

# CITY OF MIDDLEBURG HEIGHTS

## Building Division

15700 BAGLEY ROAD, MIDDLEBURG HEIGHTS, OHIO 44130

Phone (440) 234-2218 Fax (440) 234-9092



### LOT SPLIT - LOT CONSOLIDATION APPLICATION FORM

1. Lot Split and/or Lot Consolidation plats **MUST** have preapproval from the Cuyahoga County Engineer.
2. All applications to be placed on the agenda must be submitted to the Building Division at least **20 Days** prior to a scheduled Planning Commission meeting. Appropriate fees, County Preapproval Form, and topographical maps shall be submitted with the application. All plans must be checked and receive approval from the City Engineer and Building Division. If the application is for five or more lots, the Service Director must also approve the plans. **All** plans must be signed by the property owner and notarized.
3. Complete the **entire** form below and submit the following:
  - a. Two prints of the proposed lot split/consolidation plat (scale not more than 100 feet per inch covering entire area) for preapproval by the City Engineer (after preapproval 12 prints will be required)
  - b. Cuyahoga County Engineer's Preapproval Form from  
Cuyahoga County Tax Map Department 216-443-7009 email PDF to [nhoovler@cuyahogacounty.us](mailto:nhoovler@cuyahogacounty.us)
  - c. Check made payable to the city of Middleburg Heights for the following:
    1. Cost to appear before the Planning Commission for each split and/or consolidation - \$20.00
    2. Engineer's plan review fee - \$300
    3. Recording fee - determined by the size of the Mylar \$.10 per sq. inch (\$40 minimum)
    4. Transfer fee - \$.50 per subplot
    5. Handling fee - \$150 (for the City to have it filed)
    6. Deed fee \$28 for first two pages, \$8 each additional page for each deed.The original deed and the proper fees must be given to the city of Middleburg Heights with the Application. If a deed is required and not submitted, the plat and/or deed may not be filed, and the fee will be forfeited.
4. After preapproval by the City Engineer one Mylar with original notarized signatures, 12 prints of the proposed lot split and/or consolidation showing any requested changes, and a disc containing a PDF file of the drawings must be submitted for Planning Commission approval **before** the request will be placed on an agenda. You may call to email the files.

All such fees shall be nonrefundable. **Applicant agrees to be responsible for all additional fees charged by Cuyahoga County or the title company.** Any substantial alteration to the original proposal will, at the discretion of the Planning Commission, be considered a new proposal and will be charged at the scheduled rate.

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Name of Applicant/Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Addresses of the Properties Involved \_\_\_\_\_ Permanent Parcel Numbers \_\_\_\_\_

Is a Deed Required by the County? \_\_\_\_\_ Number of Deeds and Pages per Deed \_\_\_\_\_

Exact Dimensions of the Mylar in Inches \_\_\_\_\_ Number of Sublots Involved \_\_\_\_\_

Agent's Name, Address, Phone, and Email \_\_\_\_\_

Type of Request and Reason for the Request \_\_\_\_\_

#### For City Use Only

PC/Agenda No.
Date Received
Check No./Amount

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Building Division Revised 02-19