

# Lot Split Checklist

Address: 111 N Front Street, Columbus, Ohio 43215

Phone: 614-645-0032

Email: [engineeringinfo@columbus.gov](mailto:engineeringinfo@columbus.gov)

Website: [www.columbus.gov/bzs](http://www.columbus.gov/bzs)

## PAYMENT

- There is a flat \$400 fee for lot splits. Checks are payable to “Treasurer – City of Columbus”

## SUBMISSION REQUIREMENTS AND HELPFUL INFORMATION:

- Application form.
- 1 original legal description and survey plat.
- 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 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](mailto:ZoningInfo@columbus.gov).
- Comments will be returned in 6 business days. Once approved, we will return the stamped original legal description and survey plat to you for delivery to the Auditor’s Office.