Case Number: __________

[ ] LOT SPLIT APPLICATION
[ ] LOT CONSOLIDATION

City of Middletown Planning & Zoning | 513-425-7970 | dept_planning@cityofmiddletown.org

CONTACT COUNTY FOR RECORDING DOCUMENT REQUIREMENTS:
Warren County Tax Map (513) 261-1235
Butler County Tax Map (513) 887-3154

1) Name of Property Owner: ______________________________________________________
_______________________________________________________________________________

2) Deed Transferred To: __________________________________________________________
_______________________________________________________________________________

3) Location: ______________________________________________________________________
   ___________ Zoning District
   ___________ Parcel ID Number
   ___________ Number of Property Splits Requested

4) Date Application Submitted: ________________

5) Date Application Accepted: ________________

6) No. New Building Sites: ________________ @ $75/Lot = Fee $ ________

7) No. Administrative Lot Splits: ________________ @ $25/Lot = Fee $ ________

8) Lot Split Granted _____________________________ Date _________________________

9) Lot Split Denied _____________________________ Reason _______________________

10) Deed Submitted with request _____________________________

11) Copies to:
    ▪ City Engineering Department
    ▪ City Building Inspection Department
    ▪ County Auditor (Butler or Warren County)

Applicant must submit the following:
    ▪ Deed (if being transferred to be stamped prior to recording)
    ▪ Three (3) copies of legal description
    ▪ Two (2) copies of site survey drawing to scale
    ▪ One (1) mylar copy of site survey drawing to scale