

Subdivision of Property Without Plat (Lot Split) Procedure

Prepared by the Stark County Regional Planning Commission (SCRPC)

201 3rd Street NE, Suite 201

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This is a procedure form for reference by parties involved in the submission of subdivisions of property without plat (lot split) within any of the unincorporated areas of Stark County. All section references are to the Stark County Subdivision Regulations, unless otherwise noted.

STEP ONE SCRPC	Contact the Regional Planning (330-451-7389) to determine the type of property division (division, exemption, large lot, or large lot exemption) and necessary agency endorsements.
STEP TWO Preliminary Review of Proposed Division with Local Reviewing Agencies	Contact the Township Zoning Inspector to verify compliance with the township zoning regulations. Contact Stark County Health Dept. if the newly created tract(s) will require a sewage treatment (septic) system (STS). The Health Department will have submit the survey maps for review. In some cases, soil test holes may be required. Contact <i>either</i> ODOT if the tract is adjacent to a Federal or State Highway <i>-or-</i> the Stark County Engineering Department for tracts adjacent to County or local roads. For tracts with frontage on both types of roadways, please contact both agencies.
STEP THREE Surveyor	Contact a registered professional surveyor for an accurate survey drawing of the metes-and-bounds description with the surveyor’s seal, legal description, and closure data.
STEP FOUR Attorney/Title Company	Contact an attorney or title company to prepare the new deeds required for the subdivision of the tracts.
STEP FIVE “Subdivisions of Property Without Plat within Unincorporated Area Only” Application	Prepare the applications. These forms are available on the SCRPC website (www.starkcountyohio.gov/regional-planning) under the Subdivision page, or may be picked up at the SCRPC office. A separate application is required for each division of property, and is required to be signed when submitted.
STEP SIX Application Endorsements	All of the following may be processed <u>at the same time</u> , using separate copies of the application, survey map, legal description and deeds:
Stark County Sanitary Engineering Department Review (on sanitary sewer) OR: Stark County Health Department Review (if NOT on sanitary sewer)	Call the Stark County Sanitary Engineering Dept. (330-451-2303) for an appointment: take the survey map, legal description, and application for review and signature. Not required if tracts are “exempt.” (see Step 1) Call the Health Department (330-493-9904) for an appointment: take the survey map, legal description, and application for review and signature. Not required if tracts are “exempt.” (see Step 1)
Township Zoning Inspector’s Review	Call Township Zoning Inspector for an appointment: take the survey map, legal description, and application for review and signature. Encouraged, but not required if tracts are “exempt.” (see Step 1)
Ohio Department of Transportation (ODOT) Review (if the tract is adjacent to a Federal or a State Highway) OR: Stark County Engineering Department Review (if required). See Step 2.	Call the District 4 Office of ODOT (330-786-3100) for an appointment: take the survey map, legal description, and application for review and signature. Not required if tracts are “exempt.” (see Step 1) Call the Stark County Engineer’s Office (330-477-6781) for an appointment: take the survey map, legal description, and application for review and signature. Not required if tracts are “exempt.” (see Step 1)

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STEP SEVEN Stark County Auditor’s Office/GIS Dept. Review of Surveyor’s Map and Legal Description(s)	Take the following items to the Tax Map Office of the Stark County Auditor’s Office, 110 Central Plaza South, 2nd Floor, Canton, (330-451-7341) for review and approval The new original deed or deeds with a copy of the description attached as an exhibit, The surveyor’s original signed and sealed description of parcel (tract), Surveyor’s signed & sealed original survey map, Surveyor’s mathematical closure data, and Separate applications for each tract being created signed by appropriate agencies (see Step 6), and Any supporting documentation, if required by Sections 310, 311, 312, or 313.
STEP EIGHT SCRPC Review	The Auditor’s Office forwards required documentation to the Planning Commission staff for final compliance review and approval. This final review usually takes up to seven working days. When picking up the deeds, a fee of \$35.00 per tract created will be paid at the SCRPC Office.
STEP NINE Attorney or Title Company	Have deeds executed at attorney or title company office. If already executed, skip to next step.
STEP TEN Stark County Auditor’s Office	Take the deed(s) to the Stark County Auditor’s Office, 110 Central Plaza S., Second Floor, Canton, (330-451-7341) to have the transfer completed.
STEP ELEVEN Stark County Recorder’s Office Deeds	Take the deed(s) to the County Recorder’s Office, 110 Central Plaza S., First Floor, Canton, (330-451-7443) for review and recording.

***For more information, contact:** Stark County Regional Planning Commission*
330-451-7389
(reference “Lot Splits” when placing call)