

APPLICATION FOR A DIVISION OF LAND

City Planning Commission
Cincinnati, Ohio



Property Address: _____

Neighborhood: _____ Parcel ID: _____ Date of Application: _____

Request (Check all that apply): Subdivision of Land (up to 3 lots created) Final Plat
 Subdivision of Land (4 or more lots created) Other: _____
 Subdivision Improvement Plan

Additional Information:

Is the subject land located within a Hillside Overlay District? Yes No
Is the subject land located within a Special Flood Hazard Area? Yes No
Does the request include any rear lots (panhandle lots)? Yes No
Does the request include any air lots? Yes No
Does the request involve a street and/or utility extension/opening? Yes No
Will the request require the removal/demolition of an existing structure? Yes No

Applicant/Grantee: _____ Firm, Company, etc.: _____

Address: _____

Phone: _____ Email: _____

Property Owner/Grantor (if different than applicant): _____

Firm, Company, etc.: _____

Property Owner Address: _____

Phone: _____ Email: _____

SUBMITTAL CHECKLIST:

- Submittal Requirements of the applicable request as established in Chapter 4 of the *Subdivision Regulations*
- Current Deed
- Legal Description(s)
- Copy of Plat showing location of existing structures and foundations on lot (accepted sizes 11x17 or 8.5 x 11)
- Signed *Requirements for Notice Sign for the Subdivision of Land Agreement* – attached

AUTHORIZATION:

The applicant or agent undersigned does hereby certify that the information and statements given on the application, surveys, drawings, legal instruments, and inspections are to the best of their knowledge, true and correct. The undersigned further certifies their authorization to grant consent to the inspection by the employees of the City of Cincinnati of the described premise(s) before the Department of City Planning or the Planning Commission takes action on this application. The undersigned acknowledges and affirms that the approval of this application shall not warrant or guarantee access to, or the availability of, utility service to the subject premise(s) of this application.

Applicant/Grantee Signature

Date

Property Owner/Grantor Signature Date

STAFF USE ONLY

APPLICATION REVIEW:

- Tracking/Composition Number: _____
- Zoning of Subject Land: _____
- Zoning Compliance Affirmed by: _____
- Tentative Hearing Date: _____
- Plat prepared by surveyor? Yes No
- Consolidation Plat Required? Yes No
- Requires variance approval by CPC? Yes No
- Notes/Other Requirements: _____

APPROVAL:

Division of Land Approved By: _____ Date: _____

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REQUIREMENTS FOR NOTICE SIGN FOR THE SUBDIVISION OF LAND

Within 24 hours of the submission of a minor or major subdivision application, the applicant/ undersigned shall post a notice sign on the subject property in the form and manner prescribed below, pursuant to Sections 300-07 (b) and Section 300-09 (a)(2) of the Subdivision Regulations of the City of Cincinnati. The applicant/ undersigned shall cause the notice sign to remain posted until final disposition of the application.

- The sign shall be posted in a location on the subject property (outside of the public right-of-way) that remains visible from the property's primary street frontage (no more than 10 feet away from the public right-of-way).
- A photo verifying the sign is posted on the subject property shall be emailed to jared.ellis@cincinnati-oh.gov within 24 hours of submittal of application. The photo shall demonstrate the location of the sign on the property in relation to the primary street frontage.
- The sign shall be returned to the City of Cincinnati Department of City Planning within 24 hours of the City's disposition on the requested application.
- Failure to return the sign, cause the sign to remain on site, or request a new sign if the sign disappears from the site, may be subject to Section 900-11 of the Subdivision Regulations below:

Section 900-11. – Penalties

Any person who fails to comply with, violates, or interferes with another person's effort to comply with any provision of these regulations shall be guilty of a minor misdemeanor, and on conviction thereof shall be fined \$100 for each violation. Each day that any violation continues after notification by the Director of City Planning, or his or her designee, that a violation exists shall be considered a separate offense for purposes of penalties and remedies specified in this section.

The undersigned does hereby acknowledge and affirm that he or she shall comply with the aforementioned obligations in good faith.

Applicant/Grantee Signature Date

Department of City Planning Date