

**MONTGOMERY COUNTY PLANNING COMMISSION
COUNTY ADMINISTRATION BUILDING
451 WEST THIRD STREET, P.O. BOX 972
DAYTON, OHIO 45422-1350 Phone: (937) 225-4349**

APPLICATION REQUIREMENTS – MINOR SUBDIVISION (Lot Split)

Application Form (*see attached*)

Minor Subdivision Map

A. *One (1) copy drawn to scale with the following information:*

1. Name of the subdivider, location by section, town, range and township, date, north point, scale, and acreage to hundredths of acre.
2. Name of the registered surveyor who prepared the map, including registration numbers and seals.
3. Lot lines and dimensions, based on a survey.
4. Adjacent street names and centerlines.
5. All existing buildings, septic facilities and wells if applicable.

B. *Supplementary Information*

Any of the following information will be required by the Commission on the basis of the characteristics of the subject property:

1. Lot grading and drainage plan, illustrating a plan for the handling of surface and subsurface drainage, and/or a statement from the Montgomery County Soil and Water Conservation District that there is adequate drainage.
2. Spot elevations.
3. Approval by the Health Department if on-site sewage disposal systems are being proposed.
4. Evidence that there is adequate ground water if public water is not available. This will require a test well on each lot which must produce at least five (5) gallons per minute for six (6) hours of pumping.
5. A written statement from the proper authorities that a tap-in is permitted if the property is served by public sewer and water.
6. 100-Year Flood Plain elevations and delineations.
7. Other information as deemed necessary by staff in order to create building sites and promote the public health, safety and welfare.
8. Zoning Approval. A written statement from the proper authorities that the proposed lot split complies with local zoning requirements.

Application Fee - \$50.00 (Make check payable to "Montgomery County Treasurer")

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APPLICATION FOR A MINOR SUBDIVISION (Lot Split)

I. Name of Applicant: _____
Address: _____
Telephone Number: _____ (Home) _____ (Office) _____
Status of Applicant: Owner () Agent for Owner ()
Name of Property Owner: _____

II. PROPERTY DESCRIPTION:

Address of Property: _____
Size in Acres: _____ Current Zoning: _____
Auditor's Property Plat Book Records:
Sec. No. _____ Town _____ Range _____ Township _____
Aud. Sec. Book No. _____ Page No. _____ Index No.(s) _____
Is property located in a Flood Hazard Area? Yes () No ()
Type of sewage disposal: On-site () Public ()

Owner - Engineer - Developer

NOTE:

The Minor Subdivision Plan must accompany this application when applying for approval of Minor Subdivision.

