



**MINOR SUBDIVISION (LOT SPLIT), LOT LINE ADJUSTMENT, AND LARGE LOT DEVELOPMENT  
SUBMITTAL INSTRUCTIONS**

***\*Please review the following to ensure all submittal requirements are provided. Incomplete submittals will not be accepted. Submittals are not complete and are not considered accepted until all required documents are provided, and fees are paid.***

***\*\*Forward any questions about application, survey, and/or submittal options and requirements to the Planning Project Coordinator at 614-525-3904 or [Planning@franklincountyohio.gov](mailto:Planning@franklincountyohio.gov).***

1. **COMPLETED APPLICATION FORM** – Please confirm all application form requirements are complete.
  - a. Include all Property and Property Owner/Agent Information
    - i. (Site address, Proposed Water/Wastewater source, Parcel ID, Acreage, Township)
    - ii. Name(s) Address(es), Phone Number(s), Email Address(es)
  - b. Mark all checklist boxes on application form to confirm all required documents have been provided.
  
2. **APPROVED LEGAL DESCRIPTION:**
  - a. Legal descriptions and surveys shall be submitted to the Franklin County Engineer’s Office for review and approval prior to submission of application
    - i. Electronic: <https://survey123.arcgis.com/share/29aa71c9571040d29fdc6bf8421d1c95>
    - ii. Hard Copy: 970 DUBLIN ROAD, COLUMBUS, OHIO 43215
  
3. **COMPLETED SURVEY/EXHIBITS**
  - a. Confirm **ALL** Survey requirements have been provided.
    - i. Refer to Section 200 – Procedures for Subdivision and Design Approval of the [Franklin County Subdivision Regulations \(effective 3/27/2012\)](#) for general requirements.
    - ii. Contact Planning Project Coordinator to confirm specific Survey/Exhibit requirements.
  - b. Missing items on the Survey/Exhibit may cause the application to be rejected until the required information is provided and confirmed by Staff.
  
4. **APPLICATION SUBMITTAL**
  - a. Applications should be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Tre’ Wolf, Planning Project Coordinator.
  - b. Incomplete applications may be rejected and/or returned to the owner/applicant.
  
5. **TECHNICAL REVIEW COMMITTEE REFERRAL**
  - a. Applications must comply with applicable local and state requirements and regulations. These may include, but are not limited to, Franklin County Public Health Regulations, Franklin County Sanitary Engineer requirements, Franklin County Drainage Engineer requirements, and Franklin County Engineer requirements and requirements of the applicable Ohio Environmental Protection Agency Construction permit.
  - b. May require confirmation of approval of a Sewage Treatment System Site Review application by Franklin County Public Health prior to approval of application. Applicants should consult with Public Health prior to submission to EDP.



Franklin County  
Board of Commissioners  
**ECONOMIC DEVELOPMENT  
& PLANNING**

Application for  
**Lot Split**  
**Large Lot Development**  
**Lot Line Adjustment**  
Page 1

**Property Information**

Site Address:	Water and Wastewater Treatment:
Parcel ID(s):	Township:
Current Lot Acreage:	Proposed Lot Acreage/s:

Request:

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**Property Owner Information**

Name:

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Address:

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Phone #	Fax #
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Email:

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**Applicant/Authorized Agent Information**  Same as property owner

Name:

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Address:

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Phone #	Fax #
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Email:

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**Required Signatures**

The applicant certifies that he/she has read and agrees to be bound by all applicable standards set forth in the Franklin County Subdivision Regulations, Franklin County Stormwater Drainage Manual and Franklin County Zoning Resolution, if applicable. The applicant acknowledges that all fees paid are non-refundable. An application shall remain valid for a period not to exceed one-year from the date of approval and is not considered effective until stamped by the Franklin County Economic Development and Planning Department and has been transferred and recorded. Failure to do so shall warrant automatic expiration of the application.

\_\_\_\_\_  
Applicant/Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

**Staff Use Only**

Case #

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Lot Split (<5-acres)  
 Large Lot Development (5-20-acres)  
 Lot Line Adjustment

Date Filed:

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Fee Paid:

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Receipt#:

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Received By:

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**Submittal Checklist**

- Applicants are strongly encouraged to schedule a meeting with staff prior to filing an application**
- Completed Application Form
  - Fee Payment (*checks only*) Refer to current fee schedule
  - Survey (*max. 11"x17"*) Refer to Franklin County Subdivision Regulations for requirements. A complete copy can be accessed at: <http://development.franklincountyohio.gov/planning/subdivisions>
  - Certificate of Zoning Compliance or approval from Township Zoning Authority (*Blendon, Jefferson, Jackson, Perry, Plain, Prairie and Washington*)



**Staff Use Only**

**Zoning Information**

Zoning Authority:		Zoning District:			Zoning Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No		Case #	
Subdivision Review	Permitted	Proposed	Requirement Met		Variance Case#	Granted		Date of Action
New Lot Size:			<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Residual Lot Size:			<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
New Lot Frontage:			<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Residual Lot Frontage:			<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Lot Depth (from C/L):			<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Lot Width (@ 100 ft.):			<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Depth to Width Ratio:	4:1		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Angle of Side Lot Lines:	<5 degrees		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**Environment and Land Suitability**

**Access and Transportation Management**

Soils:	Wetlands Found:	Riparian Setback:	Additional RW Required:	Shared Driveway Required:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Approvals**

Technical Review	Date Sent/Received	Approved		Approved By:	Date
Well and Septic		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Board of Health/Ohio EPA	
Water and Sewer		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Sanitary Engineer/city of Columbus/Private Provider	
Access from County Road		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Franklin County Engineer - Traffic Division	
Access from State Route		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Ohio Department of Transportation	
Access from Township Road		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Township Road Superintendent	
Township Zoning Approval		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Blendon/Jackson/Jefferson/Perry/Plain/Prairie/Washington	
Natural Resources/Soils		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Franklin County Soil and Water Conservation District	
Stormwater/Drainage		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Franklin County Drainage Engineer	

**Staff Comments:**

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Staff Action:  Approved  Denied

Date of Action: