

## WHAT IS A MINOR SUBDIVISION?

1. Contains frontage on an existing public street;
2. Does not involve a public street or road being opened, widened, or extended;
3. Does not result in more than five (5) lots being created after the original tract has been completely subdivided;
4. Does not contradict any County regulation.

## INFORMATIONAL RESOURCES

### Tax Map Office

330-287-5495

[www.wayne-county-engineer.com/tax-map](http://www.wayne-county-engineer.com/tax-map)

### Soil and Water Conservation District

330-263-5376

[www.wayneswcd.org](http://www.wayneswcd.org)

### Wayne County Health Department

330-264-2426

### Wayne County Engineer

330-287-5500

[www.wayne-county-engineer.com](http://www.wayne-county-engineer.com)

### Wayne County Recorder's Office

330-287-5460



# MINOR SUBDIVISION PROCEDURES

## FOR UNINCORPORATED WAYNE COUNTY



*Prepared and distributed by:*

### Wayne County Planning Department

428 West Liberty Street

Wooster, OH 44691

Phone: 330-287-5420

Website: [wayneohio.org](http://wayneohio.org)



## COUNTY SUBDIVISION REGULATION REVIEW

Wayne County citizens are required to complete an application for subdivisions that will be reviewed by the Technical Review Committee (TRC). The TRC is a one stop shop for subdivision review, consisting of: Wayne County Planning Department, Wayne County Health Department, Soil and Water Conservation District, Wayne County Engineer, and the Map Office.



Note: The Planning Department does not have jurisdiction in any incorporated areas. If you have questions about planning or zoning and your property is located in a city or village, please reach out to that respective city or village.

## BRIEF OVERVIEW OF MINOR SUBDIVISION REVIEW PROCESS

### Submission of Minor Subdivision

Applications and payments are due each Thursday by 8 a.m.

The following items are required:

1. Complete TRC application
2. Full payment
3. Tax map of property
4. Sketch of proposal
5. Floodplain map & panel
6. Soil map
7. Aerial map with 2' contours

-The current fees, TRC application, schedule, and checklist can be found on the Wayne County Ohio Planning Department webpage at:

[www.wayneohio.org/  
planning-department](http://www.wayneohio.org/planning-department)



Note: If a subdivision results in the any parcel being under 20 acres, this parcel will be reviewed and charged. If a lot is 20 acres or more and has proper road frontage, the lot split is exempt from review.

The Wayne County Planning Department is responsible for the enforcement of the Subdivision Regulations for the unincorporated areas of Wayne County.



## APPROVAL

After the application has been reviewed by all TRC departments, the applicant will receive comments from all departments. All comments must be met before the survey will be signed off and recorded. After all comments are completed:

1. The surveyor will provide the customer a plat/survey.
2. Deeds need to be prepared by a title company or attorney establishing a new survey.
3. Submit the final survey, legal description(s), and deed(s) to Map Office for processing.
4. The Map Office will contact the applicant when the documents are ready to pick up for final recording.

## QUESTIONS?

If you have any questions about the minor subdivision review process, please contact the Planning Department at the number listed on the back of this pamphlet.

