

ALL APPLICATIONS MUST BE MADE ONE WEEK PRIOR TO PLANNING COMMISSION MEETING (3d WED. OF EVERY MONTH)

STEPS TO COMPLETE A SUBDIVISION:

REQUEST PERMITS FROM THE FOLLOWING:

1. HEALTH DEPARTMENT (330) 674-5035

Contact Person: Sarah Burkholder, RS., MPH
85 N. Grant St., Millersburg, Ohio 44654.
Contact the Health Department for current fee schedule.

2. SOIL AND WATER (330) 674-2811

Contact Person: Trevor Berger, 62 W. Clinton Street, Millersburg, Ohio 44654.
Contact Soil & Water for Current fee schedule.

3. ENGINEER'S OFFICE (330) 674-5076

Contact Person: Cory Baker, the Holmes County Engineer for approval and driveway permit located at 7191 SR 39, Millersburg, Ohio 44654. Contact the Engineer's Office for current fee schedule.

4. HOLMES COUNTY PLANNING (330) 674-8625

Contact Person: Arnold Oliver, 2 Court St. Suite 21 Millersburg, Ohio 44654. **Note: plat must be in the HCPC office ten days before the board meeting with any requested** Updated: 03/15/2022 tds

variances. Cost is \$100.00 per lot. Major Subdivisions \$50.00 per lot fee.

FAILURE TO MAKE PROPER APPLICATION WITH EACH DEPARTMENT MAY DELAY THE PROPOSED SUBDIVISION. THE PLANNING COMMISSION IS NOT PERMITTED TO REVIEW ANY SUBDIVISION OR PLACE IT ON THE AGENDA FOR REVIEW UNLESS ALL APPLICATIONS HAVE BEEN PROPERLY FILED. THE PLANNING COMMISSION MEETS THE THIRD WEDNESDAY OF EVERY MONTH.

STEPS TO COMPLETE A SUBDIVISION AFTER PLANNING COMMISSION APPROVAL:

1. Surveyor and/or attorney prepare any requested modifications and produce a final survey on mylar film.

2. Applicant will call into the Planning Commission to give permission to affix their signatures to the final plat. (This is done electronically by the Planning Commission office. After the Commissioners sign the final mylar,

Planning Commission will deliver the finished plat to tax map office.

3. Planning Commission and the County Commissioners approve the subdivision and send it to Tax Map.

The Holmes County Commissioners approve plats every Monday at their regularly scheduled meetings. Plats must be submitted to the Planning Commission by 4:30 p.m. on Wednesday in order to be placed on the Commissioner's following Monday agenda.

4. Tax Map reviews the survey. Contact Tax Map for pick up day 330-674-6631. Tax Map is located at 75 E. Clinton Street in Millersburg.

5. Developer takes the plat to the Auditor's Office and then to the Recorder's Office. Both are located at 75 E. Clinton Street in Millersburg.

6. Subdivision is complete.

This brochure courtesy of:
The Holmes County Office of Planning
2 Court Street, Ste 21
Millersburg, Ohio 44654
Arnold Oliver, Director (330) 674-8625