



ADMINISTRATIVE APPROVAL MINOR SUBDIVISION CHECKLIST

Purpose: To allow for creation of additional platted lots, where the subdivision is fewer than 5 lots total, without a public street. Projects with a public street, or expansion of a public street, are required to use the full Preliminary Plan/Final Plan process.

Projects shall align with the Community Plan and any applicable Area Plan. **This checklist does not replace the requirements of the Code.**

I. Meet with Staff prior to submitting documents for tailored feedback and guidance, information on project timing and due dates, and items that need clarification.

II. Electronic Submittal: Submit all documents digitally into the Documents folder on ProjectDox/Citizens' Access Portal. These documents will consist of multiple pages and include project narratives, site plans, architectural elevations, required engineering/stormwater elements, etc. as guided in your staff meeting, along with those listed below. All required items uploaded to the Drawings folder must be uploaded as single sheets. **Incomplete applications cannot be processed. Projects that are incomplete for 60 days shall be closed.**

III. Project Narrative and Documents

- Legal description of the property or properties.
- Property deed: original quit claim or general warranty deed (via County Recorder).
- State if County Engineering approval has been granted prior to applying for the minor subdivision.
- State if the parcel has been previously split/subdivided since annexation to the City.
- Identify the water and sanitary sewer service source and if public.
- If there is a scheduled land transfer, identify that date.

IV. Scaled Plans and Drawings

Cover Page and Vicinity Map

- Project title, address.
- Owner name, phone number, email, and address.
- Project representative name, phone number, email, and address.
- Provide a map with general location of the site and surrounding thoroughfares within the context of the City, along with adjacent jurisdictional boundaries, if applicable.
- Provide context photos of the project site showing adjacent sites from all four directions, including across any streets.
- If the project is adjacent to any residential uses, provide evidence of contact with those residents regarding the proposal.

Sealed/Stamped Survey of the Proposed Property and Lots

- Ensure that drawings are produced by a land surveyor certified in Ohio.
- Include north arrow and graphic scale.

- Note the existing zoning.
- Show location, size, and dimensions of all existing and proposed conditions and structures, including significant natural features.
- Indicate the size of the existing site in acres and square feet.
- Identify proposed line where parcel/s will be split.
- Indicate existing and proposed property lines and dimensions, along with acres and square feet of new lot/s.
- Indicate distances from existing structures to the original property lines and the proposed property lines.
- Show all easements, setbacks, street centerlines, and rights-of-way (according to adopted Thoroughfare Plan).
- Indicate location of existing and proposed utilities (water, sewer, electrical, gas, etc.).