

# APPLICATION FOR MINOR/LARGE LOT SUBDIVISION APPROVAL

Date \_\_\_\_\_ Application Number \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

DEED RECORDED IN DEED / O.R. BOOK \_\_\_\_\_ PAGE NO \_\_\_\_\_  
IN THE HIGHLAND COUNTY RECORDER'S OFFICE

TOWNSHIP \_\_\_\_\_ ZONING CLASSIFICATION \_\_\_\_\_

AREA OF ENTIRE TRACT \_\_\_\_\_ AREA TO BE SUBDIVIDED \_\_\_\_\_

**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.
2. No more than 4 lots are involved after the original parcel has been completely subdivided.
3. The subdivision is not contrary to applicable platting, subdividing or zoning regulations. Variance can only be requested before the entire commission.
4. The property has been surveyed and a sketch and legal description is submitted.
5. Upon Tax Map Office approval executed deed is submitted.
6. Approval is granted, where applicable, by the agencies listed below.
7. Complies with all deed restrictions.

The undersigned applies for Minor Subdivision approval under section 711.131, Ohio Revised Code, and certifies all material submitted with this application is true and correct. Action must be taken within seven (7) working days.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

## **FEES**

### **SUBDIVISION FEES ARE PAYABLE TO: *Highland County Planning Commission***

|                                           |                            |
|-------------------------------------------|----------------------------|
| Adjoining Land Application Fee            | \$25.00                    |
| Minor Subdivision Application Fee         | \$25.00 per lot            |
| Large Lot Division Application Fee        | \$50.00                    |
| Large Lot Division w/Ag or PRP Exemptions | \$50.00                    |
| Major Subdivision Application Fee         | \$100.00 + \$25.00 per lot |
| Variance Application Fee                  | \$25.00 per application    |
| Highland County Subdivision Regulations   | \$5.00 per copy            |

FOR OFFICIAL USE

**HIGHLAND COUNTY BOARD OF HEALTH – 1487 N. High St. Hillsboro**

DATE RECEIVED \_\_\_\_\_

ACTION \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ZONING COMMISSION – Trustee Bill Buck (937) 981-2856**

\*Madison Township

DATE RECEIVED \_\_\_\_\_

ACTION \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OHIO DEPARTMENT OF TRANSPORTATION (ODOT) – 521 E. Main St. Hillsboro**

DATE RECEIVED \_\_\_\_\_

ACTION \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**HIGHLAND COUNTY ENGINEER – 138 Bowers Ave. Hillsboro**

DATE RECEIVED \_\_\_\_\_

ACTION \_\_\_\_\_

COMMENTS \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF HILLSBORO PLANNING COMMISSION – 130 N. High St. Hillsboro**

DATE RECEIVED \_\_\_\_\_

ACTION \_\_\_\_\_

COMMENTS \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TAX MAP DEPARTMENT – 119 Governor Foraker Pl., 2<sup>nd</sup> Floor Hillsboro**

DATE RECEIVED \_\_\_\_\_

ACTION \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLANNING COMMISSION – 119 Governor Foraker Pl., 2<sup>nd</sup> Floor Hillsboro**

DATE RECEIVED \_\_\_\_\_

ACTION \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date