

Muskingum County, Ohio
New Survey/Description Routing Form
Regulated by Ohio Revised Code / MC Subdivision Regulations Section / MC Conveyance Standards

Date Filed: _____

Parcel Number(s) _____ (part/all) _____ (part/all) _____ (part/all)
_____ (part/all) _____ (part/all) _____ (part/all)
____ Minor Lot Split _____ Resurvey _____ Transfer to Adjoiner
(See Reverse)

AUDITOR'S DESCRIPTION CHECK	
DATE _____	COMMENTS _____
_____	_____
_____	_____

TO BE FILLED OUT BY APPLICANT

CURRENT PROPERTY OWNER (Print): _____

APPLICANT, NAME (Print): _____ PHONE _____

Detailed Instructions on Reverse

TO BE FILLED OUT BY SURVEYOR

NOTE: MUST INCLUDE 3 COPIES OF THE SURVEY (PLATS), 3 COPIES OF THE LEGAL DESCRIPTION WITH EACH APPLICATION, SIGNED IN BLUE.

TOWNSHIP _____ SIZE OF PARCEL (ACRES) _____

ROAD NAME _____ R.O.W. WIDTH _____ FRONTAGE _____

IS ANY PART OF PARCEL IN A 100-YEAR FLOOD PLAIN? YES NO PANEL # _____

*Contact Muskingum County Floodplain Administration at: 740-455-7905 or 22 N 5th St., Zanesville Ohio 43701

DOES PARCEL ACCESS A ROAD? YES NO (IF YES, CIRCLE ROAD TYPE)
STATE COUNTY TOWNSHIP MUNICIPAL PRIVATE

IS THERE AN EXISTING DRIVEWAY SERVING THE PARCEL? YES NO
IF YES, CIRCLE DRIVEWAY TYPE: FIELD ACCESS RESIDENTIAL ACCESS COMMERCIAL ACCESS

EXISTING ADDRESS (if applicable) _____

SURVEYOR NAME (PRINT) _____ SIGNATURE _____

Surveyor License No. _____

Surveyor Phone #: (Required) _____

Buildings on the lot to be conveyed?
(Circle one)
Existing/ Proposed/None
Res. _____
Comm. _____
Apt. _____
of units _____
Other _____

Type of Sewage Treatment System
(Circle one)
Existing / Proposed
On Lot _____
Public _____
N/A _____

COUNTY ENGINEER APPROVAL

CLOSURE (APPROVED / DISAPPROVED) _____
SIGNATURE DATE

COMMENTS: _____

HEALTH DEPARTMENT APPROVAL

ON-LOT SEPTIC (APPROVED / DISAPPROVED) _____
SIGNATURE DATE

COMMENTS: _____

PLANNING COMMISSION APPROVAL

EXEMPT SPLIT ADJ VARIANCE

Receipt # _____ SIGNATURE DATE

COMMENTS: _____

INSTRUCTIONS FOR PLANNING COMMISSION REVIEW

APPLICANT:

To ensure proper consideration of this application the following **must** be completed:

1. All local township zoning requirements including minimum road frontage/lot width and minimum lot size must be met. For this information contact the MCPC at 740-455-7925.
2. All county subdivision regulations concerning minor land divisions are met:
For information regarding current standards and regulations either check the MCPC website at <http://plancomm.muskingumcounty.org/> , or contact the MCPC to receive a hard copy.
3. Both the applicant & surveyor's section of the application must be filled out in their entirety.
4. Three (3) copies of the survey and three (3) copies of the legal description completed by a registered State of Ohio surveyor must accompany each application, signed in blue ink.
5. All fees shall be paid with a personal check, a money order or cash, no credit cards. Fees as of January 14, 2008 are:

Checks to be made out to Muskingum County Planning Commission (or MCPC)

(a) Minor Lot Split	\$100.00
(b) Preliminary Plan	\$250.00 plus \$50.00 per lot reviewed
(c) Final Plat (if no preliminary plan presented)	\$250.00 plus \$50.00 per lot reviewed
(d) Sketch Plan	\$100.00
(e) Variance Application	\$250.00
(f) Transfer to Adjoiner	\$50.00

Adjoiner Statement

For parcels to be considered for transfer to an adjoining property owner the following statement must be applied to the plat and legal description:

“Not to be used as a separate building site or transferred as an independent parcel in the future without planning commission approval in accordance with applicable subdivision regulations. Parcel to be combined to Auditor’s Parcel Number - - - - .”

When completed, bring these items to the **Muskingum County Planning Commission (MCPC)**, located at the Muskingum County Courthouse, Third Floor, 401 Main St., Zanesville, Ohio 43701

APPLICATIONS MUST BE DELIVERED IN PERSON

SURVEYOR:

Section 304 of the Muskingum County Subdivision Regulations states the following information is required for all surveys accompanying a lot split application:

1. Proposed division of land, including dimensions of the entire original tract. (**8 ½” X 14” Max Size**)
2. Owner of parcel and all adjoining parcels, with deed references.
3. Dimension and location of lot lines of proposed lot.
4. Any adjoining public road, road right-of-way, and zoning setbacks.
5. Areas within the 100-year floodplain and within floodways, as determined from flood studies or by scaling from mapping provided by the Federal Emergency Management Agency, shall be delineated. If not in flood plain, state “not in a flood plain”. The flood plain zone should be noted on the application form.

**After you have received Planning Commission approval, your new split is ready for transfer.
Follow these steps to finish the process:**

1. Bring an original copy of your survey (plat), legal description, routing form and deed to the Engineer’s Map Office on the third floor of the Court House.
2. Take the above mentioned paperwork to the Auditor’s office on the first floor of the Court House. Here the property will be officially transferred to the grantee.
3. Finally take the paperwork to the Recorder’s Office, also on the first floor of the Court House, and have your deed and survey recorded.

Contact Information

Muskingum County Planning Commission - 740.455.7925
Muskingum County Engineer’s Map Dept. - 740.455.7116
Muskingum County Auditor’s Office - 740.455.7109
Muskingum County Recorder’s Office - 740.455.7107