



Planning Department  
 Debi Walker-Yost, Village Planner  
 Steven Smedley Assistant Village Planner  
 141 East Broadway  
 Granville, Ohio 43023  
 (740) 587-3997 (Phone); (740) 587-0128 (Fax)

## Minor Subdivision/Lot Split/Lot Combination Review:

Contact the Planning Department at (740) 587-0707

Step #1: Provide property address

Minor Subdivision/Lot Split  
 or  
Lot Split and Lot Combination  
 or  
Lot Combination  
 (not applicable for lots located within platted subdivision)

Applicant submits materials  
 by submission deadline  
 (+/-2 weeks prior to hearing)

### Needed Application Materials:

- 1) Subdivision Development Application
- 2) Legal description for existing parcels
- 3) Parcel plan for existing parcels
- 4) Legal descriptions for each new parcel
- 5) Parcel plan showing new parcels

Village Staff mails letters to adjacent property owners & posts yard sign at the property (six days prior to the hearing)

2-week Appeal Period  
 (following the Finding of Fact Mailing)

**Application approved & Subdivision Development Permit Application released; improvements can begin**

Planning Commission Review & Approval

(2 weeks following submission deadline)

Appeal Filed?

Yes      No

Findings of Fact mailed to all parties & yard signs collected  
 (day following approval by Planning Commission)

Village Council Appeal Process  
 Section 1137.01, Council Powers & Duties

March 17, 2015

\*Please contact the zoning office for questions related to this process.