



**CITY OF WESTERVILLE**  
**PLANNING AND DEVELOPMENT DEPARTMENT**  
**LOT SPLIT (MINOR SUBDIVISION) APPLICATION**

**A. ORIGINAL LOT INFORMATION:**

- 1. OWNER:                         NAME \_\_\_\_\_  
   ADDRESS \_\_\_\_\_  
   CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
   TELEPHONE NO(S). \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
  
- 2. SUBDIVISION LOCATION \_\_\_\_\_
- 3. LOT NUMBER \_\_\_\_\_
- 4. COUNTY AUDITOR'S PARCEL NUMBER \_\_\_\_\_
- 5. CURRENT ZONING OF PROPERTY \_\_\_\_\_
- 6. NO. OF LOTS FORMED \_\_\_\_\_

**B. NEW LOT INFORMATION:**

FRONTAGE (FT.)

AREA (SQ. FT. OR ACRES)

LOT #1:	_____	_____
LOT #2:	_____	_____
LOT #3:	_____	_____
LOT #4:	_____	_____
LOT #5:	_____	_____

**C. APPLICANT INFORMATION:**

- NAME \_\_\_\_\_
- ADDRESS \_\_\_\_\_
- CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_
- TELEPHONE NO(S). \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**PLEASE READ INSTRUCTIONS AND ADDITIONAL SUBMISSION REQUIREMENTS  
 ON REVERSE SIDE BEFORE SIGNING.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT / DATE

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER / DATE

**Additional information and requirements for processing this application include:**

1. Lot Split approval may be granted only under the following conditions:
  - A. The proposed subdivision adjoins an existing public street and involves no opening, widening, extension or improvement of any roadway or installation of any public utility.
  - B. No more than 5 lots are involved after the original parcel has been completely subdivided.
  - C. The subdivision does not adversely impact surrounding tracts.
  - D. The subdivision is not contrary to applicable platting, subdividing, or zoning regulations. Variances can only be requested before the Planning Commission.
2. Along with the application form, the applicant must submit a deed, including a legal description and survey drawing or a final plat. This shall be submitted two (2) hard copies and one (1) digital copy.
3. Payment of an Application Fee of \$50.00 per Part 12 of the Codified Ordinances and the Fee Schedule adopted by City Council.

Revised: May 3, 2017