



Minor Subdivision Application Submittal Requirements

No Minor Subdivision application will be accepted for review, per Section 1105.02(c) of the Planning and Zoning Code, without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Zoning Administrator

Information entered into a Minor Subdivision Application on Viewpoint Cloud

1. The location of the subject property.
2. A description of the proposed Minor Subdivision application.
3. The total number of proposed lots.
4. Verification that the owner of the property or an authorized applicant is submitting the application per Section 1105.02(a) of the Planning and Zoning Code.
5. The required application fee per Section 1105.02(f) of the Planning and Zoning Code.

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6. The surveyor shall prepare a scale drawing of every individual survey, or drawings comprising all of the surveys when they are contiguous, in which the surveyor retraces previously established property lines or establishes new boundaries.
7. A copy of this drawing shall be given to the client. When required, another copy shall be filed with the appropriate public agencies.
8. The surveyor shall include the following details:
 - a) A title such that the general location of the survey can be identified. The title shall include, but not be limited to: state, county, civil township or municipality, and original land subdivision description.
 - b) A north arrow with a clear statement as to the basis of the reference direction used.
 - c) The control station(s) or line cited in the description and the relationship of the property to this control must be referenced to an established monumented point of beginning such as, but not limited to: centerline intersection of streets or highways record, section or quarter section corners, Virginia military survey corners or lines, or platted lot corners. The type of monuments set or found at the control stations shall be noted.
 - d) A notation at each corner of the property stating that the boundary monument specified in the deed description was found, or that a boundary monument was set, or a legend of the symbols used to identify monumentation. In addition, there shall be a statement describing the material and size of every monument found or set.
 - e) A general notation describing the evidence of occupation that may be found along every boundary line or occupation line.
 - f) The length and direction of each line as specified in the description of the property or as determined in the actual survey if this differs from what is stated in the deed description by more than the tolerance specified in paragraph (B) of rule 4733-37-04 of the Administrative Code. The length and direction shall be stated as follows:
 - i. Bearings expressed in degrees, minutes and seconds and distances expressed in feet and decimal parts thereof on each course. If a metric equivalent distance is stated, it shall be stated to the third decimal place.
 - ii. All curved lines shall indicate the radius, central angle, curve length, chord bearing and chord distance.



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- iii. Each course shall show other common lines such as centerline of roads, rivers, streams, wetland and riparian set backs, section lines, quarter section lines, half section lines or other pertinent common lines of record.
- g) A citation of pertinent documents and sources of data used as a basis for carrying out the work. The citation shall include, but not be limited to: current deeds as of the date of the survey, prior deeds or other documents of record, and available deeds of record for adjoining parcels along each boundary line of the survey. If the adjoining parcel is a recorded subdivision, only the subdivision name, recording information and lot numbers need to be shown.
- h) The written and graphical scale of the drawing.
- i) The date of the survey.
- j) The surveyor's printed name and Ohio registration number, signature and seal (in a form which may clearly reproduce on any copies which may be made of the original drawing).
- k) The area contained within the perimeter of the surveyed parcel.
- l) All references to roads or railroads contiguous to the surveyed parcel shall use current names or names of record and applicable right of way widths, if available.
- m) All references to rivers or streams shall use current names of record, if available.
- n) Lot numbering, and lot acreage for all parcels to be created. Where the lots of a municipal corporation are not numbered consecutively upon the original plat thereof, the plats of additions thereto, or subdivisions thereof, the county auditor and county recorder, in conjunction with a person appointed by the mayor of such municipal corporation, may make a revision of the numbers of all the in-lots and out-lots of such municipal corporation as they stand upon the record, and renumber all the lots, so that the in-lots shall have but one consecutive series of numbers, beginning with the number one, and the out-lots shall have but one similar series of numbers, also beginning with the number one. (ORC 711.28)
- o) All easements with their dimensions labeled either Public or Private as well as document of record.
 - i. Proposed public or private easements shall be shown with their dimensions as well as a statement of conveyance.
 - ii. All easements within a newly created subdivision shall be accurately dimensioned so that each easement line can be reproduced without ambiguity.
- p) Extent of all proposed streets with their width and names and any other areas intended to be dedicated to public use. A tabulation showing the amount of right-of-way to be dedicated.



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- q) The lines of adjoining streets and alleys, with their widths and names.
 - r) Statements whereby the subdivider certifies the accuracy of the subdivision, that he/she causes the land to be platted and that he/she dedicates to public use the streets, parks and other land indicated on the plat as intended for public use, with appropriate space for signature of the subdivider and notary.
 - s) Space for approval and signature by the City of Wooster Zoning Administrator, City of Wooster City Engineer, Wayne County Tax Map Office, Wayne County Auditor's Office and the Wayne County Recorder.
 - t) Copies of all covenants, easements and restrictions as further specified in Sections 1105.06(d)(7) and 1129.10.
 - u) If landscaping or screening is required, a separate sheet or sheets showing location, type, species, and quantities of all landscaping.
 - v) Plats that are intended for non-residential property shall include the following note.
ALL DEVELOPMENT WIDE OR SITE SPECIFIC PERMANENT STORMWATER CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE OWNERS PERTAINING TO GENERAL UPKEEP, ROUTINE AND NON-ROUTINE MAINTENANCE, PERFORMING REQUIRED INSPECTIONS AND ANNUAL REPORTING REQUIREMENTS.
9. All other provisions in OAC 4733-37 shall be followed (<http://codes.ohio.gov/aoc/4733-37>).
10. Any other information necessary for the evaluation of the Minor Subdivision application as deemed necessary by the Zoning Administrator or City Engineer.

Definitions as Used Above

11. "Plat" means a map of a tract or parcel of land.
12. "Subdivision" means either of the following:
- a) The division of any parcel of land shown as a unit or as contiguous units on the last preceding general tax list and duplicate of real and public utility property, into two or more parcels, sites, or lots, any one of which is less than five acres for the purpose, whether immediate or future, of transfer of ownership, provided, however, that the following are exempt:
 - i. A division or partition of land into parcels of more than five acres not involving any new streets or easements of access.
 - ii. The sale or exchange of parcels between adjoining lot owners, where that sale or exchange does not create additional building sites.
 - iii. If the planning authority adopts a rule in accordance with section 711.133 of the Revised Code that exempts from division (B)(1) of this section any parcel of land that is four acres or more, parcels in the size range delineated in that rule.



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Definitions as Used Above (Continued)

- b) The improvement of one or more parcels of land for residential, commercial, or industrial structures or groups of structures involving the division or allocation of land for the opening, widening, or extension of any public or private street or streets, except private streets serving industrial structures, or involving the division or allocation of land as open spaces for common use by owners, occupants, or leaseholders or as easements for the extension and maintenance of public or private sewer, water, storm drainage, or other similar facilities. (ORC 711.001)