



# **Minor Subdivision Handbook**

## **For**

# **Electronic Submittal Items**

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|--|---------------|
| <b>Minor Lot Splits / Consolidations / 711 Transfers</b> | <b>Page 1</b> |
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### **A Step-by-Step Guide for Customers**

#### Other Included Information & Attachments:

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| Minor Subdivision Process            | Page 1A   |
| Lot Split Flow Chart                 | Page 2A   |
| 711 Transfer Flow Chart              | Page 3A   |
| Replat Flow Chart                    | Page 4A   |
| County Offices Map                   | Exhibit A |
| Permit Central Submittal Application | Exhibit B |

# Minor Lot Splits / 711 Transfers

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**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. A survey/mylar can be created, signed, & stamped by an Ohio Registered Surveyor and submitted to the Engineer's Office – Tax Map Division. (Skip to Step 4)

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## Step 1: Obtain a Certificate of Compliance

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You may now submit your 711 Transfer / Lot Split electronically instead of submitting your application in person.

1. The applicant will first need to fill out a digital copy (.pdf) of the **Clermont County Permit Central: Lot Split / 711 Transfer / Replat Application** that can be downloaded from our website at [www.clermontcountyohio.gov/planning/subdivision-review/application-forms/](http://www.clermontcountyohio.gov/planning/subdivision-review/application-forms/)
2. The applicant must obtain a digital copy (.pdf) of the proposed survey for a Lot Split or 711 Transfer created by an Ohio Registered Surveyor.
3. Suppose the property has frontage along a State Route. In that case, the applicant must obtain a digital copy (.pdf) of the approval letter/confirmation email from the Ohio Department of Transportation (O.D.O.T.).

**Please Contact:**

Lucas Braun, P.E.  
Phone: (513) 933-6598  
Email: [Lucas.Braun@dot.ohio.gov](mailto:Lucas.Braun@dot.ohio.gov)

**Address:**

O.D.O.T. District 8  
505 S. State Route 741  
Lebanon, OH 45036  
[D08.Permits@dot.ohio.gov](mailto:D08.Permits@dot.ohio.gov)

4. The applicant will need to obtain a digital copy (.pdf) of an approval letter/confirmation email from the Township Zoning Official where the property is located.  
*Except if the property is located in Washington Township.*
5. When you have obtained all the above attachments (.pdf), contact Permit Central at the address below and tell the permit intake staff that you will submit your 711 Transfer / Lot Split electronically.

**Please Contact:**

Clermont County Permit Central  
Phone: 513-732-7213  
[permitcentral@clermontcountyohio.gov](mailto:permitcentral@clermontcountyohio.gov)

**Address:**

2275 Bauer Road  
Batavia, OH 45103

6. You will receive an email from [PermitCentral@clermontcountyohio.gov](mailto:PermitCentral@clermontcountyohio.gov) with a link to our secure upload server. Click the link provided to begin your upload.

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## Step 2: The Review Process

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Once permit intake staff has confirmed that the submittal is complete with the application, survey, and Township/O.D.O.T. approval letters, an invoice will be sent to the applicant via the active email address they provided.

Once the invoice has been paid, county agencies will review the survey for compliance. The review process, on average, takes ten 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 E.P.A.
    - Public Sewer: Clermont Water Resources
3. Clermont County Engineer's Office
4. Clermont County Department Community & Economic Development – Planning Division

If any reviewing agencies have any corrections to be addressed before obtaining the Mylar from a surveyor. The applicant or surveyor will then be notified using the contact information provided on the application

You can track the status of your submittal through the Self-Service Portal:

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

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## Step 3: Obtain Mylar from Surveyor

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

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

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## Step 4: Call for an Appointment

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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 get the final stamp of approval.

**Call for an Appointment:**

Leonard Kendall, AICP  
Phone: 513-732-7904  
Email: [LKendall@clermontcountyohio.gov](mailto:LKendall@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

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

### **Required Submission Documents:**

1. Contact the Clermont County Auditor for further information regarding forms and fee amounts.
2. Contact the Clermont County Recorder for additional information regarding forms and fee amounts.
3. Planning Division Approved Mylar (*Obtained from Surveyor*)
4. Legal Descriptions for each new parcel (*Obtained from Surveyor*)
5. New Deeds for each new parcel (*Obtained from an Attorney or Title Agency*)

### **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

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**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.

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## Step 1: Obtain Replat of Existing Subdivision

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You may now submit your 711 Transfer / Lot Split electronically instead of submitting your application in person.

1. The applicant will first need to fill out a digital copy (.pdf) of the **Clermont County Permit Central: Lot Split / 711 Transfer / Replat Application** that can be downloaded from our website at [www.clermontcountyohio.gov/planning/subdivision-review/application-forms/](http://www.clermontcountyohio.gov/planning/subdivision-review/application-forms/)
2. The applicant must obtain a digital copy (.pdf) of the proposed survey for a Replat created by an Ohio Registered Surveyor.
3. The applicant will need to obtain a digital copy (.pdf) of an approval letter/confirmation email from the Township Zoning Official where the property is located.  
*Except if the property is located in Washington Township.*
4. When you have obtained all the above attachments (.pdf), contact Permit Central at the address below and tell the permit intake staff that you will submit your Replat electronically.

**Please Contact:**

Clermont County Permit Central  
Phone: 513-732-7213  
[PermitCentral@clermontcountyohio.gov](mailto:PermitCentral@clermontcountyohio.gov)

**Address:**

2275 Bauer Road  
Batavia, OH 45103

5. You will receive an email from [PermitCentral@clermontcountyohio.gov](mailto:PermitCentral@clermontcountyohio.gov) with a link to our secure upload server. Click the link provided to begin your upload.

**Please Contact:**

Clermont County Permit Central  
Phone: 513-732-7213  
[PermitCentral@clermontcountyohio.gov](mailto:PermitCentral@clermontcountyohio.gov)

**Address:**

2275 Bauer Road  
Batavia, OH 45103

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## Step 2: The Review Process

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Once permit intake staff has confirmed that the submittal is complete with the application, survey, and Township/O.D.O.T. approval letters, an invoice will be sent to the applicant via the active email address they provided.

Once the invoice has been paid, county agencies will review the survey for compliance. On average, the review process takes ten 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 E.P.A.
    - Public Sewer: Clermont Water Resources
3. Clermont County Engineer's Office
4. Clermont County Department Community & Economic Development – Planning Division

If any reviewing agencies have any corrections to be addressed before obtaining the Mylar from a surveyor. The applicant or surveyor will then be notified using the contact information provided on the application

You can track the status of your submittal through the Self-Service Portal:

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

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## Step 3: Obtain Mylar from Surveyor

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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 must 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 an approval signature from the Township Zoning Official where the property is located. *Except if the property is located in Washington Township.*
3. The applicant must obtain **ALL** property owners' and lien holders' notarized signatures.
  - The notary seal must be in ink; embossing is not allowed.
  - Notary seal text must be legible

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## Step 4: Call for an Appointment

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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:**

Leonard Kendall, AICP  
Phone: 513-732-7904  
Email: [LKendall@clermontcountyohio.gov](mailto:LKendall@clermontcountyohio.gov)

**Address:**

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

**Required Submission Documents:**

1. Contact the Clermont County Auditor for further information regarding forms and fee amounts.
2. Contact the Clermont County Recorder for further information regarding forms and fee amounts.
3. 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)
4. Deed(s) for each new parcel

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## Step 5: Recording Process

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1. Once the applicant has submitted all required documents for final recording to the Department of Community & Economic Development, staff will direct the replat and obtain county approval signatures.
  - Clermont County Planning Commission
  - Clermont County Water Resources Department
  - Clermont County W.M.S.C
  - Clermont County Engineer
2. The County Engineer's Office submits Replat to the Board of County Commissioners to be placed on an upcoming agenda. *(This process typically takes two weeks for the Board of County Commissioners' approval, depending on their meeting schedule. Once recording fees have been paid, the County Engineer's Office records the Replat in the Recorder's Office.)*
3. The Department of Community & Economic Development will contact the applicant once the Replat has been recorded.

# 5 Acre Plus Subdivision

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## 5 Acre Plus Subdivision:

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

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## Step 1: Record Plat

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1. The applicant will first need to fill out a digital copy (.pdf) of the ***Clermont County Permit Central: Lot Split / 711 Transfer / Replat Application*** that can be downloaded from our website at [www.clermontcountyohio.gov/planning/subdivision-review/application-forms/](http://www.clermontcountyohio.gov/planning/subdivision-review/application-forms/)
2. The applicant must obtain a digital copy (.pdf) of the proposed survey for a 5 Acre Plus Subdivision created by an Ohio Registered Surveyor.
3. Suppose the property has frontage along a State Route. In that case, the applicant must obtain a digital copy (.pdf) of the approval letter/confirmation email from the Ohio Department of Transportation (O.D.O.T.).

**Please Contact:**

Lucas Braun, P.E.  
Phone: (513) 933-6598  
Email: [Lucas.Braun@dot.ohio.gov](mailto:Lucas.Braun@dot.ohio.gov)

**Address:**

O.D.O.T. District 8  
505 S. State Route 741  
Lebanon, OH 45036  
[D08.Permits@dot.ohio.gov](mailto:D08.Permits@dot.ohio.gov)

4. The applicant will need to obtain a digital copy (.pdf) of an approval letter/confirmation email from the Township Zoning Official where the property is located.  
*Except if the property is located in Washington Township.*
5. When you have obtained all the above attachments (.pdf), contact Permit Central at the address below and tell the permit intake staff that you will submit your 5 Acre Plus Subdivision electronically.

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## Step 2: The Review Process

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Once permit intake staff has confirmed that the submittal is complete with the application, 5 Acre Plus Subdivision, and Township/O.D.O.T. approval letters, an invoice will be sent to the applicant via the active email address they provided.

Once the invoice has been paid, county agencies will review the 5 Acre Plus Subdivision for compliance. On average, the review process takes ten business days and is handled by County Staff. This review timeline **does not** include approval by the Board of County Commissioners. (See Step 5)

5. Clermont Building Department
6. Clermont Public Health / Clermont Water Resources Department
  - Residential:
    - Septic: Clermont Public Health
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## Step 3: Obtain Mylar from Surveyor

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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.

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3. The applicant must obtain **ALL** property owners' and lien holders' notarized signatures.
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## Step 4: Call for an Appointment

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**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)

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## Step 5: Recording Process

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1. 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.
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  - Clermont County Water Resources Department
  - Clermont County W.M.S.C
  - Clermont County Engineer
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