



Minor Subdivision Process

Including Lot/Consolidations & Line Adjustments
Townships Only

Summit County Department of Community and Economic Development
Ohio Building – Suite 207 – 175 S. Main St., Akron OH 44308

STEP ONE: Township Zoning Inspector

Contact Township Zoning Inspector. This is for verification of compliance with the township zoning code.

STEP TWO: Summit County Public Health/DSSS

Contact the Summit County Public Health Department if Septic is being used on any of the impacted lots/parcels. They may require a perc test. If Central Sewer is used, then seek approval from County of Summit Dept. of Sanitary Sewer Services. (DSSS will need to sign the survey drawing from Step Three.)

STEP THREE: Surveyor/Deeds

Contact a registered professional surveyor. This is for an accurate survey drawing of the metes-and-bounds/legal description and will carry the surveyor's seal and signature. Get deeds drafted for the following:

- A deed for the parcel to be sold or exchanged;
- And a deed for the total combined area of contiguous parcels to be owned by the purchaser, grantee or transferee as a result of the proposed sale or exchange.
- Both deeds need to be submitted for review at the same time. The grantees' names on the deed shall match the ownership of the adjacent parcels being enlarged by the transfer.

STEP FOUR: Township Zoning Inspector Reviews Surveyor's Work

Call your Township Zoning Inspector for an appointment; take what the surveyor created with you for review and signature.

STEP FIVE: County of Summit Department of Development

Deliver or mail the surveyor's drawing and legal descriptions, deeds and documentation from the County Public Health Department (if applicable) for final review to the County of Summit Department of Development, (175 S. Main Street, Ohio Building, Room 206, Akron) to be reviewed by Planning staff and signed by the Dept. of Development's Assistant Director. For more information, email SCPC@summitoh.net or call (330) 643-8336.

Survey must be approved by township Zoning before Summit County will review.

STEP SIX: County Engineer's Office Review

Once approved by the Dept. of Development's Assistant Director, planning staff will then take surveyor's drawing and legal descriptions for review and approval (signature) from the Summit County Engineer.

STEP SEVEN: Documentation Pickup

After the Engineer's Office Review is complete, then pick up the surveyor's drawing and legal descriptions, deeds and documentation from the County Public Health Department (if applicable) from the County of Summit Department of Development, (175 S. Main Street, Ohio Building, Room 206, Akron).

STEP EIGHT: County of Summit Real Estate and Appraisal

Take the surveyor's work, deeds and documentation from the County Public Health Department (if applicable) to the County Tax Map Department (175 S. Main Street, Ohio Building, Third Floor, Akron) for review approval (signature).

STEP NINE: County of Summit Recorder's Division

Take the surveyor's work, deeds and documentation from the County Public Health Department (if applicable) to the County of Summit's Recorder's Division.

If there are any questions, please contact the Department of Development's Planning Staff at SCPC@summitoh.net or (330) 643-8336.

Additional Contact Information:

Public Health: (330) 923-4891

DSSS Customer Service: (330) 926-2400

County Engineer: (330) 643-2850