

MINOR LOT SPLIT/CONSOLIDATION INSTRUCTIONS



CITY OF MIDDLEBURG HEIGHTS
BUILDING DEPARTMENT
15700 Bagley Road
Middleburg Heights, OH 44130
Phone (440) 234-2218

Website: middleburgheights.com E-mail: building@middleburgheights.com



Please submit the items below with a complete Lot Split/Consolidation Review Application.

Please submit plans to the Cuyahoga County Tax Map Department for a pre-review prior to submitting documents to the Building Department. Please contact them directly at 216-443-7009 for instructions. After you receive the County Pre-review form you may submit to the City.

MINOR LOT SPLIT/CONSOLIDATIONS INCLUDE:

- Less than five (5) lots
- Less than five (5) acres in area
- No new streets or roads
- Land for agricultural purposes where the resulting parcels are more than five (5) acres or larger in size

SUBMIT THE FOLLOWING FOR APPROVAL:

1. Completed Lot Split/Consolidation Review Application
2. Cuyahoga County Engineer's Pre-review Form from the Cuyahoga County Tax Map Department
3. Four (4) full-size (24" x 36") paper copies of the proposed lot split/consolidation plat (scale not more than 100 feet per inch covering entire area). Developments containing more than 5 acres may be drawn at a scale of 1'-50'.
4. Legal Descriptions
5. PDF files of all documents (USB flash drive or e-mail to building@middleburgheights.com)
6. \$300 City Engineer's Plan Review fee. Checks can be made payable to City of Middleburg Heights.

AFTER CITY APPROVAL:

Once approved, the mylar will need to be dropped off at the Building Department for required signatures. If there is a street/right-of-way dedication, the mylar will need to go to Council for approval and signatures. Once the mylar has all required signatures, the applicant will be notified and the mylar will need to be filed with the County.

If you intend to have the City file the Mylar, please submit the original mylar, deeds and proper fees to the Middleburg Heights Service Department with the application. Please contact the Service Department at service@middleburgheights.com or at 440-234-2216. If a deed is required and not submitted, the plat and/or deed may not be filed, and the fees will be forfeited. All such fees shall be non-refundable.

If you file directly with the County, you will fill out a filing form from the Building Department stating you will bring the mylar back after filing is complete.

The Applicant agrees to be responsible for all additional fees charged by Cuyahoga County or title company regarding filing.

Please contact the Building Department if you have any questions at 440-234-2218 or building@middleburgheights.com