



PLANNING DEPARTMENT

27700 Hilliard Blvd.
Westlake, OH 44145

Phone 440.871.3300
Fax 440.617.4324

SIMPLE PROPERTY SPLIT/LOT ASSEMBLY

Incomplete and/or incorrect submittals may not be accepted and will be returned to the applicant for proper processing before they can be placed on a planning commission agenda.

Step 1 Agent and/or owner must contact the Westlake Planning Department at 440.617.4305 prior to submitting an application to discuss the initial proposal.

The City of Westlake's zoning and platting codes can be found on the city's website at: <https://www.cityofwestlake.org/248/Codified-Ordinances> or a copy of the zoning code can be purchased from the Clerk of Council in the council office.

Step 2 APPLICATION FILING FOR PRE-APPLICATION CONFERENCE - Agent and/or owner must be present at the pre-application conference – see planning commission meeting schedule deadlines.

REQUIREMENTS:

Fee: Application - \$50.00

Mastercard, Visa, Discover accepted or make check payable to the City of Westlake

1 copy:

- proof of ownership (warranty deed or option to purchase)

2 copies of:

- legal description

1 CD or flash drive with electronic copy of plans:

- Adobe Acrobat PDF of **all documents** being submitted. Each drawing should be a separate PDF file – not one multiple page PDF.

7 complete sets; each set contains one copy of the following:

- Completed application form, including parcel no. or nos.
- Applicants must submit a preliminary survey plan which includes the following information in order to initiate this process:
 - A. A scale and north arrow;
 - B. Survey plat (to scale 1" = 50')
 - C. The exterior boundaries (with dimensions) of the property;
 - D. Drawing clearly labeled showing property to be split or assembled.
- Letter explaining proposal
- All plans must be folded** with printing on the outside and so that outside dimensions are no larger than 9" x 14" (plans must be able to fit in a legal size red rope file)

Step 3 APPLICATION FILING FOR PLANNING COMMISSION MEETING - *(must attend pre-application conference first for initial review) - Applicant and/or owner must be present at the Planning Commission meeting and must be prepared to present their own plans to the Commission*

1 CD or flash drive with electronic copy of plans:

- Adobe Acrobat PDF of **all documents** being submitted. Each drawing should be a separate PDF file – not one multiple page PDF.

2 copies of legal description *if changed since pre-application conference, if it is the same do not need to provide additional copies*

9 complete sets; each set contains one copy of the following:

- Completed application form, including parcel no. or nos.
- Applicants must submit a preliminary survey plan which includes the following information in order to initiate this process
 - A. A scale and north arrow;
 - B. Survey plat (to scale 1" = 50')
 - C. The exterior boundaries (with dimensions) of the property;
 - D. Drawing clearly labeled showing property to be split or assembled.
- All plans must be folded** with printing on the outside and so that outside dimensions are no larger than 9" x 14" (plans must be able to fit in a legal size red rope file)
- letter explaining proposal addressed to:
City of Westlake Planning Commission
Attn: Nicolette A. Sackman, MMC
Clerk of Commissions
27700 Hilliard Boulevard
Westlake, OH 44145

Applicant and/or owner must be present at the Planning Commission meeting and must be prepared to present their own plans to the Commission



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WESTLAKE PLANNING COMMISSION APPLICATION

Project: _____

Name of Property Owner: _____

Address of Property Owner: _____

Telephone: _____ Fax: _____ Email: _____

Request: _____

Property located at: _____

Involving Parcel Nos.: _____

(please provide parcel number and zoning)

Property zoned: Business: OB EOP SC GB IS RB AP HM ISF

Residential: R-1F-80 R-1F-Cluster R-2F-100 R-MF-40 R-MF-24 R-MF-15

Industrial: OL EI EOL Health Campus: HC Planned: PUD PO

FOR SUBDIVISIONS ONLY:

Area of lot to be developed: _____ acres

Area of lots: _____ acres

Total building area: _____ sq ft

Area of blocks: _____ acres

Area of ROW: _____ acres

Name of Representative: _____

Address of Representative: _____

Telephone: _____ Fax: _____ Email: _____

Signature of Property Owner

Signature of Representative

APPLICANT/AGENT MUST BE PRESENT AT PLANNING COMMISSION MEETING

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.

All plats or parts thereof shall be prepared and submitted by a state licensed/registered professional such as an engineer or surveyor. Plats shall be drawn at a scale of not less than 50' to 1".

For more specific information please refer to the Westlake Planning Commission Simple Property Split/Lot Assembly Application Cover Sheet regarding fees and items to be submitted. A copy is available from the

Clerk of Commissions and is also available on the city website at:

<http://www.cityofwestlake.org/532/Planning-Department>.

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. APPLICATION FILING FOR PRE-APPLICATION CONFERENCE

The pre-application conference, planning commission meeting schedule and deadlines are available from the Clerk of Commissions and are also available on the city website at: <http://www.cityofwestlake.org/532/Planning-Department>. Agent and/or owner must contact the Westlake Planning Department at 440.617.4305 prior to submitting an application for the pre-application conference to discuss the initial proposal. Agent and/or owner must be present at the pre-application conference.

Copies of the lot split and/or assembly plat are distributed to various city departments for review and comment at the pre-application conference meeting. The intent of the pre-application conference with city planners and staff is to review the proposal for compliance

to the zoning codes and to ensure a complete application packet is made to the planning commission.

4. APPLICATION FILING FOR PLANNING COMMISSION REVIEW

Plats for planning commission are to be submitted to the Westlake Planning Department by the planning commission deadline date, which is available from the Clerk of Commissions or on the city website at:

<http://www.cityofwestlake.org/532/Planning-Department>.

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.

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.

5. 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

What you need to know about Lot Splits and Assemblies

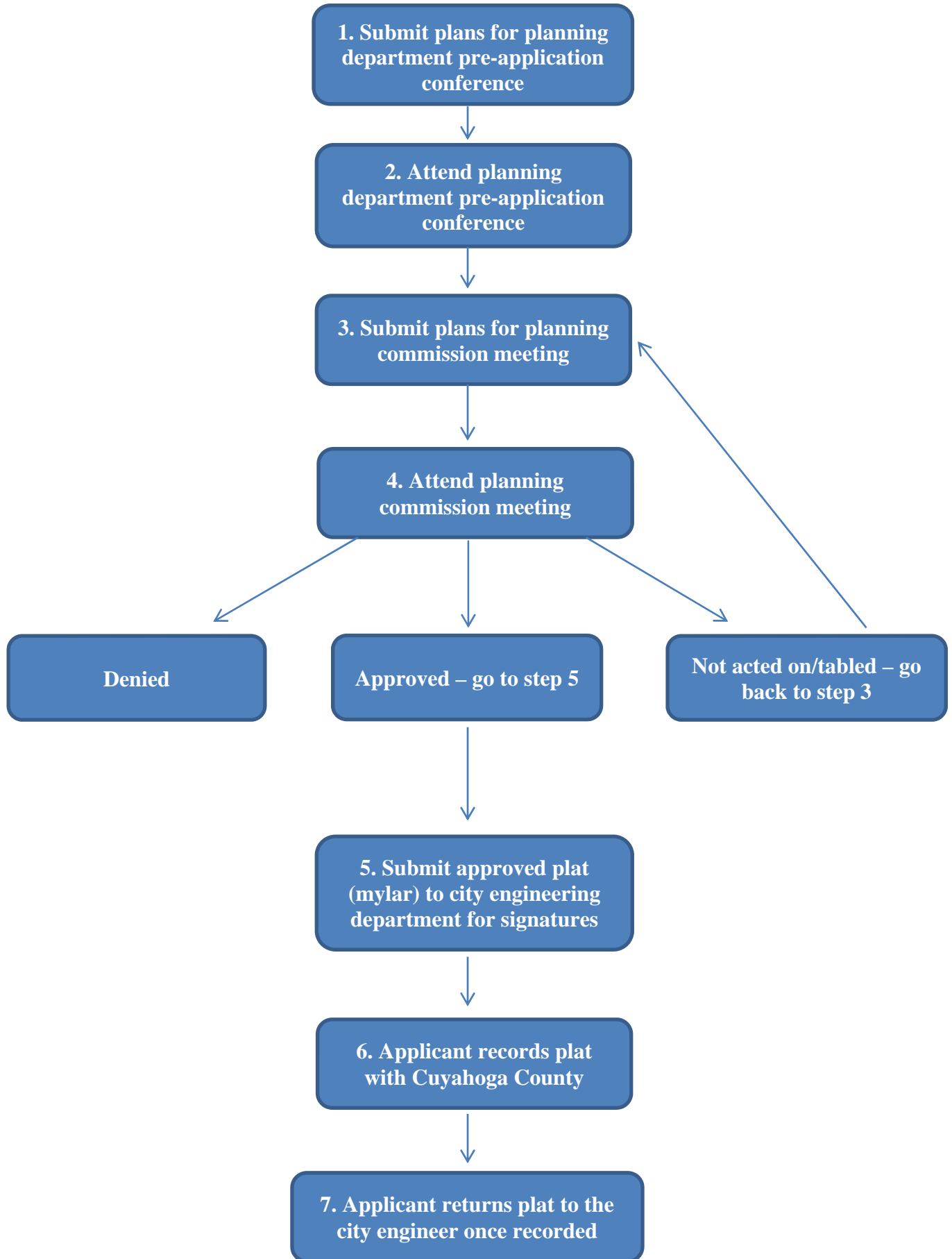
Review Process



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.

Step 1. Lot Split and/or assembly



Recommended Additional Signature Blocks:

APPROVALS

THIS PLAT APPROVED BY THE PLANNING COMMISSION OF THE CITY OF WESTLAKE FOR RECORDING PURPOSES ONLY THIS ____ DAY OF _____

CLERK OF COMMISSIONS

THIS PLAT APPROVED BY THE DIRECTOR OF ENGINEERING OF THE CITY OF WESTLAKE FOR RECORDING PURPOSES ONLY THIS ____ DAY OF _____

ENGINEER

SAMPLE PLAT OF SURVEY

COUNTY, OHIO

TOWNSHIP, CITY

SUBDIVISION, LOT No.

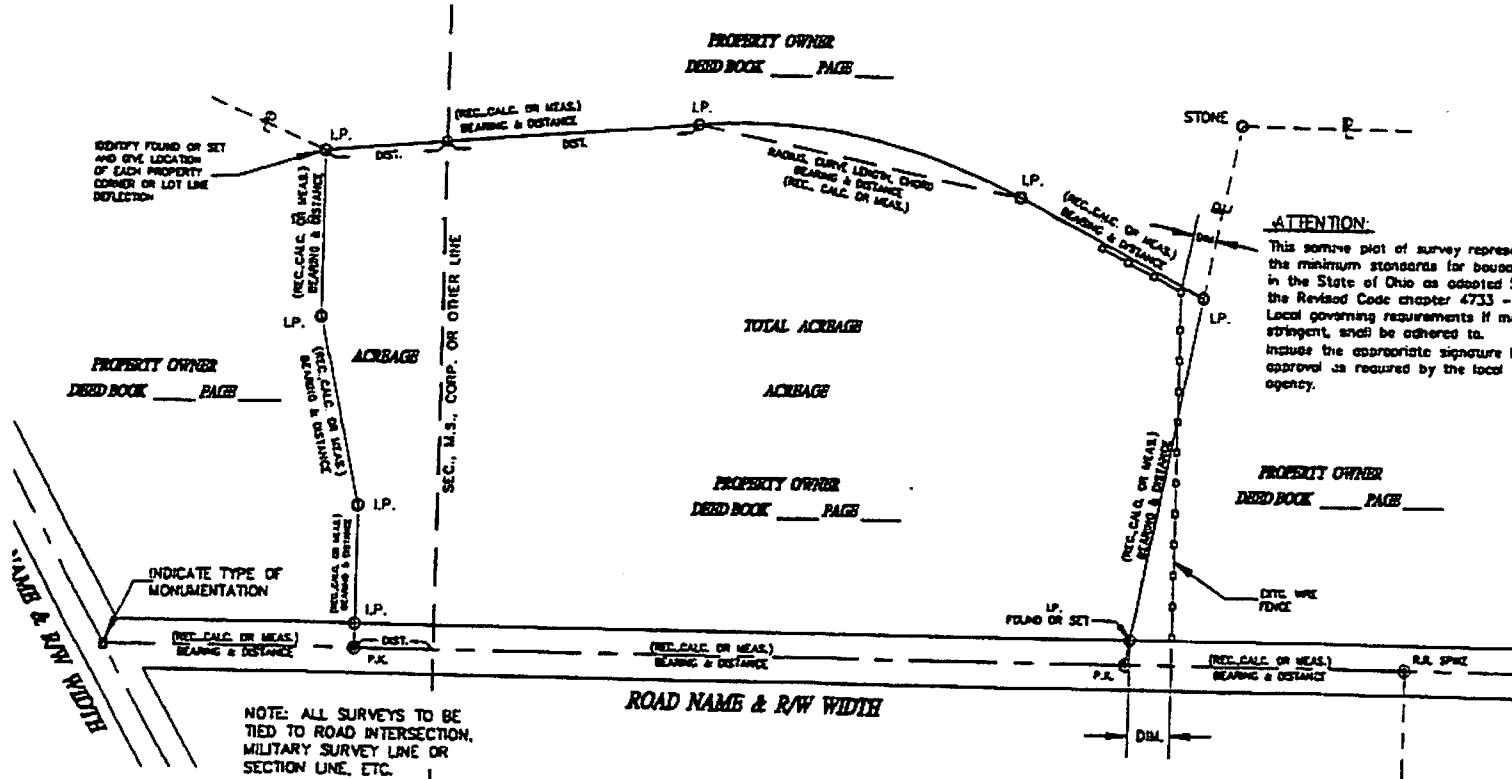
SECTION, TOWN, RANGE OR MILITARY SURVEY No.

CLEAR STATEMENT AS TO THE BASIS OF THE REFERENCE DIRECTION USED.

i.e. bearings shown hereon are to an assumed meridian and are used to denote angles only.

DEED REFERENCE
BOOK _____ PAGE _____
PERTINENT DOCUMENTS AND
SOURCES OF DATA USED:

i.e. County Road Records P.B. 10 P. 21



ATTENTION:
This sample plat of survey represents the minimum standards for boundary surveys in the State of Ohio as adopted 5-1-80 of the Revised Code chapter 4733 - 37. Local governing requirements if more stringent, shall be adhered to. Include the appropriate signature blocks for approval as required by the local governing agency.

NOTE: ALL SURVEYS TO BE TIED TO ROAD INTERSECTION, MILITARY SURVEY LINE OR SECTION LINE, ETC.

INFORMATION TO BE SHOWN:
LINE CITED IN THE DEED DESCRIPTION AND THE RELATIONSHIP OF THE PROPERTY TO THIS CONTROL.
GENERAL NOTATION DESCRIBING THE EVIDENCE OF OCCUPATION THAT MAY BE FOUND ALONG EVERY BOUNDARY OR OCCUPATION LINE.



NAME OF SURVEYOR _____
OHIO REG. No. _____

CLIENT INFORMATION	
SURVEY COMPANY INFORMATION	
SCALE: _____	DATE OF SURVEY _____