

**FIGURE 7**

**SAMPLE APPLICATION FOR MINOR SUBDIVISION APPROVAL  
COLUMBIANA, OHIO**

Date \_\_\_\_\_ Application No. \_\_\_\_\_

The undersigned applies for minor subdivision approval under Ohio R.C. 711.131, and certifies that all material submitted with this application is true and correct. Action must be taken within seven working days.

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Minor subdivision approval may be granted only under the following conditions:

1. The proposed subdivision is along an existing public road and involves no opening, widening or extension of any street.
2. No more than five lots are involved after the original parcel has been completely subdivided.
3. The subdivision is not contrary to applicable platting, subdividing, or zoning regulations. Variance can only be requested before the entire Commission.
4. The property has been surveyed and a sketch and a legal description are submitted.
5. Approval is granted, where applicable, by the agencies listed below.

**For Official Use**  
APPROVAL FOR BUILDING SITE  
BUILDING INSPECTOR (OR COUNTY BOARD OF HEALTH IF OUTSIDE  
THE MUNICIPALITY BUT WITHIN 1-1/2 MILE LIMIT OF JURISDICTION)

Date Received \_\_\_\_\_

Action \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_

MUNICIPAL ENGINEER (OR COUNTY ENGINEER IF OUTSIDE MUNICIPALITY  
BUT WITHIN 1-1/2 MILE LIMIT OF JURISDICTION)

Date Received \_\_\_\_\_

Action \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_

COUNTY SANITARY ENGINEER IF OUTSIDE MUNICIPALITY BUT  
WITHIN 1-1/2 MILE LIMIT OF JURISDICTION

Date Received \_\_\_\_\_

Action \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_

TOWNSHIP ZONING COMMISSION IF OUTSIDE MUNICIPALITY  
BUT WITHIN 1-1/2 MILE LIMIT OF JURISDICTION

Date Received \_\_\_\_\_

Action \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_

MUNICIPAL PLANNING COMMISSION

Date Received \_\_\_\_\_

Action \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_

Note: This form must be submitted to the County Auditor for transfer and the County Recorder for recording.