GEauga County Planning Commission
Minor Subdivision Review Procedure
Proposed Lots 5 Acres or Less in Size

Property Owner or Authorized Representative

Submittal of Minor Subdivision Application Stamped “Received Geauga County Planning Commission” and Dated

Planning Director Approves or Disapproves Application Within 7 Business Days

If Approved

Submit the Executed Deed with County Tax Map Department Approval on Legal Description

If Disapproved

Planning Director Signature and Stamp “Approved by Geauga County Planning Commission No Plat Required Under R.C. Section 711.131”

Application Submittal Requirements:
1. Application (Form No. 5)
2. Accurate and Current Legal Description Approved by County Tax Map Department
3. Survey Map Approved by County Tax Map Department
4. County Health Department, County Water Resources Department, or Ohio EPA Approval (form/letter)
5. Compliance with Zoning per the Township Zoning Inspector (on survey map)
6. $150.00 per Lot Review Fee

Geauga County Auditor’s Office

Geauga County Recorder’s Office

Note: This flow chart is for reference only. See Article III, Sections 301 and 303 of the Geauga County Subdivision Regulations.
GEauga County Subdivision Regulations

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GEauga County Planning Commission

Large Lot Subdivision Review Procedure
Proposed Lots More Than 5 Acres and Up to 20 Acres in Size

Property Owner or Authorized Representative
Submittal of Large Lot Subdivision Application Stamped “Received Geauga County Planning Commission” and Dated
If Disapproved
Completed and Executed Affidavit (Form No. 20) Stating the Parcel of Land Will be Used Only for Personal Recreation or Agricultural Use
Planning Director Approves or Disapproves Application Within 7 Calendar Days 1-6 Lots
14 Calendar Days 7-14 Lots
21 Calendar Days 15 or More Lots
If Approved
Submit the Executed Deed with County Tax Map Department Approval on Legal Description
Planning Director Signature and Stamp “Approved by Geauga County Planning Commission No Plat Required Under R.C. Section 711.133”
Geauga County Auditor’s Office
Geauga County Recorder’s Office

Application Submittal Requirements:
1. Application (Form No. 19)
2. Accurate and Current Legal Description Approved by County Tax Map Department
3. Survey Map Approved by County Tax Map Department
4. County Health Department, County Water Resources Department, or Ohio EPA Approval (form/letter)
5. Compliance with Zoning per the Township Zoning Inspector (on survey map)
6. $150.00 per Lot Review Fee

Note: This flow chart is for reference only. See Article III, Section 305 of the Geauga County Subdivision Regulations.
GEAUGA COUNTY PLANNING COMMISSION
REVIEW PROCEDURE
PROPOSED LOTS NOT CLASSIFIED AS A SUBDIVISION
OVER 20 ACRES IN SIZE OR TRANSFER TO ADJACENT OWNER
THAT DOES NOT CREATE AN ADDITIONAL BUILDING SITE

Property Owner or Authorized Representative

Submittal of Application Stamped “Received Geauga County Planning Commission” and Dated

Planning Director Reviews Application for Compliance Within 7 Business Days

If in Compliance
Submit the Executed Deed with County Tax Map Department Approval on Legal Description

If Not in Compliance

Application Submittal Requirements:
1. Application (Form No. 23)
2. Accurate and Current Legal Description Approved by County Tax Map Department
3. Survey Map Approved by County Tax Map Department
4. Compliance with Zoning per the Township Zoning Inspector (on survey map)

Planning Director Signature and Stamp Reviewed by Geauga County Planning Commission

Geauga County Auditor’s Office

Geauga County Recorder’s Office

Note: This flow chart is for reference only. See Article III, Sections 309 and 310 of the Geauga County Subdivision Regulations.
GEAUGA COUNTY PLANNING COMMISSION
REVIEW PROCEDURE
PROPOSED LOT CONSOLIDATION

Property Owner or Authorized Representative

Submittal of Lot Consolidation Application Stamped “Received Geauga County Planning Commission” and Dated

Planning Director Reviews Application for Compliance Within 7 Business Days

If in Compliance

Submit the Executed Deed with County Tax Map Department Approval on Legal Description

Planning Director Signature and Stamp Reviewed by Geauga County Planning Commission on County Auditor’s Conveyance Description Checklist

Geauga County Auditor’s Office

Geauga County Recorder’s Office

If Not in Compliance

Application Submittal Requirements:
1. Application (Form No. 25)
2. Accurate and Current Legal Description Approved by County Tax Map Department
3. Survey Map Approved by County Tax Map Department
4. Compliance with Zoning per the Township Zoning Inspector (on survey map)

Note: This flow chart is for reference only. See Article III, Section 311 of the Geauga County Subdivision Regulations.
THE MAJOR SUBDIVISION PLATTING PROCESS
GEauga COUNTY, OHIO

DEVELOPER VOLUNTARILY SUBMITS SKETCH PLAN TO PLANNING COMMISSION

DEVELOPER MAKES PRELIMINARY PLAN APPLICATION TO PLANNING COMMISSION

20 DAYS PRIOR TO MEETING

PLANNING COMMISSION TRANSMITS SKETCH PLAN TO AFFECTED AGENCIES AND OFFICIALS FOR REVIEW

20 DAYS PRIOR TO MEETING

PLANNING COMMISSION ACKNOWLEDGES SUBMISSION OF SKETCH PLAN AND OFFERS COMMENTS

30 DAYS

SKETCH PLAN PRESENTED WITH COMMENTS TO PLANNING COMMISSION

5 DAYS

AGENCIES AND OFFICIALS SUBMIT COMMENTS TO PLANNING COMMISSION

35 DAYS

PLANNING COMMISSION APPROVES, CONDITIONALLY APPROVES OR DISAPPROVES PLAN WITH COMMENTS

IF APPROVED

DEVELOPER MAKES FINAL PLAT APPLICATION TO PLANNING COMMISSION

20 DAYS PRIOR TO MEETING

DEVELOPER SUBMITS LOT EVALUATIONS TO COUNTY GENERAL HEALTH DISTRICT

IF DISAPPROVED

COUNTY AGENCIES AND OFFICIALS REVIEW IMPROVEMENT PLANS

COUNTY GENERAL HEALTH DISTRICT REVIEWS AND APPROVES OR DENIES LOT EVALUATIONS

IF APPROVED

BOARD OF COUNTY COMMISSIONERS, UPON RECOMMENDATION OF AFFECTED COUNTY AGENCIES AND OFFICIALS, APPROVES OR DISAPPROVES IMPROVEMENT PLANS

IF DISAPPROVED

PLANNING COMMISSION APPROVES, CONDITIONALLY APPROVES OR DISAPPROVES FINAL PLAT

IF APPROVED

PLANNING DIRECTOR PRESENTS FINAL PLAT WITH COMMENTS TO PLANNING COMMISSION

30 DAYS

PLANNING COMMISSION RELEASES FINAL PLAT TO AFFECTED AGENCIES AND OFFICIALS FOR REVIEW

AGENCIES AND OFFICIALS SUBMIT COMMENTS TO PLANNING COMMISSION

PLANNING DIRECTOR PRESENTS FINAL PLAT WITH COMMENTS TO PLANNING COMMISSION

AFFECTED COUNTY AGENCIES AND OFFICIALS REVIEW IMPROVEMENTS AND APPROVE OR DISAPPROVE IMPROVEMENTS

DEVELOPER COMPLETES IMPROVEMENTS AND FINAL INSPECTION HELD

DEVELOPER SUBMITS IMPROVEMENT PLANS TO AFFECTED AGENCIES AND OFFICIALS FOR REVIEW

3DAYS

AGENCIES AND OFFICIALS SUBMIT COMMENTS TO PLANNING COMMISSION

COUNTY GENERAL HEALTH DISTRICT REVIEWS AND APPROVES OR DENIES IMPROVEMENT PLANS

BOARD OF COUNTY COMMISSIONERS ACCEPTS IMPROVEMENTS FOR DEDICATION, APPROVES MAINTENANCE GUARANTEE POSTED BY DEVELOPER, AND SIGNS FINAL PLAT. ROAD MAINTENANCE IS LIMITED TO SNOW AND ICE REMOVAL ONLY BY BOARD OF TRUSTEES

FINAL PLAT IS RELEASED BY PLANNING COMMISSION AND RECORDED BY DEVELOPER

SUBLOTS MAY BE CONVEYED AND COUNTY BUILDING PERMITS ISSUED

UPON RECOMMENDATION OF AFFECTED COUNTY AGENCIES AND OFFICIALS, MAINTENANCE GUARANTEE IS RELEASED BY BOARD OF COUNTY COMMISSIONERS. FULL ROAD MAINTENANCE IS ASSUMED BY BOARD OF TRUSTEES

NOTE: See County Subdivision Regulations for details on platting process.