notified using the contact information provided on the application if there are any corrections that need to be addressed prior to obtaining the mylar from surveyor.

Track the status of your submittal through the new Self Service Portal:

<https://clermontcountyohio.gov/planning/plan-review-search/>

Step 3: Obtain Mylar from Surveyor

Once you have been notified and all reviewing agencies comments have been addressed, you will be asked to obtain the Mylar of the Replat. The mylar will need to be signed and stamped by an Ohio Registered Surveyor.

1. The applicant will obtain the signed and stamped mylar of the Replat from their surveyor.
2. The applicant will take mylar and obtain approval signature from the Township Zoning Official in which the property is located. *Except if the property is located in Washington Township.*
3. The applicant will need to obtain **ALL** property owners' and lien holders' notarized signatures.
 - Notary seal must be in ink, embossing is not allowed.
 - Notary seal text must be legible

Step 4: Call for an Appointment

Once the applicant has obtained the Township's approval and obtained all property owners' and lien holder's notarized signatures, please call for an appointment with the Clermont County Department of Community & Economic Development – Planning Division.

Call for an Appointment:

Taylor Corbett, Planner
Phone: 513-732-7904
Email: TCorbett@clermontcountyohio.gov

Address:

County Administration Building
101 E. Main Street 3rd Floor
Batavia, OH 45103

Required Submission Documents:

1. Signed mylar with:
 - Township Approval Signature
 - Notarized property owners' and lien holders' signatures
 - Recording Fee of \$80.00/per page (Cash or Check made payable to Clermont County Treasurer)

Step 5: Recording Process

Once the applicant has submitted all required documents for recording to the Department of Community & Economic Development, staff will direct the replat and obtain county approval signatures.

1. Clermont County Planning Commission
2. Clermont County Water Resources Department
3. Clermont County W.M.S.C
4. Clermont County Engineer

5. The County Engineer's Office submits Replat to the Board of County Commissioners to be placed on an upcoming agenda. This process typically takes 2 weeks for the Board of County Commissioners' approval, but this is dependent on their meeting schedule. Once recording fees have been paid, the County Engineer's Office records the Replat in the Recorder's Office.

6. The Department of Community & Economic Development will contact the applicant once the Replat has been recorded.

5 Acre Plus Subdivision

5 Acre Plus Subdivision:

When a proposed division of land involves the creation of lots five acres or larger with new streets or easements of access and has no existing legal road frontage.

Step 1: Record Plat

1. The applicant will need to obtain a paper copy of the Record Plat of the proposed 5 Acre Plus Subdivision created by an Ohio Registered Surveyor.
2. The applicant must obtain an approval letter or confirmation email from the Ohio Department of Transportation (ODOT) if the property is located on a State Route.

Please Contact:

Suzanne E. Enders, P.E.
Phone: (513) 933-6186
Email: Suzanne.Enders@dot.ohio.gov

Jeff Thompson, P.S.
Phone: (513) 933-6627
Email: Jeff.Thompson@dot.ohio.gov

Address:

ODOT District 8
505 S. State Route 741
Lebanon, OH 45036
D08.Permits@dot.ohio.gov

3. The applicant will need to obtain approval signature from the Township Zoning Official in which the property is located. *Except if the property is located in Washington Township.*
 4. The applicant then will submit the attached application with the paper copy of the Record Plat, signed by the township and ODOT where applicable to Clermont County Permit Central along with the appropriate submittal fees.
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Step 2: The Review Process

Once the applicant has submitted the application, Record Plat and fees. The following agencies will review the survey for compliance. The review process on average takes 10 business days and is handled by County Staff. This review, **does not** include approval by the Board of County Commissioners. (See Step 5)

1. Clermont Building Department
2. Clermont Public Health / Clermont Water Resources Department
 - Residential:
 - Septic: Clermont Public Health
 - Public Sewer: Clermont Water Resources
 - Commercial:
 - Septic: Ohio EPA
 - Public Sewer: Clermont Water Resources

3. Clermont County Engineer's Office
4. Clermont County Department Community & Economic Development – Planning Division

Step 2: The Review Process

Continued

Once all the reviewing agencies have completed their review and signed off on the Record Plat, the applicant and/or surveyor will then be notified using the contact information provided on the application if there are any corrections that need to be addressed prior to obtaining the mylar from surveyor.

Track the status of your submittal through the new Self Service Portal:

<https://clermontcountyohio.gov/planning/plan-review-search/>

Step 3: Obtain Mylar from Surveyor

Once you have been notified and all reviewing agencies comments have been addressed, you will be asked to obtain the mylar of the Record Plat. The Mylar will need to be signed and stamped by an Ohio Registered Surveyor.

1. The applicant will obtain the signed and stamped mylar of the Record Plat from their surveyor.
2. The applicant will take mylar and obtain approval signature from the Township Zoning Official in which the property is located. *Except if the property is located in Washington Township.*
3. The applicant will need to obtain **ALL** property owners' and lien holders' notarized signatures.
 - Notary seal must be in ink, embossing is not allowed.
 - Notary seal text must be legible

Step 4: Call for an Appointment

Once the applicant has obtained the Township's approval and obtained all property owners' and lien holders notarized signatures, please call for an appointment with the Clermont County Department of Community & Economic Development – Planning Division.

Call for an Appointment:

Taylor Corbett, Planner
Phone: 513-732-7904
Email: TCorbett@clermontcountyohio.gov

Address:

County Administration Building
101 E. Main Street 3rd Floor
Batavia, OH 45103

Required Submission Documents:

Signed mylar with:

- Township Approval Signature
- Notarized property owners' and lien holders' signatures
- Certificate of Title (prepared by an attorney)
- Recording Fee of \$80.00/per page (Cash or Check made payable to Clermont County Treasurer)

Step 5: Recording Process

Once the applicant has submitted all required documents for recording to the Department of Community & Economic Development, staff will direct the record plat and obtain county approval signatures.

1. Clermont County Planning Commission
2. Clermont County Water Resources Department
3. Clermont County W.M.S.C
4. Clermont County Engineer

5. The County Engineer's Office submits Record Plat to the Board of County Commissioners to be placed on an upcoming agenda. This process typically takes 2 weeks for the Board of County Commissioners' approval, but this is dependent on their meeting schedule. Once recording fees have been paid, the County Engineer's Office records the Record Plat in the Recorder's Office.

6. The Department of Community & Economic Development will contact the applicant once the Record Plat has been recorded.

Minor Subdivision Processes

In order to fill out an application, the applicant should have at the very least a survey plat from a registered surveyor **OR** a certificate of compliance concept map. A certificate of compliance concept map can be requested from Permit Central (except for replats)

LOT SPLIT

(creating a new buildable lot **NOT**
in an existing subdivision)

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711 TRANSFER

(transfer of acreage between 2 or
more adjoining property owners
where no new lots are created)

Go to page 3A

REPLAT

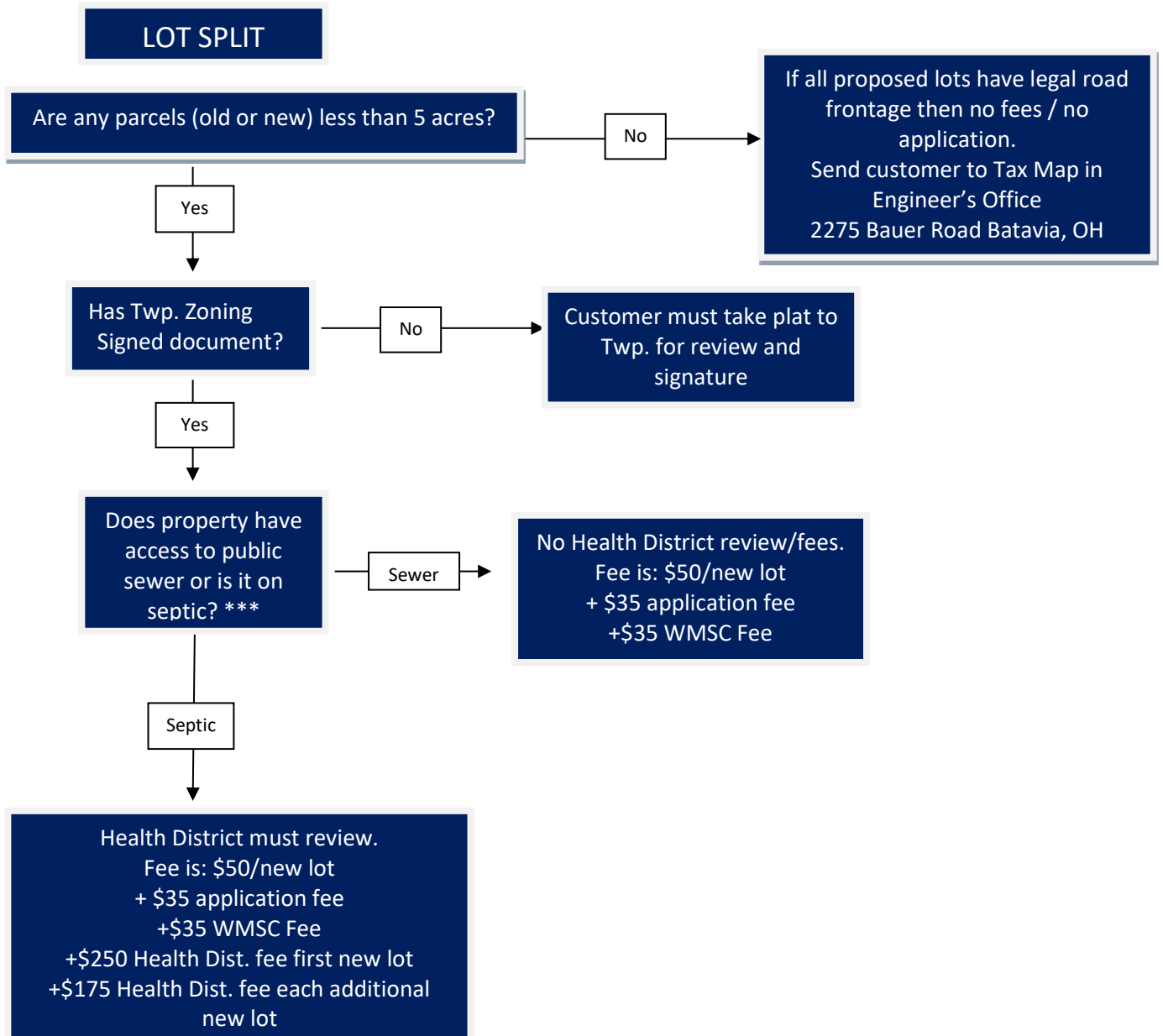
(transfer of acreage between 2 or
more adjoining property owners in
an **existing** subdivision) **or**
(adding or removing an easement
from an **existing** lot in a
subdivision) **or** (consolidating lots
in an existing subdivision)

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REQUIRED ITEMS TO ACCEPT APPLICATION

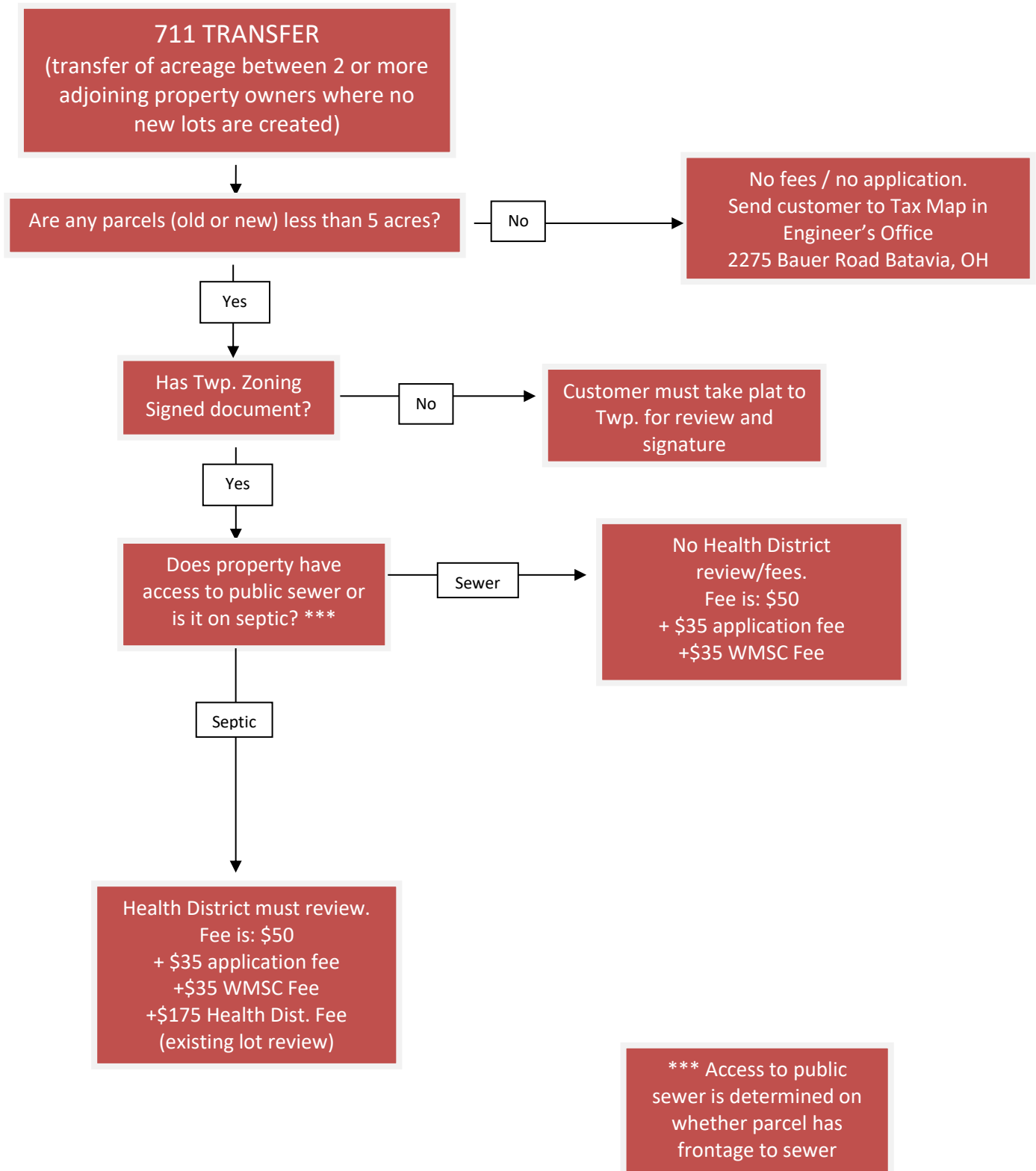
- 1) Signatures on paper plat – all signature blocks on paper survey plats (not including County agencies) must be signed: Township, ODOT, etc.
- 2) Notary – application signature needs to be notarized

Required Documentation – survey plat or certificate of compliance concept map

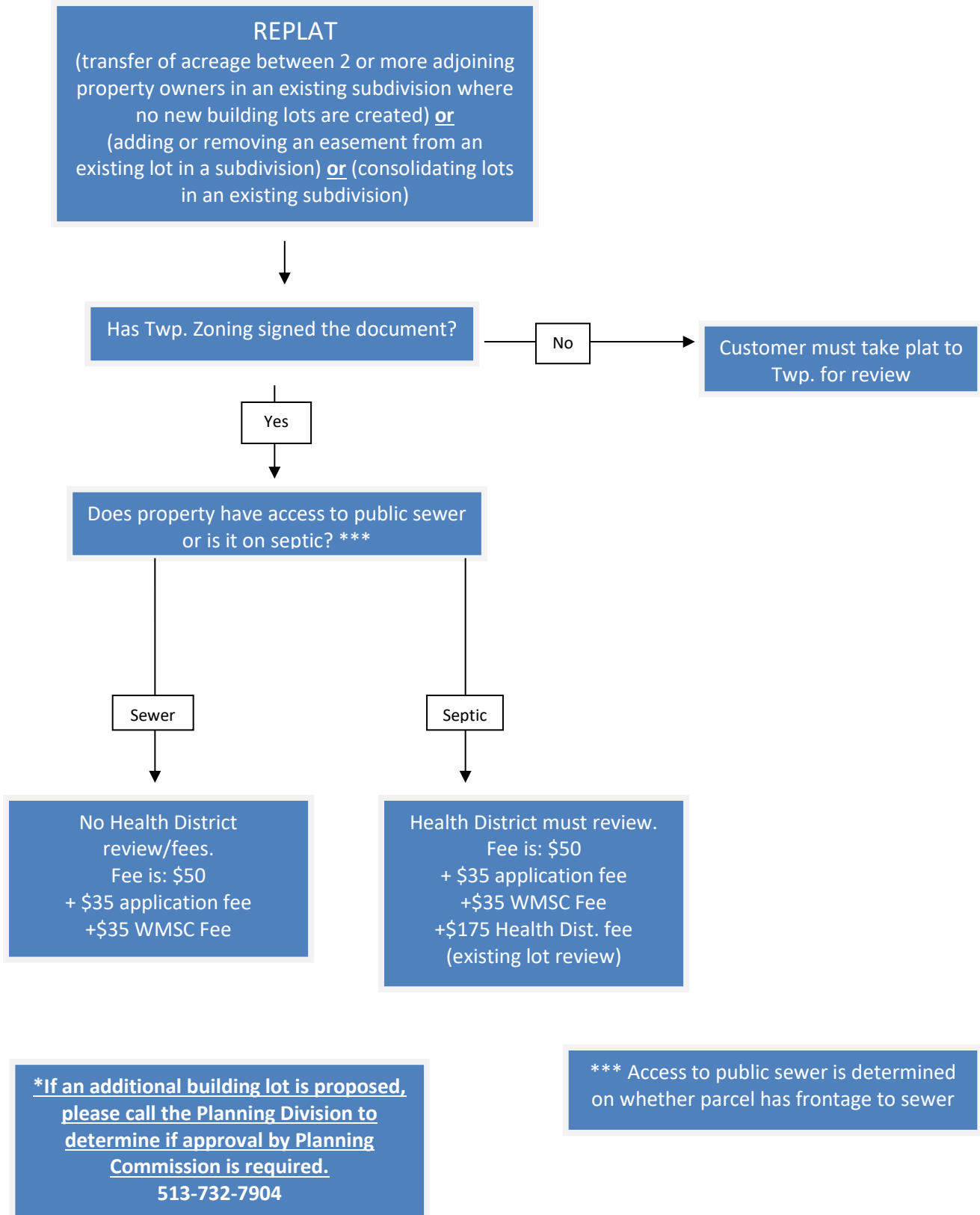


*** Access to public sewer is determined on whether parcel has frontage to sewer

Required Documentation – survey plat or certificate of compliance concept map



Required Documentation – survey plat (certificate of compliance concepts maps are not accepted for replats)



CLERMONT COUNTY PERMIT CENTRAL

Type: Lot Split 711 Transfer Re-plat DP

PROJECT #:

APPLICANT/OWNER INFORMATION

Applicant Name	Daytime Phone:
Mailing Address	Email:
City/State/Zip	
Owner Name	
Mailing Address	
City/State/Zip	

PROPERTY INFORMATION

Existing Tax Parcel Number:	Township:		
Street Name:	Adjacent Address:		
Nearest Intersection:	House Size (# of Bedrooms):		
Existing Parcel Acreage:	Proposed Parcel Acreage:	Proposed # of Lots:	Subdivision Name (if Replat):
Public Sewer Available:	YES	NO	Water Source:

AFFIDAVIT

I, _____, the applicant, hereby certify that all material submitted with this application is true and correct and that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to the regulations and all applicable laws of the State of Ohio and the County of Clermont. I also certify that the record owners and any lien holders of the property herein platted do by accept said minor subdivision of the parcel and consent to the execution and recording the same.

State of Ohio County of _____ ss _____

 Signature of Applicant

This _____ day of _____ A.D. 20 _____

 Notary Public
 My Commission Expires _____

Revised: 12.2.20

**Note: This affidavit shall be completed and notarized when applying for a Minor Subdivision or a 711 Transfer.*

Existing Lot Review Fees

Health Department	Fee
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Application Fees

Department	Fee
Base Application Fee	\$35.00
Building Department	
Planning Department	
Health District	
Total Amount Due:	

