Requirements for a Lot Split

1. The Plat must be drawn and sealed (stamped) by a registered engineer or land surveyor.
2. The drawing size required is 18" x 24." The Plat must show the following information:
   a. Lot Numbers
   b. Existing and proposed lot and split lines
   c. All structures
   d. All lot dimensions
   e. All setbacks between structures and existing and proposed property lines
   f. The width of the lot at the building setback line (NOTE: minimum lot widths vary with zoning districts. Minimum lot widths are required unless the split portion is to be combined with an adjacent lot.)
3. An original deed transferring the split parcel is required. The deed may be approved either before or after being executed.
4. A fee of $100.00 (except in the case of a non-buildable lot, the fee is $20.00) submitted with the City of Hamilton Planning Application completed by the applicant.

Requirements for a Lot Combination

1. The Plat must be drawn and sealed (stamped) by a registered engineer or land surveyor.
2. The drawing size required is 8.5" x 14." The Plat must show the following information:
   a. Old and new lot numbers
   b. Proposed lot lines
   c. All structures
   d. All lot dimensions
   e. Easements of records
3. A fee of $100.00 submitted with the City of Hamilton Planning Application completed by the applicant.

IMPORTANT: The City will retain the sealed copy of the lot split or combination plat; therefore, it is suggested that you **submit the original and one copy** so that you will retain one approved copy for recording purposes and your use.

NOTE: After the lot split/combination plat has been approved by the Hamilton Planning Commission, it is not a completed action until it is recorded at the **Butler County Recorder's Office**. This is the responsibility of the lot owner(s). Issuance of a building permit through the City of Hamilton requires two (2) copies of the **recorded** lot split/combination plat be submitted with the permit application.