

## City Of Kirtland Minor Subdivision (“Lot Split”) Procedure

The following is an overview of the procedure to be followed for a minor subdivision in which a new lot is created. These requirements are subject to change. Following this procedure does not guarantee the acceptance of the proposed minor subdivision.

- A) Prior to a formal submittal, the applicant may submit a conceptual drawing of the proposed subdivision to the Zoning Inspector for a preliminary determination if the subdivision conforms to zoning requirements. The Zoning Inspector, at his option, may submit the conceptual drawing to the Planning and Zoning Commission for their input.
  
- B) The Zoning Inspector shall forward a copy of the conceptual drawing to the City Engineer for a determination as to whether the proposed subdivision is minor or major. If the subdivision is considered minor, the applicant shall deposit \$275 with the City Clerk, in accordance with Section 236.07 (a) (1) A and 1242.05 (b), for filing fees and initial review of the application (any unused portion of the review fee will be returned to the applicant upon final billing after completion or termination of the application).
  
- C) The applicant shall submit a copy of the information required in Section 1244.03 (a) to the Zoning Clerk and a survey drawing containing information listed in Section 1244.03 (b) to the City Engineer. The legal descriptions must be pre-approved by the Lake County Auditor, Tax Map Department. (Please note that for Health District approval, the drawing will need to show topography, the dwelling location, and the layout of the sewage disposal system.) The City Engineer will check the submitted information for completeness and notify applicant of any deficiencies. In addition to the 1244.03 (b) requirements, the drawing must also show the following information:
  - 1) Section 1222.08 Environmental Overlay District boundaries including:
    - a) Soil and Geology
    - b) Forest Cover and Wildlife Habitat
    - c) Historic and Cultural
  - 2) Show the area of each subplot as bounded by the property lines.
  - 3) If the sublots are not located on a proposed private road, subtract the following areas: (Section 1246.10 (e), Section 1261.07 (h) ) to determine the net lot area.
    - a) Subtract area within Federally designated floodplains.
    - b) Subtract area of ponds and other wetlands.
    - c) Subtract area of flooding of drainageways as calculated for the following storms:
      - (1) Drainageways with a tributary area of more than six (6) square miles shall calculate the surface area for the flow from a storm frequency of fifty years.
      - (2) Drainageways with a tributary area of between one-half and six (6) square miles shall calculate the surface area for the flow from a storm frequency of ten years.
      - (3) Drainageways with a tributary area of 320 acres or less than shall calculate the surface area for the flow from a storm frequency of five years.

- d) Subtract the area of any street or easement for a future street
  - e) Show all proposed easements and subtract any easement area in excess of 20% of the total lot area.
  - 4) Section 1261.07 (d) Lot line, front. Show the width of the lot along the right of way line.
  - 5) Section 1246.10 (e) Width Restrictions. At the minimum setback line, show the width of the lot and subtract the width of ponds and drainageways subject to flooding (if the lot is not located on a proposed private road.
  - 6) Section 1261.07 (g)(1) Depth. Show the depth of each lot as the distance between midpoints of straight lines connecting the two (2) front corners and the two (2) rear corners.
  - 7) Section 1246.10 (f) Depth. Show the depth to width ratio for each lot. Depth to width ratio requirements for lots are as follows:
    - a) Greater than 1:1 for lots with depths less than 250 feet.
    - b) Less than 5.5:1 for lots less than 225 feet in width.
  - 8) Chapter 1294 Riparian Setbacks. Show all watercourses with a defined bed and bank and the appropriate riparian setback lines.
  - 9) Lake County Auditor. Show the permanent parcel numbers of the neighboring parcels.
- D) When the City Engineer has determined that the application is complete, submit twelve (12) copies for distribution to City officials. Distribution of the survey drawing is Planning and Zoning Commission (6), Mayor, Zoning Inspector, Law Director (2), Planner, and City Engineer.
- E) The survey drawing is reviewed by the Zoning Inspector for conformance to the Subdivision Regulations. A completed, approvable survey drawing must be received by the Zoning Inspector at least twenty (20) days prior to the Planning and Zoning meeting. A report will be prepared to the Planning and Zoning Commission recommending approval or disapproval of the minor subdivision.
- F) The Planning and Zoning Commission will invite adjacent property owners to the subsequent meeting to determine their concerns, if any. After concerns are heard, the Commission will approve or deny the proposed minor subdivision or table the request pending more information.

PLANNING AND ZONING COMMISSION

CITY OF KIRTLAND  
9301 Chillicothe Road, Kirtland, Ohio 44094  
Phone: 256-3332

APPLICATION FOR LOT SPLIT (MINOR SUBDIVISION)

A complete application must be received by the Zoning Inspector at least twenty days prior to a regularly scheduled Planning and Zoning Commission meeting in order to be placed on the agenda for that meeting. Regular meetings of the Planning and Zoning Commission are held on the second Monday of each month at Kirtland City Hall. The following documentation shall be submitted to the Zoning Inspector:

1. Completed application for lot split (minor subdivision).
2. Survey plat as described in Section 1244.03(b) (copy attached).
3. Legal description of the parcel or parcels sought to be transferred.
4. List of contiguous property owners with addressed gummed labels.
5. Minor subdivision fee of twenty-five dollars (\$25.00).
6. Engineering review deposit of two hundred fifty dollars (\$250.00).

The undersigned applicant requests approval of the minor subdivision described on copy of deed and survey plat submitted herewith, in accordance with regulations governing lot splits in State Law and City Ordinance, and provides affidavit that all statements appearing on this form are true and correct to the best of his/her knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant (Owner or Agent)

1. Tract, Lot and Sublot Number \_\_\_\_\_
2. Surveyor \_\_\_\_\_
3. Names of: Grantor \_\_\_\_\_ Grantee \_\_\_\_\_
4. Name of adjoining dedicated public right-of-way(s) \_\_\_\_\_
5. Will split involve the opening, widening or extending of any street, road or approved private drive? \_\_\_\_\_
6. Does lot split create a land-locked parcel(s)? \_\_\_\_\_
7. If so, do you have an easement? \_\_\_\_\_
8. Number of lots previously split from parcel \_\_\_\_\_
9. Does remaining parcel meet the zoning requirements? \_\_\_\_\_
10. Zoning District \_\_\_\_\_ 11. Intended use of lot split \_\_\_\_\_
12. Area of split lot \_\_\_\_\_ 13. Split lot frontage \_\_\_\_\_
14. Are there any buildings on any parcel involved? \_\_\_\_\_
15. Do all parcels and structures involved and resulting from this application meet current zoning requirements? \_\_\_\_\_

FOR COMMISSION USE - DO NOT WRITE IN THIS SPACE

Application Date: \_\_\_\_\_ Application Number \_\_\_\_\_  
Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_  
Reason(s) for denial \_\_\_\_\_

\_\_\_\_\_  
Chairman, Planning and Zoning Commission

## § 1244.03 MINOR SUBDIVISION REQUIREMENTS.

(a) *Documentation.* Any person proposing to create a minor subdivision shall submit the following information to the Zoning Inspector:

- (1) Proof of ownership;
- (2) A minor subdivision fee, as provided in § 1242.05;
- (3) A legal description of the parcel or parcels sought to be transferred, the description to be prepared and stamped by a registered surveyor; and
- (4) A list of contiguous property owners with addressed gummed labels.

(b) *Survey plat.* The survey plat shall be prepared on an eight and one-half inch by 14 inch sheet or multiple thereof at a scale of not less than one inch equals 50 feet and shall:

- (1) Indicate the names and parcel numbers of adjoining property owners;
- (2) Have a north arrow;
- (3) Indicate acreage to three decimal places;
- (4) Be based on and tied into the County Coordinate System for all areas where county control has been established;
- (5) Indicate proposed lots;
- (6) Indicate the location of pipes found and pipes to be set. Iron pipes must be set at all parcel corners and at the intersection of the property lines with the right-of-way line. In cases where the pipe cannot be set as indicated above, witness pipes shall be set and their location noted on the plat;
- (7) Indicate any surveys which incorporate either a township lot line, property line, road center line or other boundary line as part of its boundary and have these lines run out their entire length with bearings and distances to the corners and/or road alignment control. Where the point cannot be found or reasonably established, the surveyor shall indicate on the plat by what evidence its location was determined;
- (8) Contain a statement of recommendation on the private survey plat or on a copy of the plat by the Lake County Health Department that individual sewerage systems have been approved or that no building site approval is granted;
- (9) Indicate existing drainage courses, including storm sewers, tile lines and roadway culverts within 100 feet of the new lot line;
- (10) Show the locations of all structures on the parcel and on the land from which the parcel is being split, if within 100 feet of the new lot line;
- (11) Show the location of power lines or other utility easements, where known;
- (12) Show the proposed building setback lines; and
- (13) Show any other unusual features, such as large rock outcroppings or underground mines, gas wells, driveways, ravines and sudden grade changes and the like.

(Ord. 97-O-63, passed 3-2-1998)