



Approval No: _____

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: _____

Zoning Enforcement Officer



Mount Vernon

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

INSTRUCTION PAGE

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.