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Minor Subdivision Process Checklist

NOTE: This checklist is intended to aid you in the process, this is not an exhaustive list of requirements. For questions or clarification, please consult the Minor & Major Subdivision Process found on the Village of Galena website, or contact the Village Staff for assistance. *All applications shall require submittal of one full-sized hard copy of all documents.*

☐ **Minor Subdivision Qualifications**

- ☐ Located along existing street or road
- ☐ Involves no opening, widening, or extension of an existing street or road
- ☐ Results in five or fewer lots after subdivision is completed

***** NOTE: If these requirements are not met, your project must follow the Major Subdivision Process *****

☐ **Step 1 – Preliminary Discussion & Application Review**

- ☐ Meet w/Village Staff to Discuss the Project (encouraged, not required – but this step is recommended to be done prior to the creation of any surveys or legal descriptions)
 - ☐ Provide a sketch plan of subdivision – should include:
 - ☐ Approximation of existing property lines
 - ☐ Proposed property lines
- ☐ Perform site-walk with Village Staff (recommended)

***** NOTE: Can be a rough drawing, doesn't need to be detailed *****

☐ **Step 2 – Prepare & Submit Minor Subdivision Plan – See Section 210.00 of Minor Subdivision Process for detailed plan requirements**

- ☐ Minor Subdivision Plan package should also include:
 - ☐ Property survey – prepared by a registered professional surveyor
 - ☐ Deed & Legal Description as previously approved by the County Engineer's Office.

☐ **Step 3 – Fee Payment & Submittal – See Fee Schedule of Village of Galena Website**

- ☐ Submit Minor Subdivision Package & Fee Payment to the Village Staff.

☐ **Step 4 – Administrative Approval or Denial (Due 30 Days from Application Date)**

- ☐ Submitted applications may take several days to process. The applicant will be notified when the application materials have been reviewed and approved or denied.

***** NOTE: Once approved, the survey and legal description shall be recorded with the Delaware County Recorder. *****