



Case No. _____
Date: _____

MINOR SUBDIVISION/REPLAT/LOT SPLIT APPLICATION

Please see the instructions on page 2 of this application for Minor Subdivision/Replat/Lot Split procedures and fees.

1. Owner's Name: _____ Phone: _____
 Address: _____ City/State/Zip: _____
2. (If Applicable) Agent's Name: _____ Phone: _____
 Address: _____ City/State/Zip: _____
3. Legal Description of Subject Property: (City Lot #): _____
 (Address): _____
4. Purpose of the Request: _____

The owner(s) and/or the owner's agent certify that the information contained herein, and any information provided as exhibits herewith, is correct. The owner(s) also by virtue of this request grants to those public officials/staff responsible for the review of this application, permission to inspect the subject property.

NOTE: The fee for this application is not refundable.

Signature of Owner: _____ Date: _____

Signature of Agent: _____ Date: _____

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public

Approved Denied _____
City Engineer Date

Approved Denied _____
City Planner Date

**CITY OF MIAMISBURG
MINOR SUBDIVISION/REPLAT/LOT SPLIT PROCEDURES**

1. Submit one (1) map or sketch of your minor subdivision/replat/lot split concept, a legal description, and a completed application to the Development Department. A review will be conducted to determine if your concept is acceptable for a Minor Subdivision/Replat/Lot Split, or if platting is more acceptable.
 2. A Minor Subdivision/Replat/Lot Split is permitted subject to ALL the following requirements:
 - a. The proposed division, replat, lot merger, or lot split is located along an existing dedicated public road and involves no opening, widening, or extension of any street or road;
 - b. The proposed division, replat, lot merger, or lot split does not require the extension of public utilities, such as, but not limited to, natural gas, electric, telephone, fiber optics, water, sanitary sewer, or storm sewer;
 - c. The proposed division, replat, lot merger, or lot split does not require the dedication of public right-of-way nor establishment of public easements in accordance with an adopted Thoroughfare Plan or Public Utility Plan;
 - d. The proposed division, replat, lot merger, or lot split does not encompass nor create more than three lots;
 - e. The proposed division, replat, lot merger, or lot split is not contrary to applicable subdivision or zoning regulations; and
 - f. The proposed division, replat, lot merger, or lot split has been surveyed and a sketch and legal description of the property is submitted for approval.
 3. Upon verification the proposed action qualifies as a Minor Subdivision/Replat/Lot Split, a representative of the Development Department will provide No Plat Required authorization via stamp and signature for recording without platting.
 4. After signatures are secured and "No Plat Required" stamped on the property description and/or deeds, the owner is required to submit them to Montgomery County for recording. Following the recording, please furnish the Development Department with a copy of the recorded documents.
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FEES (Ord. 5502)

At the time of submission of the request, the applicant shall pay a filing fee to the City in an amount as follows:

- a) \$25.00 for a split of one lot into two lots or two lots combined into one.
- b) \$25.00 for each additional lot being requested in the lot split/combination procedure.