



PDC CASE NO. _____

**CITY OF NORTH OLMSTED
PLANNING AND DESIGN COMMISSION**

LOT SPLIT (MINOR SUBDIVISION) APPLICATION

1. Property owner: Name _____
Address _____
City/St/Zip _____
Phone/Fax _____
2. Applicant: Name _____
Address _____
City/St/Zip _____
Phone/Fax _____
3. Location & Lot Number _____
4. County Auditor's parcel number _____
5. Current zoning of property _____
6. Number of lots formed _____
7. New lot information

	Frontage (ft)	Area (acres)
Lot #1	_____	_____
Lot #2	_____	_____
Lot #3	_____	_____
Lot #4	_____	_____
Lot #5	_____	_____

**PLEASE READ INSTRUCTIONS AND ADDITIONAL SUBMITTAL REQUIREMENTS
ON REVERSE SIDE BEFORE SIGNING.**

SIGNATURE OF APPLICANT/DATE

SIGNATURE OF PROPERTY OWNER/DATE

Additional information required for processing this application includes:

1. Payment of any fees as per Section 1101 of the Codified Ordinances and the Engineering Fee Schedule.
2. A deed including current and accurate legal description of the property in question.
3. Twelve (12) copies of a sketch plan including the proposed layout, dimensions of each lot, existing dedicated streets including full width and names, required building lines on all proposed lots, lot numbers, and compass. The following location information is also required:
 - a. Property description. A drawing showing by scale and dimension the parcel to be subdivided and all contiguous land of the same ownership, the name of the owner and of adjoining property owners, including designations of parcels according to official records, and bearing the distance to the nearest intersection of dedicated streets.
 - b. Topography. Information on the topography and drainage of the proposed subdivision and within fifty (50) feet thereof.
 - c. Utilities. Information on the accessibility of required utilities.
 - d. Structures. Locations of existing structures on the parcel, residential structures of adjoining parcels within twenty-five (25) feet of the proposed subdivision and all non-residential structures on adjoining parcels.
4. Lot split approval may be granted only under the following conditions:
 - a. No more than five lots are involved after the original parcel has been completely subdivided.
 - b. All the contiguous land owned by the developer therein can be completely subdivided.
 - c. It is properly integrated with adjoining subdivisions or could be properly coordinated with the subdivision and extension of streets to adjoining land.
 - d. The lot split complies with all applicable platting, subdivision, zoning regulations, and other adopted plans of the City (refer to Section 1101 Subdivision Regulations of the City of North Olmsted Planning and Zoning Code).

Regular Planning and Design Commission meetings are held on the second and fourth Wednesdays of each month at 7:30 p.m. in Council Chambers at City Hall. **Applications must be filed with the Engineering Department and approved at least two weeks before the date of the Planning and Design Commission meeting at which the lot split (minor subdivision) will be considered.**