



**Planning Commission
Hearing Request:
Minor Subdivision**

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

[FOR OFFICE USE ONLY]

Case #: _____

Hearing Date: _____

Applicant Information

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

Project Information

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

Approval of a minor subdivision by an authorized representative of the Zoning Administrator, without formal action by the Planning Commission and Council, 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.
- (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.

If approval is given under terms of the above provisions, the authorized representative of the Planning Commission shall, within fourteen 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.

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

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY		
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? <input type="checkbox"/> Yes	Planning Commission Hearing Date: _____	
PC Action Taken	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Modification <input type="checkbox"/> None <input type="checkbox"/>	
*\$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