

## PROPERTY SPLIT PROCEDURES

Property splits of any parcel of land involving the creation of no more than five lots may be administratively approved and shall be carried out in accordance with the procedures in the City's Subdivision Regulations.

### 1224.04 APPROVAL PROCEDURE FOR SUBDIVISIONS INVOLVING FIVE LOTS OR LESS.

Whenever a division of a parcel of land is proposed along an existing public street, not involving the opening, widening or extension of any street or road, and involving no more than five lots, the division shall be submitted to the Planning Commission for action without a plat. If the Commission, acting through a designated official, is satisfied that such proposed division is not contrary to applicable platting, subdividing or zoning regulations, it shall, within seven working days after submission, approve such proposed division. A drawing, based on a survey showing the location of the property and giving such other information as may be necessary, shall be required.

## SUBMITTAL REQUIREMENTS

**Application Submittal.** Applicants for property splits shall submit the following:

- Completed Planning Commission application;
- \$150 general application fee;
- Surveyor's plot drawing of original parcel indicating each parcel of land being split;
- Original executed deed(s) for each parcel that is being split off original parcel of land; and
- Legal description of the remaining parcel of property.

Please note only one set of plans and documents are required for property split applications. All submissions shall be made in hard copy to the Building Division. Plans shall be sized in order to be easily legible.

**Variances.** If zoning variances are sought by the applicant to create lots that do not meet the minimum requirements of the Planning and Zoning Code, review by the Board of Zoning and Building Appeals will be necessary prior to administrative approval, requiring a separate application.

# Planning Commission Application



## SUBMITTAL INSTRUCTIONS AND PROCEDURES

Plan reviews will be carried out according to the processes described in the City's Zoning Code.

- **Pre-Application.** Prior to making application, applicants are recommended to contact the city to discuss their development project. City staff will outline the review process and provide a checklist of required submittals.
- **Application Submittal.** Following the pre-application meeting, the applicant shall submit this completed application, fee and ten (10) sets of all required exhibits. All submissions shall be made in hard copy to the Building Division. Plans shall be collated, folded and easily legible.
- **Staff Review.** The applicant shall attend a staff review meeting and may be required to submit additional information and/or revised plans based on staff input.
- **Variances.** Where zoning variances are sought by the applicant, review by the Board of Zoning and Building Appeals will be necessary prior to consideration by the Planning Commission, requiring a separate application.
- **Decision or Referral.** Following staff review, complete submittals for Administrative Review projects may be considered for approval. For Council Review projects, complete submittals shall be referred to the next available Planning Commission meeting, which are held the second Tuesday of each month.

## PROJECT INFORMATION

Location address

Parcel number

Current zoning

Proposed project

## APPLICANT/AGENT INFORMATION

Name/Company

Applicant address

Applicant phone

Applicant email

## PROPERTY OWNER INFORMATION

Name/Company

Property owner address

Property owner phone

Property owner email

## AUTHORIZATION AND ACKNOWLEDGEMENT

Applicant signature

Property owner signature

I hereby authorize the City of North Ridgeville, including Planning Commission members, to view the premises and consent to their entry onto the property for the purpose of observing site conditions related to review of my application.

OFFICE	PPZ No.	Date Received	ACTION
	Planning Fee Paid	Engineering Fee Paid	