



Case No. _____
Date: _____

**LOT SPLIT LOT COMBINATION APPLICATION**

Application Fee: Varies based on the type of lot split or replat, see following page for details

Please see the instructions on page 2 of this application for Lot Split / Lot Combination procedures and fees.

1. Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Owner's Email: \_\_\_\_\_
  
2. Legal description of subject property: (City Lot #): \_\_\_\_\_  
 (Address): \_\_\_\_\_
  
3. Intentions of the Owner for the Property: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The owner(s) and/or the owner's agent certify that the information contained herein, and any information provided as exhibits herewith, is correct. The owner(s) also by virtue of this request grants to those public officials/staff responsible for the review of this application, permission to inspect the subject property.

NOTE: The fee for this application is not refundable.

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**CITY OF MIAMISBURG  
LOT SPLIT / LOT COMBINATION PROCEDURES**

1. Submit maps or sketches (2 Copies) of your lot split / lot combination concept along with a completed application to the Development Department/Planning Commission. They will decide if your concept is acceptable, or if platting is more acceptable.
  2. If the lot split / lot combination is acceptable, you then:
    - a. Have survey made and description drawn up for transfer, and submit those to the Development Department prior to the Planning Commission meeting.
  3. Attend the Planning Commission meeting to answer any questions.
  4. Planning Commission will authorize the lot split / lot combination and direct the Planning Commission secretary to stamp for transfer without platting.
  5. After signatures are secured on survey Mylar and "No Plat Required" stamped on proper deeds, the owner will be required to submit them to Montgomery County for recording. Following the recording, furnish the Development Department with a copy of the recorded documents.
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**FEES**

Ordinance No. 5502

**ORDINANCE ESTABLISHING FEES FOR THE PROCEDURE OF LOT SPLIT  
REQUESTS**

Section 1

At the time of submission of the request for a lot split, the applicant shall pay a filing fee to the City in an amount as follows:

- a.) \$25.00 for a split of one lot into two lots or two lots combined into one.
- b.) \$25.00 for each additional lot being requested in the lot split/combination procedure.

Passed: February 6, 2001