

Am I in the Right Place?

A Lot Split/Exemption Review applies to a variety of land divisions in Licking County. Here are some examples of what would apply to the Licking County Planning Commission (LCPC) process outlined in this pamphlet:

A LAND DIVISION INVOLVING SEPARATING A NEW 2 ACRE HOMESITE FROM A 20 ACRE FARM FIELD.

A LAND DIVISION OF A LARGE 150 ACRE FAMILY FARM INTO MULTIPLE 20 OR MORE ACRE FARMS AND A FEW HOMESITES OVER 5 ACRES IN SIZE.

A LOT LINE ADJUSTMENT/ADJACENT PROPERTY TRANSFER WHERE YOU WANT TO GIVE ½ AN ACRE TO YOUR NEIGHBOR TO COMBINE WITH THEIR BACKYARD.

While these are just some of the examples of what can qualify for The Lot Split/Exemption Review Process, it's not entirely comprehensive and below are a few factors that can disqualify you from this process:

A LAND DIVISION OCCURRING ENTIRELY WITHIN A MUNICIPALITY FALLS UNDER THE MUNICIPALITY'S PROCESS.

A LAND DIVISION OR COMBINATION WITHIN A PLATTED SUBDIVISION WOULD REQUIRE THE LCPC REPLAT PROCESS.

A LAND DIVISION WITH 5+ PARCEL SPLITS BEING EITHER/OR UNDER 5 ACRES IN SIZE/ WITH A REQUIRED SHARED DRIVEWAY ACCESS MAY REQUIRE THE LCPC PLATTED SUBDIVISION PROCESS.

CONTACTS

LICKING COUNTY PLANNING AND DEVELOPMENT DEPARTMENT

P: (740) 670-5200
E: planninganddevelopment@lickingcounty.gov

LICKING COUNTY ENGINEERING DEPARTMENT

P: (740) 670-5280
E: efb@lickingcounty.gov

OHIO DEPARTMENT OF TRANSPORTATION DISTRICT 5

P: (740) 618-0557
E: austin.dittoe@dot.ohio.gov

LICKING COUNTY HEALTH DEPARTMENT

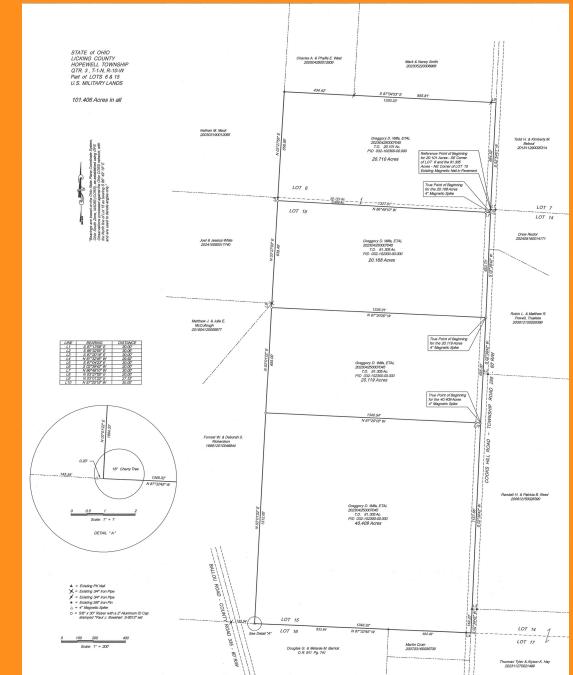
P: (740) 349-6475
E: environmental@lickingcohealth.org

LICKING COUNTY WATER AND WASTEWATER

P: (740) 928-0302
E: wbilling@lickingcounty.gov

LICKING REGIONAL WATER AND SEWER DISTRICT

P: (740) 927-0410
E: customerservice@lickingregionalwater.gov



LICKING COUNTY

Process Outline and Application Discussion

Contacts for County Departments, Utilities, and More

www.lickingcounty.gov
20 S Second St. Newark, OH 43055

PROCESS

PRE SUBMISSION

1. CONTACT THE LICKING COUNTY PLANNING COMMISSION TO DISCUSS YOUR PLANNED SPLIT
2. CONTACT YOUR LOCAL TOWNSHIP ZONING AUTHORITY TO DISCUSS YOUR PLANNED SPLIT
3. OBTAIN VERBAL APPROVAL FROM EXTERNAL AGENCIES (TOWNSHIP ZONING, DRIVEWAY ACCESS, AND WATER/WASTEWATER)
4. HIRE A SURVEYOR REGISTERED IN THE STATE OF OHIO TO OBTAIN A SURVEY AND LEGAL DESCRIPTION OF YOUR NEW SPLIT
5. BASED ON THE SURVEY AND LEGAL, OBTAIN WRITTEN APPROVAL FROM EXTERNAL AGENCIES (TOWNSHIP ZONING, DRIVEWAY ACCESS, AND WATER/WASTEWATER)

SUBMISSION

6. SUBMIT FOR A LOT SPLIT/EXEMPTION REVIEW FROM LCPC (INFO ON THE RIGHT)
7. DURING SUBMISSION, IF LAND IS BEING COMBINED WITH ANOTHER PARCEL, INDICATE THIS BY SELECTING YES TO THE ADJACENT PROPERTY TRANSFER QUESTION.
8. YOU WILL RECEIVE AN EMAIL ALERT WHEN PLANNING STAFF HAVE REVIEWED AND ACCEPTED YOUR APPLICATION
9. MAKE YOUR PAYMENT IN PERSON OR ONLINE
10. YOU WILL RECEIVE AN EMAIL NOTIFYING OF THE APPROVAL, CHECK YOUR APPLICATION FOR AN APPROVED PACKET.
11. TAKE YOUR PACKET TO AN ATTORNEY TO HAVE NEW DEED(S) MADE
12. BRING THE NEW DEED(S) BACK TO PLANNING IN PERSON TO BE STAMPED FOR APPROVAL
13. COMPLETE THE PROCESS BY RECORDING YOUR NEW DEED (SEE RECORDING BROCHURE FOR DETAILS)

AGENCY'S

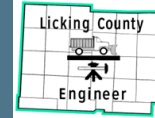
ACCESS PERMIT

ANY LOT SPLIT LESS THAN 20 ACRES IN SIZE INCLUDING THE REMAINDER REQUIRES AN APPROVED DRIVEWAY PERMIT

LOTS WITH FRONTAGE ON A STATE OR U.S. ROUTE WILL BE REQUIRED TO GAIN AN ACCESS PERMIT FROM THE OHIO DEPARTMENT OF TRANSPORTATION



LOTS ON TOWNSHIP OR COUNTY ROADS WILL GAIN ACCESS APPROVAL FROM THE LICKING COUNTY ENGINEER'S OFFICE



WATER AND WASTEWATER PERMIT

ANY LOT SPLIT LESS THAN 20 ACRES IN SIZE REQUIRES AN APPROVED WATER AND WASTEWATER PERMIT

ANY LOT LESS THAN 20 ACRES IN SIZE **NOT** CONTAINING PUBLIC WATER AND SEWER LINES WILL NEED APPROVAL FROM THE LICKING COUNTY HEALTH DEPT.

ANY LOT LESS THAN 20 ACRES IN SIZE **WITH** PUBLIC WATER AND SEWER CONNECTIONS WILL NEED TO GAIN APPROVAL FROM THEIR RESPECTIVE WATER AND SEWER PROVIDER

LICKING COUNTY HEALTH DEPARTMENT



LCHD LOT SPLIT FORM

A SOIL EVALUATION BY A CERTIFIED SOIL SCIENTIST WILL NEED TO BE CONDUCTED ON NEWLY CREATED OR REDUCED LOT(S) THAT ARE:

LESS THAN 5 ACRES

OR

5 ACRES OR LARGER THAT HAS A DETERMINED BUILDING SITE ON THE LOT

FOR MORE INFORMATION, SCAN THE LOT SPLIT FACT SHEET FROM LCHD AT THE QR CODE ON THE RIGHT



LCHD LOT SPLIT FACT SHEET



AGENCY'S CONTINUED

ZONING PERMIT

LAND DIVISIONS IN **UNZONED** TOWNSHIPS MUST MEET COUNTY STANDARDS FOR FRONTAGE

Licking County Lot Size/Frontage Requirements

Lot Size	Frontage
0-4.99 ac.	3:1 depth to Width Ratio (3 feet of lot depth for every 1 foot of frontage)
5-19.99 ac.	Minimum 250 foot road frontage continued throughout
20+ ac.	Recommendation of 60 feet of road frontage

LAND DIVISIONS IN A **ZONED** TOWNSHIP REQUIRE WRITTEN APPROVAL FROM THEIR TOWNSHIP ZONING INSPECTOR

LICKING COUNTY PLANNING COMMISSION

- ALL LOT SPLITS/EXEMPTIONS REVIEWS **WITHIN THE UNINCORPORATED AREAS OF LICKING COUNTY** ARE FINALIZED THROUGH THE LICKING COUNTY PLANNING COMMISSION.
- LOT SPLIT/EXEMPTION REVIEWS THAT ARE **ENTIRELY WITHIN A MUNICIPAL AREA** ARE SUBJECT TO THE PROCESSES AND REQUIREMENTS OF THAT MUNICIPALITY AND ARE NOT UNDER THE AUTHORITY OF THE LICKING COUNTY PLANNING COMMISSION.

TO SUBMIT AN APPLICATION FOR A LOT SPLIT/EXEMPTION REVIEW, EITHER ;

- SCAN THE **QR CODE** BELOW,
- OR GO TO **LICKINGCOUNTY.GOV**, SELECT THE PLANNING AND DEVELOPMENT DEPARTMENT, **SELECT SUBMIT AN APPLICATION**, CLICK ON THE LICKING COUNTY PLANNING COMMISSION, AND **SCROLL DOWN TO THE LOT SPLIT/EXEMPTION REVIEW**

LCPC LOT SPLIT FORM

