CITY OF WESTERVILLE
PLANNING AND DEVELOPMENT DEPARTMENT
LOT SPLIT (MINOR SUBDIVISION) APPLICATION

A. ORIGINAL LOT INFORMATION:
1. OWNER:
   NAME __________________________________________________________
   ADDRESS _______________________________________________________
   CITY __________________________ STATE ____________ ZIP _________
   TELEPHONE NO(S). __________________ E-MAIL ADDRESS__________________

2. SUBDIVISION LOCATION ____________________________________________

3. LOT NUMBER ______________________________________________________

4. COUNTY AUDITOR’S PARCEL NUMBER _________________________________

5. CURRENT ZONING OF PROPERTY ______________________________________

6. NO. OF LOTS FORMED ______________________________________________

B. NEW LOT INFORMATION:   FRONTAGE (FT.)   AREA (SQ. FT. OR ACRES)
   LOT #1: __________________________  __________________________
   LOT #2: __________________________  __________________________
   LOT #3: __________________________  __________________________
   LOT #4: __________________________  __________________________
   LOT #5: __________________________  __________________________

C. APPLICANT INFORMATION: NAME ______________________________________
   ADDRESS _______________________________________________________
   CITY __________________________ STATE ____________ ZIP _________
   TELEPHONE NO(S). __________________ E-MAIL ADDRESS__________________

PLEASE READ INSTRUCTIONS AND ADDITIONAL SUBMISSION REQUIREMENTS
ON REVERSE SIDE BEFORE SIGNING.

_______________________________________    _______________________________________
SIGNATURE OF APPLICANT / DATE     SIGNATURE OF PROPERTY OWNER / DATE

Planning & Development
Additional information and requirements for processing this application include:

1. Lot Split approval may be granted only under the following conditions:
   A. The proposed subdivision adjoins an existing public street and involves no opening, widening, extension or improvement of any roadway or installation of any public utility.
   B. No more than 5 lots are involved after the original parcel has been completely subdivided.
   C. The subdivision does not adversely impact surrounding tracts.
   D. The subdivision is not contrary to applicable platting, subdividing, or zoning regulations. Variances can only be requested before the Planning Commission.

2. Along with the application form, the applicant must submit a deed, including a legal description and survey drawing or a final plat. This shall be submitted two (2) hard copies and one (1) digital copy.

3. Payment of an Application Fee of $50.00 per Part 12 of the Codified Ordinances and the Fee Schedule adopted by City Council.

Revised: May 3, 2017