



**Application for Minor Subdivision**

Community Development and Revitalization Department  
260 S. Garber Drive, Tipp City, Ohio 45371  
Phone: 937-667-6305  
[www.tippcityohio.gov](http://www.tippcityohio.gov)

**For Staff Use Only**

Submittal Date:

Date Application Determined Complete:

Fee Paid:

Receipt #:

Staff Initials:

Case/Permit Number:

**Minor Subdivision Review Information**

1. Subdivisions of land that do not create more than five lots and do not require any public improvements such as the installation of utilities, construction of a street, or dedication of land is considered a minor subdivision. Lot consolidations or the transfer of property between two lots are also reviewed as minor subdivision.
2. All minor subdivisions are reviewed by staff. The review procedure and criteria are established in Section 155.03(C) of the Tipp City Subdivision Regulations.
3. The application fee for a minor subdivision is due at the time the application is submitted.

**Basic Information**

Project Address:

Miami County Tax Parcel ID of Parent Tract:

Zoning District:

Type of Project:  Lot Consolidation       Subdivision of Lots       Transfer of Land Between Lots

Name of Proposed Subdivision (if applicable):

Will there be any public improvements as defined in the Tipp City Subdivision Regulations?  Yes       No  
If yes, then the subdivision shall be reviewed as a major subdivision.

Will there be deed restrictions or private covenants?  Yes       No  
If yes, please provide a copy of the final version of the restrictions or covenants.

How many lots will result from the approval of this application?

**Applicant Information**

Applicant Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact E-Mail:

**Project Engineer or Survey**

Name of Engineer or Surveyor:

Contact Person:

Contact Address:

Contact Phone Number:

Contact E-Mail:

Case/Permit Number:
<b>Signature</b>
I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. Furthermore, I certify that I am the property owner or a duly authorized agent of the property owner for this application. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and any subsequent review applications.
Print Name:
Signature:
Date:

<b>Minor Subdivision Decision - For Staff Use Only</b>
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date of Approval:
Zoning Administrator Signature:
City Engineer Signature:
Expiration Date (if applicable):
Comments:

## Minor Subdivision Submittal Requirement Checklist

### General Information

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Legal description of the original tract   |
| <input type="checkbox"/> | Any additional information determined to be necessary by the Zoning Administrator |

### Plat or Conveyance - Sheet Size should not exceed 24"x36"

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Names, addresses, and phone numbers of the owner, subdivider, surveyor, or professional engineer who prepared the plat or other conveyance and the appropriate registration numbers and seals  |
| <input type="checkbox"/> | Date, north arrow, scale, and a legend for all symbols   |
| <input type="checkbox"/> | Name of the subdivision and location by corporation, township, range, and section lines  |
| <input type="checkbox"/> | Acreage of lots to the hundredths of acre, building setback lines, and deed book and page references   |
| <input type="checkbox"/> | Plat boundaries, based on accurate traverse, with angular and linear dimensions. All dimensions, both linear and angular, shall be determined by an accurate control survey in the field which must balance and close within the limit of 1 foot in 10,000 feet. The boundary shall be surveyed with distance accurate to hundredths of a foot and bearing accurate to 20 seconds.   |
| <input type="checkbox"/> | Total site data, including acreage, number of lots, and lot sizes (showing area of smallest lot in square feet)  |
| <input type="checkbox"/> | Bearings and distances to nearest established street lines or other recognized permanent monuments.  |
| <input type="checkbox"/> | Exact location, rights-of-way, and names of all streets adjoining the plat   |
| <input type="checkbox"/> | All easements for public services or utilities shall be shown by a fine dashed line and clearly labeled and identified on the plat. If the easement is being dedicated by the plat, it shall be properly set out in the owner's certification of dedication. If an easement shown on the plat is already of record, its recorded reference must be given. In regard to easements, the plat shall bear the following statement: "Easements shown on this plat are for the construction, operation, maintenance, repair, replacement, or removal of water, gas, sewer, electric, telephone or other utilities or services, and for the express privilege of removing any and all trees or other obstructions to the free use of said utilities, and for providing ingress and egress to the property for said purposes, and are to be maintained as such forever." |
| <input type="checkbox"/> | Flood hazard information including elevations and flood profiles shall be shown on the final plat if applicable  |
| <input type="checkbox"/> | All permanent monuments set or to be set shall be shown as follows on the final plat: <ul style="list-style-type: none"> <li>• The location of all monuments placed in making the survey, and if any points were reset, that fact shall be stated and attached to the final plat for recording.</li> <li>• Iron pin monuments shall be set at all PC and PT points as well as at all lot corners. The exact location of all such monuments shall be shown on the final plat before approval is requested.</li> <li>• Any monument, as required by these regulations, that is disturbed or destroyed before acceptance of all improvements shall be replaced by the subdivider or developer.</li> </ul>   |
| <input type="checkbox"/> | All required certifications per Section 155.04(A)(6) of the Tipp City Subdivision Regulations shall be included on the final plat  |

### Supplemental Information

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Three sets of plans for the control of erosion and sedimentation   |
| <input type="checkbox"/> | Two copies of all deed restrictions and/or covenants either placed directly on the final plat or attached thereto in an appropriate form for recording. If recorded separately, a reference to the restriction shall be made on the final plat |