Minor Subdivision Regulation Approval Process

Regional Planning

Complies with RPC Rules

Confirms parcel is Not in flood plain

If in flood plain you will be referred to EMC

You Provide

Preliminary sketch

May consult surveyor to do what is needed on page 2

Roadway Access

ODOT **or** County Eng. or Twp

Issue driveway permit

Health Department

Approves home-site for septic Reviews soils for septic. Approves septic design if under 2 acres

Surveyor

Completes final survey plat + legal description

Map Office

Reviews plat survey + legal description for pre-approval

Attorney

Deed is prepared

Regional Planning Commission

Approves subdivision of parcel and issues address

Deed Submittal Process

1 Map Office

Approve final plat survey & legal description

2 Auditor

Parcel ID is assigned

3 Recorder's Office

Deed is recorded

Developed by the use of AI

CARROLL COUNTY REGIONAL PLANNING COMMISSION

APPLICATION FOR MINOR SUBDIVISION APPROVAL

For parcels less than 5 acres

To be completed by Property Owner or Legal Representative:

Property Owner Name:		Phone Number:
Purchaser's Name:		Phone Number:
Parcel ID Number (before subdivision):		
Contact Person (if different than above):		Phone Number:
Road Name:	Township Name:	Twp/Range/Section:
New Parcel Size:	Original Parcel Acreage:	

Intended Use of New Parcel:

☐ Homesite ☐ Agricultural ☐ Commercial/Business ☐ Other

If Other Explain:

_____

_____

Minor Subdivision approval is provided for convenience. It does not in any way relieve the applicant from meeting all lawful regulations, including but not limited to the requirements of the Carroll County Subdivision Regulations, Carroll County General Health District, Carroll County EMA Flood Plain, Carroll County Engineer, and the jurisdiction having authority over the roadway access.

This is to certify that I (we)_____ are aware of the regulations and/or guidelines related to the acquisition of property in Carroll County and are familiar with and understand the contents of this application.

_____ _____

Signature of Applicant or Legal Representative **Date**

Printed Name: _____

To be Completed by the Carroll County General Health District

Does public water supply serve the new parcel? Yes No Is there a Soil Report provided with application? Yes No	Does public sewer serve the new parcel? Yes No Is there a preliminary drawing? Yes No
Comments:	
Printed Name:	**Date:**
Signature:	

To be Completed by the Driveway Permit from the Authorizing Jurisdiction

State Route: (ODOT District 11) **330-339-6633**	**County Road (County Engineer)** **330-627-4110**	**Township Road (Township Trustee)**
The site has an existing driveway: ☐	The site has a permit to construct a driveway ☐	
I/We have reviewed the proposed site located on _____Road for a driveway/access point. The permit to construct a driveway/access point has been approved.		
Printed Name:		**Date:**
Signature of Jurisdiction:		

To be Completed by the Map Office

I/We have reviewed the surveyor's description and survey plat. The Deed is stamped and approved for transfer.	
Printed Name:	**Date:**
Signature of Reviewer:	

To be Completed by Other Reviewing Agency(s) if Applicable

I/We have reviewed the lot(s), parcel(s) on this application. The said documents are compliant with our regulations. Comments:	
Printed Name:	**Date:**
Signature of Reviewer:	

To be completed by House Numbering Department:

The following House number has been issued for the lot/parcel listed on this application:					
House Number:	Road/Street:	Twp Name:	Section:	Twp #:	Range:
Post Office:	Zip Code		Parcel ID Number from Subdivision:		

Regional Planning Office Use ONLY

Application Received: **Date:**	**Review Fee Paid:** **Date:** **Amount:**	**Payment Type:** ☐ **Cash** ☐ **Check #** ☐ **Card**
Health Department Approval: ☐ **Yes**		**Date:**
Map Office Approval: ☐ **Yes**		**Date:**
Driveway Permit Approval: ☐ **Yes**		**Date:**
Other Agency Approval: ☐ **Yes** **What Agency(s):**		**Date(s):**
Regional Planning Commission:		**Date Deed Stamped;**
Director of Regional Planning Commission or Authorizing Agency: _____ _____ **Signature** **Date** **Printed Name:**		
Comments:		

Tips for Minor Subdivision Approval Made Easier

1. Always start the process with the Regional Planning Commission.

2. If the property is low, Regional Planning will help you determine if it is located in a hazardous floodplain, and additional steps will need to be taken. (Regional Planning will provide you with the process and contact agencies)

3. Provide a Preliminary Sketch. You may consult a surveyor to do this for you. What is required for the sketch is included in this packet.

4. If the property has an active mortgage, you may want to contact the mortgage holder to obtain a mortgage release for the portion of the property that will be the new parcel.

5. When hiring your surveyor, be sure they include in the cost a preliminary sketch in addition to the survey plat.
    a. In case the lot size needs to be changed to fit the septic requirements

6. Hire the soil evaluator at the same time as you are working with the surveyor to save time in getting the report from them.

7. Prepare the Deed; generally done by an attorney or title agency, but it is not required.

8. Have the attorney or title agency prepare the affidavit if needed and include it with the deed if the land use is not for a home site. (waiving the septic requirement due to the usage of the new parcel)

9. Obtain the driveway permit- this can also be done at the same time as the soil testing.

10. Once the driveway permit and soil testing are completed, and the Health Department approves the parcel for the septic system, all documents go back to the Regional Planning Commission for approval.

11. Make sure your parcel dimensions and acreage did not change after Health Department approval. If size had to be adjusted, be sure this is reflected on the survey plat and legal description from the surveyor.

12. The plat and legal description will need to be pre-approved by the map office.

13. Once the final documents are reviewed and approved by the Regional Planning, they will need to be filed at the County Courthouse with the Auditor and Recorder's offices.

PRELIMINARY SKETCH REQUIRMENTS

For Minor Subdivision

EXISTING FEATURES – What is currently present on the property

- Complete parcel boundary lines
- Parcel dimensional data (this can be found on the deed or existing survey
- Current arial photo overlay
- North Arrow
- Parcel Number
- Road Name
- Property Owner Name

PROPOSED FEATURES – What you plan to add to the existing property

- Driveway location
- Building locations- with approximate dimensions and number of bedrooms
- Septic area
- Water well area
- Parcel lines with dimensional data

ALL INFORMATION MUST BE CLEARLY VISIBLE AND LEGIBLE ON THE SKETCH

*If the sketch is not legible, it will be rejected by Regional Planning and must be resubmitted.

NOTE:

- The preliminary sketch will need to be updated to coincide with the approvals from the county department and agencies.
- The completed preliminary sketch shall be submitted for final approval before the Regional Planning Commission approves the subdivision.
- The final survey plat will need to be prepared by a surveyor