



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

**THE VILLAGE OF BUCKEYE LAKE**

Phone (740) 928-7100  
Fax (740) 928-8843

www.vil.buckeye-lake.oh.us

**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)

**Paper Replat Map** (18" x 24")

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

**Signed 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 928-7100 for an appointment with the Zoning Inspector. The Zoning Inspector will review the application & supporting documents give written comments and sign the application if it is approved.
- 3. Return the signed application with supporting documents to Buckeye Lake Village Offices, Village Hall, 5192 Walnut Road S.E., Buckeye Lake, Ohio 43008.
- 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 2<sup>nd</sup> 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.

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(For Official Use Only)

Lot Split: (\$150.00) \$ \_\_\_\_\_

Lot Combination: (\$150.00) \$ \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Check # \_\_\_\_\_

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**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:** \_\_\_\_\_

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## **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 (listed on page 1 of the application), information and application fee.
3. Attend Planning Commission meeting on 2<sup>nd</sup> Tuesday of the month at 7:30pm.
4. Receive approval letter and the signed paper replat from the Village of Buckeye Lake.
5. Go to the County Engineer's map room which is located on the 3<sup>rd</sup> 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" paper replat completed and signed by a surveyor.
6. Go to the County Auditor's Real Estate Department on the 2<sup>nd</sup> 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 3<sup>rd</sup> Floor of the County building and have the replat recorded. This must be an 18" x 24" paper replat completed by a surveyor to be recorded.