

## Lot Split Process Checklist

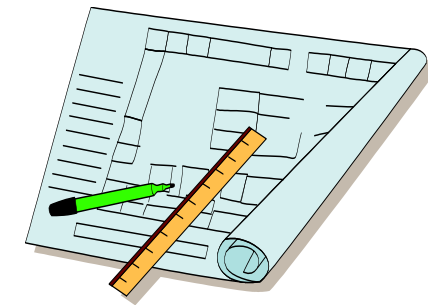
The following steps must be completed in order for a parcel of land less than five (5) acres to be subdivided:

- Check with your township zoning inspector for lot size and lot width requirements of the zoning district in which your proposed lot split(s) will be located. All lots must have frontage on an approved public right-of-way, not a private access easement.
- In areas without sanitary sewer, check with the Erie County Health Department at 419-626-5623 to verify that a sewage system installation permit can be obtained for your proposed lot(s).
- Have a survey prepared by a registered surveyor . All survey plats and legal descriptions must conform to the Ohio Administrative Code Sections 4733-37 to 4733-37-07.
- Submit the survey plats and legal descriptions for your proposed lot split(s) to the Erie County Engineer's Office for approval. The Engineer's Office will stamp the plats and legal descriptions.
- Submit the approved survey plats and legal descriptions to the township zoning inspector. The township zoning inspector will check the proposed lot (s) for conformity with township zoning requirements. If approved, the inspector will then sign Box #2 on the affidavit form on the opposite side of this brochure and the survey plats and legal descriptions.
- Complete Box #1 of the affidavit form on the opposite side of this brochure and have the signatures notarized.
- Submit the affidavit form with Box #1 and Box #2 completed along with the **approved surveys, legal descriptions, and new original deeds for your proposed lot split(s)** to the Erie Regional Planning Office, 2900 Columbus Avenue, Sandusky, Ohio 44870. A \$25.00 filing fee is required for each new deed to be processed as part of your lot split application. Checks for the filing fee should be made out to Erie Regional Planning Commission.
- As prescribed by State statute, the Erie Regional Planning Commission has seven (7) working days to review and process your lot split application. The Planning Commission Office will notify you when your lot split application has been processed or you may check periodically within the seven (7) working days to see if it is completed. As part of Regional Planning's processing of lot split applications, your application will be circulated to the Erie County Health Department and the Erie County Engineer's Office for review with regard to sewer and septic systems and drainage issues. A drainage plan may be required for your lot split(s) before it is approved.
- If your lot split is approved, you must then file it at the Erie County Tax Map Office which is located on the second floor of the Erie County Office Building, 247 Columbus Avenue, Sandusky, Ohio 44870.

## ERIE COUNTY, OHIO

# LOT SPLIT PROCESS

*Lot Split Process Checklist*  
*Lot Split Affidavit*



**For more information, please contact:**  
**Erie Regional Planning Commission**  
**2900 Columbus Avenue**  
**Sandusky, Ohio 44870**  
**(419) 627-7792 or 1-888-399-6065**

## TOWNSHIP ZONING INSPECTORS

Berlin Township: Linda Phillips, 419-588-2097

Florence Township: Dave Gulyas, 440-742-0026

Groton Township: Teresa Jarrett, 419-483-7840

Huron Township: John Zimmerman, 419-433-2755

Margaretta Township: Chris Schaeffer, 419-684-9500

Milan Township: Colleen Arthur, 419-499-2345

Oxford Township: Phillip David, 419-359-1735

Perkins Township: Melanie Murray, 419-609-1435

Vermilion Township: Robert Kurtz, 440-967-6841

# AFFIDAVIT FOR CREATING A SUBDIVISION OF LAND INVOLVING FIVE (5) LOTS OR LESS

## SELLER'S AFFIDAVIT

All signatures must be obtained by the seller or seller's agent.

State of Ohio

County of Erie \_\_\_\_\_ being duly

(Seller's Name and Address)

Sworn, upon \_\_\_\_\_ oath depose and say that:

(His, Her, Our)

1. The proposed division of land is along an existing public road and involves no openings, widening or extensions of any street or roads;
2. No more than five (5) lots are involved after the entire original parcel has been subdivided; and
3. The property has been surveyed by a registered surveyor and is as set forth on the accompanying plat and legal description; two (2) copies of which shall show all information required for instruments of conveyance in Erie County including those standards contained in Sections 4733-37 to 4733-37-07 of the Administrative Code of the State of Ohio.

\_\_\_\_\_  
Seller's Signature

\_\_\_\_\_  
Seller's Signature

Notary (to be obtained by the seller or seller's agent)

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Signature & Seal

## TOWNSHIP ZONING INSPECTOR APPROVAL

I, hereby certify, that the lot or lots being created meet all requirements of the \_\_\_\_\_ Township Zoning Resolution, Erie County, Ohio.

\_\_\_\_\_  
Zoning Inspector's Signature

- APPROVED
- DISAPPROVED
- EXEMPT FROM REVIEW

Date \_\_\_\_\_ Parcel Number \_\_\_\_\_

*To be completed by the Erie Regional Planning Commission:*

The Erie Regional Planning Commission hereby certifies that the lot or lots being created are not contrary to applicable platting, subdividing, or zoning regulations. No plat is required.

Floodplain Determination	
Flood Zone:	
Community Number:	
Panel Number:	
Date of Map:	
Field Determination Required:	<b>YES    NO</b>

Lot Split Reviewed

- APPROVED
- DISAPPROVED
- TRANSFER BETWEEN ADJOINING PROPERTY OWNERS
- EXEMPT FROM REVIEW

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date