



**COSHOCOTON COUNTY**  
**REGIONAL PLANNING COMMISSION**  
23194 CR 621 ★ COSHOCTON ★ OHIO ★ 43812  
PHONE: (740) 622-7776 FAX: (740) 623-6512  
[CountyPlanning@coshoctoncounty.net](mailto:CountyPlanning@coshoctoncounty.net)  
[www.CoshoctonCounty.net](http://www.CoshoctonCounty.net)



## For Land Owners in Coshocton County, Ohio

To split a portion of your land, understand the process may take several weeks. Please read through the following directions and procedures to understand what is involved.

1. Applicants are encouraged to meet with the Planning Commission staff prior to meeting with a surveyor to discuss various options for your property. This preliminary meeting can offer several ideas and potential cost savings for properly subdividing your property. The property owner or an agent working on behalf of the owner may complete the application and provide the necessary fees. **The Planning Commission will not accept an application that is not complete.**
2. All required information must be submitted to the Planning Commission office located in the County Engineer's Office at 23194 CR 621, Coshocton, Ohio 43812. Our phone number is 740.622.7776 and our hours are Monday through Friday, 7:00 a.m. to 4:00 pm. In order to ensure someone is available to meet with you, we encourage making an appointment.
3. The Planning Commission will send the application to the Reviewing Agencies, which include the Coshocton County Health Department; Coshocton County Soil and Water Conservation District; and Coshocton County Engineers Office and/or the Ohio Department of Transportation, District 5. Each agency has a reasonable amount of time (approximately 7-10 business days) to visit the site of the property division and evaluate the split according to their criteria. The agencies will then send letters with comments and recommendations to the Planning Commission. The Planning Commission has an online status page to track your application during the approval process. It is called the Property Division Approval log and it is located at <http://www.coshoctoncounty.net/rpc/property-division-approval/>
4. After receiving the comments from the Reviewing Agencies, the Planning Commission will send via email, if available, a pre-approval or denial packet including the letters from the Reviewing Agencies to the surveyor and landowner/applicant indicating whether or not the property division has been pre-approved or denied. This step may take approximately seven (7) to fourteen (14) business days.
5. If the lot split was pre-approved, the surveyor must then attach the pre-approval packet to the survey and submit it to the Coshocton County GIS & Tax Map office by emailing [jonaleemikesell@coshoctoncounty.net](mailto:jonaleemikesell@coshoctoncounty.net). If corrections need to be made to the survey, the GIS & Tax Map office will contact the surveyor concerning the required changes. After all documents are acceptable and regulations are met, GIS & Tax Map will approve the survey by placing their electronic stamp upon the documents.
6. The GIS & Tax-Map office will then send the Planning Commission the approved survey and they will review the survey for compliance with the pre-approval of the property division. If all requirements are met, the Planning Commission will then stamp the survey. The approved survey with both the GIS & Tax-Map stamp and the Planning Commission stamp will then be sent via email back to the GIS & Tax-Map office and to the surveyor indicating the final approval from the Coshocton County Regional Planning Commission.
7. **Soils evaluations must be completed in accordance with OAC 3701-29-07. Exemptions from a required soil evaluation may include parcels larger than 5 acres and parcels with existing dwellings that have a septic system on site. The Coshocton Public Health District may at any time during the review require a soil evaluation and or a complete sewage treatment system design plan for lots with limited space or other restrictions.**

Date revised 9/23/2024



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**APPLICATION FOR PROPERTY SUBDIVISION**

**Please complete this application in its entirety, it will not be accepted if left incomplete. Please use ink.**

Please check the appropriate property division. Check all that apply.

☐ Public Road Major Subdivision (Platted) ☐ Private Road Subdivision (Major Subdivision 4-5) ☐ Private Road Subdivision (Major Subdivision 1-3)  
☐ Minor Lot Split (1.0-5.0 acres) (Requires Soil Evaluation) OAC 3701-29-08 ☐ Large Lot (5.001-20.00 acres) ☐ Property Division (over 20.0 acres)  
☐ Adjoiner Only Division ☐ Ag/Rec Exemption (5.0-20.0 acres)

File# \_\_\_\_\_ Check # \_\_\_\_\_ Amount Collected \$ \_\_\_\_\_

**Agent Information**

Name \_\_\_\_\_ Company \_\_\_\_\_ Phone ( ) - \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Email \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Grantor (Landowner/Seller) Information**

Name \_\_\_\_\_ Company \_\_\_\_\_ Phone ( ) - \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Email \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Grantee (Buyer) Information (if known)**

☐ Not Known

Name \_\_\_\_\_ Company \_\_\_\_\_ Phone ( ) - \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Email \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Surveyor Information**

Name \_\_\_\_\_ Company \_\_\_\_\_ Phone ( ) - \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Email \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Proposed Property Corners are staked.

☐ Yes ☐ No

Property Lines at Road Frontage Staked (Required)

☐ Yes ☐ No

☐ Check box if paper copy of approval is needed. Address to be mailed to: \_\_\_\_\_

The undersigned applicant or agent of the applicant requests approval of the property subdivision described by the attached sketch and application. The signature below affirms that all statements appearing on this form and the attachments are true and correct to the best of their knowledge. The statutory authority of the Coshocton County Regional Planning Commission to approve said property subdivisions is located in the Ohio Revised Code as well as the Coshocton County Subdivision Regulations.

Applicant/Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

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# APPLICATION FOR PROPERTY SUBDIVISION

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## Information Regarding the Proposed Division of Property

Parcel number(s) making up Proposed Division \_\_\_\_\_ Township \_\_\_\_\_

Address of Proposed Property Division \_\_\_\_\_

Adjoining dedicated public road(s) for frontage \_\_\_\_\_

Will the property subdivision involve opening, widening or extending the dedicated public road? ☐ Yes ☐ No

Will the property subdivision involve the creation of a private road? ☐ Yes ☐ No

### TRACT 1

Proposed acreage \_\_\_\_\_ What is the intended use for Tract 1? ☐ Recreational ☐ Residential ☐ Commercial

Are there current buildings on Tract 1? ☐ Yes ☐ No If Yes, please describe \_\_\_\_\_

Is there an existing:

☐ Public Sewer ☐ Central Water Supply ☐ Private Well ☐ Spring ☐ Septic System ☐ Driveway ☐ Easement for Access

### TRACT 2

Proposed acreage \_\_\_\_\_ What is the intended use for Tract 2? ☐ Recreational ☐ Residential ☐ Commercial

Are there current buildings on Tract 2? ☐ Yes ☐ No If Yes, please describe \_\_\_\_\_

Is there an existing:

☐ Public Sewer ☐ Central Water Supply ☐ Private Well ☐ Spring ☐ Septic System ☐ Driveway ☐ Easement for Access

### TRACT 3

Proposed acreage \_\_\_\_\_ What is the intended use for Tract 3? ☐ Recreational ☐ Residential ☐ Commercial

Are there current buildings on Tract 3? ☐ Yes ☐ No If Yes, please describe \_\_\_\_\_

Is there an existing:

☐ Public Sewer ☐ Central Water Supply ☐ Private Well ☐ Spring ☐ Septic System ☐ Driveway ☐ Easement for Access

### TRACT 4

Proposed acreage \_\_\_\_\_ What is the intended use for Tract 4? ☐ Recreational ☐ Residential ☐ Commercial

Are there current buildings on Tract 4? ☐ Yes ☐ No If Yes, please describe \_\_\_\_\_

Is there an existing:

☐ Public Sewer ☐ Central Water Supply ☐ Private Well ☐ Spring ☐ Septic System ☐ Driveway ☐ Easement for Access

### TRACT 5

Proposed acreage \_\_\_\_\_ What is the intended use for Tract 5? ☐ Recreational ☐ Residential ☐ Commercial

Are there current buildings on Tract 5? ☐ Yes ☐ No If Yes, please describe \_\_\_\_\_

Is there an existing:

☐ Public Sewer ☐ Central Water Supply ☐ Private Well ☐ Spring ☐ Septic System ☐ Driveway ☐ Easement for Access

Total Acreage

If additional tract are needed, please add additional pages.

Date revised 9/23/2024