

WHAT IS A MINOR SUBDIVISION?

MINOR SUBDIVISION OR LOT SPLIT: Any subdivision containing not more than five (5) lots fronting on an existing approved street, not involving the opening, widening or extension of any road or easement of access, after the original tract has been completely subdivided, not involving the extension or creation of any public improvements or facilities.

There are 2 types of Lot Splits or Minor Subdivisions:

- A **Standard Split** is any division of land which will create a new buildable parcel of land. This type of Lot Split must meet all Zoning and Subdivision Requirements.
- A **Sale to an Adjoining Land Owner** is any division of land which does not create a buildable site and is being sold to an adjoining property owner. This type of Lot Split does not have to meet all Zoning and Subdivision Requirements, but it must be legally combined with the adjoining parcel.
- Wording is available to offer **Relief** from the mandatory combination of **Sales to an Adjoining Land Owner** at the discretion of the Community Development Department when the parcels involved are either very small or large.

Prepared and Distributed by:

**LORAIN COUNTY
COMMUNITY DEVELOPMENT
DEPARTMENT**

226 Middle Avenue, 5th Floor
Elyria, Ohio 44035

Phone: (440) 328-2328
Fax: (440) 328-2349
www.loraincounty.us/community-development

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www.loraincountyhealth.com

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MINOR SUBDIVISION REVIEW PROCEDURES FOR UNINCORPORATE D LORAIN COUNTY



A BRIEF OVERVIEW OF THE MINOR SUBDIVISION (LOT SPLIT) REVIEW PROCESS

Submission of a Minor Subdivision

- The following items are required for the submission of a Minor Subdivision:
 - 2 copies of the Survey Map
 - New Deeds (Signed and Notarized) for each Split Parcel and any Parcel Combinations
 - Preliminary Health Evaluation
 - Access Management Permit
 - Erosion and Sediment Control Evaluation.
- The current fee for a Minor Subdivision is \$40.00 for each Split Parcel. There is no charge for a Remainder or Combination. Checks should be made payable to the Lorain County Treasurer.

Minor Subdivision Review

- Minor Subdivisions are reviewed by the designated Community Development Department Staff Member.
 - The Community Development Department sends a copy of each submission to the Zoning Inspector of the Township in which the Split is to occur.
 - Each subdivision is reviewed for compliance with both Township Zoning and County Subdivision Regulations.

Township Zoning Review

- Both the Split and the Remainder Parcel are reviewed for conformance with Township Regulations including:
 1. Frontage;
 2. Acreage;
 3. Depth; and
 4. Yard Requirements.



County Subdivision Regulation Review

1. Maximum Number of Splits

- The Community Development Department maintains a Database of all Lot Split activity since 1983.
 - All proposed Lot Splits are cross checked with this Database to verify that the maximum number of splits has not been reached.
 - The Split Count is tracked by ownership and only Lot Splits under 5 Acres in size are counted.
- Once a parcel has transferred ownership, the Split Count returns to zero unless it is transferred back into the name of a previous owner who performed Lot Splits. In that case, the Split Count would be based on the number of Lot Splits that owner completed prior to transferring title.



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2. Lorain County 3.5 to 1 Depth to Width Ratio

- Each Lot Split is reviewed for compliance with the County's 3.5 to 1 Depth to Width Ratio.
- This basically means that the depth of any newly created parcel or remainder can not exceed 3.5 times the frontage. [ex. A parcel with 100 feet of frontage can not exceed 350 feet in depth.]
- Lots 5 Acres or greater are exempt from this regulation.



Approval

- The Community Development Department has 7 working days after submission to act on each Lot Split.
- If a Lot Split meets all requirements or is found exempt from those requirements, the Deed will be stamped "Approved, Lorain County Planning Commission, No Plat Required."
- If a Lot Split does not meet all requirements or is not found exempt, the Deed will not be stamped and the reasons for Disapproval will be cited in a letter from the Community Development Department Staff.

QUESTIONS?

- If you have any questions about the Minor Subdivision Review Process, please contact the Community Development Department at the number listed on the back of this pamphlet.

