

## 1. APPLICANT SUBMITS PLANS

You will need to submit a plat showing the proposed lot split or assembly to the Westlake Planning Department for review and approval by the Westlake Planning Commission. A "simple property split" is the division of any parcel of land shown as one unit in the current records of the Cuyahoga County Recorder into not more than two separate parcels both of which after the split must have the required frontage on an existing street or streets.

An "assembly plat" is a plat which, if approved, would aggregate two or more separate parcels of land as shown in the current records of the county recorder into one parcel of land. If you wish to split a lot into three or more separate parcels, the guidelines for a subdivision are to be followed.

When creating a new parcel, it shall comply with the lot design guidelines listed in, but not limited to Chapter 1127.05 of the Westlake Codified Ordinances.

You will need to submit the following to the clerk of commissions:

### **Fees:**

- Application: \$50.00

### **1 copy:**

- Proof of ownership (warranty deed or option to purchase)
- Legal description

**12 collated sets** which shall include **one of each** of the following:

- Completed application form, including lot parcel number or numbers.
- Survey plat at a scale of 50 feet to 1 inch, prepared by an engineer or surveyor.
- Letter explaining proposal addressed to:

City of Westlake  
Planning Commission  
Attn: Nicolette A. Sackman, CMC  
Clerk of Commissions  
27700 Hilliard Boulevard  
Westlake, OH 44145

All plans must be folded with printing on the outside and so that outside dimensions are no larger than 9" x 12".

Applicant and/or owner must be present at the planning commission meeting and must be prepared to present their own plans to the commission.

## 2. LOT DESIGN

Each lot shall be designed to form an adequate site for the type of building to be developed. The lot shall be more or less rectangular in form. A triangular shaped lot or one with acute angles, irregular boundaries or other shape that restricts its use as a building site are to be avoided.

**Area and Width.** The area and width of lots shall be not less than required by the zoning code. Drainage easements shall be deducted from lot area or width requirements.

**Depth.** The depth of a lot (one-family subdivision) shall be not less than one and four-tenths times its width (1.4:1), nor exceed three and one-half times its width. All lots shall be at least 170 feet deep from right of way. This ratio may be increased when the rear line of such lots abuts a freeway, railroad or other incompatible nonresidential land use. Lots abutting major streets (one-family subdivision) may exceed the aforesaid maximum depth ratio (3-1/2:1) in order to increase the safety and privacy thereon. However, the depth must not exceed five times the width. Such roadside subdivisions shall be planned to achieve uniform rear lot lines. The depth of lots abutting on secondary streets will also be increased in depth proportionate to the increased setback.

**Corner Lots.** Corner lots shall have extra area and width to obtain the required side, rear and front yards of building setback from an appropriate orientation to both streets and as may be required by the zoning code. Corner lots shall have a minimum lot width at the building line of 120 feet and a minimum lot area of 22,000 square feet. The added width requirements for corner lots shall be deducted from the corner lot width before application of the lot minimum or maximum depth to width requirements.

**Side Lot Lines.** Side lot lines shall be designed to be at right angles to straight street lines or radial to curved street lines, except that such lines may be modified to accommodate topography or natural features. At a three-way or "T" intersection, the side lot lines shall be adjusted so that a dwelling site will not be directly on the projected line of the street which terminates.

(Chapter 1127.05 of the Westlake Codified Ordinances)

### 3. PLANNING COMMISSION REVIEW AND MODIFICATION

Copies of the proposed lot split or assembly are distributed to various city departments for review and comment. The department reviews are returned to the planning department and the applicant's representative is faxed a copy of any comments, questions or concerns. The staff may ask questions or explain any revisions needed to the plat. Revisions are to be submitted to the planning department prior to being placed on a planning commission agenda.

After submittal of complete plans and review by the planning department, the director of planning will place the lot split/assembly plat application on the planning commission agenda as soon as practicable. Items are taken on a first come first served basis based on the submittal date and completeness of the application. The planning commission generally meets the first and third Monday of each month other than August when planning commission is on recess.

The planning commission will review the plans taking into account the spirit and intent of the zoning code. The commission, in reviewing the proposed plat for conformity to the provisions of the zoning code, may make adjustments (by granting a modification) to certain yards, area and other dimensioned requirements. If modifications made by either the planning commission or the applicant are subsequently approved by the commission, the modifications are made a part of the plat and indicated on a revised plat submitted to the planning department. The applicant and/or his assigns shall be bound by such modifications and conditions made a part of the approved plat.

### 4. APPROVAL OF PLATS

Upon approval by the planning commission, a reproducible mylar of the approved plat is to be submitted to the engineering department for recording with the Cuyahoga County Recorder.

If you have any questions, please contact the planning department at 440-617-4305.

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

# What you need to know about Lot Splits and Assemblies

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## Review Process



City of Westlake  
Planning Department  
440-617-4305

*The information in this brochure is intended as a general guideline. Please refer to the Codified Ordinances of the City of Westlake for additional information and any updates.*