



Village of Commercial Point

P.O. Box 56  
Commercial Point, Ohio 43116  
(614) 877-9248

**Minor Subdivision Application**

Date Received: \_\_\_ / \_\_\_ / \_\_\_

**Property Information**

Street Address: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Intended Use of Property:**    \_\_\_ Residential                      \_\_\_ Commercial

*The Undersigned hereby applies for a zoning certificate, to be issued on the basis of the representation contained herein, all of which the applicant swears to be true. The applicant further agrees to conform to all zoning regulations in force on the date of the application for the area represented.*

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Fee Paid: \_\_\_\_\_

**Minor Subdivision Application:**

\_\_\_ Approve                      \_\_\_ Deny

\_\_\_ Approved with Conditions

Conditions (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zoning Administrator Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_



**Guidelines for Submission of Application**

1. Prior to submittal of the Minor Subdivision Application, it is recommended that the applicant meet with the Zoning Administrator to determine whether the request meets the criteria and to explain the procedure and submittal requirements.
2. All fees and documentation must be submitted with completed applications.
3. See Chapter 1107.03 of the Village of Commercial Point Zoning Code for all submission requirements and procedural information relative to this application.
5. Parcel numbers may be obtained from the Pickaway County Auditors website or by calling the Pickaway County Auditor's Office at (740) 474-4765.

**Minor Subdivision Application Fee**

Processing Fee - \$400.00 plus \$10.00 per lot for Minor Subdivision Plats that do not require improvement plans.

or

Processing Fee – 2% of the estimated construction cost (minimum \$600) for Minor Subdivision Plats that require improvement plans.