

Licking County

Land Division Factsheet

This is an informational document regarding the various types of land divisions that can be accomplished without the requirement of a recorded plat and the process to complete those divisions in unincorporated Licking County, Ohio.



The following agencies are also involved in the land division process and have requirements for some land divisions in Licking County:



*Townships
of Licking
County*



Index

1) Introduction	1
2) Subdivisions without a Plat---ORC 711.131	2-3
3) Large Lot Land Divisions---ORC 711.133	4-5
4) Adjacent Property Transfers---ORC 711.001(B)(1)(b)	6-7
5) Exempt Parcels 20 Acres and Greater---ORC 711.001	8-9
6) Agricultural or Personal Recreational Exempt Parcels--- ORC 711.133(C)	10-11
7) Agency List & Contact Information	
	Zoning 12
	Water & Sewer 13
	Access Management 14
	Subdivision/Land Division 15
8) LCPC Application & Instructions	



Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

Introduction

Any division of land within unincorporated Licking County requires review and/or approval from the Licking County Planning Commission (LCPC). Pursuant to Chapter 711 of the Ohio Revised Code the LCPC serves as the platting authority for Licking County and has the approving jurisdiction over subdivisions of land by recorded plat and divisions of land without recorded plats. Some divisions of parcels require the recording of subdivision plats. Land divisions which meet the definition of a “subdivision”, as defined by ORC Section 711.001(B)(1) (division of a parcel shown as a unit on the last general tax list into 2 or more parcels where at least one parcel is under 5 acres) must record a subdivision plat and follow the Major Subdivision procedures outlined in Sections 302, 302.4, and 302.5 of the *Licking County Subdivision Regulations*. However, there are five types of land divisions which are exempted from this requirement and may be completed without a recorded plat. The purpose of this factsheet is to describe the requirements and procedures for approving these five types of land divisions, which are as follows:

- 1) **Subdivision without a Plat (ORC 711.131):** A division involving at least one parcel under 5 acres.
- 2) **Large Lot Land Divisions (ORC 711.133):** A division where no parcel is less than 5 acres and at least one parcel is between 5-19.999 acres.
- 3) **Adjacent Property Transfer (ORC 711.001 (B) (1) (b)):** A transfer of land between adjoining owners that does not create an additional building site.
- 4) **Exempt Parcels 20 Acres and Greater (ORC 711.001):** A proposed parcel which is 20 acres or greater in size.
- 5) **Agricultural or Personal Recreational Exempt Parcels (ORC 711.133 (C)):** A proposed parcel which is only to be used for agricultural or personal recreational uses.

None of the preceding land division (lot split) options may involve the opening, widening, or extension of any street, roadway, or easement of access. If a proposal involves one of these items then a subdivision plat will be required for the division. The final approval for a land division is provided by the Licking County Planning Commission. However, there are many agencies, listed in this factsheet, which may need to review and approve the proposed division.

This factsheet is intended to be a convenience for the applicant to understand the process and the necessary approvals required for land divisions in Licking County. This factsheet does not contain a comprehensive list of all required regulations, and the applicant should contact each agency to ensure compliance with the regulations and procedures. If a lot is being created for sale, we strongly recommend that the closing is **NOT** scheduled until the applicant is certain that all of the necessary permits and approvals have been obtained. It is also recommended that an applicant **make initial contact with all of the agencies listed in this factsheet prior to having the survey and deed work completed.** This will ensure that the applicant fully understands the applicable regulations and how those regulations may impact the proposed division. Please call the Licking County Planning Commission Office at **740.670.5200** if you have questions or to schedule an appointment.



Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

Subdivision without a Plat (ORC 711.131)

Description

A “subdivision without a plat” (lot split) is a division of land into two or more parcels where at least one of the proposed new parcels or the remainder parcel is less than five (5) acres. Although this type of land division is a “subdivision”, according to the Ohio Revised Code, it is exempted from the requirement to record a subdivision plat under ORC Section 711.131. This type of land division is also exempted from meeting the requirements of a Major Subdivision within the *Licking County Subdivision Regulations*. However, this type of land division is still subject to local regulations and requires approval from the Licking County Planning Commission staff.

Eligibility Criteria

1. At least 1 parcel in the division, or the remainder parcel, is **less than 5 acres**.
2. Division is located on an **existing improved street** and does not involve a new street, extension of a street, or a required access easement.
3. The division **does not involve more than 5 parcels**, including the remainder parcel.
4. A **maximum of 5 parcels** can be created as “subdivisions without a plat” from the **original tract** (As of 10/28/13), including the remainder parcel.

Procedures for LCPC Approval

1. **Contact LCPC** for initial consultation of division type, subdivision regulations, and necessary agency approvals.
2. **Contact other required agencies** for regulations. (It’s recommended to contact the Engineer’s Office for a pre-approval of the proposed driveway location at this stage.)
3. * Have a professional **survey completed** for the division.
4. * Distribute the survey and other required materials to **applicable agencies for review and approval**:
 - A. Township Zoning Inspector (If in zoned Twp)
 - B. Water & Sewer Agency
 - C. Access Management Agency
 - D. Floodplain Management Agency
5. * Submit all written agency approvals, survey, and application(s) to **LCPC for final approval**. LCPC will approve or deny the application within 7 business days.
6. * Have a **deed(s) prepared** and bring to LCPC, Engineer’s Office, Auditor, and Recorder for stamps and to create a lot of record.

* Indicates required step in the process.

~Please refer to the Agency List for contact information and additional guidance.

Required LCPC Application Materials

1. Completed Minor Land Division/Lot Split Application.
2. 3 Copies of survey and legal description. (See Application Instructions for survey requirements)
3. Copy of the current deed and current tax map.
4. Written approvals from all applicable agencies.
5. Required Fees (cash, personal check, or money order).

LCPC Fees

\$100 Per parcel involved under 20 acres, including remainder.

~Please contact other agencies for their applicable fees.

Notes & Regulations

- **LCPC Rules**: Here are some additional regulations that may apply to this land division type:
 - **Min. Lot Width for Unzoned Townships**:
 - Under 5 Ac: Max. 3:1 Depth to Width Ratio
 - 5-20 Ac: 250’ of width/frontage throughout
 - Over 20 Ac: 60’ of frontage
 - **Floodplain**: When a FEMA 100-year floodplain exists anywhere on the original tract of a proposed division it shall be necessary to obtain written approval from the authority(s) over the floodplain area.
 - **Right-of-Way**: Subdivisions Without a Plat must donate the required road right-of-way for the abutting roadway. The donation amount is determined by the roadway classification. The right-of-way must be pinned and labeled as a “future road right-of-way setback” on the survey and legal description.
 - **Access Management**: New driveways and driveways with an increase in use are required to meet driveway spacing and sight distance criteria based upon the classification of the roadway the driveway accesses.
- **Local Rules**: The land division must comply with all local zoning, health, sanitary, and access regulations.
- **LCPC Approval Grace Period**: The property owner must record the deed and make the proposed parcel an official lot of record within 1 year of LCPC approval or the approval is void.
- **Pre-Approved Legal Description**: It’s recommended to submit the survey and legal description to the Engineer’s Office prior to having the deed written. The Engineer’s Office will review the legal description for accuracy and closure and will stamp it “Pre-approved” to prevent delays in the recording process.



Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

Subdivision without a Plat (ORC 711.131)

Illustration of Land Division Type

Parcel #1 and Parcel #2 are eligible for this type of land division and require approval as "Subdivisions without a Plat" (ORC 711.131).

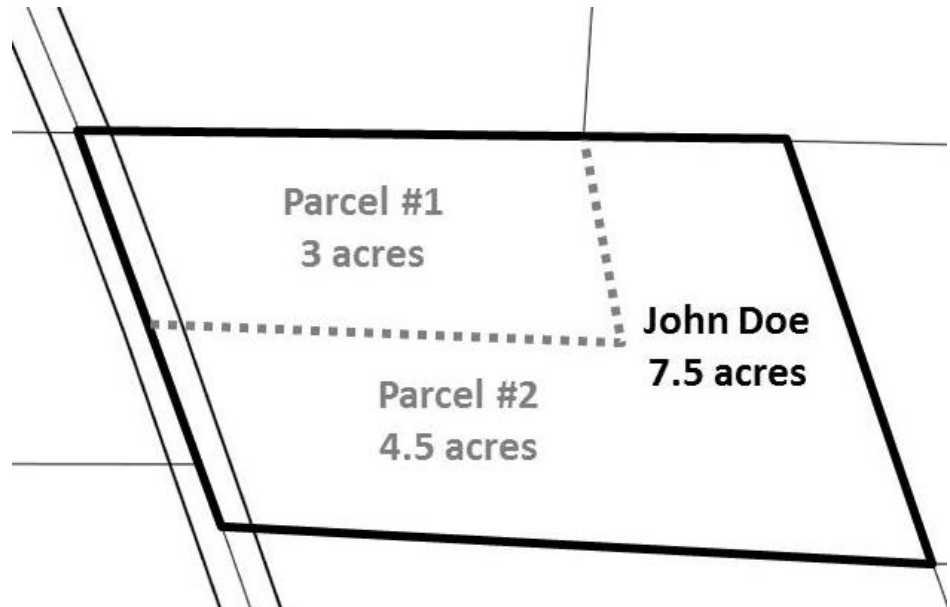
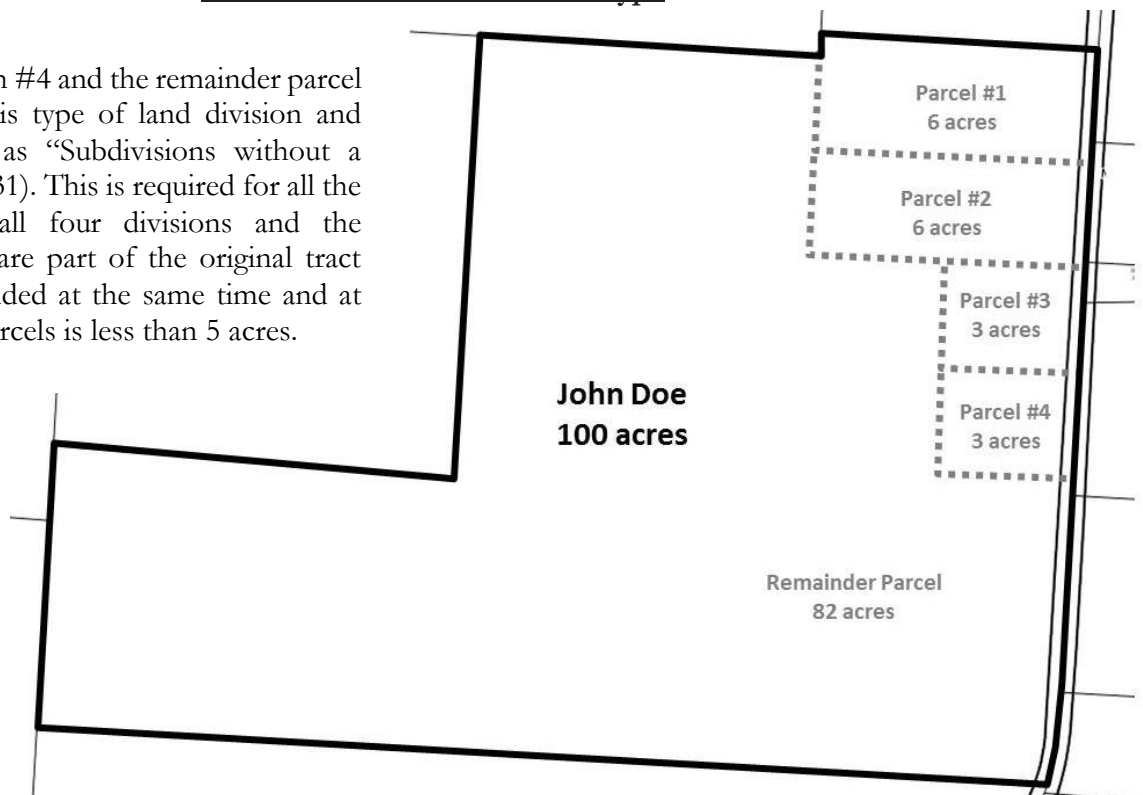


Illustration of Land Division Type

Parcels #1 through #4 and the remainder parcel are eligible for this type of land division and require approval as "Subdivisions without a Plat" (ORC 711.131). This is required for all the parcels because all four divisions and the remainder parcel are part of the original tract and are being divided at the same time and at least one of the parcels is less than 5 acres.





Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

Large Lot Land Division (ORC 711.133)

Description

A "Large Lot Land Division" (lot split) is a division of land into two or more parcels where none of the parcels are less than 5 acres and at least one parcel is between 5-19.999 acres. This type of land division is not considered a "subdivision", according to the Ohio Revised Code, and therefore, is exempted from the requirement to record a subdivision plat. However, this type of land division is very similar to a "Subdivision without a Plat" and likewise, is still subject to local regulations and requires approval from the Licking County Planning Commission staff.

Eligibility Criteria

1. **Only parcels between 5 – 19.999 acres** are eligible for approval as "Large Lot Land Divisions".
2. Any parcel included in the division which is **20 acres or greater** will be considered an "Exempt Parcel 20 Acres and Greater".
3. Division is located on an **existing improved street** and does not involve a new street, extension of a street, or a required access easement.

Procedures for LCPC Approval

1. **Contact LCPC** for initial consultation of division type, subdivision regulations, and necessary agency approvals.
2. **Contact other required agencies** for regulations. (It's recommended to contact the Engineer's Office for a pre-approval of the proposed driveway location at this stage.)
3. * Have a professional **survey completed** for the division.
4. * Distribute the survey and other required materials to **applicable agencies for review and approval**:
 - A. Township Zoning Inspector (If in zoned Twp)
 - B. Water & Sewer Agency
 - C. Access Management Agency
 - D. Floodplain Management Agency
5. * Submit all written agency approvals, survey, and application(s) to **LCPC for final approval**. LCPC will approve or deny the application within 7-21 calendar days, depending on the number of divisions proposed.
6. * Have a **deed(s) prepared** and bring to LCPC, Engineer's Office, Auditor, and Recorder for stamps and to create a lot of record.

* Indicates required step in the process.

~Please refer to the Agency List for contact information and additional guidance.

Required LCPC Application Materials

1. Completed Minor Land Division/Lot Split Application.
2. 3 Copies of survey and legal description. (See Application Instructions for survey requirements)
3. Copy of the current deed and current tax map.
4. Written approvals from all applicable agencies.
5. Required Fees (cash, personal check, or money order).

LCPC Fees

\$100 Per parcel involved under 20 acres, including remainder.

~Please contact other agencies for their applicable fees.

Notes & Regulations

- **Max. Number of Divisions:** Unlike the "Subdivisions without a Plat" there is no limit to the number of divisions that can be approved without a plat under this type of land division.
- **LCPC Rules:** Here are some additional regulations that may apply to this land division type:
 - **Min. Lot Width for Unzoned Townships:**
 - 5-20 Ac: 250' of width/frontage throughout
 - Over 20 Ac: Frontage required for access.
 - **Floodplain:** When a FEMA 100-year floodplain exists anywhere on the original tract of a proposed division it shall be necessary to obtain written approval from the authority(s) over the floodplain area.
 - **Access Management:** New driveways and driveways with an increase in use are required to meet driveway spacing and sight distance criteria based upon the classification of the roadway the driveway accesses.
- **LCPC Approval Grace Period:** The property owner must record the deed and make the proposed parcel an official lot of record within 1 year of LCPC approval or the approval is void.
- **Pre-Approved Legal Description:** It's recommended to submit the survey and legal description to the Engineer's Office prior to having the deed written. The Engineer's Office will review the legal description for accuracy and closure and will stamp it "Pre-approved" to prevent delays in the recording process.



Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

Large Lot Land Division (ORC 711.133)

Illustration of Land Division Type

Parcel #1 and Parcel #2 are eligible for this type of land division and require approval as "Large Lot Land Divisions" (ORC 711.133).

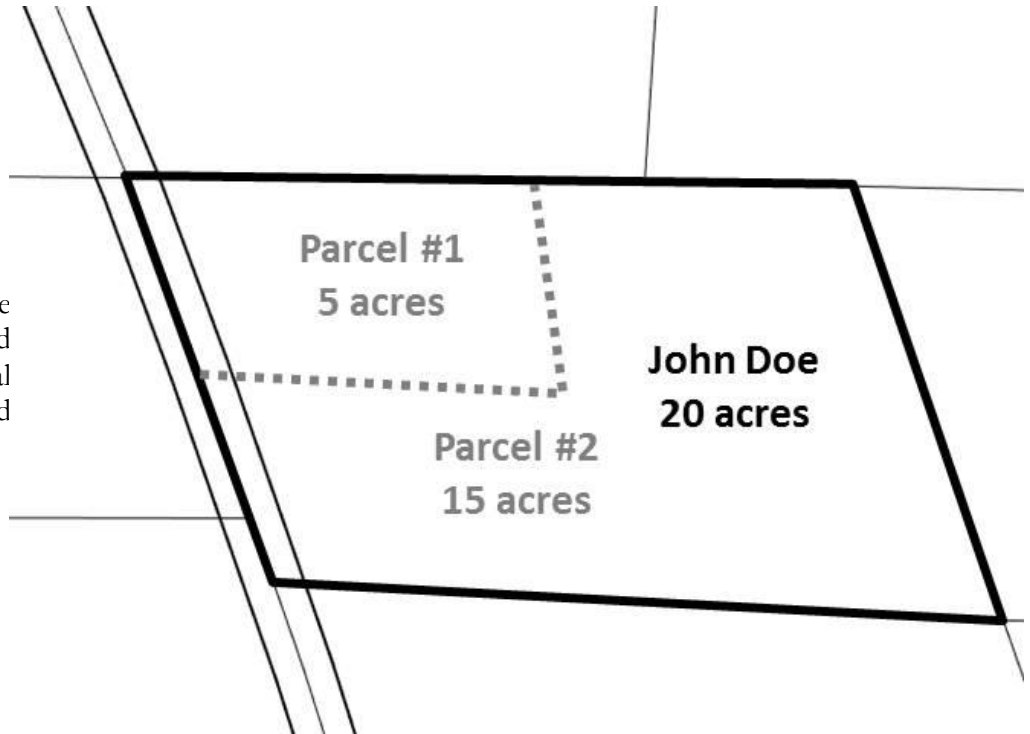
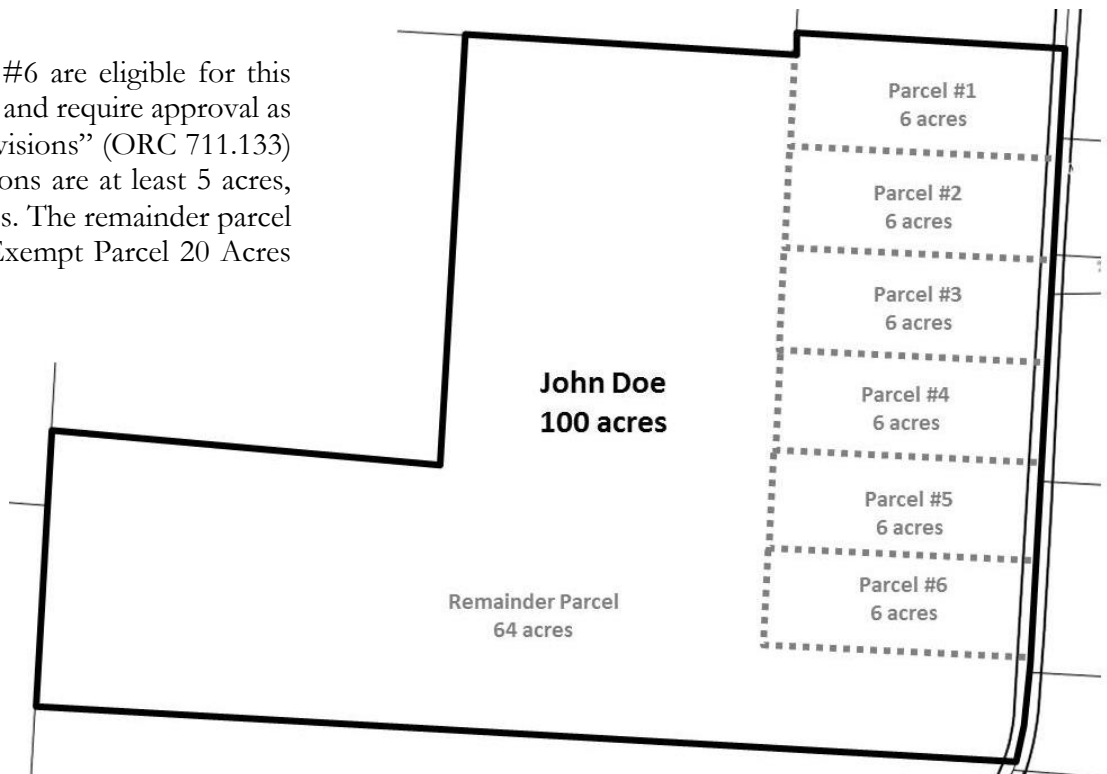


Illustration of Land Division Type

Parcels #1 through #6 are eligible for this type of land division and require approval as "Large Lot Land Divisions" (ORC 711.133) because all six divisions are at least 5 acres, and less than 20 acres. The remainder parcel is reviewed as an "Exempt Parcel 20 Acres and Greater".





Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

Adjacent Property Transfer (ORC 711.001 (B)(1)(b))

Description

An “Adjacent Property Transfer” occurs when land is divided into two or more parcels for the purpose of transferring one of the parcels to an adjoining property owner which will not create an additional building site. Parcels created as Adjacent Property Transfers are not transferrable as independent building sites. These parcels are exempt from LCPC’s platting and subdivision authority. However, the proposed “Adjacent Property Transfer” land division still requires review by LCPC to ensure eligibility. The deeds for these types of parcels are stamped by LCPC and must include a required deed restriction to confirm that the parcel is not an independent building site. An “Adjacent Property Transfer” may also be subject to certain other local regulations but compliance is not reviewed by LCPC, as the parcel is exempt from LCPC’s authority. The remainder parcel is still subject to review as a “Subdivision without a Plat”, “Large Lot Land Division”, or “Exempt Parcel 20 Acres and Greater” depending on the size.

Eligibility Criteria

1. The parcel will be **transferred to an adjoining property owner**.
2. The transfer will **not create additional building sites**.

Procedures for LCPC Approval

1. **Contact LCPC** for initial consultation of division type, subdivision regulations, and necessary agency approvals.
 2. **Contact other required agencies** for regulations.
 3. * Have a professional **survey completed** for the division.
 4. Distribute the survey and other required materials to **applicable agencies for review and approval**:
 - A. **Township Zoning Inspector (If in zoned Twp)
 - B. *** Access Management Agency
 5. * Submit survey and application to **LCPC for review**. LCPC will approve or deny the application based upon the remainder parcel.
 6. * Have a **deed(s) prepared** and bring to LCPC, Engineer, Auditor, and Recorder for stamps and to create a lot of record.
 - * Indicates required step in the process.
 - ** Township zoning is not a required step for LCPC approval, however, Adjacent Property Transfers are not exempt from township zoning authority and therefore, the applicant should submit an application to the township (if division is in a zoned township). If the township has not approved the division, LCPC will stamp the deed with an extra stamp that states “Compliance with Township Zoning not confirmed; please contact township zoning inspector”.
 - *** Adjacent Property Transfers are not exempt from Access Management regulations. However, compliance is not reviewed as a requirement of LCPC’s subdivision approval/exemption.
- ~Please refer to the Agency List for contact information and additional guidance.

Required LCPC Application Materials

1. Completed Minor Land Division/Lot Split Application.
 2. Copy of survey and legal description.
 3. Copy of the current deed and current tax map.
- ~These items are only required to confirm eligibility of the division and for record purposes.

LCPC Fees

There is no fee for Adjacent Property Transfer parcels. If the remainder parcel is less than 20 acres, there will be a \$100 fee for review of that parcel based upon its status under 711.131 or 711.133.
~If in a zoned township, please contact the township for their applicable fees.

Notes & Regulations

- **Deed Restrictions:** Certain language is required within the deed of any Adjacent Property Transfer. The required language applies as follows :
“The herein described XX.XX acres shall not constitute an independent building site separate from the Grantee’s adjacent parcel or transferred as an independent principal building parcel in the future unless approved as such in accordance with applicable Subdivision Regulations. This parcel is to be combined with Auditor’s Parcel Number XXXXXX.”
- **Jurisdictional Deed Restrictions:** Adjacent Property Transfer that includes taxing districts that are not found in the grantee’s original parcel. The required language applies as follows:
“The herein described XX.XX acres shall not constitute an independent building site separate from the Grantees’ adjacent parcel or transferred as an independent principal building parcel in the future unless approved as such in accordance with 46 / P a g e applicable Subdivision Regulations. After this deed is recorded, the grantee shall record another deed with a legal description which combines the acreage of this parcel and the acreage of the grantee’s adjacent parcel. This restriction is a condition of approval for Licking County Planning Commission (LCPC) Application #20__-__, and shall not be removed without written approval from the LCPC.”
- **Parcel Combination (County Auditor):** The Licking County Auditor will combine the transferred parcel with the grantee’s original parcel. This combination will be completed by assigning the same Auditor parcel number for each of these parcels.
- **LCPC Approval Grace Period:** The property owner must record the deed and make the proposed parcel an official lot of record within 1 year of LCPC approval or the approval is void.
- **Pre-Approved Legal Description:** It’s recommended to submit the survey and legal description to the Engineer’s Office prior to having the deed written. The Engineer’s Office will review the legal description for accuracy and closure and will stamp it “Pre-approved” to prevent delays in the recording process.



Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

Adjacent Property Transfer (ORC 711.001 (B)(1)(b))

Illustration of Land Division Type

Parcel #1 is an eligible Adjacent Property Transfer from John Doe to Jane Smith. John Doe's remaining 2.5 acres will be reviewed as a "Subdivision without a Plat" (ORC 711.131).

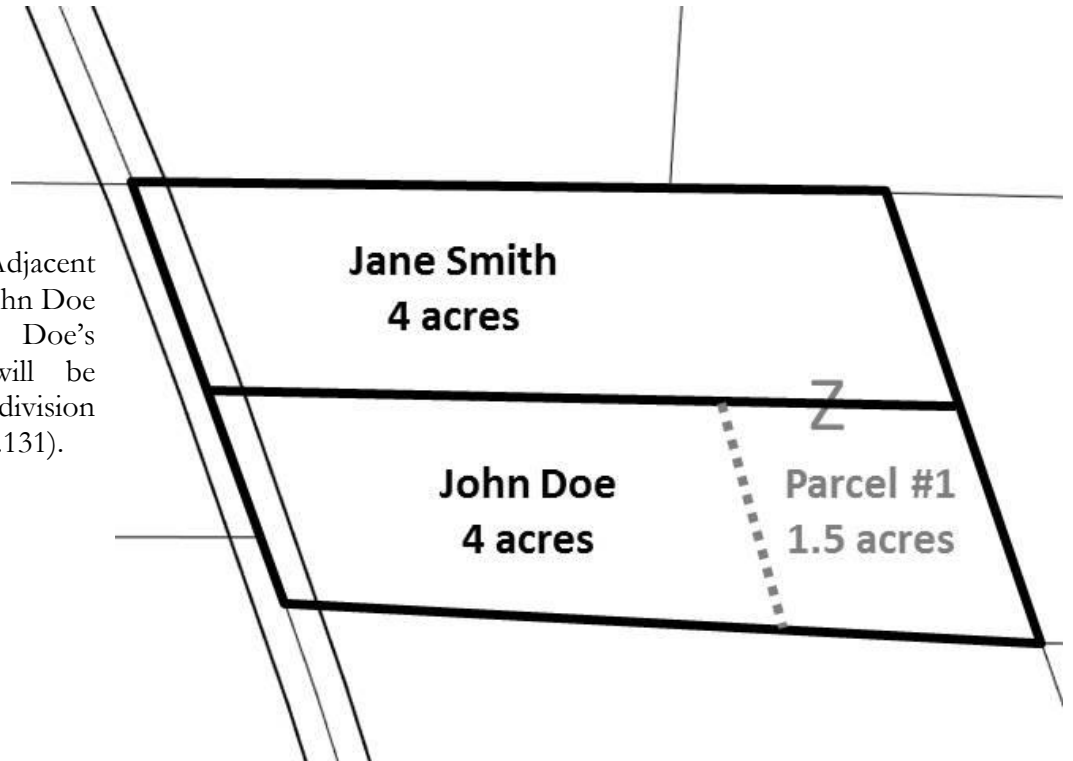
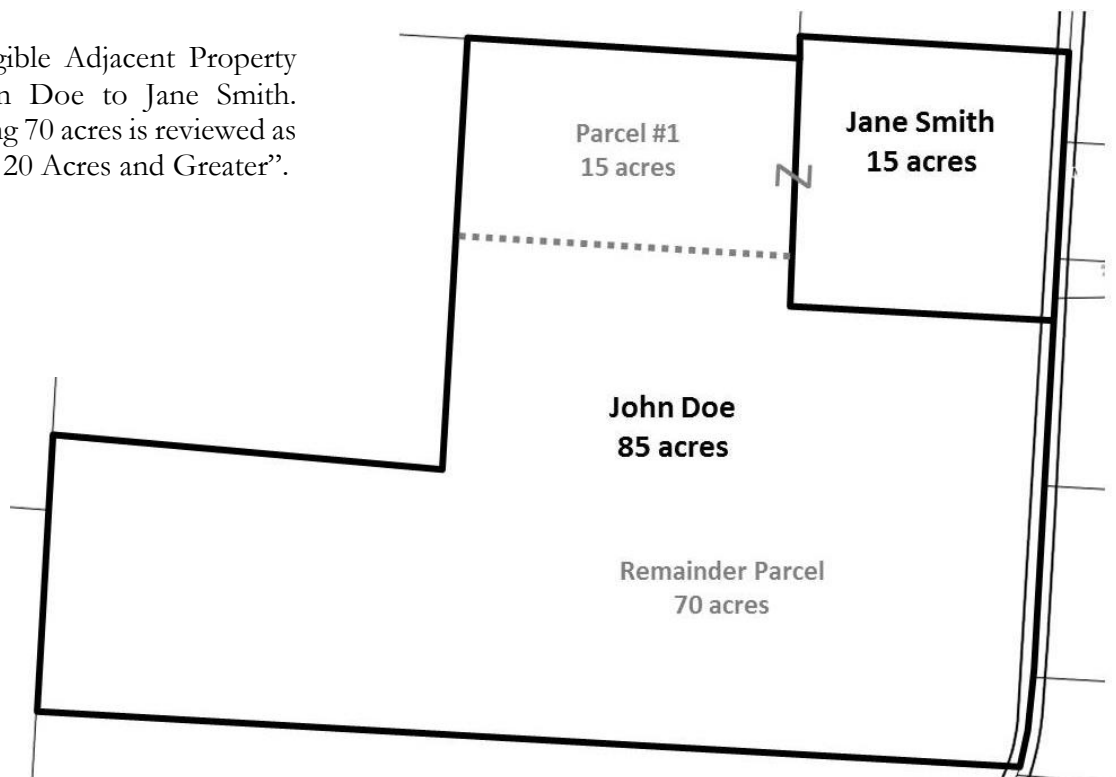


Illustration of Land Division Type

Parcel #1 is an eligible Adjacent Property Transfer from John Doe to Jane Smith. John Doe's remaining 70 acres is reviewed as an "Exempt Parcels 20 Acres and Greater".





Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

Exempt Parcels 20 Acres and Greater (ORC 711.001)

Description

An "Exempt Parcels 20 Acres and Greater" is a division of land into two or more parcels where each parcel in the division, including the remainder, is 20 acres or greater in size. This type of land division is considered exempt from LCPC's platting and subdivision authority. However, the proposed "Exempt Parcels 20 Acres and Greater" still requires review by LCPC to ensure eligibility. The deed for this type of land division is stamped by LCPC. This type of division may also be subject to certain other local regulations but compliance is not reviewed by LCPC, as the division is exempt from LCPC's authority.

Eligibility Criteria

1. **All parcels** involved in the division, including the remainder, are **20 acres or greater** in size.
2. Division is located on an **existing improved street** and does not involve a new street, extension of a new street, or a required access easement.

Procedures for LCPC Approval

1. **Contact LCPC** for initial consultation of division type, subdivision regulations, and necessary agency approvals.
 2. **Contact other required agencies** for regulations. (It's recommended to contact the Engineer's Office for a pre-approval of the proposed driveway location at this stage.)
 3. * Have a professional **survey completed** for the division.
 4. Distribute the survey and other required materials to **applicable agencies for review and approval**:
 - A. ** Township Zoning Inspector (If in zoned Twp)
 - B. *** Access Management Agency
 5. * Submit survey and application(s) to **LCPC for review**. LCPC will approve or deny the application based upon the eligibility criteria.
- * Indicates required step in the process.
- ** Township zoning is not a required step for LCPC approval, however, "Exempt Parcels 20 Acres and Greater" are not exempt from township zoning authority and therefore, the applicant should submit an application to the township (if division is in a zoned township). If the township has not approved the division, LCPC will stamp the deed with an extra stamp that states "Compliance with Township Zoning not confirmed".
- *** "Exempt Parcels 20 Acres and Greater" are not exempt from Access Management regulations. However, compliance is not reviewed as a requirement of LCPC's subdivision approval/exemption.
- ~Please refer to the Agency List for contact information and additional guidance.

Required LCPC Application Materials

1. Completed Minor Land Division/Lot Split Application.
 2. Copy of survey and legal description.
 3. Copy of the current deed and current tax map.
- ~These items are only required to confirm eligibility of the division and for record purposes.

LCPC Fees

There is no fee for "Exempt Parcels 20 Acres and Greater".
~If in a zoned township, please contact the township for their applicable fees.

Notes & Regulations

- **Frontage Requirement:**
 - Over 20 Ac: Frontage along an improved public right-of-way is required in order to gain vehicular access to the proposed parcel and thereby removing the necessity to establish an easement of access. If an easement of access is necessary to gain access to the parcel, then a recorded subdivision plat will be required and the exemption will not apply.
- **Other Regulations:** These types of land divisions are not exempt from township zoning and access management regulations. The applicant should submit an application to the township zoning inspector (if in a zoned township) for township zoning approval. The applicant will also be required to comply with the Licking County Access Management regulations and should contact LCPC to ensure compliance.
- **LCPC Approval Grace Period:** The property owner must record the deed and make the proposed parcel an official lot of record within 1 year of LCPC approval or the approval is void.
- **Pre-Approved Legal Description:** It's recommended to submit the survey and legal description to the Engineer's Office prior to having the deed written. The Engineer's Office will review the legal description for accuracy and closure and will stamp it "Pre-approved" to prevent delays in the recording process.



Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

Exempt Parcels 20 Acres and Greater (ORC 711.001)

Illustration of Land Division Type

Parcel #1 and the remainder parcel are eligible for an "Exempt Parcels 20 Acres and Greater."

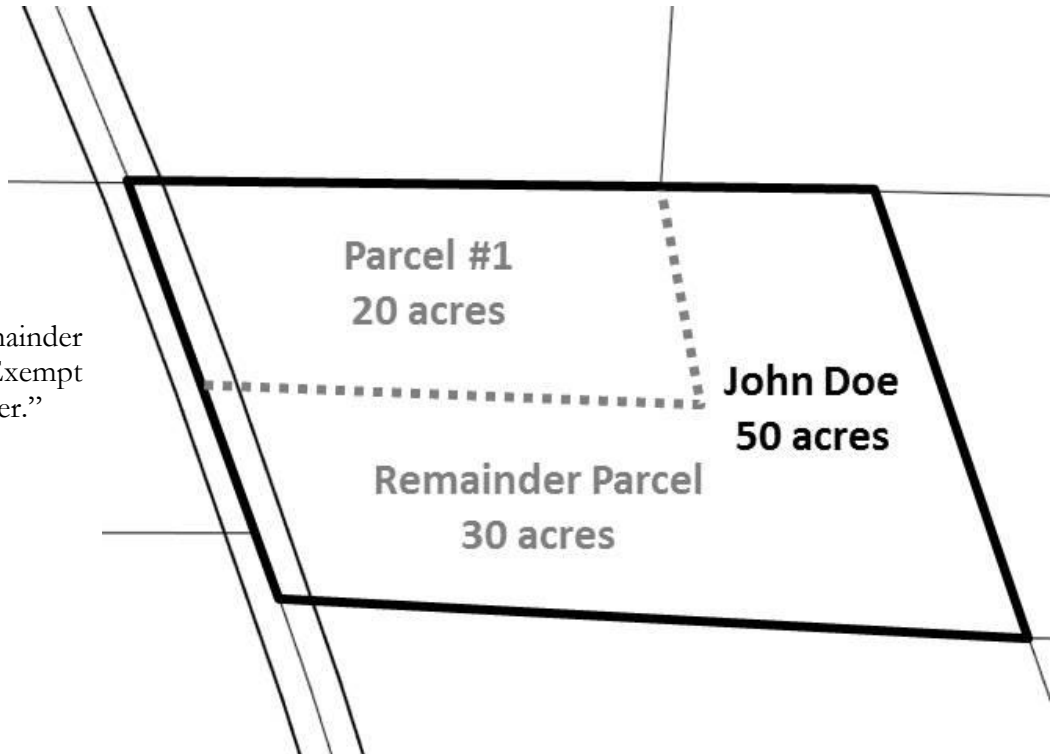
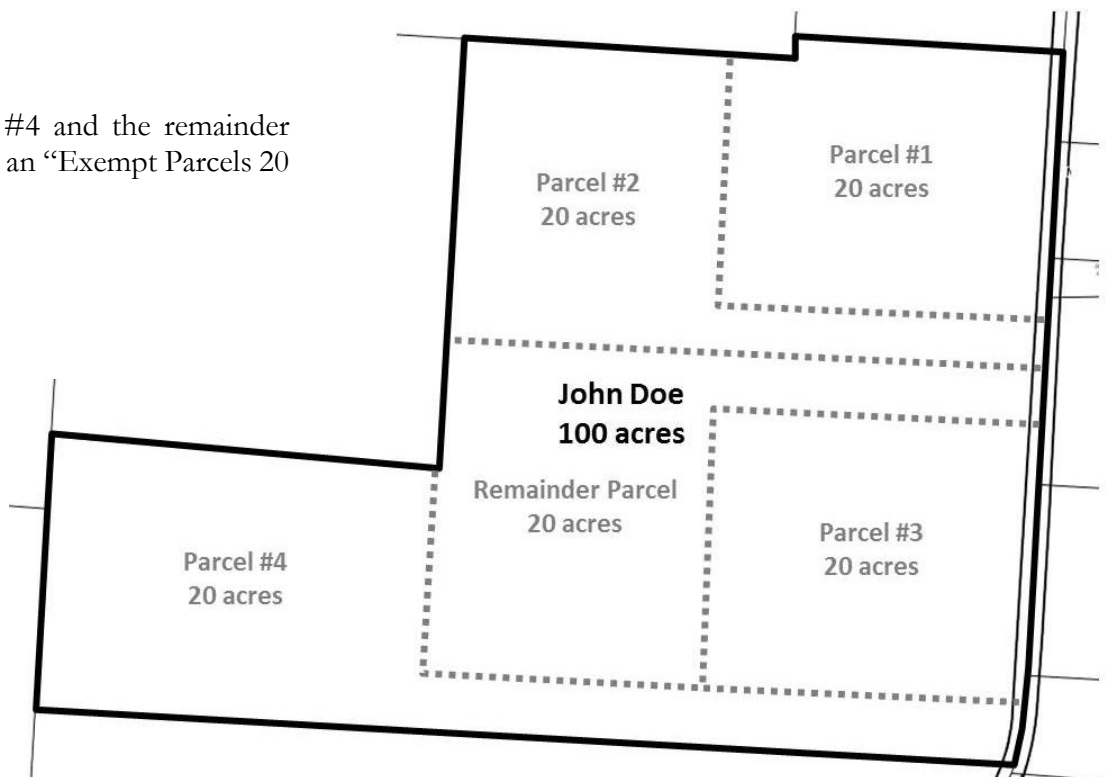


Illustration of Land Division Type

Parcels #1 through #4 and the remainder parcel are eligible for an "Exempt Parcels 20 Acres and Greater."





Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

Agricultural or Personal Recreational Exempt Parcels (ORC 711.133 (C))

Description

An "Agricultural or Personal Recreational Exempt Parcel" is a division of land into two or more parcels where the proposed division will be used exclusively for agricultural or personal recreational purposes. This type of land division is considered exempt from LCPC's platting and subdivision authority. However, the proposed "Agricultural or Personal Recreational Exempt Parcels" still requires review by LCPC to ensure eligibility. The deed for this type of division requires specific language to confirm that the parcel is not an independent building site and may only be used for agriculture or personal recreational purposes. This type of division may also be subject to certain other local regulations but compliance is not reviewed by LCPC, as the division is exempt from LCPC's authority. The remainder parcel is still subject to review as a "Subdivision without a Plat", "Large Lot Land Division", or "Exempt Parcels 20 Acres and Greater" depending on the size.

Eligibility Criteria

1. The parcel proposed for "Agricultural or Personal Recreational Exempt Parcel" must be a minimum of **5 acres or greater**.
2. Parcel proposed for **agriculture or personal recreation** use only.
3. Division is located on an **existing improved street** and does not involve a new street or extension, or a required access easement.

Procedures for LCPC Approval

1. **Contact LCPC** for initial consultation of division type, subdivision regulations, and necessary agency approvals.
 2. **Contact other required agencies** for regulations. (It's recommended to contact the Engineer's Office for a pre-approval of the proposed driveway location at this stage.)
 3. * Have a professional **survey completed** for the division.
 4. Distribute the survey and other required materials to **applicable agencies for review and approval**:
 - A. **Township Zoning Inspector (If in zoned Twp)
 - B. *** Access Management Agency
 5. * Submit survey and application to **LCPC for review**. LCPC will approve or deny the application based upon the eligibility criteria.
 - * Indicates required step in the process.
 - ** Township zoning is not a required step for LCPC approval, however, "Agricultural or Personal Recreational Exempt Parcels" are not exempt from township zoning authority and therefore, the applicant should submit an application to the township (if division is in a zoned township). If the township has not approved the division, LCPC will stamp the deed with an extra stamp that states "Compliance with Township Zoning not confirmed".
 - *** "Agricultural or Personal Recreational Exempt Parcels" are not exempt from Access Management regulations. However, compliance is not reviewed as a requirement of LCPC's subdivision approval/exemption.
- ~Please refer to the Agency List for contact information and additional guidance.

Required LCPC Application Materials

1. Completed Minor Land Division/Lot Split Application.
 2. Copy of survey and legal description.
 3. Copy of the current deed and current tax map.
- ~These items are only required to confirm eligibility of the division and for record purposes.

LCPC Fees

No fee for "Ag/Personal Rec" divisions. Review of the remainder parcel is a \$100 fee if it is less than 20 acres (711.131 or 711.133).
~If in a zoned township, please contact the township for their applicable fees.

Notes & Regulations

- **Frontage Requirement:** Frontage along an improved public right-of-way is required in order to gain vehicular access to the proposed parcel and thereby removing the necessity to establish an easement of access. If an easement of access is necessary to gain access to the parcel, then a recorded subdivision plat will be required and the exemption will not apply.
- **Deed Restriction:** The following language is required within the deed of the parcel:
"The herein described (insert acreage) acres shall not constitute an independent building site or be transferred as an independent principal building parcel in the future. Said herein described parcel shall only be used for agriculture and personal (not for profit) recreational purposes of the parcel owner, and shall not be utilized for residential, commercial, industrial, or institutional land uses or for profit recreational purposes. This restriction is a condition of approval for the Licking County Minor Subdivision/Lot Split Application For Administrative Approval (insert application number), in accordance with Section 3.10, #5 of the Subdivision, Land Division, Development and Congestion Prevention Regulations for Licking County, Ohio. This restriction shall not be removed until such time as the parcel owner can prove that the parcel will comply with the Subdivision, Land Division, Development and Congestion Prevention Regulations for Licking County, Ohio, and other applicable regulations. This shall be accomplished by following the procedures for minor land division in the subdivision regulations. Additionally, this restriction shall run with the land in perpetuity and may only be removed with review and approval by the Licking County Planning Commission board, or the City/Village Planning Commission (or equivalent) if annexed."
- **LCPC Approval Grace Period:** The property owner must record the deed and make the proposed parcel an official lot of record within 1 year of LCPC approval or the approval is void.
- **Pre-Approved Legal Description:** It's recommended to submit the survey and legal description to the Engineer's Office prior to having the deed written. The Engineer's Office will review the legal description for accuracy and closure and will stamp it "Pre-approved" to prevent delays in the recording process.



Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

Agricultural or Personal Recreational Exempt Parcels (ORC 711.133 (C))

Illustration of Land Division Type

Parcel #1 is eligible for this type of land division as an "Agricultural or Personal Recreational Exempt Parcel" (ORC 711.133 (C)). The deed for Parcel #1 would require the Ag/Rec deed language. The remainder parcel would be reviewed as a "Large Lot Land Division" (ORC 711.133) because it is at least 5 acres but less than 20 acres.

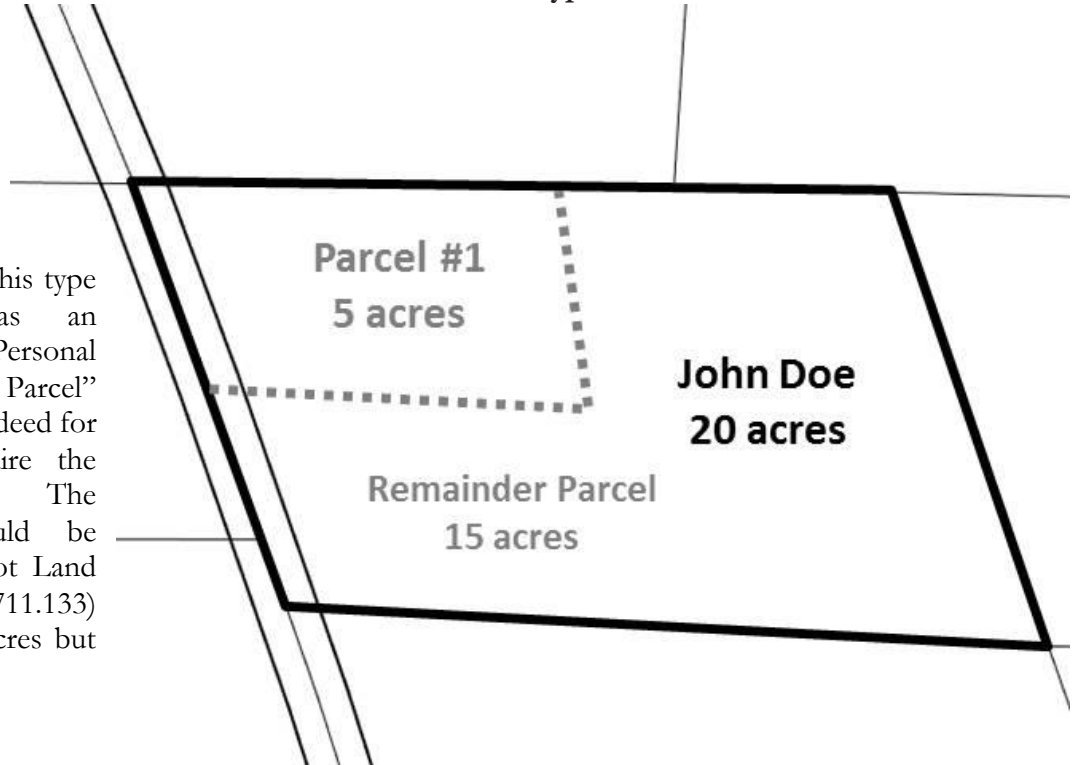
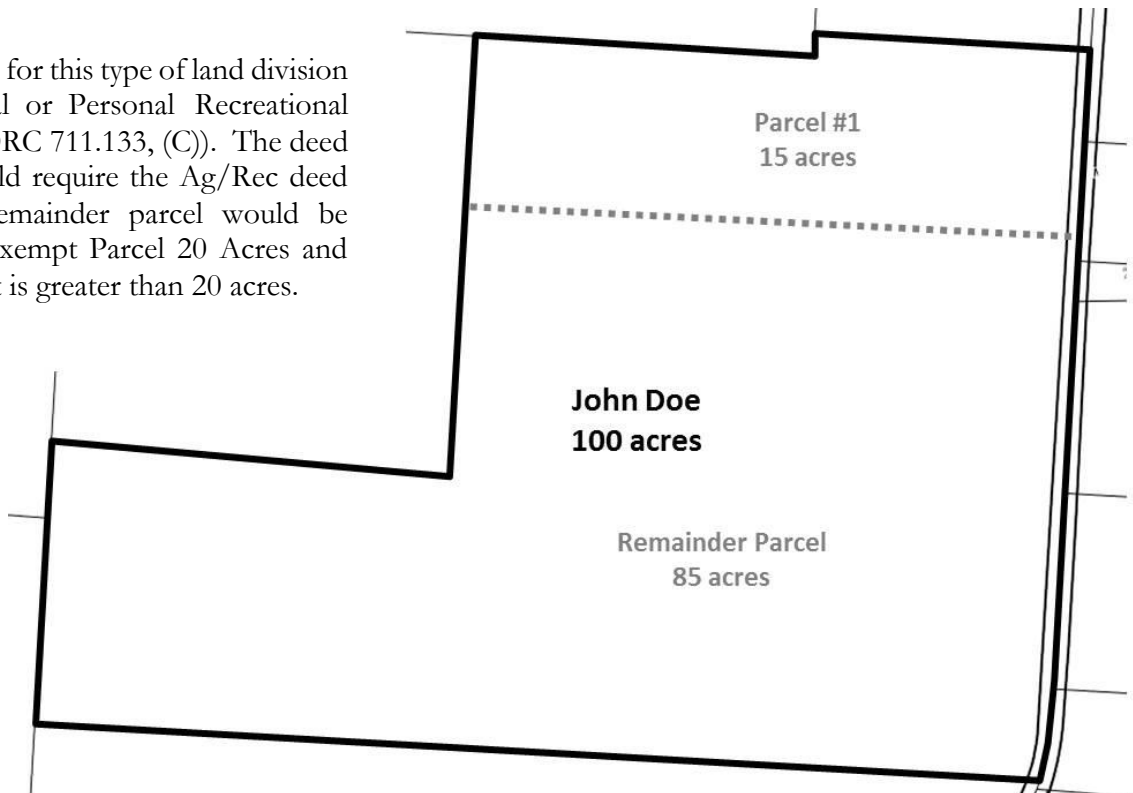


Illustration of Land Division Type

Parcel #1 is eligible for this type of land division as an "Agricultural or Personal Recreational Exempt Parcel" (ORC 711.133, (C)). The deed for Parcel #1 would require the Ag/Rec deed language. The remainder parcel would be reviewed as an "Exempt Parcel 20 Acres and Greater" because it is greater than 20 acres.





Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

Land Division Agency List & Contact Information

The following is designed to give applicants for land divisions some basic information regarding the various agencies which may require approval for a land division. Please refer to the correct land division type above or contact the Licking County Planning Commission office (740-670-5200) to determine which of the following agencies an applicant must gain written approval from for the proposed land division.

IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN WRITTEN APPROVALS FROM THE APPLICABLE AGENCIES BELOW, PRIOR TO SUBMISSION OF A MINOR LOT SPLIT APPLICATION TO THE LICKING COUNTY PLANNING COMMISSION.

ZONING APPROVAL	
TOWNSHIP ZONING Each zoned township has its own township zoning inspector. Find a list of zoning inspectors and contact information on the 'Licking County Zoning Inspectors Brochure' either attached or on the LCPC website. www.lcounty.com/Planning/pdf/ZoningInspectors.pdf .	Contact the township zoning inspector in the township where the proposed division is located. Six (6) of Licking County's twenty-five (25) townships have not adopted a zoning resolution, and therefore township zoning approval is unnecessary in those townships (Eden, Fallsbury, Hanover, Hopewell, Mary Ann, and Perry). A collection of township zoning information, including a list of township zoning inspectors and their contact information can be found on the Licking County Planning & Development Department website (www.lcounty.com/planning ; click on "Township and Zoning Information" link). The township zoning review may consist of items such as, but not limited to: lot dimensions, lot size, proposed use, and building setbacks. <i>~If the parcel being divided crosses township boundary lines, then a written approval from each township the original parcel resides within will be required for "Subdivisions without a Plat" (ORC 711.31) and "Large Lot Land Divisions" (ORC 711.133).</i>



Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

WATER & SEWER APPROVAL

LICKING COUNTY HEALTH DEPARTMENT

675 Price Road
Newark, OH 43055
740-349-6535
www.lickingcohealth.org

Chris Hill:
740-349-6503;
chill@lickingcohealth.org

Contact the Licking County Health Department for a site evaluation if the proposed division is not accessible to public water or sewer. All land divisions must be submitted to the Health Department for review and approval. Proposed lots must be pinned and flagged before application is made. The Health Department review may consist of items such as, but not limited to: assessment of sewer accessibility, sewage treatment system and water well feasibility, and other environmental and area risk factors.

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

Office: 69 Zellers Lane
Etna, OH 43062
Mailing: PO Box 215
Etna, OH 43018
740-927-0410
www.swlcws.com
customerservice@swlcws.com

If the proposed lot split is within Etna or Harrison Townships the applicant may need to contact the Southwest Licking Community Water & Sewer District to see if the district has water and/or sewer available to the proposed lot. If water and/or sewer will be provided by the district then the applicant will need to obtain written confirmation of the service and approval of the proposed split from the district.

LICKING COUNTY WATER & WASTEWATER DEPARTMENT

Office
4455-C Walnut Road
Buckeye Lake, OH 43008
Mailing
PO Box 845
Buckeye Lake, OH 43008
740-928-0302
www.lcounty.com/WW

If the proposed lot split is located within the areas of Buckeye Lake, Harbor Hills, Prescott Estates, or Jacksontown the applicant may need to contact the Licking County Water & Wastewater Department to see if the county has water and/or sewer available to the proposed lot. If water and/or sewer will be provided by the county then the applicant will need to obtain written confirmation of the service and approval of the proposed split from the water and wastewater department.



Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

ACCESS MANAGEMENT APPROVAL

LICKING COUNTY ENGINEER'S OFFICE

20 South Second Street
Newark, OH 43055
County Admin. Building; 3rd Flr.
740-670-5280
www.lcounty.com/Engineer

Jolene Nethers:

740-670-5283;
jnethers@lcounty.com

Licking County has adopted access management regulations which are administered by the Licking County Planning Commission. Presently, the Licking County Engineer's Office inspects all proposed driveways and existing driveways proposed for an increase in use for compliance with Licking County's access management regulations. The Engineer's Office conducts a field review of the proposed driveway location and therefore, the applicant is required to stake the proposed driveway and label it "Driveway". It is recommended that the applicant contact the Engineer's Office to obtain pre-approval of the driveway location prior to hiring a surveyor or submitting applications to the local agencies to ensure a new driveway can be installed. The access management regulations consist of items such as, but not limited to: spacing from other driveways, spacing from road intersections, and sight distance.

OHIO DEPARTMENT OF TRANSPORTATION DISTRICT 5

Office
9600 Jacksontown Rd
Jacksontown, OH 43030
Mailing
PO Box 306
Jacksontown, OH 43030
740-323-4400
www.dot.state.oh.us/districts/d05

Brian Bosch:

740-323-5182;
Brian.Bosch@dot.state.oh.us

For minor lot splits occurring on state or federal highways the applicant will need to contact the Ohio Department of Transportation (ODOT) District 5. On state and federal highways, ODOT has jurisdiction over access management. The applicant will need to contact ODOT to have their proposed driveway location and lot split approved.



Licking County Planning Commission

20 South Second Street, Newark, Ohio 43055

ONCE THE APPLICANT HAS OBTAINED THE NECESSARY APPROVALS ABOVE, THEY MAY SUBMIT A MINOR LAND DIVISION / LOT SPLIT APPLICATION TO THE LICKING COUNTY PLANNING COMMISSION:

SUBDIVISION / LAND DIVISION APPROVAL

LICKING COUNTY PLANNING COMMISSION

20 South Second Street
Newark, OH 43055
County Admin. Building; 1st Floor
740-670-5200
www.lcounty.com/planning/planning

Josh Troyer:
740-670-5216;
jtroyer@lcounty.com

Angela Farley:
740-670-5209;
afarley@lcounty.com

Jay Fisher:
740-670-5204;
jfisher@lcounty.com

Brad Mercer:
740-670-5203;
bmercerc@lcounty.com

Once the applicant has received all the necessary written approvals above, they may submit documentation of those approvals along with a completed application for a Minor Land Division to the Licking County Planning Commission. There are **instructions that accompany the application to explain how to complete the application form itself and which supplementary documents are necessary.** These instructions also summarize the necessary information and formatting for the submitted surveys and legal descriptions. The Licking County Planning Commission's review may consist of items such as, but not limited to: minor lot split eligibility, lot standards (unzoned townships only), access management, and floodplain management. Once the application for a Minor Land Division/Lot Split has been officially submitted to the Licking County Planning Commission staff will act on the application within the specified timeframe.

If approved, **the new deed must be recorded within 1 year after the approved date.** If the split is not recorded within the 1 year timeframe the approval will be subject to any changes in the applicable regulations. The lot split application instructions have additional details on the process to record the deed after the applicant has received approval. The LCPC website also has instructions for recording the deed.