



PROCEDURES FOR RECORDING MINOR SUBDIVISIONS

(Also known as Administrative Subdivision Approvals)

(Lot splits less than 5 acres)

1. Make a file or get a big manila envelope to keep all papers together.
2. Decide the general size and shape of the new parcels. Show your sketch to the Township Zoning Inspector to make sure the parcels meet the zoning requirements. You may want to contact a surveyor to help you work out the boundaries.
3. Go to the Tax Map Department on the 3rd Floor of the County Administration Building, 449 South Meridian Street. Purchase a Tax Map page including the parcels to be split and sketch your new parcel boundaries on it.
4. Go to the Regional Planning Commission office at 124 North Prospect Street, Ravenna, and show it to the staff to make sure it complies with the Portage County Subdivision Regulations and to pick up an Application for Administrative Subdivision Approval (also known as a Minor Subdivision). The application form is also available at:
<http://pcrpc.org/subdivisionsforms.html>
5. If central sewer is *not available*: Take the sketch to the Health Department at 705 Oakwood, Ravenna, (2nd floor) to get the information needed for approval of a home sewage treatment system (septic system). The Health Department will keep the Tax Map for their records. Every new lot under 5 acres must have the Health Department's approval for a new home sewage treatment system unless central sewer is available. Approval will be provided in the form of a letter or a signature on the 2nd page of Regional Planning's Administrative Subdivision Approval form.

If sewer *is available*: Go to the Water Resources Department at 8116 Infirmary Rd., Shalersville Township, and show them your Tax Map parcel sketch to determine if the lot(s) can tie-in to central sewer. Water Resources will sign the 2nd page of Regional Planning's Administrative Subdivision Approval form if central sewer is available.
6. After the Health Department has approved the lots or you have arranged to tie-in to sanitary sewer and you know the lots meet Township Zoning and the Portage County Subdivision Regulations, make arrangements to have the property surveyed. If the surveyor has any questions regarding the Portage County Subdivision Regulations, have him or her call the Portage County Regional Planning Commission at (330) 297-3613.
7. When the surveyor has finished, get the ORIGINAL MYLAR DRAWING from the surveyor along with the legal description for each new lot. Take the survey drawing to the Zoning Inspector for his or her signature. Have deeds prepared from legal descriptions if you are prepared to transfer the property.
8. Bring the original survey drawing, deeds or legal descriptions, signed application form and fee of **\$135.00 + \$10.00 per lot when over 2 lots** to the Portage County Regional



Planning Commission. Each subdivision will consist of at least two divisions, therefore, the minimum fee will be **\$135.00**

9. The Portage County Regional Planning Commission will review the subdivisions(s) within seven (7) working days.
10. After notification of approval, the applicant must come into the Portage County Regional Planning Commission office to pick up the deeds for recording. Until the deeds are recorded, the lot splits have not occurred.
11. To record the subdivision, take the stamped deeds to the Real Estate Office on the 5th Floor (Auditor's Office). This office will transfer the ownership of the parcel for taxation. There is a fee for each parcel. Call the Auditor's Office for the cost.
12. After the Auditor's Office is finished, take the deeds to the Recorder's Office on the 4th Floor. They will copy and record the deeds. There are recording fees. Call the Recorder's Office for the cost. Make arrangements with the Recorder's Office as to how you would like your document(s) returned.
13. Obtain the deed instrument numbers from the Recorder's Office and return to the Tax Map Department to fill out an application for a house number. There is no charge for a house number. You need to know approximately the size of the house and where the house will be located on the parcel.

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| Regional Planning Commission | 124 North Prospect Street Ravenna Website: http://pcrpc.org | (330) 297-3613 |
| Health Department | 705 Oakwood (2 nd floor) Ravenna | (330) 297-3502 |
| Water Resources Department | 8116 Infirmary Rd. Shalersville Township | (330) 297-3670 |

Offices in the Portage County Administration Building, 449 S. Meridian St., Ravenna:

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| Tax Map Department | 3 rd Floor | (330) 297-3598 |
| Auditor's Office | 5 th Floor | (330) 297-3569 |
| Recorder's Office | 4 th Floor | (330) 297-3553 |