



**FOR IMMEDIATE RELEASE**  
**March 13, 2025**

**Fairfield County Auditor Announces New Technology to Improve Services: An Online Lot Split Application Program**

**Lancaster, Ohio** – The Fairfield County Auditor’s Office is pleased announce the creation of an online lot split application program. This new program allows property owners or their agents a flexible and efficient way to submit lot split applications.



Once the application is submitted, a workflow will be created that allows all reviewing agencies to complete their steps and contact the applicant with any questions they may have.

The Auditor’s Office would like to thank the County Engineer, County Utilities, County Health Department, and Regional Planning Commission for their expertise and collaboration on this program. These offices, along with the county’s 13 townships and the Ohio Department of Transportation, will join the County Auditor in reviewing applications.

"We are thrilled to introduce this new lot split application, which marks a significant leap forward in streamlining the process for property owners and the multiple agencies involved. This innovative technology will not only enhance efficiency but will also ensure smoother collaboration across the board. A sincere thank you to all the agencies that have worked alongside us in making this a reality. I would also like to extend my deepest appreciation to our dedicated team for their continuous innovation and commitment to improving our services for the community," stated Dr. Carri L. Brown, County Auditor.

A flyer announcing the program is attached. Lot split applications can be submitted at <https://bit.ly/FairCoLotSplit>. For additional information, please contact the Fairfield County Auditor’s Real Estate Assessment Office at (740) 652-7030.

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# Online Lot Split Application

## What is Fairfield County's Online Lot Split Application Program?

The Online Lot Split Application Program allows property owners a flexible and efficient way to submit applications for a proposed lot split for review and approval.

### How it works?

#### Application

- Property owner or their representative submits a lot split application for review.
- Applications can be submitted online or in person with the GIS Map Room or Regional Planning Commission.
- Required information:
  - Contact Information: Name, e-mail, phone
  - Parcel Information: Parent parcel number, proposed size and road frontage

#### Process

- A two-stage workflow has been created for the lot split applications: Preliminary review and final approval.
- When an application is reviewed, the workflow automatically passes to the next agency.
- When the preliminary review stage is complete, the property owner and/or their representative will receive an email including any comments from the review agencies that may need addressed. When ready, the owner/representative will bring the original documents to the GIS Map Room to begin the Final Review process.
- The workflow also includes the ability for questions or clarifications to be directly addressed to the property owner or their representative.

#### Review Agencies

- County Auditor, Regional Planning Commission, County Engineer, County Utilities and County Health Department
- All 13 Townships and the Ohio Department of Transportation (ODOT)

### Program Features



- **Increased efficiency.** Less time required to travel from agency to agency for review.



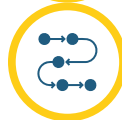
- **Cost savings.** By including the preliminary review, the property owner can avoid additional costs by only having to prepare a survey and legal description one time.



- **Online submission, review and approvals** for lot split applications.



- **Better systems to track** the status of all lot split applications.



- **Better defined process** and improved internal control.

### Start your application!



<https://bit.ly/FairCoLotSplit>

### Questions?

Visit [realestate.co.fairfield.oh.us](https://realestate.co.fairfield.oh.us) or call the Auditor's Office at 740-652-7059.

#### CONTACT US!