



[FOR OFFICE USE ONLY]

Minor Subdivision

Planning & Zoning Department
100 Dayton St, 2nd Floor
Yellow Springs, OH 45387
(937) 767-1702

File #: _____

Applicant and Owner Information

Property Address:					
Property Owner:		Phone:		Email:	
Applicant Name:		Phone:		Email:	
Mailing Address:					

Property Information

Greene Co Parcel #:		Zoning District:	
Total Number of Lots after subdivision:			

Procedural Information

- A minor subdivision refers to the division of a parcel into five or fewer buildable lots, all with frontage on an existing public street, requiring no new streets or infrastructure, and fully compliant with applicable zoning and subdivision regulations as described in Chapter 1226.11.
 - Approval Process varies per Village Code 1226.11 (*see page 2 for details*).
 - Approval of a minor subdivision by the *Zoning Administrator*, without formal action by the *Planning Commission*, may be granted if a submitted record plan meets all of the conditions in Chapter 1226.11 (a).
- OR
- Approval of a minor subdivision by the *Zoning Administrator*, with formal action by the *Planning Commission*, may be granted if a submitted record plan meets all of the conditions in Chapter 1226.11 (a) (1)-(2) and (b).

I hereby certify, under penalty of perjury, that all the information provided on this application is true and correct.

Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

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Date filed: _____	Fee * \$ _____	Fee ** \$ _____
	* Fee Paid at \$50.00 per lot.	** Fee Paid at \$100.00 if approval is required by Planning and Council.
Approved by Zoning Administrator? ☐ Yes	Planning Commission Hearing Date: _____	
PC Action Taken	Approved ☐ Denied ☐ Modification ☐ None ☐	
*\$500 fee per lot for any new subdivision less than five units to Park & Recreation fund per sec 1226.13		
Total \$	Zoning Official Name and Title	Date

VILLAGE CODE MINOR SUBDIVISION PROCEDURE

1226.11 MINOR SUBDIVISIONS.

(a) Approval of a minor subdivision by the Zoning Administrator, without formal action by the Planning Commission, shall be granted if a record plan meets all of the following conditions:

- (1) The proposed subdivision is located along an existing public road and involves no opening, widening or extension of any street or road or public utilities.
- (2) The proposed subdivision is not contrary to applicable subdivision or zoning regulations.
- (3) No more than five lots will be created following division of the original parcel.
- (4) A tract of land proposed for minor subdivision has not been involved previously in minor subdivision approval during the last two years and appears unlikely to be further subdivided subsequently.
- (5) The Village is provided sufficient guarantee of necessary easements and the property owner has specifically dedicated the same.
- (6) The recording instrument has a notation stating that each buildable lot will be provided with separate and adequate water and sewerage connection laterals, and electric transformers and underground electric lines.
- (7) An appropriate recording instrument has been prepared by a registered surveyor showing the minor subdivision, a vicinity sketch of the location of the subdivision, bearings and distances along each lot line and a certification that proper iron pins have been driven at each lot corner to delineate property boundaries.
- (8) A copy of the recording instrument has been submitted to the Planning Commission by the Zoning Administrator at least 20 days prior to a regularly scheduled Planning Commission meeting, and, if the Planning Commission takes no action at that meeting, the minor subdivision is deemed approved.

(b) Approval of a minor subdivision by the Zoning Administrator, with formal action by the Planning Commission shall be required in the following circumstances, along with additional conditions:

- (1) The proposed subdivision is located along a private street or access easement. Approval by the Planning Commission may be granted upon review of additional criteria specified in Section 1260.02(e) and 1260.03(a).
- (2) The proposed subdivision creates an uncommon lot configuration. Uncommon lot configurations may be incorporated into a minor subdivision if such division poses no apparent nuisance and the Planning Commission deems it appropriate. Approval may be granted upon review of additional criteria specified in Section 1226.06(a)(6).
- (3) For any proposed development resulting in one acre or less of impervious area, a stormwater management plan as stated in the Stormwater Guidelines for Low Impact Development is required. The Stormwater Guidelines for Low Impact Development is contained in the appendix following the text of these subdivision regulations. The stormwater management plan must be maintained by the property owner into perpetuity. The stricter criteria in Section 1226.06(a)(7)B.2. will be required for a planned unit development (PUD) or pocket neighborhood development (PND).
- (4) Approval of the minor subdivision shall be made to the Planning Commission in writing, on a form for that purpose, and shall be filed with the Zoning Administrator at least 20 days before the next regularly scheduled meeting at which it is to be heard. The application must be accompanied by a fee, as established by the Village Council, and such other material the Planning Commission determines is necessary.
- (5) Public notice. When an application has been filed in proper form with the required data, the Zoning Administrator shall cause notice of the time, place and purpose of the hearing to be given, in writing by first class mail, to the applicant(s), to owners of property contiguous to and directly across the street from the property that is the subject of the minor subdivision application. The notice shall be given at least seven days in advance of the hearing, noting the request and the property location. The name and address of any property owner on the most recent property record of the Greene County Auditor shall be the address used for public notification. If the address is unclear or uncertain, the property owner may be notified by legal notice published one time at least seven days in advance of any hearing, listing the address of the property to receive notification.

(c) If approval is given under terms of the above provisions, the Zoning Administrator shall, within 14 working days after submission, approve such proposed division of land and, upon presentation of a conveyance for said parcel and a properly prepared survey sheet of the property, shall sign the conveyance.

(d) The applicant and/or property owner will be held responsible for any negative impact on surrounding lots.