

MINOR SUBDIVISION PROCEDURE

This is a procedure form for reference by any parties involved in the submission of a minor subdivision (lot split) within any of the ten townships of Summit County.

Step One Township Zoning Inspector	Contact Township Zoning Inspector. This is for verification of compliance with the township zoning code
Step Two County Health Department (Only if septic system will be used); if sanitary sewer is going to be used, please verify	Contact the Summit County Health Dept. 1100 Graham Circle, Cuyahoga Falls (330) 923-4891. This is <u>only</u> done if the newly created lot will require a septic system. The County Health Department will have you make an application for a perk test.
Step Three Surveyor/mylar	Contact a registered professional surveyor. This is for an accurate survey drawing of the metes-and-bounds description (mylar) which will carry the surveyor's seal and legal description(s).
Step Four Township Zoning Inspector review surveyor's drawing (mylar) (signature)	Call you Township Zoning Inspector for an appointment; take the surveyor's drawing (mylar) to the Township Zoning Inspector for review and approval (Signature)
Step Five County Engineer's Office review surveyor's drawing (mylar) and legal description(s) (signature).	Call the Survey Department of the County Engineer's Office (330) 643-2850 for a lot split review appointment; take surveyor's drawing (mylar) and legal description(s) for all newly created parcels to the County Engineer's Office (538 E. South Street, Akron) for review and approval (signature)
Step Six Department of Development signed mylar by above agencies. New Deed(s) and Health Department approval if septic are involved (signature).	Take the signed surveyor's drawing (mylar), new deed or deeds (signed and notarized), Health Department approval of septic (if needed), to the Department of Development (175 S. Main Street, Akron, Ohio, Ohio Building, Room 207 (330) 643-2551 for final review of compliance with the Summit County Subdivision Regulations (signature). This final review process may take up to seven working days (ORC711.131)
Step Seven Fiscal Office, Delinquent Tax Department for Release of Transfer	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 (Section 173.07 of the Codified Ordinances of Summit County). You may obtain a Release of Transfer at 175 S. Main Street, Ohio Building, Room 330, Akron, Ohio. Phone (330) 643-2600.
Step Eight Tax Map review signed surveyor's drawing (mylar) and deed(s) (signature).	Take the surveyor's drawing (mylar) and deed(s) to the County Tax Map Department (175 S. Main Street, Ohio Building, 4 th floor, Akron (330) 643-2821.
Step Nine County Recorder's Office Deeds (signature and recording).	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).

If there are any questions, Please contact the Department of Development at (330) 643-2551