



MINOR SUBDIVISION (LOT SPLIT/COMBINATION)

CHECKLIST OF REQUIRED INFORMATION

All applications shall require submittal of one full-sized hard copy of all documents

- 1) Send an email to planning@delawareohio.net; Attn: Anna Kelsey, Planning and Zoning Administrator to discuss your proposed lot split/combination prior to submitting your application.
- 2) Completed and signed Master Application Form which includes:
 - a) Applicant(s) name, address, phone number.
 - b) Name, address, phone numbers of all owners of the property.
 - c) Signature by applicant.
 - d) If applicant is not the property owner, submit current notarized written statement signed by property owner(s) appointing applicant as owner's agent (form attached).
 - e) Name, address, phone number, e-mail address of contact person for information and questions.
 - f) Name, phone number, e-mail address of Engineer, Attorney, and/or Architect if applicable.
- 3) One copy of a survey and legal description showing the existing and proposed lot conditions completed and stamped by a licensed surveyor. Prior to submitting to the City for review, the documentation shall be reviewed by the Delaware County Map Room for their "green stamp".
- 4) Fees will be invoiced upon official acceptance of the application and required materials. Fees can be found in the fee schedule at delawareohio.net/planning.
 - a) Submitted applications may take several days to process. The applicant will be notified when the application materials have been reviewed, approved, and stamped. After being picked up, the survey and legal description shall be recorded with the Delaware County Recorder.

Agent Form

The undersigned, owner(s) of the certain real property described in the attached application, do hereby appoint and expressly grant full authority to (Name of Agent) to act as the sole agent(s) of and on behalf of the undersigned in all matters related to and in connection with the attached application. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of Delaware in connection with this same case, and by all decisions made by the City in connection with this same case.

_____	_____
Owner's Signature	Owner's Signature
_____	_____
Printed Name	Printed Name

State of _____

County of _____

Sworn to or affirmed and subscribed before me by _____
Owner(s) Name(s)

this date of _____.

SEAL

Signature of Notary Public

Notary Printed Name

Commission Expiration Date

