

# RESUBDIVISION

# INFORMATION

City of Cleveland Heights

Application available at [www.citizenserve.com/clevelandheights](http://www.citizenserve.com/clevelandheights)

Contact: [planningcommission@clevelandheights.gov](mailto:planningcommission@clevelandheights.gov) or 216-291-4878

Prospective applicants are strongly advised to consult with Planning & Development Department staff before applying. Staff members will explain the process and make applicants aware of the regulations that apply to their projects. Before proceeding with a change to the boundaries (resubdivision) of any parcel of land in Cleveland Heights, it is necessary to obtain the approval of the Planning Commission. At the Planning Commission meeting, members of the staff and the applicant will make presentations regarding the proposed resubdivision. The Planning Commission may grant or deny the request for a resubdivision, or it may postpone deciding to consider or seek additional information. It is the Planning Commission's responsibility to make decisions based on the facts presented, within the framework set by the Zoning Code.

## **Resubdivision Plat Requirements (Post Approval)**

Once Planning Commission approval is obtained for a resubdivision, the property owner is required to have a resubdivision plat prepared, on linen or Mylar, by a professional engineer or surveyor. In addition to descriptions of the new parcels, the plat should include the title of the resubdivision; locational information, including original township names and original lot numbers; scale, north arrow, and date; location of easements, if any; signature of the engineer or surveyor, including number and seal, who prepared the plat; signatures of the property owners accepting the plat with notary public affirmation; and the signatures of the City's Planning and Law Directors. The recommended format for signatures indicating City approval follows:

### REQUIRED APPROVALS:

Approved by the Planning Commission of the City of Cleveland Heights, Ohio on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary, Planning Commission

Approved by the Director of Planning of the City of Cleveland Heights, Ohio on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Director of Planning

Approved by the Director of Law of the City of Cleveland Heights, Ohio, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Director of Law

After all signatures have been obtained, it is the property owners' responsibility to record the plat at the Cuyahoga County Recorder's Office, 2079 East 9th Street, (4th floor) Cleveland. Once recorded, the original plat should be returned to the Planning Department.