



# No Plat Lot Split

## What is a No Plat Approval Lot Split?

Ohio Revised Code 711.131 permits a division of a parcel of land along a public street not involving the opening, widening, or extension of any street or road, and involving no more than five lots after the original tract (shown as a unit or contiguous units on the last preceding tax roll) has been completely subdivided. If these conditions are met, the application may be approved by the Delaware County Regional Planning Commission without a plat. The “No-Plat” subdivision procedure can be used for lots of 5 acres or smaller. Lots larger than 5 acres with road frontage do not currently require DCRPC approval to be recorded and conveyed.

## Where do I start?

It is advisable to make initial contact with a surveyor and/or attorney. It is also advisable to discuss the project with the zoning officer and DCRPC staff before starting the process. The surveyor will prepare a development plan showing existing structures and waste disposal. The plan will also show proposed features, if you are creating a new building site. This development plan will include approval stamps from the 1.) Zoning Inspector (see enclosure), 2.) Health District (740-368-1700), 3.) Sanitary Engineer (740-833-2240), 4.) County Engineer (740-833-2400) (or ODOT, if on a state route) and 5.) Soil and Water Conservation District (740-368-1921).

## What is the process?

The No-Plat lot split procedure is found in Section 207 of the DCRPC Subdivision Regulations. An application shall include the following

1. a **deed** for each lot (prepared by an attorney\*);
2. a **survey** for each lot to be created;
3. a **development plan** showing existing and proposed structures and waste disposal. This development plan will include endorsements by the following agencies:
  - a. **Zoning Officer;**
  - b. **Health Department/Sanitary Engineer;**
  - c. **Delaware County Soil and Water Conservation District;**
  - d. **County Engineer** or **ODOT** if on a state route.

## What is the Cost?

Each agency has a fee schedule. The RPC fee schedule is included in this package.

## How long does it take?

If the application has all the department endorsements and is not contrary to subdivision or applicable platting regulations, it shall be approved by the DCRPC within 7 working days. Because of the 7-day time-frame, the applicant should secure the appropriate endorsements before submitting the application to RPC. If the application is denied, the DCRPC shall inform the applicant of the issues and reasons for the disapproval.

When approved, the RPC staff will contact the applicant. When the applicant picks up the split, it can be taken to the County Recorder for recording.

## Other Info:

\*The deed does not have to be executed and may refer to the current owner of the parcel, if a buyer is not yet known.

Although it is not a requirement that the legal description be “green stamped” by the County Engineer’s Map Department before it is submitted to the RPC, it is advisable that the applicant do so to avoid delays when recording. The Map Department checks the survey to make sure it is an accurate reflection of the proposed split and that it follows the Conveyance Standards of the County Engineer.

The Map Department requires clean, legible copies of the survey and legal description. It is recommended that these be first-generation prints. Faxes may be used for initial review, but are not acceptable for submission. The Map Department will not accept prints larger than 11” x 17”.

*See also: Current RPC fee schedule  
List of zoning officers  
RPC application form*

LIMITED WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, that Susan M. Murphy, Unmarried, Grantor, for Ten Dollars (\$10.00) and other good and valuable consideration paid, grants, with limited warranty covenants, to Susan M. Murphy, Unmarried, Grantee, whose tax mailing address is 1496 Berlin Station Road, Delaware, Ohio, 43015, the following real property:

Situated in the State of Ohio, in the County of Delaware and in the township of Delaware being part of Lot 10 and Lot D (aka Lot 3), Section 1, Township 4, Range 19, United States Military Lands, and bounded and described as per Exhibit A, attached hereto and made a part hereof.

Parcel No.: 41914002001000  
Known as: 1496 Berlin Station Rd.

Subject to conditions, restrictions, and easements, if any, contained in prior instruments of record.

Excepting therefrom taxes and easements, if any, now a lien and thereafter due and payable.

Prior Instrument Reference: Volume 0516 Page 075 of the Recorder's office of Delaware County, Ohio.

IN WITNESS WHEREOF, Susan M. Murphy, unmarried, Grantor, has caused her name to be subscribed hereto, this 8<sup>th</sup> day of August, 2006.

GRANTOR:  
SUSAN M. MURPHY, UNMARRIED  
By: *Susan M. Murphy*  
Susan M. Murphy

STATE OF OHIO )  
COUNTY OF FRANKLIN ) ss:

BEFORE ME, a Notary Public in and for said County and State, personally appeared Susan M. Murphy, who acknowledged that she did sign the foregoing instrument to be of her voluntary act and deed.

IN TESTIMONY HEREOF, I have hereunto set my hand and official seal this 8<sup>th</sup> day of August, 2006.

*Amy K. Schultz*  
AMY K. SCHULTZ  
NOTARY PUBLIC, STATE OF OHIO  
MY COMMISSION EXPIRES OCT 5, 2009

Prepared by Nathan W. Holchuh, Equity Inc., 100 East Wilson Bridge Rd., Suite 200, Worthington, OH 43085

(C-0819) BOARD #11 IN DEED BOOK 516, PAGE 75.

All iron pins set are 3/4" inch iron pipe with a yellow plastic cap stamped "HOY SURV. - P.S. 7313"

All references are to records of the Recorder's Office, Delaware County, Ohio.

DESCRIPTION FOR CLOSING ONLY  
 RPC Approval Required  
 Municipal Approval Required  
 Delaware County Engineer



APPROVED  
Delaware County  
Regional Planning Commission  
No Plat Required  
This Approval Will Expire On  
11/16/06  
Signed: *Paul G. Schulz*  
06-1005 (E)

This is a sample deed without a "grantee". It has been stamped by the Map Department for RPC approval and also shows the RPC approval stamp.

July 14, 2006

DESCRIPTION OF A 1.910 ACRE TRACT

Situated in the Township of Delaware, County of Delaware, State of Ohio, located in Farm Lots 10 and 3, Section 1, Township 4, Range 19, United States Military Lands, and being a 1.910 acre tract of land out of that 5.071 acre tract conveyed to Susan Murphy in Deed Book 516, Page 75, said 1.910 acres being more particularly described as:

Commencing, for reference, at the point of intersection of the centerline of Berlin Station Road (County Road 91) with the northerly line of said Farm Lot 3 (aka Lot "D") and the southerly line of Farm Lot 4;

Thence, South 10° 28' 30" East, with the centerline of said Berlin Station Road, a distance of 302.29 feet, passing a railroad spike found at the northeasterly corner of said 5.071 acres, the same being a southerly corner of that 107.991 acre tract conveyed to Erik K. Jones and Susan J. Logan in Deed Book 467, Page 102, at a distance of 104.64 feet, said railroad spike set being the TRUE PLACE OF BEGINNING.

Thence, from said TRUE PLACE OF BEGINNING, South 10° 28' 30" East, with the easterly line of said 5.071 acres and with said centerline, a distance of 65.00 feet to a railroad spike found at the southeasterly corner of said 5.071 acres, the same being the northeasterly corner of that 5.0 acre tract of land conveyed to Donald & Teresa Yoak in Deed Book 491, Page 754.

Thence, North 88° 59' 00" West, with the southerly line of said 5.071 acres and with the northerly line of said 5.0 acres, passing an iron pin set at a distance of 40.82 feet, a total distance of 662.31 feet to an iron pin found.

Thence, North 01° 00' 00" East, with the westerly line of said 5.071 acres and with an easterly line of that 113.27 acre tract conveyed to Pollack Venture, LLC in Official Record Volume 593, Page 1701, a distance of 175.00 feet to an iron pin set.

Thence, South 88° 59' 00" East, crossing a portion of said 5.071 acres, a distance of 310.00 feet to an iron pin set.

Thence, South 47° 09' 59" East, crossing a portion of said 5.071 acres, a distance of 166.93 feet to an iron pin set.

Thence, South 88° 59' 00" East, crossing a portion of said 5.071 acres, passing an iron pin set at 174.18, a total distance of 215.00 to the TRUE PLACE OF BEGINNING.

Containing 1.910 acres of land, more or less, being 0.378 acres in Lot 10 and being 1.532 acres in Lot 3.

Subject to all easements, restrictions and rights-of-way of record.

Bearings are based on South 10°28'30" East, as given for the centerline of Berlin Station Road (County Road 91) in Deed Book 516, Page 75.

All iron pins set are 3/4" inch iron pipe with a yellow plastic cap stamped "HOY SURV. - P.S. 7313".

All references are to records of the Recorder's Office, Delaware County, Ohio.

DESCRIPTION FOR CLOSING ONLY  
 RPC Approval Required  
 Municipal Approval Required  
 Delaware County Engineer



APPROVED  
Delaware County  
Regional Planning Commission  
No Plat Required  
This Approval Will Expire On  
11/16/06  
Signed: *Paul G. Schulz*  
06-1015 (E)

This is a sample legal description of a single lot. It has been stamped by the Map Department for RPC approval and also shows the RPC approval stamp.

**PLAT OF SURV**  
**NPA LOT SPLIT**  
**FARM LOTS 3 & 10, SECTION 1,**  
**DELAWARE TOWNSHIP,**  
**TOWNSHIP 4, RANGE 19**  
**DELAWARE COUNTY, OHIO**

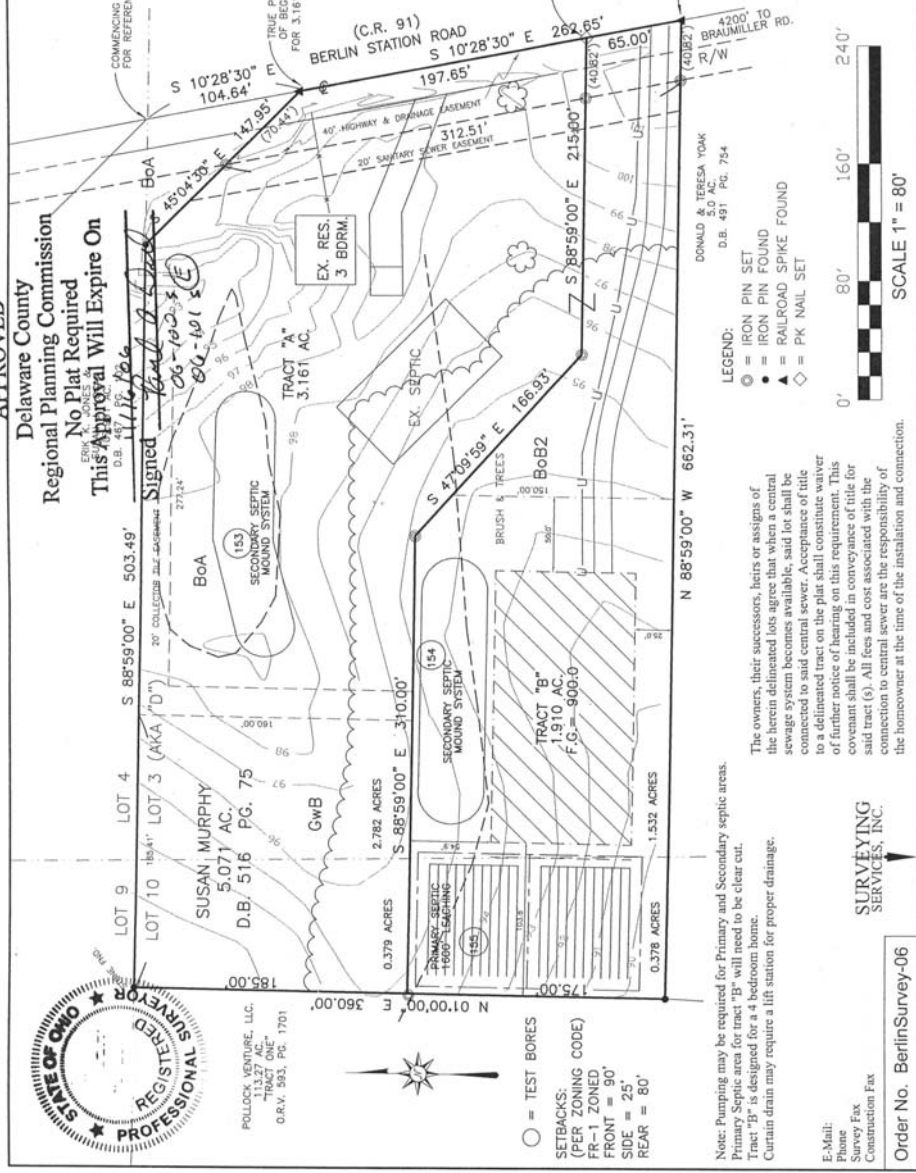
APPROVED  
 Date 8-8-06 By J. Smolker  
 Del. Co. Sanitary Engineer

Delaware County Engineer	<u>Chris Gausman, P.E./P.S.</u>
APPROVED	<input checked="" type="checkbox"/>
DISAPPROVED	<input type="checkbox"/>
APPROVED w/ variances attached	<input type="checkbox"/>
Date of Variance Letter	
Additional Information or Requirement	
Date of Issue	<u>8-10-06</u>
Durb	<u>DMB</u>

Sharon Skelton 7/14/06  
 Delaware Township  
Stephen Rubner, BS 8/23/06  
 Delaware County Health Department Date

Benchmarks are based on S 10°28'30" E as given for the eastline of Berlin Station Road (County Road 91) in Deed Book 516, Pg. 75, Recorder's Office, Delaware County, Ohio.  
 We hereby certify that the above plat was prepared from an actual field survey and to the best of our knowledge and belief is correct. All dimensions along arcs are chord distances.  
**SURVEYING SERVICES, INC.**  
 Registered Professional Surveyor No. 7632  
 Date 7/14/06

APPROVED  
 Delaware County  
 Regional Planning Commission  
 No Plat Required  
 This Approval Will Expire On  
 08-11-10  
 Signed Paul J. Smith  
 08-10-06  
 06-10-06



This surveyor has submitted a combination survey/development plan. It includes locations of existing and proposed structures including existing and proposed septic areas. All endorsements are located on the development plan.

The development plan (if separate) must include indications that the layout has been approved by the Zoning Inspector, Health District, County Engineer, Sanitary Engineer, and Soil and Water District.

A survey showing only the lot lines (and any easements) can be submitted separately from the development plan. **This is preferred as it results in a cleaner document for recording.**