

## LOT SPLIT APPLICATION PROCESS

1. Make sure the size of the lots are buildable or that they are suitable with your plans for future development. This can be verified by contacting the Planning and Zoning Administrator.
2. Hire a surveyor to prepare the legal descriptions along with a map of the split(s) showing the split(s) and remainder. The remainder only requires a survey if it's less than 20 acres. Surveys must be in accordance with OAC 4733-37.
3. Contact the Lorain County Tax Map Department, 440 329-5274, and describe your split to make sure that you will comply with the Lorain County standards.
4. A Lot Split application must be obtained through the Building, Housing, & Planning Department. A complete application and **\$55 fee per parcel** must be submitted to the Planning & Zoning Administrator. Submit two original signed and stamped (by the surveyor) legal descriptions and maps of each parcel for approval (no copies).
5. All splits have to be reviewed by the Engineering Department. The review fee for the City Engineer's office is determined by the number of lots split (**\$40 per description for each lot**).
6. Planning Commission will review all lot splits for commercial and residential properties per ORC 711.133.
7. Once the lot split is approved by Planning Commission, documents are taken by the owner or a representative of the owner to the county Tax Map Department for final approval and to be recorded.

Please submit all completed Lot Split applications, required documents, and fees to:

*Evelisse Atkinson, Planning & Zoning Administrator*  
City of Lorain, Building, Housing, & Planning  
200 West Erie Ave., 5<sup>th</sup> Floor, Lorain, Ohio 44052  
P: 440-204-2306 Email:[Evelisse\\_Atkinson@cityoflorain.org](mailto:Evelisse_Atkinson@cityoflorain.org)

*The Planning Commission meets the first Wednesday of the month and the application must be submitted fourteen (14) business days prior to the meeting. The applicant or their representative must appear before the Planning Commission meeting when presented.*



CITY OF LORAIN  
DIVISION OF BUILDINGS

## LOT SPLIT APPLICATION

DATE \_\_\_\_\_  
AMOUNT DUE: \$55.00  
 CASH  CHECK # \_\_\_\_\_  
APPLICATION# \_\_\_\_\_  
PERMIT# \_\_\_\_\_

**Location (Street or Road):** \_\_\_\_\_

**Parcel #:** \_\_\_\_\_

**Current Owner:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Name of Surveyor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Existing Zoning:** \_\_\_\_\_ **Total Acreage of all Lots:** \_\_\_\_\_

**Existing Number of Lots:** \_\_\_\_\_ **Proposed Number of Lots:** \_\_\_\_\_

**Does the Proposed Split Create an Additional Building Lot?**

**Is the proposed Split for the Purpose of Transfer of Land between Adjoining Property Owners?**

### General Description of Proposal

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**Applicant's Signature**

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**Date**

By the above signature, the applicant hereby attests to the truth and exactness of all information supplied and submitted on and with this application. By the above signature, the applicant furthermore consents to the bound by this application, by an agreement made by the applicant or its agent, and by all decisions made by the City of Lorain relating to and in connection with this application.