

PROCEDURES FOR RECORDING LOT SPLITS OF LOTS UNDER 5 ACRES

1. Decide the general size and shape of the new parcels. Show your sketch to the Township Zoning Inspector , (330) 325-7338, to make sure the parcels meet the zoning requirements.. The Minimum Requirements in Randolph Township are 150' width Road Frontage, 150' width to the setback of the house and 2 acres exclusive of the road right of way (unless a larger lot is required to meet requirements for sewage disposal by the Portage County Health Department or Ohio EPA). The lot also must have a maximum lot width to depth ratio of 1:6. You may want to contact a surveyor to help you work out the boundaries.
2. Go to the Tax Map Department on the 3rd Floor of the County Administration Building, 449 South Meridian Street, (330) 297-3598. Purchase a Tax Map page showing where the parcels will be. Then sketch your new parcels on it. The cost of a Tax Map page is currently \$2.00.
3. Go to the Regional Planning Commission at 124 North Prospect Street, Ravenna and show it to the staff to make sure it complies with the Portage County Subdivision Regulations and to pick up an Application for Administrative Subdivision Approval.
4. Then, take the sketch to the Health Department (330) 297-3502 on the 3rd Floor of the County Administration Building to arrange for a backhoe test for septic systems. The Health Department will keep the tax map for their records. Every new lot must have its own backhoe test unless central sewer is available. If sewer is available, the Water Resources Department, (330) 297-3670, on the 3rd Floor must approve instead of the Health Department and they will help you arrange for tie-in to central sewer.
5. After the Health Department has given septic approvals or you have arranged to tie-in to sanitary sewer and you know the lots meet Township Zoning and the Portage County Subdivision Regulations, make arrangements to have the property surveyed. If the surveyor has any questions regarding the Portage County Subdivision Regulations, have him call the Portage County Regional Planning Commission at (330) 297-3613.
6. When the surveyor has finished, get the ORIGINAL MYLAR DRAWING from the surveyor along with the legal description for each new lot. Take the drawing to the Zoning Inspector for his signature. Have deeds prepared from legal descriptions if you are prepared to transfer property.
7. After you have filled out the first page of the application, take it to the Health Department (on the 3rd Floor) or the Water Resources Department (on the 3rd Floor) if tying into central sewer. Then, bring the original drawing, deeds or legal descriptions, signed application form and fee of \$110.00 + \$10.00 per lot when over 2 lots to the Portage County Regional Planning Commission. Each subdivision will consist of at least two divisions, therefore, the minimum fee will be \$110.00. The Portage County Regional Planning Commission will review the subdivisions (s) within seven (7) working days. After notification of approval, the applicant must go to the Portage County Regional Planning Commission to pick up the deeds for recording. Until the deeds are recorded, the lot splits have not occurred.
8. To record the deeds take the stamped deeds to the Real Estate Office on the 5th Floor, (330) 297-3569, (Auditor's Office). This office will transfer the ownership of the parcel for taxation. The fee will be 50 cents per parcel plus a conveyance fee of \$3.00 per \$1,000 paid for the parcel.
9. After the Auditor's Office is finished, take the deeds to the Recorder's Office, (330) 297-3553, on the 4th Floor. The Recorder's Office will copy and record the deeds. The Recorder's Office charges are \$28.00 for recording the first two sides of the deed and \$8.00 for each additional page. Make arrangements with the Recorder's Office as to how you would like your document(s) returned.
10. Obtain the deed instrument numbers from the Recorder's Office and return to the Tax Map Department to fill out an application for a house number. There is no charge for a house number. You need to know approximately the size of the house and where the house will be located on the parcel.