



CITY OF WILLOUGHBY
APPLICATION FORM INSTRUCTIONS
MINOR SUBDIVISION, LOT SPLIT or LOT LINE ADJUSTMENT

Pursuant to Codified Ordinance No. 1109.06

1. **PROPERTY OWNER:** As shown on County Recorder records.
 - a) **OWNER ADDRESS:** Provide owner's mailing address.
 - b) **OWNER PHONE:** Provide owner's phone number (include cell if available).

2. **PROPERTY ADDRESS OR PERMANENT PARCEL NUMBER (PPN):** Address or PPN of property for which review is requested.

3. **ZONING DISTRICT:** As identified on the official zoning map.

4. **APPLICANT NAME:** Applicant may be any person authorized by the property owner to request a minor subdivision, lot split or lot line adjustment. Evidence of such authority, such as a purchase agreement or option to buy instrument, is required with submission.
 - a) **APPLICANT ADDRESS:** Provide applicant's mailing address.
 - b) **APPLICANT PHONE:** Provide applicant's phone number (include cell if available).
 - c) **EMAIL ADDRESS:** Email address of whom correspondence should be sent to.

5. **MINOR SUBDIVISION, LOT SPLIT or LOT LINE ADJUSTMENT:** Put a check (✓) mark on the appropriate line.

6. **PROPOSED LOTS:** Describe as clearly as possible the original number of parcels and proposed number of lots which will be created by this proposal (if applicable).

7. **EXHIBITS:** Attach additional information, drawings, or exhibits which will assist the Planning Commission to clearly understand the request and make to make a timely decision. ***Please include one large scale drawing and ten sets of 11 x 17 size drawings for mailing. For Lot Line Adjustment, please include 4 sets of 11 x 17 drawings. Also please email a set to the secretary of the commission at ygrinstead@willoughbyohio.com.***

8. **SIGNATURE:** Please print, sign and date bottom of the application.

Contact the Planning Commission secretary at (440) 953-4334 with any questions regarding the application or submittal deadline to be included on a Planning Commission agenda.

CITY OF WILLOUGHBY
MINOR SUBDIVISION, LOT SPLIT or LOT LINE ADJUSTMENT
Note: More than 5 lots if street improvements involved project is a Major subdivision

1. Property Owner: _____
 - a. Address: _____
 - b. Phone (business & cell): _____
 2. Property Address/P.P.N.: _____
 3. Zoning District: _____
 4. Applicant Name: _____
 - a. Address: _____
 - b. Phone (business & cell): _____
 - c. Email Address: _____
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5. The undersigned applicant hereby requests a (check one) minor subdivision _____ or; lot split _____ or; lot line adjustment _____ of the subject property(s) on the basis of documentation submitted herein.
6. Proposed subdivision is comprised of _____ original parcel(s) and will result in _____ total parcels.
7. Exhibits submitted with this application:
 - a. Sketch plat (required for Minor Subdivision/Lot Split) _____
 - b. Legal description and survey drawing (required for lot line adjustment) _____
 - c. _____
 - d. _____
 - e. _____
8. Applicant (print & sign): _____
Date: _____

CITY OF WILLOUGHBY
SUBMITTAL PROCEDURES
MINOR SUBDIVISION, LOT SPLIT or LOT LINE ADJUSTMENT

For use of a proposed division of a parcel of land which adjoins an existing public street and does not involve the opening, widening, extension or improvement of any street or the installation of any underground public utility, and does not involve more than five lots and does include all the contiguous land under one ownership.

A lot line adjustment is the graphic representation and legal description of an **adjustment**, alignment or movement of a parcel, lot, or tract boundary, which does not constitute a subdivision or division of land.

Submittals-

Lot Line Adjustment- Application, a metes and bounds legal description and a survey drawing shall be submitted to the Building and Zoning Inspector for Administrative review and approval. A decision will be made within seven (7) days.

Minor Subdivision/Lot Split- Application and sketch plat shall be submitted to the Secretary of the Planning Commission no less than (30) days before the Planning Commission's next regularly scheduled meeting.

The sketch plat shall furnish sufficient information for determination of proper integration of the subdivision with the neighborhood and compliance with city codes and shall contain the following:

- A. Location. A drawing or print of a city map, or part thereof, showing the location of the proposed subdivision; and*
- B. Property. A drawing or print showing by scale and dimensions the parcel which is to be subdivided and all contiguous land of the same ownership, including locations of existing structures within fifty feet of the boundaries.*
- C. Topography. Information on the topography and drainage of the proposed subdivision and within fifty feet thereof; and*
- D. Utilities. Information on the accessibility of required utilities; and*
- E. Names of the owner and of adjoining property owners, including designations of the parcel according to official records.*

The sketch plat shall be clearly drawn on transparent paper or cloth at a scale of not less than fifty feet to the inch showing the proposed layout and dimensions of each lot.

If a sketch plat has been approved by the Commission, a notation to that effect shall be made on the sketch plat by the Chairman and the Secretary of the Commission and the developer shall be informed if a metes and bounds deed description or a plat map will be required. Three prints of the approved sketch plat shall be made for the Commission by the developer.

Recording the Minor Subdivision or Lot Split- After approval of a sketch plat, the developer shall submit either a metes and bounds, deed description, and/or plat as required, to the City Engineer for review. The metes and bounds, deed description, and/or plat shall conform to all applicable County and State standards. If the same is found to conform to the approved sketch plat and is otherwise satisfactory to the Engineer, he shall so certify his approval thereon within seven working days after receipt. **The approval shall expire within 120 days unless the deed or plat has been filed and recorded in the office of the County Recorder and the Commission has been so notified by the developer in writing.**

Fees- An application fee of \$75.00 shall be submitted with all application forms. Payment accepted in form of check (made payable to The City of Willoughby), cash or credit card. An additional refundable professional plan review deposit of \$300.00 is required for any lot split or lot line adjustment (checks only). (separate checks are required for each fee.)

CITY OF WILLOUGHBY
MINOR SUBDIVISION, LOT SPLIT or LOT LINE ADJUSTMENT

Planning Commission meets the 2nd and 4th Thursday of each month at 7:00 pm at Willoughby City Hall, One Public Square, Willoughby, OH 44094.

Note: You must contact the Lake County Engineer Tax Map Department (440) 350-2501 and the Lake County Recorder's Office (440) 350-2510 for filing and recording procedures.

