

**DEPARTMENT OF BUILDING/ZONING INSPECTION  
CITY OF WASHINGTON COURT HOUSE  
105 NORTH MAIN STREET  
WASHINGTON COURT HOUSE, OHIO 43160  
PHONE 740-636-2353 FAX 740-636-2349  
www.ci.washington-court-house.oh.us**

**APPLICATION FOR MINOR SUBDIVISION APPROVAL (LOT SPLIT)-  
NO PLAT REQUIRED**

The undersigned applies for minor subdivision approval under Section 711.131 of the Ohio Revised Code, and certifies all information and material submitted with this application is true and correct.

**WHEN RETURNING APPLICATION ALL THE FOLLOWING INFORMATION  
MUST BE SUBMITTED:**

1. Sketch of the property as is at present with a sketch of the proposed change
2. A legal description must be submitted.
3. Items 1 and 2 must be submitted with this application to the City Law Director (Mr. Mark Pitstick, 224 North Fayette Street, 335-5236)
4. Upon approval from the City Law Director, all of the above must be submitted to the City of Washington Building Department with a fifty (\$50.00) dollar non-refundable fee.

LOT SPLIT IS REQUESTED AT: \_\_\_\_\_  
Street Address, Lot # or Parcel #

OWNER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE & ZIP CODE \_\_\_\_\_

DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_

***Minor subdivision approval may be granted by the Chairman of the City Planning Commission and the City Manager only under the above conditions.***

**For Official Use Only**

Comments: \_\_\_\_\_

\_\_\_\_\_  
City Law Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Washington Building Inspector

\_\_\_\_\_  
Date