



# CITY OF PATASKALA PLANNING & ZONING DEPARTMENT

621 West Broad Street, Suite 2A  
Pataskala, Ohio 43062

## MINOR SUBDIVISION APPLICATION

(Pataskala Codified Ordinances Chapter 1115)

Property Information		
Address:		
Parcel Number:		
Zoning:	Original Acres:	Acres to be Subdivided:
Minor Subdivision Type: <input type="checkbox"/> Lot Split <input type="checkbox"/> Exempted Lot Split		

Staff Use
Application Number:
Fee:
Filing Date:
Receipt Number:

Applicant Information		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Documents
<input type="checkbox"/> Application
<input type="checkbox"/> Fee
<input type="checkbox"/> Survey
<input type="checkbox"/> Legal Description

Property Owner Information		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Documents to Submit
<b>Minor Subdivision Application:</b> Submit one (1) copy of the Minor Subdivision Application. A separate application is required for each Lot Split or Exempted Lot Split.
<b>Fee:</b> Application fee of \$100 for a Lot Split or \$15 for an Exempted Lot Split.
<b>Survey:</b> Submit two (2) copies of a survey showing the following:
<ul style="list-style-type: none"> <li>The proposed division of land.</li> <li>The establishment of property corners by iron pins, corner posts, or other acceptable monuments.</li> <li>The original adjacent properties and the parcel to be conveyed including dimensions, property size and ownership.</li> <li>The location of all buildings and structures on the properties.</li> <li>Existing easements, public facilities, bodies of water and adjoining public roads and right-of-way.</li> <li>Flood plain boundary including the flood way.</li> </ul>
<b>Legal Description:</b> Submit two (2) copies of the legal descriptions of the lot created by the subdivision and the remaining acreage of the original lot.

## Important Information

**Applicability:** Minor Subdivision approval is required for the creation of less than six (6) lots, including the remaining acreage of the original lot and/or does not involve the creation or extension of any roads or easements of access. Minor Subdivisions may be approved without a plat so long as they comply with the requirements of a Lot Split or an Exempted Lot Split.

**Minor Subdivision Regulations:** All Minor Subdivisions must meet the following regulations:

- Lot Split
  - The proposed Lot Split is located along an existing dedicated public right-of-way and does not involve the opening, widening, or extension of any street or road.
  - Less than six (6) lots, including the remaining acreage of the original lot, are created.
  - The proposed Lot Split complies with all applicable Subdivision and Zoning Regulations.
- Exempted Lot Split
  - The division and subsequent conveyance of property is between adjoining property owners.
  - Does not create an additional building site.
  - Does not involve the opening, widening or extension of any street or road.

### Minor Subdivision Approval:

- One (1) copy of an approved Lot Split or Exempted Lot Split will be returned to the applicant for recording purposes.
- It is the responsibility of the applicant or property owner to record an approved Lot Split or Exempted Lot split with Licking County.
- An approved Lot Split or Exempted Lot Split is valid for a period of one (1) year from the date of approval.
- The terms under which the approval was granted shall not be affected by changes in the Minor Subdivision regulations during the valid approval period.
- Failure to record the approved Lot Split or Exempted Lot Split within the one (1) year approval period shall render the approved Lot Split or Exempted Lot Split null and void.

## Signatures

I certify the facts, statements and information provided on and attached to this application are true and correct to the best of my knowledge and understand the requirements for a Minor Subdivision. Also, I authorize City of Pataskala staff to inspect the property as necessary as it pertains to this application.

Applicant (Required):

Date:

Property Owner (Required):

Date:

## Zoning Inspector

Approved

Disapproved

Floodplain: Yes  No

PZC/BZA:

Zoning Inspector:

Approval Date:

Expiration Date:

Conditions: