

Application No. \_\_\_\_\_

**CLERMONT COUNTY PLANNING COMMISSION  
APPLICATION FOR MINOR SUBDIVISION APPROVAL**

Property Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Location of Property and Complete Parcel Number \_\_\_\_\_

Name of nearest intersection \_\_\_\_\_

\_\_\_\_\_ distance to intersection \_\_\_\_\_

Deed recorded in Deed Book \_\_\_\_\_ Page \_\_\_\_\_ in Clermont  
County Recorder's Office.

Township \_\_\_\_\_ Zoning Classification \_\_\_\_\_

Acres in original tract to be subdivided \_\_\_\_\_

Number of lots involved after original parcel has been completely subdivided \_\_\_\_\_.

Approval of a minor subdivision may be granted by an authorized representative of the Planning Commission if the proposed division of a parcel of land complies with all of the conditions required for such a division of land by Section 711.131 Ohio Revised Code, the Clermont County Subdivision Regulations and the applicable zoning regulations governing the property to be divided. Action by the authorized representative of the Planning Commission must be taken within seven (7) working days of the submission of the completed application. The completed application must include a notarized Application for Minor Subdivision Approval, with three (3) copies of drawing showing dimensions and areas of the entire tract, and each individual lot, three (3) copies of the metes and bounds legal description that will be used in individual conveyance for each lot involved, and a completed Certificate of Compliance with drawing. The applicant may request that one (1) copy of the drawing (survey) and one (1) copy of the legal description be returned to him for his own use.

**AFFIDAVIT**

I, \_\_\_\_\_, the applicant herein do certify that all taxes are current on the parcel proposed to be subdivided, and also, that there are no current liens or encumbrances on the property, or that record owners and lien holders of the property herein platted do hereby accept said minor subdivision of the parcel and consent to the execution and recording of the same. I also certify that all material submitted with this application to be true and correct.

State of Ohio  
County of \_\_\_\_\_

ss

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to before me  
This \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

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**Official Use Only**

Date application and all materials received \_\_\_\_\_

Action \_\_\_\_\_ Date \_\_\_\_\_

Conveyances submitted and approved; Fees Paid:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_