



MINOR SUBDIVISION (LOT SPLIT/COMBINATION)

CHECKLIST OF REQUIRED INFORMATION

- 1) Send an email to planning@delawareohio.net; Attn: Anna Kelsey to discuss your proposed lot split/combination prior to submitting your application.
- 2) One copy of the attached application form which includes:
 - a) Applicant(s) name, address, phone number.
 - b) Name, address, phone numbers of all owners of the property.
 - c) Signature by applicant.
 - d) If applicant is not the property owner, submit current notarized written statement signed by property owner(s) appointing applicant as owner's agent (form attached).
 - e) Name, address, phone number, e-mail address of contact person for information and questions.
 - f) Name, phone number, e-mail address of Engineer, Attorney, and/or Architect if applicable.
- 3) One copy of a survey and legal description showing the existing and proposed lot conditions completed and stamped by a licensed surveyor. Prior to submitting to the City for review, the documentation shall be reviewed by the Delaware County Map Room for their "green stamp".
- 4) Fees will be invoiced upon official acceptance of the application and required materials. Fees can be found in the fee schedule at delawareohio.net/planning.
 - a) Submitted applications may take several days to process. The applicant will be notified when the application materials have been reviewed, approved, and stamped. After being picked up, the survey and legal description shall be recorded with the Delaware County Recorder.

Commission Expiration Date