



CITY OF WEST CARROLLTON

APPROVAL WITHOUT PLAT/LOT SPLIT APPLICATION INSTRUCTIONS

APPLICATION FORM – The application form must be fully completed, signed by the property owner (and designated representative, if applicable), and shall be properly notarized.

Note: If a deed is submitted, a plot plan drawn to scale is required to help in determining the conformance of the proposed changes with city zoning and subdivision regulations. The requirement for a plot plan may be waived under certain circumstances.

SUBMITTAL REQUIREMENTS – The applicant shall submit 12 copies of all information required in Chapter 152.51, as well as any other information which supports the application. In addition, an AutoCAD or GIS electronic copy of the proposal shall be provided with the initial application, and a final copy with any revisions shall be provided prior to release of the plan for recording.

RECORDING – The city **must** stamp and sign all deeds, plot plans, or record plans before they will be accepted by the Montgomery County Recorder's Office. Once the mylar is signed by the city, it is returned to the applicant for recording.

The applicant will provide the city with a copy of the recorded deed, plot plan, or record plan.

MAJOR CHANGES/NON-CONFORMITIES – The city staff has the option of referring all changes in lot lines or easements to the City Planning Commission or Board of Zoning Appeals, if the application involves any major changes or non-conformities.

ZONING REQUIREMENTS – The application must meet the requirements of Chapter 152.51 of the Zoning Code, which is attached to this packet.

FEES - All fees are listed in the attached fee schedule.

OFFICIAL FILING DATE – The official filing date of the application shall be the date on which the application is examined and found to meet all requirements by the Director of City Planning.

EXPIRATION DATE – Approved applications expire six (6) months after the date of the signed resolution. Within those six (6) months a permit must be acquired.

INFORMATION - For information contact the Planning & Building Department at 859-5783.