



Warren County Regional Planning Commission
Warren County Administration Building
406 Justice Drive, Lebanon, Ohio 45036

Link to latest form: <https://www.co.warren.oh.us/planning/Forms/Default.aspx>

OFFICE USE ONLY

Date Received Stamp

File No. _____ Form Updated 2/3/25
Total Fee & Calculation _____

APPLICATION FOR MINOR SUBDIVISION APPROVAL

1. Property Owner _____ Phone _____
Address _____ Email _____
2. Agent _____ Phone _____
Address _____ Email _____
Status of Agent: Realtor Attorney Purchaser Surveyor Other/Specify _____
3. Property Location: Township _____ Section _____ Town _____ Range _____ or Military Survey _____
Name of Street(s)/Road(s) Property Fronts on _____
4. Property Description:
Existing Parcel: Acreage _____ Road Frontage (feet) _____ Sidwell ID # _____
Proposed Parcel: Acreage _____ Road Frontage (feet) _____ Zoning Class _____
Wastewater Disposal Type: Central Sewer On-Site Water Supply Type: Central Water On-Site

5. **Application Requirements** (Hard copy or electronically):
 - a) A completed application for the proposed parcel to be created less than 5 acres in area and another for the remainder if also less than 5 acres in area. Parcels that are over 5 acres in size that have an access easement are subject to a Minor Subdivision review (Subdivision Regulations Pg. 21)
 - b) A metes and bounds legal description of the proposed parcel being created.
 - c) A survey plat of the proposed subdivision submitted per the required filing standards of the Warren County Tax Map Department, including all existing structures on the existing and proposed parcels. Contact the Warren County Combined Health District (see back) about including septic system leach fields on the survey plat.
 - d) Zoning certification that the proposed parcel and remainder each meet zoning requirements.
 - e) A letter from the Warren County Combined Health District which indicates the proposed subdivision of the property, if not served by central sanitary sewer, is acceptable if involving existing and/or intended use of on-site wastewater disposal.
 - f) Driveway access (non-easement dependent) certified acceptable by the Warren County Engineer or by the Ohio Department of Transportation if from a U.S. and/or State Route.
 - g) A \$359 filing fee for each proposed parcel 5.0 acres or less in area, or that has an easement of access.

6. **Deed Requirements:**

I understand and acknowledge that the applicable zoning, subdivision and other regulations which apply to this proposed minor subdivision are those in effect and which must be met at the time when the executed deed for conveyance to create the parcel proposed per this application is presented for signature of approval by the Warren County Regional Planning Commission Executive Director.

Print Name _____ Date _____

Signature of Applicant(s) *Electronic Signature Acceptable*

Print Name _____ Date _____

Signature of Property Owner(s) **(Required)** *Electronic Signature Acceptable*

OFFICE USE ONLY:

Comments _____

Split Ready for Approval? No/Reason(s) Why _____
Yes/Applicant Contacted to Bring in Deed on: (Date) _____

ZONING CERTIFICATION

Jurisdiction:

Franklin Township	Ray Dratt:	513-695-1294
Harlan Township		406 Justice Dr. Lebanon, OH 45036
Turtlecreek Township		(1st Floor next to RPC)
Union Township		Email: michelle.tegtmeier@co.warren.oh.us
Washington Township		
Clearcreek Township	Jeff Palmer:	937-748-1267
		7593 Bunnell Hill Rd., Springboro, OH 45066
Deerfield Township	P.J. Ginty:	513-701-6976
		4900 Parkway Dr., Mason, OH 45040
Hamilton Township	Cathy Walton :	513-683-5320
		7780 S.R. 48, Maineville, OH, 45039
		Email: cwalton@hamilton-township.org
Massie Township	Bill Wallace:	513-897-9334, C: 513-288-9276
		3424 Harlan-Carroll Rd., Waynesville, OH 45068
		Email: spillway@embarqmail.com
Salem Township	Mike Yetter:	513-678-3633
		P.O. Box 171, Morrow, OH 45152
		Email: salemtownshipzoning2@gmail.com
Wayne Township	Stacey Lowing:	513-897-3010 ext. 2
		6050 Clarksville Rd., Waynesville, OH 45068

LETTER OF APPROVAL FROM WARREN COUNTY COMBINED HEALTH DISTRICT

Warren County Health Department

513-695-1228

416 S. East Street, Lebanon, OH 45036

DRIVEWAY ACCESS CERTIFICATION

Warren County Engineer's Office

513-695-3301

210 W. Main Street, Lebanon, OH 45036

ODOT Driveway Permits Division (if along State Route)

513-933-6575

505 S. State Route 741, Lebanon, OH 45036

INSTRUCTIONS FOR PLACING NOTE ON DEED FOR MINOR SUBDIVISION

Note to be included on a deed or legal description creating a new buildable lot:

Grantor hereby reserves as a permanent easement for the benefit of Warren County* to be used for public use forever the following described property for public road and utility purposes: _ feet measured from the present centerline of (name of road) by a parallel line across the front of the lot in accordance with the official Warren County Thoroughfare Plan, as amended. Said easement shall bind and inure to the benefit of each party hereto and their respective successors and assigns, and shall run with the land in perpetuity.

- The # of feet for the easement is determined by right-of-way specified by the Warren County Thoroughfare Plan for the class of road along which the lot frontage will be created.

**- State of Ohio is used instead of Warren County if the lot frontage is along a U.S. or State Route.*