

Subdivision Consultation Application Walkthrough

The following guide is intended to help walk users through submitting a Subdivision Consultation application in ezTrak. If you receive an error at any point, try to either repeat the action or use a different browser. If problems persist, email planning@cincinnati-oh.gov.

Step 1: Start a New Application.

The screenshot shows the ezTrak CAGIS dashboard. At the top, there is a navigation bar with links for Search Records, New Records, Invoice Reports (3), Cart (0), Help, and the user name Emily Burns. Below the navigation bar, a message states "You currently have 24 open records." and a note about the ezTrak Action Center. A dropdown menu is open, with "Application" highlighted in yellow. Other options in the menu include "Food Truck" and "Residential Rental Registration". Below the menu, there is an "Action Summary" section with six cards: "Payment Due" (\$129), "Response Pending" (1), "Renewals Pending" (0), "Resume an Application" (1), "Document Review Response Pending" (0), and "Document Approved Sets" (0). At the bottom, there are "Action Tips" and a link to "View Quick Tips".


Step 2: Enter Project Address.

The screenshot shows the address search interface. At the top, it says "1: Identify your project location to get started". Below this, there is a search bar with "801 PLUM ST, CINCINNATI" entered. To the left of the search bar, there is a "Quick Help" section with instructions on how to use the address search bar. Below the search bar, there is a map of Cincinnati showing the location of 801 Plum St. A "Next" button is visible at the bottom right of the map area.

Step 3: Select a **Subdivision Consultation**.


2: Select an online application service group
Location: 801 PLUM ST, CINCINNATI

[← Back to project address](#)

 **Pre Development & Pre Construction Services**


Services related to Pre Development activities like Cincinnati Coordinate Site Review, Pre Construction meetings, etc.

View available services at selected location. [NEXT](#)


 **Planning & Zoning**

Services related to Planned developments, Subdivisions, Zone changes, Zoning Certificate, Zoning Verification, Appeals, and Other zoning items.

View available services at selected location. [NEXT](#)

 **Permits**


Building Permits
Building permits for Commercial and Residential

 **Licenses & Certificates**

Licenses and Certificates
Various property licensing services including

2: Select an online application service group
Location: 801 PLUM ST, CINCINNATI

[← Back to Group List](#)

 **Planning & Zoning**

Subdivision

Subdivision Consultation

Work with our City Planners to divide your property into multiple lots or create an air lot. The City of Cincinnati has processes for Minor Subdivisions, which create less than four lots, and Major Subdivisions, which create four or more lots or otherwise meet the criteria listed in Cincinnati's Subdivision Regulations. Minor Subdivisions can be reviewed administratively, while Major Subdivisions must go before the City Planning Commission. To begin the process, start with a subdivision consultation with one of our City Planners. For more information about subdivisions within Cincinnati, see our website.

[Apply](#)

Zoning

Accessory Dwelling Unit Registration Application

Select this option if applying for an Accessory Dwelling Unit (ADU). Learn more about ADUs and their requirements in Cincinnati here.

Zone Change Consultation

All Zone Changes and related tasks must first start with a Zone Change Consultation Application. Please choose this option if you are applying for a Zone Change, Planned Development (Concept Plan, Final Development Plan, or Major Amendment), Historic Landmark, or Historic District.

[Apply](#)

Step 4: Verify Property information. If your project includes more than one parcel, please indicate this in the Project Description (see Step 6).

1 Property Information	2 Project Information	3 Upload	4 Review	5 Record Issuance
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Step 1: Property Information > Location Details * Indicates a required field.

Address

*Street No.: *Street Name: Direction: Street Type: Unit No.:

City: State: Zip:

Parcel

* Parcel Information and Address Information are auto-populated based on current CAGIS GIS Information.

*Parcel Number:

Owner

* Owner Information is auto-populated based on the current County Auditor's Office Records.

*Owner Name:

Step 5: Enter Contact Information. Subdivision Consultations require a Primary Contact and a Property Owner contact type. (Note: If the Primary Contact and Property Owner are the same, enter the same contact information twice as shown in the example below.)

1 Property Information	2 Project Information	3 Upload	4 Review	5 Record Issuance
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Step 1: Property Information > Contact Information * Indicates a required field.

Contact List

At a minimum, this record requires a petitioner/applicant, primary contact and a property owner (these can be the same). To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type Minimum
 ✓ Primary Contact 1
 ✓ Property Owner 1

✓ Contact added successfully.
Showing 1-2 of 2

Full Name	Business Name	Contact Type	Primary Phone	E-mail	Action
Emily Burns		Primary Contact	5133524855	emily.burns@cincinnati-oh.gov	Edit Delete
Emily Burns		Property Owner	5133524855	emily.burns@cincinnati-oh.gov	Edit Delete

Step 6: Provide a Project Name and Description. Include the Project Address in the Project Name.

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Step 2: Project Information > Project Details *Indicates a required field.

Project Description

*Project Name:

*Description of Project:

Step 7: Enter project information to the best of your ability. (Note: If you anticipate your proposal being a Major Subdivision, it is recommended to apply in advance for Coordinated Site Review (CSR). Major Subdivisions need to go through the CSR process at either the Development or Technical Review level.)

1 Property Information	2 Project Information	3 Upload	4 Review	5 Record Issuance
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Step 2: Project Information > Application Information *Indicates a required field.

Additional Information

APPLICATION INFORMATION

*Do you have an associated Coordinated Site Review?: Yes No

*Number of Proposed Lots:

*Does this project include a Subdivision Improvement Plan?: Yes No

*Does the request include any rear or panhandle lots?: Yes No

*Does the request include any air lots?: Yes No

*Does the request involve a street and/or utility extension/opening?: Yes No

*Will the request require the removal/demolition of an existing structure?: Yes No

*Does the subdivision seek a variance or other relief from the City Subdivision Regulations?: Yes No

*Does the subdivision seek a variance or other relief from the Cincinnati Zoning Code?: Yes No

Variance:
Use Variance:

Special Exception:

Conditional Use:

Expansion or Substitution of Non Conforming Use:

Is this property located within a Hillside Overlay District?:

Is this property located within an Urban Design Overlay District?:

DD District Phased Development Approval:

Step 8: If you have an associated Coordinated Site Review (CSR), select “Add a Row” to add the CSR number.

Step 2: Project Information > Additional Information * indicates a required field.

Custom Lists

COORDINATED SITE REVIEW INFO

Showing 0-0 of 0

Coordinated Site Review Number	Coordinated Site Review Type
No records found.	

Buttons: Add a Row, Edit Selected, Delete Selected

Buttons: Save and resume later, Continue Application

Step 9: Upload the proposed Site Plan. The Site Plan or Plat should show all lot dimensions and, if applicable, all setbacks for existing and/or proposed buildings. If an existing or proposed building is less than 5 feet from a proposed lot line, please indicate any openings on the building face.

Step 3: Upload > Add Documents

- Click a Document Type to select document(s) for upload. Required documents will have a red asterisk in the upper right corner (*). All other document types are available in the "Select" dropdown.
- Documents submitted which are identified as "Plan -" NOT contain multiple sheets.
- Drag-and-Drop is supported.
- Be sure you click Next to upload the documents!

CRITICAL INFORMATION REGARDING FILE SUBMISSION
(submissions may be delayed if not followed)

- Only PDF and JPEG file formats are accepted.
- Plans/Drawings are required to be submitted as one per page per file.
- Reserve a 3-inch square in the upper left-hand corner for stamping of approved plan sets at issuance.
- Strongly Recommended: File naming based on U.S. National CAD Standards - Drawing Set Protocol will expedite uploading. Link below.
- Application Plan Revisions/Post Permit Issuance Changes: At resubmission, NEVER alter the original file name in any manner when submitting new versions of an existing file. Changing the name will result in delays in acceptance.
- Any permit plan submissions created by designers, required by State Licensure law to be signed and sealed at time of submission, may be delayed for routing until resubmission of signed/stamped documents occurs.

[ezTrak ELECTRONIC DOCUMENT STANDARDS GUIDE](#)

* indicates a required field.

ezTrak Document Upload

Buttons: -Select-

Plans - Site Plan Proposed

Index/Sheet*	Description	Filename	
801 Plum St Subdivision - Site Plan		801 Plum St Subdivision - Site Plan.pdf	x

Button: Next

Step 10: Review application before submitting. If you want to go back to a previous section, either click the “Edit” buttons or use click the section header at the top of the review screen. **Once you select “Continue Application,” the application will be submitted to City Planning staff.**

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Step 4: Review

Please review all information below. Click the “Edit” buttons to make changes to sections or “Continue Application” to move on.

Record Type

Subdivision Consultation

› Address

› Parcel

› Owner

› Contact List EDIT

› Project Description EDIT

› Additional Information

› Custom Lists

Custom Fields

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 01/13/2025


Submits Application

Save and resume later Continue Application

Step 11: Confirmation page will appear. An email will be sent to the Primary Contact notifying them that the application was submitted.

Step 3: Receipt/Record issuance

Confirmation

 Your application(s) has been successfully submitted.

After having the Subdivision Consultation with City Planning staff, you may be invited to complete a Minor or Major Subdivision Application. You will receive an email alerting you that the application is open. To access the application, navigate to **My Records** and scroll down to **My Record Details**. On the applicable subdivision consultation, click **Submit Amendments** in the **Action** column.

The screenshot shows the 'My Record Details' page. At the top, there are three tabs: 'Open Records', 'Renewable Records', and 'All Records'. Below the tabs is an 'Export' button, a search input field, and a 'Show 10 entries' dropdown. A pagination bar shows 'Showing 1 to 10 of 25 entries' and navigation buttons for 'Previous', '1', '2', '3', and 'Next'. The main content is a table with the following data:

Action	Opened On	Address	Record Type	Record Number
Submit Amendments	01/13/2025	801 PLUM ST, CINCINNATI	Subdivision Consultation	S25CIN-PLN-SUBCN-000001