



Medina County
Department of Planning Services
144 W. Broadway St. Suite 113 • Medina Ohio 44256
Phone: 330/722-9293 • Email: planning@medinaco.org
Website: medinaco.org/planning

Application for Minor Subdivision

Date Submitted: _____ Application No. _____

(This section to be completed by applicant)

The undersigned applies for Minor Subdivision Approval under Section 711.131 of the Ohio Revised Code, and certifies all material submitted with the application is true and correct. The Medina County Planning Commission must take action within seven (7) working days from the date of receipt.

Name of Applicant: _____

Signature: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Township of Proposed Subdivision: _____ Township Lot No(s): _____

Permanent Parcel # of Lot(s) to be Split: _____ Acreage of Lot Split(s): _____

Name of Grantor(s): _____

Name of Grantee(s): _____

Intended Use of Subdivision (check one):
Residential: ___ Commercial: ___ Industrial: ___ Other (specify): _____

Zoning District: _____

Sewage disposal method (check one): Central Sewer: ___ On-lot Septic System: _____

Water supply method (check one): Central Water: ___ Private Well: _____

Minor Subdivision Approval may be granted only under the following conditions:

- 1. The proposed subdivision is along an existing public road and involves no opening, widening, or extension of any street or road; public or private expecting an access easement drive or common access drive.
2. No more than five (5) lots are involved after the original tract has been completely subdivided.
3. The subdivision is not contrary to applicable platting, subdividing, or zoning regulations.
4. The property has been surveyed and the survey signed by the township for zoning, deed(s) with legal description signed and notarized, and subdivision fee (\$45.00 per lot) are submitted.
5. Contingent on other County Agency(s) approval.

For Official Use Only

Date: _____

Fee Paid:\$ _____

	YES	NO
1. Is the application fully completed?	_____	_____
2. Is the survey submitted?	_____	_____
3. Is the survey signed by appropriate zoning official(s)?	_____	_____
4. Evidence of variance provided by township zoning?	_____	_____
5. Is the deed with legal description submitted, signed, notarized?	_____	_____
6. Is fee paid? (Check # _____) (Cash _____)	_____	_____
7. Does the split involve the opening, widening, or extension of any street or road, except an access drive easement or a common access drive?	_____	_____
8. Do both the split and remaining parcel have road frontage or frontage on a common access drive or access easement?	_____	_____
9. Are five (5) or fewer lots involved after the original tract is subdivided?	_____	_____
10. Does the deed represent the current owners per the tax maps?	_____	_____
11. Does the legal description match the survey?	_____	_____
12. Name of adjoining public right-of-way(s): _____		
13. Additional Comments: _____		

For Official Use Only

COUNTY ENGINEER

Date: _____ Signature: _____

Action (check one): Approval: ___ Disapproval: ___ Conditional Approval: ___

Comments: _____

COUNTY SANITARY ENGINEER

Date: _____ Signature: _____

Action (check one): Approval: ___ Disapproval: ___ Conditional Approval: ___

Comments: _____

COUNTY BOARD OF HEALTH

Date: _____ Signature: _____

Action (check one): Approval: ___ Disapproval: ___ Conditional Approval: ___

Comments: _____

COUNTY PLANNING COMMISSION

Date: _____ Signature: _____

Action (check one): Approval: ___ Disapproval: ___ Conditional Approval: ___

Comments: _____
