

Section 208 - Small Lot Form

Application # _____

APPLICATION FOR ADMINISTRATIVE APPROVAL
(Subdivisions of four lots or less)
Regulated by the Ohio Revised Code 711.131

NOTE: Four copies of this application complete with the information required below must be filed with the Ottawa Regional Planning Commission. The applications will be assigned a file number and then forwarded to the appropriate County agencies for their respective approval. A separate Application shall be made for each lot subdivided. One copy of the application will be returned to the applicant or their agent. Applications will not be accepted by the Ottawa Regional Planning Commission unless all information is complete and provided in quadruplicate. A fee, as determined by the Commission, shall accompany the application.

Name of Applicant or Agent _____ Telephone _____

Name of Present Owner _____ Telephone _____

Address _____ City _____

Name of Future Owner (If Known) _____

Address _____ City _____

Township in which transfer is to take place _____

Section _____ Size of Parcel _____ Parent Parcel ID# _____

1. Description: Attach an original legal description with original signature in any color other than black along with three additional copies of this description.
2. Sketch: A sketch with original signature in any color other than black shall be submitted along with three additional copies showing:
 - (a) the proposed division of land
 - (b) the owners of the parcel and of adjoining parcels
 - (c) the dimension and location of proposed lot lines
 - (d) all existing structures, easements, and public facilities
 - (e) a sixty (60) foot front yard setback from the street right-of-way centerline in unzoned townships or the required zoning district setbacks in zoned areas.

3. Existing Structure Yes _____ No _____

4. Address Assigned to Structure: _____

5. Public Water Yes _____ No _____ Public Sewer Yes _____ No _____

6. I wish to waive the 7 business day approval timeframe Yes _____ No _____
Extension up to 30 days permitted. I request a _____ day extension.

Transfer should occur as soon as possible. All regulations in effect at the time of transfer must be met.

ACTION BY COUNTY ENGINEER

Date Received _____ Date Reviewed _____

Action

County Engineer or Designee

COMMENTS: _____

ACTION BY SANITARY ENGINEER DEPARTMENT

Date Received _____ Date Reviewed _____

Action

Sanitary Engineer or Designee

COMMENTS: _____

ACTION BY PLANNING COMMISSION

Date Received _____ Date Reviewed _____

Action

Zoning _____ Minimum Lot Width _____ Minimum Lot Area _____

Subject to Flood _____ Other Comments _____

Planning Commission Designee