

Subdivisions of Property Without Plat Within Unincorporated Area Only

(Ohio Revised Code Sections 711.001, 711.131 and 711.133)

Submit To: Stark County Auditor – Tax Map Office
110 Central Plaza S., 2nd Floor, Canton, Ohio 44702

Date/Time Received: _____ By: _____
Date Description Approved: _____ By: _____

Note: Application must be complete and include all required data before acceptance for processing (see below).

Note: If you have any questions when filling out the application, please contact the Stark County Regional Planning Commission staff at 330-451-7389.

To Be Completed By Applicant

Property Information

Location: _____ Township Name and Quarter Section
Size of Parcel: _____ Acreage
Parcel Fronts On: _____ Original Parcel No.: _____
Name of Street
Current Zoning: _____

Type of Property Division (check one):

- ☐ Exemption under Section 711.001 ORC
- ☐ Large Lot Division under Section 711.133 ORC
- ☐ Division under Section 711.131 ORC
- ☐ Agricultural or Personal Recreational Exemption under Section 711.133 ORC

Grantor/Owner Information

Owner/Grantor: _____
Street Address: _____
City: _____ Zip Code: _____ Telephone: _____
Grantee: _____

Applicant Information

Applicant: _____
Street Address: _____
City: _____ Zip Code: _____ Telephone: _____
Proposed Use of Property: _____
Signature of Applicant: _____

To Be Completed By SCRPC Staff

Date Received at RPC office: _____ Application #: _____
Approved by: _____ Date: _____
Disapproved by: _____ Date: _____
Reason for Denial or Comments: _____
Initial once Complete: Added to Database: _____ Drawn on Paper Map: _____ Drawn on GIS Map: _____

[\$35.00 filing fee due to SCRPC when completed application is picked up.]

Received by Applicant: _____
Printed Name: _____
Date: _____ Receipt No.: _____

Note: Appeals may be filed within 45 days of the date of denial to the Stark County Regional Planning Commission for review. Applications for variances and appeals are available in the RPC office or online at: www.starkcountyohio.gov/regional-planning. The filing deadline is the 17th of each month.

Subdivision of Property Without Plat (Lot Split) Procedure

If claiming an exemption for agricultural or personal recreational use under ORC 711.133, the following documentation must accompany this application, in accordance with Sections 312.B.4 and 312.B.5 of the Stark County Subdivision Regulations:

1.

An affidavit, signed by the grantee, certifying the proposed tract will only be used for agricultural or personal recreational purposes, and that any change in use shall require the Planning Commission staff first determine the tract complies with the then current provisions of Section 312.
2.

The grantor shall set forth in the deed that the tract being conveyed is to be used for agricultural or personal recreational use only and will be exempt under ORC 711.133

If being subdivided under ORC 711.131 or 711.133, signed certification that tracts created, including any remainder tract, are in conformance with the following applicable regulations. These endorsements may be processed simultaneously with all of the agencies below, as long as the endorsement pages are submitted at the same time to the Tax Map Office.

Stark County Sanitary Engineering Department (1701 Mahoning Road NE, Canton, Ohio – Phone: 330-451-2304)

If proposed division will be on Sanitary Sewer, this application must be reviewed by the **Stark County Sanitary Engineering Department** prior to submittal.

☐

Sewer is Available

☐

Sewer is Not Available

Sanitary Engineering Department:

Date:

Signature

Stark County Health Department (7235 Whipple Avenue NW, Suite B, North Canton, Ohio – Phone: 330-493-9904)

If proposed division will NOT be on sanitary sewer, this application must be reviewed by the **Stark County Health Department** prior to submittal. Proposed division will be reviewed to demonstrate that adequate space is available for a sewage treatment system and an area for replacement, and/or the division will not be in conflict with existing system components.

☐

Approved

☐

Disapproved

Health Department:

Date:

Signature

Township Zoning (Check the box below that applies)

☐

ORC 711.001 (20.001 or more)

☐

ORC 711.131 (division, up to 5.000 acres)

☐

ORC 711.001 (small tract to adjacent owner, clearly not an additional building site)

☐

ORC 711.133 (division, 5.001 to 20.000 acres)

I hereby certify that the tract(s) created by this proposed division of property, including any remainder tract, conform to the current zoning regulations of _____ Township, or a variance has been approved by the BZA.

Zoning Inspector:

Date:

Signature

Access Management

If tract(s) are adjacent to a Federal/State Highway, they must be approved by the Ohio Department of Transportation (2088 S. Arlington Road, Akron, Ohio, 44306 – Phone: 330-786-3160).

For tract(s) adjacent to a County Road, they must be approved by the Stark County Engineer (5165 Southway St. SW, Canton, Ohio, 44706 – Phone: 330-477-6781).

For all other tract(s), contact Stark County Regional Planning for further information. (Phone: 330-451-7389).

☐

Approved

☐

Approved w/ Condition

☐

Disapproved

☐

Access Management Not Applicable

Stark County Engineer -or- Ohio Department of Transportation:

Date:

Signature

Subdivision of Property Without Plat (Lot Split) Procedure

Prepared by the Stark County Regional Planning Commission (SCRPC)

110 Central Plaza S, Suite 300

Canton, OH 44702-1211

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, Second 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)*