



LCExpress

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PRELIMINARY ACCESS PERMIT FOR LOT SPLIT CHECKLIST

The review process for the Preliminary Access Permit for Lot Split (PAPFLS) is primarily concerned with ensuring that any potential access drives on the proposed split parcels will be compliant with the Lucas County Access Management Regulations (LCAMR). This checklist will help you make sure that your plans meet the minimum requirements for review.

Plan Requirements

- Provide a legal description for the proposed parcels according to Chapter 4733 of the Ohio Revised Code.
- Provide a boundary survey for the proposed parcels according to Chapter 4733 of the Ohio Revised Code.
- Include all road names and road classifications according to the LCAMR System Map on your boundary survey.
The LCAMR and LCAMR System Map is available at: <https://co.lucas.oh.us/1282/Access-Management>
- Include a note indicating the traffic volume category for each proposed parcel based on Appendix B in the LCAMR on your boundary survey.
- Include location information of any existing access drive, pedestrian access, intersection, etc. within 495ft of proposed property lines along the road frontage of the proposed parcels on the boundary survey.
- For concrete driveways on uncurbed roads, show a 3-5' asphalt buffer strip at the connection to the asphalt road. This should be included in both the overhead plan view and profile view.
- Traffic Plan in compliance with ODOT Maintenance of Traffic requirements for any changes to the regular flow of traffic that may occur such as equipment in the road.

Cross Access Easements and Anti-Vehicular Access Easements

If the proposed splits do not include sufficient drive space you have the option of recording a Cross Access Easement. Upon review, the LCEO may require your lot split to include Anti-Vehicular Access Easements (AVAE) to prevent the potential for installing non-compliant access drives as part of any future development plans. In such cases you will need to provide the following additional items:

- Show and label all Cross Access Easements on the boundary survey.
- Show and label all Anti-Vehicular Access Easements on the boundary survey.
- Include Legal Descriptions for each easement.
- Include prepared (but not recorded) recording documentation for the following.
 - Proposed Split
 - Cross Access Easement
 - Anti-Vehicular Access Easements

*** This checklist is strictly for assistance. It provides the most common requirements for the common development type indicated in the title. You may need to provide additional information to meet requirements if requested by the LCEO.**