City of Columbus Subdivision Control Ordinance Revisions

Part 9 - Subdivision of Residential Units

Updated: 7.28.2026

Purpose: To establish a subdivision procedure that reflects and addresses the possibility that some residential uses could be designed for the individual ownership of individual units. For example, a small-scale multi-family residential use of 4 to 12 units could be operated as an apartment complex with a single owner, a condominium association, or as individual units.

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Deletions: ~~Strikethrough~~

Subdivision of Two-, Three-, and Small-Scale Multi-Family Residential Uses

(Subdivision Control Ordinance Provisions)

Section 16.08.010 - Definitions

Subdivision, Administrative: Is the platting process that includes one or more of the following:

1. The removal of interior lot lines, with the outside perimeter of the property remaining unchanged, resulting in fewer parcels than were contained in the original parcel;
2. The removal or relocation of easements on the property;
3. The changing of notations written on the plat or correction of errors thereon;
4. A division of land pursuant to an allocation of land by court decree;
5. To correct errors in an existing legal description, provided that no additional building lots are created;
6. A division of land for the sale or exchange of tracts between adjoining land owners, provided that no additional building sites are created;
7. A division or resubdivision of land for the acquisition by the public or by a utility for street right-of-way or easement; ~~or~~
8. A division of a building site containing an existing dwelling which has been located on the site for at least three years from an agricultural parent tract; or
9. The division of a two-, three-, or small-scale multifamily use into individual parcels ("units") containing one or more of the dwelling units included in that use, as provided for by the Zoning Ordinance.

Subdivision, Minor: A division of land fronting an existing public right-of-way, not involving any new streets, alleys, roads, other public infrastructure (other than sidewalks), or ~~not requiring the extension of~~ utilities. A Minor Subdivision also does not include any that qualifies as an Administrative Subdivision.

Unit: A parcel resulting from the subdivision of the parent tract of a two-, three-, or small-scale multifamily use, as provided for by the Zoning Ordinance, that contains one of the units included in that use.

Section 16.12.060 – Administrative and Agricultural Subdivisions

C. **Submission Materials:** The following materials shall be submitted:
   1. Application signed by the owner(s) of record of all property involved in the subdivision.
   2. A drawing prepared in accordance with all applicable standards listed below. This drawing is not required for those applications covered by subsections (C)(5),(6),(7),(10),(12), and (13) of this section.
      a. Administrative and agricultural subdivisions may be drawn on white paper of any standard size not smaller than eight and one-half inches by eleven inches.
      b. If the land involved in the subdivision has been surveyed and monumented, the plat must contain certification by a registered land surveyor that monuments have been or will be set to indicate relocated property lines. If the land has been previously platted, a note shall be added to the most

recent recorded plat indicating that a change has been made and that a drawing indicating such change has been recorded in the appropriate book.

c. The requirements of Section 16.24.210 notwithstanding, if the land involved in the subdivision has not been monumented, no monumentation is required. In this case, the source of the property description shall be indicated in the surveyor certificate (see Section 16.36.020).
d. The plat shall contain a legal description of property to be added to or subtracted from each lot involved in the subdivision.
e. The plat shall indicate the configuration of the property and any easements thereon before and after the proposed subdivision.
f. The plat shall indicate the area of each lot, tract or other parcel in acres (for parcels larger than twenty thousand square feet in area) or square feet (for parcels smaller than one acre).
g. The size of any proposed lot created and parent tract remainder(s) must meet the minimum lot size of the applicable zoning district exclusive of any right-of-way required to be dedicated.
h. The plat drawing shall contain a vicinity map.

3. Approval certificates (see Chapter 16.36).

4 through 15 remain unchanged.

16. For the division of a two-, three-, or small-scale multifamily use into individual parcels, the drawing must also include a clear identification of the parent tract (the site of that use as a whole), the labeling of the resulting parcels as Unit 1 ,2, 3, etc., and all easements and common areas required to fulfill the requirements of the Zoning Ordinance (all consistent with the approved site plan for the use, with that approved site plan being a pre-requisite for the administrative subdivision).