

Tuscarawas County
Regional Planning Commission
125 East High Avenue, Suite 210
New Philadelphia, Ohio 44663
Phone 330-365-3246 * FAX 330-365-3250

MINOR SUBDIVISION (LOT SPLIT) INSTRUCTIONS

Rural Residential & Contiguous Lots less than five acres with existing public access

ORC711.00.1 "parcels of more than five acres not involving any new streets or easements of access" "shall be exempted"

A MINOR SUBDIVISION APPROVAL may be granted only under the following conditions:

- Article III Minor Subdivisions (Lot Splits) of the current TCRPC Subdivision Regulations are followed.
- The proposed subdivision is under five (5) acres in size along an existing public road or Dedicated Private Drive (DPD) and involves no openings, widening or extension of a street.
- No more than 5 lots under 5 acres each are involved after the original parcel (**as of March 23, 2007**) has been completely subdivided.
- The subdivision is not contrary to applicable platting, subdividing, or zoning regulations. Variances can only be granted by the Regional Planning Commission.
- A survey plat, aerial view and legal description in accordance with the minimum standards for boundary surveys in the State of Ohio must be attached.
- The agencies, (where applicable) listed on side two of the application have reviewed and signed off.

1. Obtain an APPLICATION FOR MINOR SUBDIVISION APPROVAL (aka Lot Split Form) from the Regional Planning Office or on line at: <http://www.co.tuscarawas.oh.us/Regional%20Planning/Forms.htm>. Complete the first side of the Application and **sign at bottom**.

2. Where no public sewer is available, submit the application, the surveyor's description, survey plat, and aerial tax map to the **Tuscarawas County Health Department, Sanitarian's Office**, 897 Iron Ave., Dover, OH Phone: 330-343-5500 for on-lot sewage system review. The Health Department may charge a fee.

Written proof of compliance consisting of a copy of an approval from the Tuscarawas County Health Department that the lot is in compliance with applicable rules governing household sewage treatment systems or such other systems under their jurisdiction; or, if the lot is to be used for multi-family residential (more than 3 units per dwelling), or nonresidential purposes, then Ohio EPA preliminary written acceptance shall be required as proof that the lot is in compliance with applicable state rules governing on-site sewage treatment systems. If the lot is to be used for open space, agriculture, or some other use not requiring an on-site sewage treatment system and the approval of the County General Health District or the acceptance of the OEPA, then the applicant shall submit an affidavit as to the facts pertaining to the use of the lot and the instrument of conveyance shall include a restrictive covenant running with the land specifying the use of the lot. This restrictive covenant cannot be removed without review and approval by the Tuscarawas County Regional Planning Commission and the Tuscarawas County Health Department.

Or, if public sewer and water is available contact the proper utility.

Tuscarawas County Metropolitan Sewer District 9944 Wilkshire Boulevard, N.E., Bolivar, Ohio,
Phone: (330)-874-3262. **IN MOST CASES**

Atwood Regional Water & Sewer District, 3103 New Cumberland Rd NE, Mineral City, OH 44656

Phone: (330) 343-2113 or Toll Free (800) 578-2553 Serves New Cumberland Area of Warren Township

Twin City Water and Sewer District, 6877 Waterworks Hill Rd SE, Uhrichsville, OH 44683

Phone: (740) 922-2001 Serves Areas of Mill Township surrounding Uhrichsville and Dennison

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3. Obtain Access Management Approval
Tuscarawas County Engineer's Office 832 Front St. SW. New Philadelphia., OH
Phone: 330-339 6648. County & Township roads
Planning and Engineering Department, ODOT District 11, 2201 Reiser Ave. S. E., New Philadelphia, OH.
Phone 330-339-6633. State or Federal highway
If access is on a Village or City street, obtain approval from that municipality.
 4. Township approval if zoned. (Currently Dover, Lawrence, Sandy)
Dover Township, Zoning and Building department (330) 343-6413
<https://dovertownship.us/zoning/>
Lawrence Township, Zoning and Building department (330) 874-2731.
<http://www.lawrencetownship.org/zoning/>
Sandy Township, Zoning and Building Inspector – Michael Messina 1977@gmail.com.
 5. Obtain Tuscarawas County Floodplain Approval
Tuscarawas County Soil and Water Conservation District 86 East Iron Ave. Dover, Ohio 44622
Phone 330-339-7976, Lee Finley lfinley@tuscsoil.com
 6. Take completed and signed (**IN BLUE INK**) application, surveyor's description, survey plat, aerial and unsigned deed to Regional Planning Office for review and approval. If you include a completed Deed Conveyance Form and current deed, RPC will forward paperwork to the GIS/Map office (Step 6). If you do not have these, RPC will contact you to pick up the signed lot split form.
 7. Take application, surveyor's description, survey plat and unsigned deed, prior deed (GIS/Map Office Pre-approval Packet) to GIS/ Map Office for review and approval. 125 E. High Ave., Suite 215, New Philadelphia, OH. Subject to Pre-approval Conveyance Standards by the GIS/Map Office. Contact the GIS/Map Office for the review status (330-365-3303). Allow 7- 10 days. They will not contact you.
- NOTE: STEPS 7-9 MUST BE DONE ON THE SAME DAY**
7. Take pre-approval packet and signed original deed to the GIS/Map Office for approval stamp before **3 PM**.
 8. Take GIS/Map office stamped pre-approval packet to the Auditor's Office for approval. 125 E. High Ave., Suite 215, New Philadelphia, OH
 9. Take GIS/Map office stamped and Auditor's stamped pre-approval packet to Recorder's Office 125 E. High Ave., Suite 110, New Philadelphia, OH. for recording. **Recorder's office stops recording at 4 PM.**

LOT SPLIT MUST BE RECORDED WITHIN 12 MONTHS OF RPC APPROVAL OF APPLICATION or YOU MUST GO THROUGH THE LOT SPLIT APPROVAL PROCESS AGAIN AND PAY THE FEE AGAIN.