

STEP 1: If the split/combination occurs within one of the following townships:

- Fairfield Township
- Liberty Township
- Morgan Township
- St. Clair Township
- Wayne Township
- West Chester Township

Then the customer must take the legal description and plat of survey to the appropriate local Zoning office. The Zoning office will stamp the legal description and possibly the plat of survey.

STEP 2: If the split/combination occurs along a U.S. or State Route, the [Ohio Department of Transportation \(ODOT\) District 8 Permit Office](#) approval is required. The preferred method is to email the project to Suzanne.Enders@dot.ohio.gov. The customer may also drop off the legal description and plat of survey with ODOT. (Please allow ODOT 7-10 business days for review.) Once approved, ODOT will stamp the plat of survey and contact BCEO via email that it has been approved. The customer will pick up the legal description and plat of survey if dropped off.

STEP 3: The customer will drop off the legal and plat of survey with the [Butler County Engineer's Tax Map Department \(at the Butler County Engineer's Office, 1921 Fairgrove Avenue Hamilton, Ohio 45011\)](#). The Tax Map Department will check the legal description on the deed and assign a volume and page to the survey (check Section 3.04 of the Butler County Subdivision Regulations to get a list of "items to be contained on the plat of survey for minor subdivisions").

STEP 4: The Tax Map Department will submit the plat of survey to BCEO's Development Services Department for road access approval (please allow 7-10 business days for review).

STEP 5: Once the BCEO's Development Services approves the plat of survey they will submit it back to the Tax Map Department. The Tax Map Department will stamp the legal description with an "approved" stamp and file the plat of survey. The customer will be notified to pick up the legal description and a copy of the approved plat of survey.

STEP 6: If the new or remainder tract contains less than five (5) acres, the customer will take copy of the plat of survey to the [Butler County Health Department \(301 South Third Street, Hamilton Ohio 45011\)](#) for approval.

STEP 7: The customer will take a copy of the plat of survey with BCEO's road access approval, Health Department approval (if applicable), local township zoning approval (if applicable), ODOT approval (if applicable), and the legal description to the [Butler County Planning Division \(Butler County Administration Center, 130 High St, Hamilton, Ohio 6th Floor\)](#). The Butler County Planning Division will check the lot for zoning and road frontage requirements. If all requirements are satisfied, the Butler County Planning Division will stamp the legal description for approval. The Butler County Planning Division requires a review fee prior to approval.

STEP 8: The customer will take the deed that contains the approved legal description to the [Butler County Auditor's Office Conveyance Desk \(Butler County Administrative Center, 130 High Street, Hamilton, Ohio, 3rd floor\)](#) and fill out the necessary conveyance forms to convey the property.

STEP 9: The customer will take the conveyed deed to the [Butler County Recorder's Office \(Butler County Administrative Center, 130 High Street, Hamilton, Ohio, 2nd Floor\)](#) for recording.