

Anderson Township Department of Planning & Zoning **PROCEDURES FOR PROPOSED MINOR LAND DIVISIONS**

The following is a description of the procedures required by Anderson Township for approval of a minor subdivision of lots within its jurisdiction. The applicable information described below is to be submitted both for divisions creating buildable lots and for transfers by adjoining owners which result in non-buildable lots. Each submission will be reviewed for its consistency with the Anderson Township Zoning Resolution, sound planning principles, and any other applicable regulations. Please allow one week for review.

Following Department approval, the survey and all accompanying information must be submitted to the Hamilton County Regional Planning Commission for review and ultimately recorded with the Hamilton County Recorder's Office. Please contact those agencies for their review procedures.

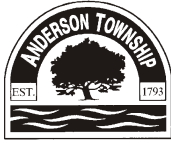
I. Divisions Creating Buildable Lots

The following procedure pertains to any proposed minor subdivision for which there will be new lots created for potential development.

Submittal Requirements:

- Two copies of a registered survey showing the land division and all surrounding, abutting or contiguous parcels as well as all residual parcels. This survey should reflect what the final configuration of the property lines would be. The survey also needs to include all building windows, which entails setback areas and building lines. If a private drive is to serve three or more lots, the location of such drive must be indicated on the survey. (Please note: Article 5.2,B,d of the Anderson Township Zoning Resolution establishes that private drives which serve three or more lots shall be considered streets for the purpose of establishing setback and yard requirements.)
- Two copies of each new legal description, describing each new parcel that would be created by the proposed land division. This includes any residual pieces.
- A letter from the appropriate agency stating that the proposed land division is acceptable for wastewater management. If a public sewer system can serve the parcels, then the Metropolitan Sewer District is the appropriate agency. If the site will require an on-site wastewater management system, then the applicant should contact the Hamilton County General Health District. Please contact the appropriate agency for its review procedures.

The fee for a Land Division is \$100 per new buildable lot. Checks are made payable to Anderson Township. We do accept Visa or MasterCard with a 3% administrative fee.



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II. Transfers by Adjoining Property Owners: Non-Buildable Lots

The following procedure pertains to any proposed transfer of land between adjoining property owners, in which a non-buildable piece of land is to be attached to or resurveyed to become part of an adjoining property.

Submittal Requirements:

- Two copies of a registered survey showing the land division and all surrounding, abutting or contiguous parcels as well as all residual parcels. This survey should reflect what the final configuration of the property lines would be. The survey also needs to include all building windows, which entails setback areas and building lines. If a private drive is to serve three or more lots, the location of such drive must be indicated on the survey. (Please note: Article 5.2,B,d of the Anderson Township Zoning Resolution establishes that private drives which serve three or more lots shall be considered streets for the purpose of establishing setback and yard requirements.)
- Two copies of each new legal description, describing each new parcel that would be created by the proposed land division. This includes any residual pieces.

Please note that upon approval, the survey will be stamped with the words "Transfer Between Adjoining Lot Owners" pursuant to Ohio Revised Code Section 711.00(B)(1), and the parcel being transferred will be noted as being transferred as a non-buildable parcel.

The information above must be submitted to Anderson Township Planning & Zoning Department, 7850 Five Mile Road, Anderson Township, Ohio 45230. If you need additional information you may contact: Paul Drury, Jr. AICP, during normal business hours 8:00 a.m. to 4:30 p.m., Monday through Friday at (513) 688-8400 Ext 1176 or email: pdrury@andersontownship.org.