



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>

Date Received Stamp

OFFICE USE ONLY

File No. \_\_\_\_\_ Form Updated 01/30/23  
Total Fee & Calculation \_\_\_\_\_

**APPLICATION FOR MINOR SUBDIVISION APPROVAL**

1. Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_

2. Agent \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
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 \$329 filing fee for each proposed parcel 5.0 acres or less in area, or that has an easement of access.

6. **Deed Requirements:** See back page for the public road and utility easement reservation language that is required to be written on the deed for approval as part of this application and prior to recording.

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

\_\_\_\_\_  
Print Name Date

Signature of Applicant(s) *Electronic Signature Acceptable*

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:

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Franklin Township Harlan Township Turtlecreek Township Union Township Washington Township	Michelle R. Tegtmeier:	513-695-1294 406 Justice Dr. Lebanon, OH 45036 (1st Floor next to RPC) Email: michelle.tegtmeier@co.warren.oh.us
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	Lindsey Gehring:	513-683-5320 7780 S.R. 48, Maineville, OH, 45039 Email: lgehring@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	Stephanie Austin:	513-678-3633(Please contact after 5:00 PM) P.O. Box 171, Morrow, OH 45152 Email: salemtownshipzoning@gmail.com
Wayne Township	Stacey Lowing:	513-897-3010 ext. 2 6050 Clarksville Rd., Waynesville, OH 45068

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## LETTER OF APPROVAL FROM WARREN COUNTY COMBINED HEALTH DISTRICT

Warren County Health Department  
513-695-1228  
416 S. East Street, Lebanon, OH 45036

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## DRIVEWAY ACCESS CERTIFICATION

Warren County Engineer's Office  
513-695-3301  
210 W. Main St., Lebanon, OH 45036

ODOT Driveway Permits Division (if along State Route)  
513-933-6575  
505 S. State Route 741, Lebanon, OH 45036

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## 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.