



P.O. Box 27
5192 Walnut Road, S.E.
Buckeye Lake, Ohio 43008

THE VILLAGE OF BUCKEYE LAKE

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Planning Commission

APPLICATION FOR LOT SPLIT/LOT COMBINATIONS

I, THE UNDERSIGNED _____ as the () owner, () owner's representative, do hereby request that the () Licking, () Fairfield County Auditor to () combine () split the following property.

Procedure

1. The following documents must accompany the completed application:

Tax Map (showing streets surrounding the lot or lots)

Mylar Replat Map (18" x 24")

Paper copy of Survey Map (8.5" x 11")

Legal Description by the Surveyor (describing the new lot or lots to be created)

Addresses of Property Owners within 100' of the lot or lots in question (the Licking County Engineer's Office may draw the 100' feet for you.) Addresses **must include** the **P.O. Box** number.

2. Call 928-8751 for an appointment with Bob Jordan, Zoning Inspector. Mr. Jordan will review the application & supporting documents give written comments and sign the application if he approves.
3. Return the signed application with supporting documents to Valerie Hans, Planning Commission Clerk, Village Hall, 5192 Walnut Road.
4. A \$150.00 fee must accompany the application. Checks should be made out to the Village of Buckeye Lake.
5. Application deadline is 4:00pm fourteen (14) calendar days prior to the monthly meeting. Planning Commission meetings are held on the 1st Tuesday of each month at 7:30pm.
6. The applicant or their representative **must be present** at the Planning Commission meeting where their application will be heard or the application will be tabled until the applicant is present.

Property Address where variance is requested: _____

Lot Number(s): _____ District & Parcel #: _____

County: _____ Subdivision Name (if applicable): _____

Name of Property Owner: _____

Tax Mailing Address (including P.O. Box): _____

Phone Numbers:(Home)_____ (Business)_____ (Cell)_____

Buildings on parcel(s) or lot(s): _____

Reason for Request: _____

Property owners signature: _____ Date: _____

Representative's Signature (if applicable): _____ Date: _____

By signing this application, you are certifying that all information and attachments to this application are true and correct. The applicant is required, in addition to the information requested on this form, to **complete and submit all items listed on the application checklist**. This application will not be reviewed until **ALL** information has been received.

(For Official Use Only)

Lot Split: (\$150.00) \$ _____

Lot Combination: (\$150.00) \$ _____

Total Fee: \$ _____

Date Received: _____ Received by: _____ Fee Paid: _____ Check # _____

Action by the Zoning Inspector

Approved: ____ Denied: ____ Signature: _____ Date: _____

Date request forwarded to Planning Commission (PC): _____

Action Taken by Planning Commission:

Approved: ____ Denied: ____ Signature: _____ Date: _____

Conditions: _____

Village of Buckeye Lake

Applicant's Process to Record Lot Combinations and Lot Splits

1. Complete lot split and/or lot combination application.
2. Return application with the required attachments, information and application fee.
3. Attend Planning Commission meeting on 1st Tuesday of the month at 7:30pm
4. Receive approval letter and signed mylar replat from the Village of Buckeye Lake.
5. Go to the County Engineer's map room which is located on the 3rd Floor of the County building and have the lot split and/or lot combinations transferred on the map. This must be an 18" x 24" mylar replat completed by a surveyor.
6. Go to the County Auditor's Real Estate Department on the 2nd Floor of the County building and have the lot split and/or lot combinations transferred in their department.
7. Go to the County Recorder's Office on the 3rd Floor of the County building and have the replat recorded. This must be an 18" x 24" mylar replat completed by a surveyor to be recorded.