

LOT SPLIT CHECKLIST

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111 North Front Street, Columbus, OH 43215

ALL FEES ARE NON-REFUNDABLE | Please TYPE or PRINT all information

PAYMENT:

There is a flat \$350 fee for lot splits. Checks are payable to "Treasurer – City of Columbus".

SUBMISSION REQUIREMENTS AND HELPFUL INFORMATION:

- 1 original legal description and survey plat
- Application form
- The survey must be current. Typically the Auditor's Office wants the surveys to be less than 3 months old.
- The survey must show the parcel being split and the proposed split off parcel. Include the acreage and square footage of each.
- If the land is vacant, it must be labeled as such on the survey
- The survey must show a reference point keyed to the nearest public intersection, public way and associated right-of-way lines on, or adjacent to, the existing parcel.
- Show and label any floodway or floodway fringe locations and elevations.
- All buildings over 100 square feet must be shown as well as the current parking and points of access.
- Attach all applicable Council Variances, BZA Board Orders, and/or zoning district limitation text.
- Determine the zoning district and sub-area, flood zone, and LDN zone (if applicable).
- The legal description must be verified for accuracy by matching each bearing and numerical call to the pin survey.
- Legal descriptions must be printed on 8-1/2" by 14" paper. Survey plats can be other sizes if the parcel size is such that 8-1/2" by 14" paper will render it unreadable.
- If splitting a double or a carriage house/garage from the main house, please contact the Public Utilities Permit Office at 111 North Front Street or 614-645-7490 to determine if there are separate sanitary and water services to each structure. The services are not typically allowed to cross a property line.
- For information regarding Zoning concerns such as lot coverage, setbacks and variance, please contact the Zoning Office at 614-645-8637 or ZoningInfo@columbus.gov.
- Comments will be returned in 5 business days. Once approved, we will return the stamped original legal description and survey plat to you for delivery to the Auditor's Office.

Additional requirements may be requested at Site Engineering's request