

**NEW FRANKLIN, OHIO  
MINOR SUBDIVISION PROCEDURE**

This is a procedure form for reference by any parties involved in the submission of a minor subdivision (lot split) within New Franklin.

<p><b>STEP ONE</b> Zoning Administrator</p>	<p>Contact Zoning Administrator (330-882-4611) for verification of compliance with city zoning code.</p>
<p><b>STEP TWO</b> County Health Department (Only In Areas Served By Septic System); if Sanitary Sewer is going to be used, please verify with the Summit County Department of Environmental Services (DOES).</p>	<p>Contact the Summit County Health Department, 1100 Graham Circle, Cuyahoga Falls (330-926-5600). This is done for all lot combinations and newly created lots that will require a septic system, For a new building lot, the County Health Department will have you make an application for a percolation test.</p>
<p><b>STEP THREE</b> Surveyor. Prepare Survey Plat and Legal Descriptions (additional digital format strongly suggested)</p>	<p>Contact a registered professional surveyor. This is for an accurate survey drawing of the metes-and-bounds description which will carry the surveyor's seal and legal description(s). Digital format shall be .DWG and pdf.</p>
<p><b>STEP FOUR</b> Zoning Administrator. Review Survey Plat (Signature) and City Engineer. Review Survey Plat and Legal Description(s) (Signature)</p>	<p>Call the Zoning Administrator (330-882-4611) for an appointment; take the surveyor's drawing (survey plat) to him/her for review and approval (signature), and the legal description(s) for all newly created parcels. The legal description(s) and survey plat will then be given to the City Engineer who will review and approve (signature) and returned to Zoning Administrator.</p>
<p><b>STEP FIVE</b> Planning Commission Secretary. Signed Survey Plat by Above Agencies, New Deed(s) and Health Department approval if septics are involved or tap-in verification from DOES. (Signature).</p>	<p>Take the signed survey plat, digital format of survey (if available), new deed(s) (signed and notarized), Health Department approval of site evaluation, or tap-in verification from DOES to the Planning Commission Secretary, 5611 Manchester Road, (330-882-4611) for final review of compliance with the City Subdivision Regulations (signature). This final review process may take up to seven working days (ORC 711.131).</p>
<p><b>STEP SIX</b> Fiscal Office, Delinquent Tax Department for Release of Transfer</p>	<p>Full payment of all real estate taxes and special assessments appearing on the tax duplicate and all tax certificate liens is required prior to approving any lot splits and/or lot combination. Obtain a Release of Transfer at 175 S. Main Street, Ohio Building, Room 330, Akron (330-643-2600).</p>
<p><b>STEP SEVEN</b> Tax Map. Review Signed Survey Plat and Deed(s) (Signature)</p>	<p>Take the survey plat and deed(s) to the County Tax Map Department, 175 S. Main Street, Ohio Building, Fourth Floor, Akron (330-643-2821) for review and approval (signature).</p>
<p><b>STEP EIGHT</b> County Recorder's Office. Deed (Signature and Recording)</p>	<p>Take the deed(s) to the County Recorder's Office, 175 S. Main Street, Ohio Building, Fourth Floor, Akron (330-643-2206) for review and approval (signature and recording).</p>

IF THERE ARE ANY QUESTIONS, PLEASE CONTACT THE NEW FRANKLIN PLANNING & ZONING DEPARTMENT  
AT 330-882-4611.