

ALL APPLICATIONS MUST BE MADE ONE WEEK PRIOR TO PLANNING COMMISSION MEETING (2ND WEDNESDAY OF EVERY MONTH)

STEPS TO COMPLETE A SUBDIVISION:

REQUEST PERMITS FROM THE FOLLOWING:

1. HEALTH DEPARTMENT (330) 674-5035

Contact Person: Mr. Jon Croup, RS.
931 Hospital Drive, Millersburg, Ohio 44654.
Contact the Health Department for current fee schedule.

2. SOIL AND WATER (330) 674-2811

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

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

Contact 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. **Note: plat must be in the HCPC office ten days before**

the board meeting with any requested variances. Cost is \$50.00 per lot.

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 SECOND 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 signs the original mylar then takes it to the Health Dept., the Engineer Dept., and the Soil and Water Dept. for signatures then returns the mylar to the Planning Commission. Planning Commission

fees must be paid before submission to County Commissioners can be made.

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 and Economic Development
2 Court Street, Suite 21
Millersburg, Ohio 44654
Arnold Oliver, Director (330) 674-8625