



City of North Royalton

Mayor Larry Antoskiewicz

Brian Binsley, P.E.
Assistant City Engineer

Matthew Glass, P.E.

City Engineer

Theresa Antal
Administrative Assistant

LOT SPLIT/CONSOLIDATION APPLICATION

1. Applicant: Name _____
 Address _____
 City/St/Zip _____
 Phone/Fax _____
 Email _____

Administrative use only:
ENG REVIEW
FEE \$ _____

2. Property owner(s)*: Name _____
 Address _____
 City/St/Zip _____
 Phone/Fax _____
 Email _____

*(NOTE: If multiple owners, please list them on a separate attachment)

3. Existing lot Information	Permanent Parcel Number	Area (acres)	Existing lot Information	Permanent Parcel Number	Area (acres)
Lot #1	_____	_____	Lot #4	_____	_____
Lot #2	_____	_____	Lot #5	_____	_____
Lot #3	_____	_____	Lot #6	_____	_____

4. Current zoning of property _____

5. Is a public sanitary sewer available to these properties? ___Yes ___No
If no, please consult with the Cuyahoga County Board of Health at (216) 201-2000 regarding regulations pertaining to private sanitary sewer systems.

6. Is a public water system available to these properties? ___Yes ___No
If no, please consult with the Cuyahoga County Board of Health at (216) 201-2000 regarding regulations pertaining to private water systems.

***** PLEASE READ INSTRUCTIONS AND ADDITIONAL INFORMATION REGARDING THE SUBMITTAL REQUIREMENTS ATTACHED TO THIS PAGE BEFORE SIGNING *****

SIGNATURE OF APPLICANT / DATE

SIGNATURE OF PROPERTY OWNER / DATE



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LOT SPLITS/CONSOLIDATIONS

Additional information required for processing this application includes:

1. Plat shall be prepared by a State of Ohio Professional Surveyor in good standing and shall be stamped, dated and signed by the Professional Surveyor. The Plat must include the original acreage and the new total acreage of the split/consolidated parcels.
2. Deposit of \$750.00 as per Chapter 1244 of the Codified Ordinances and the Engineering fee Schedule.
3. Current and accurate legal descriptions of the properties shall be included with the Plat (prepared by a State of Ohio Professional Surveyor in good standing).
4. Copies of the current Deeds for all properties being split/consolidated shall be submitted with the Application.
5. At the discretion of the Building Commissioner and/or City Engineer, the plat may have to be approved by the Planning Commission. If the plat needs Planning Commission approval, please follow all Planning Commission requirements and deadlines for submittal.
6. Pre-Approval of the Lot Split/Consolidation Plat from the Cuyahoga County Fiscal Office Division of Recording / Tax Map Department is required. The Surveyor shall provide evidence of the County's pre-approval when making submittal to the City of North Royalton Engineering Department.
7. It is recommended that the Applicant consult with the Cuyahoga County Board of Health at (216) 201-2000 prior to making application to determine any potential future permitting requirements that may be affected by the proposed lot split/consolidation.
8. Two (2) copies and one (1) Mylar copy of a sketch plan including the proposed layout, dimensions of each lot, existing dedicated streets including full width and names, required building lines on all proposed lots, lot numbers, and compass. The following location information is also required:
 - a. Property description. A drawing showing the scale and dimension the parcel(s) to be subdivided and all contiguous land of the same ownership, the name of the owner and of adjoining property owners, including designations of parcels according to official records, and bearing the distance to the nearest intersection of dedicated streets.
 - b. Structures. Locations of existing structures on the parcel, residential structures of adjoining parcels within twenty-five (25) feet of the proposed subdivision and all non-residential structures on adjoining parcels.
9. Lot split approval may be granted only under the following conditions:
 - a. No more than five lots are involved after the original parcel has been completely subdivided.
 - b. All the contiguous land owned by the developer therein can be completely subdivided.
 - c. It is properly integrated with adjoining subdivisions or could be properly coordinated with the subdivision and extension of streets to adjoining land.
 - d. The lot split complies with all applicable platting, subdivision, zoning regulations, and other adopted plans of the City.
10. The filing of the final plat for recording with the County Recorder shall be done by the Applicant. All costs charged for recording shall be paid for by the applicant.