



Founded 1875

# Village of LaGrange

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LaGrange, OH 44050  
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## Application for Zoning Permit for Lot Split

To the Village of LaGrange,

The undersigned hereby applies for a zoning certificate for the following use, to be issued on the basis of the representation contained herein, all of which the applicant certifies as true and correct:

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Location Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Permanent Parcel #: \_\_\_\_\_

Please attach the requirements of Section 339 of Village of LaGrange Subdivision Rules and Regulations.

Also include the following:

1. Dimensions of existing/proposed buildings
2. Show distance of existing/proposed buildings from proposed property lines and from other buildings.
3. If zoned other than residential, show existing/proposed parking, loading zones, etc.
4. All elements required by the Lorain County Auditor/Record.

In addition to the information provided heron, the application for this zoning certificate shall provide all necessary drawings, notes, specification, approvals, and other necessary information as required by the Village of LaGrange Zoning Code, and Subdivision Rules and Regulations.

Lot split review fee is **\$75.00 per lot created, minimum \$150.00**, and is payable to the Village of LaGrange at the time of the application.

I understand that Zoning approval for this lot split does not imply or insure that the Village of LaGrange Planning Commission will authorize the lot split.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Section 338 – Minor Subdivision (Lot Splits)

Approval without a plat of a minor subdivision may be granted by the Planning commission if the proposed division of a parcel of land meets all of the following conditions:

1. The proposed subdivision is located along an existing public road and involves no opening, widening or extension of any street or road;
2. No more than five (5) lots are involved after the original parcel as been completely subdivided;
3. The proposed subdivision is not contrary to applicable subdivision or zoning regulations;
4. The property has been surveyed and a sketch and legal description of the property is submitted with the application.

If approval is given under these provisions, the Planning Commission shall, within 30 days after receipt, approve such proposed division and, upon presentation of a conveyance of said parcel, shall stamp "Approved by the Planning Commission of the Municipality of LaGrange, Ohio. No plat required." The authorization of the Commission shall sign the conveyance.

A request for minor subdivision shall be considered officially received by the Planning Commission as the next regularly scheduled meeting of the Planning Commission, following the date the preliminary plat was properly filed with the responsible authority.

### Section 339 – Requirements for Submission of Minor Subdivision

1. The subdivision drawing shall be submitted in three (3) blueline or blackline copies to the Planning Commission. The drawing shall be on an 8-1/2 by 11 inch minimum or 24 x 36 inch maximum sheet and at a scaled represented by not smaller than 100 feet to the inch.
2. Shown on the drawing will be the original parcel of land which is proposed for subdividing with all proposed lots or parcels. Shown on the drawing of the parcel will be dimensions of all property lines of the original and proposed parcels. Include where available angles and bearings.
3. The drawing shall include all adjoining property lines, right-of-way, and easements.
4. The drawing shall include existing zoning on the original parcel, location of any existing structures and/or buildings, and existing and applicable new building setback lines.
5. North arrow, graphic scale, and the date shall be shown.
6. Include with be the name, address, signature, telephone number, and fax number of the owner(s) and applicant(s).

### **Procedures for Lot Splits or Combinations**

Village Requirements:

- Lot Split Application
- Survey of property with legal description
- Lawyer prepared deed.
- Planning Commission Approval

Follow-Up Procedure with Lorain County:

- Documents must be filled with Lorain County Auditor's Office/Tax Map Department.
- Processed by Transfer Department
- Filled with Recorders Office for recording of deed.