

LOT SPLIT/MINOR SUBDIVISION PROCESS CHECKLIST

When do I have to comply with the Richland County Subdivision Regulations?

If you are planning division of a parcel of land in the unincorporated area of Richland County you will need to comply with the Richland County Subdivision Regulations **except** if the following apply:

- a) Division of a parcel into two or more parcels, all of which are five (5) acres or more, not involving new streets (public or private) or easements of access.
- b) Sale or exchange of parcels between adjoining land owners, if no additional building sites are created.
- c) Transfer of an existing piece of land as a whole that has been previously recorded by metes and bounds description.
- d) Transfer of a lot that is recorded as a lot in a major subdivision.

A copy of the subdivision regulations is available at <https://www.rcrpc.org/subdivision> or calling 419 774 5684.

What is a Minor Subdivision/Lot Split ?

Ohio Revised Code provides for a simplified process not requiring a subdivision plat for dividing land that meets the definition of a Minor Subdivision (refer to Section 300.1 of the Richland County Subdivision Regulations). The division must be along an existing street; and must not involve more than (5) lots (including remainder) after the original tract has been completely subdivided. If the proposed division meets zoning, subdivision, health, sanitary and household sewage rules requirements, it will be approved at the Tax Map office on submitting the required information.

What is the process to get a minor subdivision/lot split approved?

Any landowner prior to creating parcels under 5 acres that meet the definition of a minor subdivision should complete the following steps:

- It is advisable to contact a surveyor to help with the process.
- Check to make sure that the proposed lots will meet the Township lot size and lot width requirements for the zoning district in which it will be located. Zoning ordinances and zoning inspectors contacts are available at <https://www.rcrpc.org/zoning> or call 419 774 5684.
- Check to make sure that the proposed lots will meet subdivision requirements. All lots must have frontage as required by zoning and county (60' min) on an approved public right-of-way. Access easements are not permitted. Lots must not be more than three and a half (3 ½) times as deep as they are wide.
- In areas without sanitary sewer, contact the Richland Public Health (RPH) for the requirements for their review at 419 774 4500 or at [www.https://richlandhealth.org/departments/environmental-health/](https://richlandhealth.org/departments/environmental-health/) (Will require the applicant to submit a scaled drawing signed for approval by zoning inspector and tax map office, complete application, fees, and soil evaluation. RPH will require lots to be staked before they come out to review site.)
- Upon preliminary approval of the lot split by RPH, have a survey prepared by a registered surveyor. All survey plats and descriptions must conform to Ohio Administrative Code 4733-37 Standards and the Richland County Standards for Approval of Real Property Transfer.
- Submit a copy of the survey to RPH to receive final approval. RPH will provide a signed compliance form.
- Submit the survey plats, legal descriptions, and the signed compliance form from RPH to the Richland County Tax Map office.
- The Tax Map office will transmit the survey by mail or email to the Township zoning inspector for zoning approval. Upon receiving zoning approval, Tax map office has seven (7) working days to approve your lot split.
- If approved, the original deed can be prepared by the attorney and submitted to the Tax Map Office who will stamp the conveyance and survey.
- The approved survey will be filed at the Tax map office.