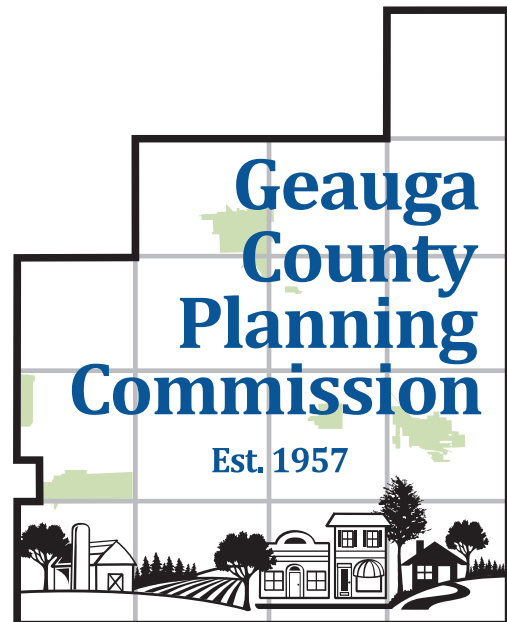


How Do I Split My Property?



12611 Ravenwood Dr. Suite #380, Chardon, Ohio 44024
Telephone: (440) 279-1740 • Email: Planning@co.geauga.oh.us
<https://bocc.geauga.oh.gov/departments/planning-commission>

Where Do I Start?

The Geauga County Planning Commission and its staff enforce the Geauga County Subdivision Regulations and oversees all land division proposals for properties located within the townships (unincorporated areas). The purpose of this review is to ensure new lots comply with the applicable government regulations before the lot is officially recorded. ***Anyone interested in splitting their property is advised to contact the Geauga County Planning Commission staff to discuss the proposal as well as the applicable Township Zoning Inspector regarding zoning regulations prior to having any survey work performed.*** If the proposal requires a variance, it will need to be acted on prior to action by the Planning Commission staff. Depending on the proposal, septic system approval may be required. To officially start the process, you will need to hire a surveyor to prepare the survey map and description to illustrate the proposal.

Types of Land Divisions:

Minor Subdivision:

Proposal involving no more than five (5) lots, any one of which contains 5.000 acres or less from the original tract as it exists as of September 30, 2005, and not involving any new streets or easements of access.

Large Lot:

Proposal involving lots which contain 5.001 acres and up to and including 20.000 acres not involving any new streets or easements of access.

Lot Consolidation:

Combination of 2 or more existing parcels

Exempt Land Division Over 20 Acres:

A division or partition of land into parcels of more than 20 acres not involving any new streets or easements of access.

Transfer to Adjacent Owner & Consolidation (Lot Line Adjustment):

The sale or exchange of parcels between adjoining lot owners, where such sale or exchange does not create additional building sites. A consolidation deed is required as part of this type of land division.

1. Lot Area is Calculated Exclusive of the Road Right of Way
2. Major Subdivision: Any division of real property other than a minor subdivision, large lot, or land division exempted from the Subdivision Regulations requires the submission of a plat. Contact the staff for more details.
3. This Info Sheet is for reference only. See Article III of the County Subdivision Regulations for a full description of the land division and/or consolidation process.

Minor Subdivisions ONLY

Who's Involved?

1. Surveyor provides the survey and legal description(s) to the County Tax Map Department who reviews the technical aspects of the survey and legal description(s) to meet the County's conveyance standards. The County Tax Map Department will forward both the survey and legal description(s) to the Planning Commission Office.

2. A minor subdivision requires review by Geauga Public Health (GPH) to determine if a septic system is feasible, known as a "lot evaluation". **This process can be started before the survey is started.*** Contact GPH for process details (hiring a soil scientist, septic designer, etc.). GPH inspects the proposed primary and replacement septic areas and will issue a lot evaluation form once approved. If the split involves a property with an existing dwelling, contact GPH to determine if a record exists. If not, they will likely require soil testing to determine the replacement area.

3. The County Planning Commission receives the survey and legal description(s) from the County Tax Map Department and reviews them for compliance with the County Subdivision Regulations. The following are required for a complete application:

- Application form
- Applicable Review Fee (Contact Planning Commission for details)
- Geauga Public Health septic lot evaluation approval form
- Two (2) copies of the survey (to scale) and legal description(s)

4. Once both the Planning Commission and Tax Map Department have reviewed and approved the survey, Tax Map will place their approval stamp on both the survey and legal description(s) and the surveyor will be notified to print the two (2) copies of the survey.

5. Once a complete application is submitted, the County Planning Commission sends the survey and legal description(s) to the Township Zoning Inspector, who reviews the proposal to make sure it complies with zoning. Once approved, they will send it back to the Planning Commission.

6. The County Planning Commission issues an approval letter to the applicant indicating the new deed(s) can be prepared. The applicant submits the newly prepared and signed deed(s) with the Tax Map approved legal description(s) attached, to the County Planning Commission staff for approval. A title company or attorney can assist with preparing the required deeds.

7. The applicant picks up the approved deed(s) from the Planning Commission and submits to the County Auditor's Office for transfer & the last step is to submit the deed(s) to the County Recorder to be officially recorded. *If the deeds are not recorded, the lots are not created.*

County Tax
Map
Department



County
Health
Department



County
Planning
Commission



Township
Zoning
Inspector



County
Planning
Commission



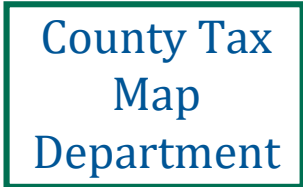
County Auditor
and County
Recorder

*Note: If multi-family or non-residential property is involved, approval of the septic system is required from the Ohio EPA. Lots served by sanitary sewer require approval by the Geauga County Department of Water Resources.

Large Lots, Exempt Land Divisions Over 20 Acres, Consolidations, & Transfer to Adjacent Owner ONLY

Who's Involved?

1. Surveyor provides the survey and legal description(s) to the County Tax Map Department who reviews the technical aspects of the survey and legal description(s) to meet the County's conveyance standards. The County Tax Map Department will forward both the survey and legal description(s) to the Planning Commission Office.



2. The County Planning Commission receives the survey and legal description(s) from the County Tax Map Department and reviews them for compliance with the County Subdivision Regulations. The following are required for a complete application:

- Application form
- Two (2) copies of the survey (to scale) and legal description(s)
- Applicable Review Fee (Contact Planning Commission for details)



3. Once both the Planning Commission and Tax Map Department have reviewed and approved the survey, Tax Map will place their approval stamp on both the survey and legal description(s) and the surveyor will be notified to print the two (2) copies of the survey.



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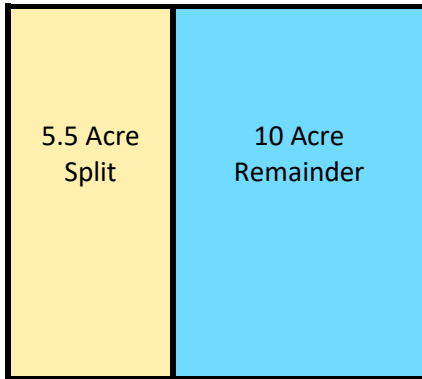
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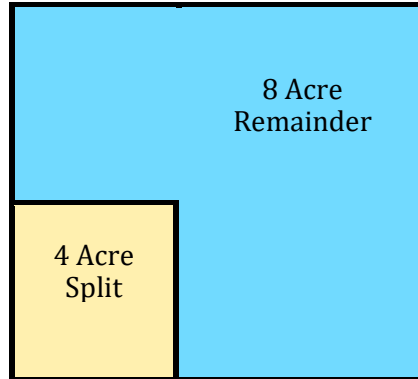
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Examples of Lot Splits and Consolidations

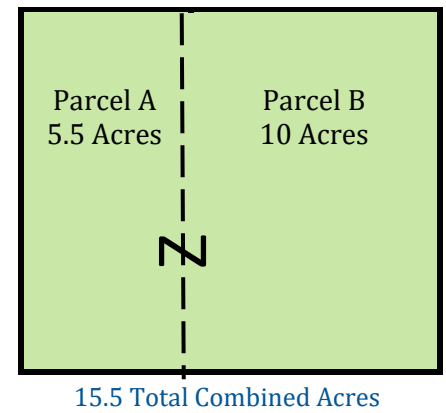
Large Lot Subdivision



Minor Subdivision



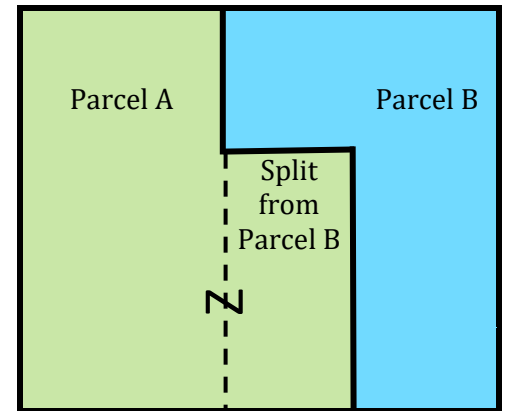
Lot Consolidation



Exempt Land Division Greater Than 20 Acres



Transfer to Adjacent Owner
(Lot Line Adjustment)



Contacts

County Engineer's Office Tax Map Dept.

12665 Merritt Rd.
Chardon, Ohio 44024
(440) 279-1855
Email: TaxMap@geauga.oh.gov

County Dept. of Water Resources

12611 Ravenwood Dr. Suite #390
Chardon, Ohio 44024
(440) 279-1970
<https://www.gcdwr.org/>

Geauga Public Health

12611 Ravenwood Dr. Suite #300
Chardon, Ohio 44024
(440) 279-1914
<http://gphohio.org/>

County Auditor's Office

Courthouse Annex 231 Main Street, Suite 1A
Chardon, Ohio 44024
(440) 279-1600
<https://auditor.geauga.oh.gov/>

County Recorder's Office

Courthouse Annex 231 Main Street, Suite 1C
Chardon, Ohio 44024
(440) 279-2020
<https://recorder.co.geauga.oh.us/>

Scan the QR code for the Planning Commission's contact info or visit:
<https://bocc.geauga.oh.gov/departments/planning-commission>

