

## *Lot Split/Combination Process Checklist*

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

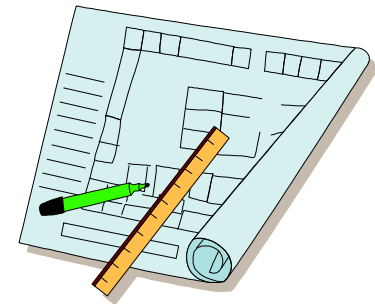
- ❑ Check with the Department of Community Development for lot size and lot width requirements of the zoning district in which your proposed lot split/combination (s) will be located. All lots must have frontage on an approved public right-of-way, not a private access easement.
- ❑ In areas without existing utilities, check with the Department of Engineering at 419-627-5829 to verify that utilities can be installed for your proposed lot (s).
- ❑ Have a survey prepared for the proposed lot (s) by a registered surveyor. All survey plats and legal descriptions must conform to the Ohio Administrative Code Sections 4733-37 to 4733-37-07. Further, the plat shall also show the existing lot lines, existing buildings and proposed setbacks from the existing structures to the proposed lot lines.
- ❑ Submit the survey plats and legal descriptions for your proposed lot split/combination (s) to the City Engineering Department for approval. The Engineer's Office will stamp the 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 completed along with processing fee, approved survey plats, legal descriptions and new original deeds for the proposed lot split/combination (s) to the Department of Community Development. The planner will check the proposed lot (s) for conformity with City zoning requirements. If approved, the planner will then sign Box #2 on the affidavit form on the opposite side of this brochure and the survey plats and legal descriptions.
- ❑ As prescribed by State statute, the City of Sandusky Division of Planning has seven (7) working days to review and process your submission. The Division of Planning will notify you when your application has been processed or you may check periodically within the seven (7) working days to see if it is completed.
- ❑ If your submission is approved, you must then file it within 60 days 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.

City of Sandusky

## LOT SPLIT/ COMBINATION PROCESS

*Lot Split/Combination  
Process Checklist*

*Lot Split/Combination Affidavit*



**For more information, please contact:  
City of Sandusky  
Department of Community Development  
222 Meigs Street  
Sandusky, Ohio 44870  
(419)627-5872**

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

## BOX #1

**PROPERTY OWNER'S AFFIDAVIT**

All signatures must be obtained by the property owner or property owner's agent.  
 Address of Property or Properties involved: \_\_\_\_\_

State of Ohio, County of Erie \_\_\_\_\_  
 (Property Owner's Name and Address)

Being duly 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.

\_\_\_\_\_  
 Property Owner's Signature

\_\_\_\_\_  
 Property Owner's Signature

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

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_ 2005.

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

## BOX #2

**CITY OF SANDUSKY PLANNING COMMISSION APPROVAL**

I, hereby certify, that the lot or lots being created meet all requirements of the City of Sandusky Zoning Code.

\_\_\_\_\_  
 Community Development Staff Member

\_\_\_\_\_  
 Date of Signature

*To be completed by the Department of Community Development.*

The Department of Community Development hereby certifies that the lot or lots being created are not contrary to applicable platting, subdividing, or zoning regulations.

Approval Signature:	
Date of Approval:	
Floodplain Determination	
Flood Zone:	
Date of Map:	
Field Determination Required:	YES      NO

## City of Sandusky

Department of Community Development  
 222 Meigs Street  
 Sandusky, Ohio 44870

Phone: 419-627-5872  
 Fax: 419-627-5945