City of Mount Vernon, Ohio
Administrative Approval of Lot Split
(Subdivision of Four Lots or Less)
Regulated by the Ohio Revised Code, 711.131

Applicant or Agent:
Name: ___________________________ Email: ___________________________
Address: __________________________________________________________________________
Telephone: __________________ Fax: __________________

Grantor:
Name: ___________________________ Email: ___________________________
Address: __________________________________________________________________________
Telephone: __________________ Fax: __________________

Grantee:
Name: ___________________________ Email: ___________________________
Address: __________________________________________________________________________
Telephone: __________________ Fax: __________________

Site Information:
Address: __________________________________________________________________________
Township in which transfer is to take place: __________________________________________________________________________
Zoning classification of proposed lot: __________________________________________________________________________

FOR USE OF THE CITY ENGINEERING DEPARTMENT ONLY
Date Filed: ___________________________ Date Reviewed: ___________________________
Comments: __________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Engineering Department

FOR USE OF THE ZONING ENFORCEMENT OFFICER ONLY
Date Received: ___________________________ Final Approval: ___________________________
Comments: __________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
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__________________________________________________________________________________
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__________________________________________________________________________________

Zoning Enforcement Officer
This application, complete with the information required, must be submitted to the City Engineering Department. A separate application shall be made for each lot subdivided. All lots proposed must meet the applicable zoning, subdivision and other requirements of the City. An application will not be considered by the City until all required information is provided by the applicant. After application is filed with the City, the application shall be processed within seven (7) working days (ORC 711.131). When processing is complete, a copy will be provided to the applicant or his agent.

The following information must be provided in duplicate and attached to the application when the application is filed:

1. Legal description of the property.

2. Survey of the property including the following:
   a. Proposed subdivision of land
   b. Owners of adjoining parcels
   c. Dimensions and locations of proposed lot lines
   d. Calculation of lot area, exclusive of road right-of-way
   e. Location of existing structures, easements, public facilities, setbacks and direction of surface drainage
   f. Proposed improvements, such as sanitary sewer extensions, public water supply connections, storm drainage facilities, etc. (Contact City Engineering Department for utility connection requirements.

Proposed culverts, curb cuts and driveway locations, and other information relevant to the application.