



Internal Use Only:	
Case No.	_____
Date Filed	_____

Lot Split/Consolidation Application

Requested Action

Choose One ___ Lot Split (\$50) ___ Lot Consolidation (\$50) ___ Lot Split & Consolidation (\$100)

Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name * _____

Mailing Address * _____

City, State & Zip Code * _____

Telephone Number(s) * _____

Email Address _____

Surveyor Information

Name * _____

Mailing Address * _____

City, State & Zip Code * _____

Telephone Number(s) * _____

Email Address _____

Location and Lot Information

Location of Property * _____

Legal Description * _____

Zoning District * _____ Number of Lots * _____ Total Area * _____ Acres

Submission Requirements and Documentation

From Chapter 1101 Subdivision Regulations, Attachment G¹.

No.	Required Item Description	Have	Need
1	8 plats (4 on 8.5" x 11" and 4 on 24" x 36" Bond Paper) 1 Mylar for County		
2	Electronic version of all documentation submitted (PDF preferred)		
3	Digital copy in Auto CAD format submitted on a CD. Shall utilize the NAD-83 Ohio South State Plane Coordinate System for horizontal control and the NAVD-1988 for vertical control. All subdivision boundary corners shall also be tied to the NAD-83 Ohio South State Plane Coordinate System and labeled with a northing and easting, as well as centerline intersections, temporary turn-around center points and easement centerline that does not follow a lot line. AutoCAD layouts shall be provided allowing for the reproduction of a complete set of plans as needed.		

No.	Required Item Description	Have	Need
4	The name, mailing address, and telephone number of the applicant and owner.		
5	Letter of Agency (A statement from the owner that the applicant is entitled to apply on his or her behalf)		
6	Attach a written, detailed description of the request.		
7	Metes and bounds description of the property (Legal Description).		
8	Vicinity Map		
9	The zoning district in which the site is located.		
10	Required Fee.		
11	Number of proposed lots.		
12	Plat shall show the following:		
12	A. The seal, registry number and signature of the registered surveyor and professional engineer who prepared the plat.		
12	B. The location of all present property lines, streets, alleys, rights-of-way, buildings, easements, lakes, watercourses and drainage ways.		
12	C. Size of the tract in acres and square feet and the boundary lines along with the linear measurements.		
12	D. The names and boundaries of all adjoining subdivisions and the names of recorded owners of adjoining parcels including mailing addresses and parcel numbers within 200 feet of the site.		
12	E. North point, scale and date.		
12	F. Any portion of the floodplain as delineated by the Flood Insurance Rate Map (FIRM) must be clearly illustrated and labeled on the plat.		
12	G. Exact location shall be shown for all buildings, septic tanks, wells or similar features with respect to existing or proposed lot lines or right-of-ways lines.		
12	H. Other information as deemed necessary by staff in order to create building sites and promote the public health, safety and welfare.		
12	I. Notification will be sent to direct abutters within two business days of the application filing. This notification will include comment forms.		
12	J. Any existing building(s) to remain or to be razed.		
13	Turn in proof of recording to City of Oxford Community Development Department		

Fees & Receipt

The fees are:

- Lot Split – \$50
- Lot Consolidation – \$50
- Lot Split & Consolidation – \$100

Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *

Date *

Submit Application, Plans and Documentation, and Fees

We will not accept incomplete applications and/or plans and documentation.

Send or drop off this application with the original and required copies of the plat and a check for fee and postage charges made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Department at (513) 524-5204. The application will be placed on the next possible agenda.

Note: Per Planning and Zoning Code 1101.600(E)¹, all minor resubdivision(s), lot split(s) or lot consolidation(s) shall submit proof of recording to the Community Development Department.

For Staff Use Only

Date of Submission *	_____	Date Signed Plat Due to Applicant (15 Days) *	_____
Fee *	\$_____	Fee Paid Date *	_____
Receipt Number *	_____	Volume/Page Number *	_____

¹ City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter>