

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 City of Sandusky Planning Department 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 City of Sandusky Department of Engineering at 419-627-5932 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 Erie County Highway Engineer's Office for approval. The County Engineer's Office will stamp the plats and legal descriptions. After the County Engineer's Office, submit survey plats and legal descriptions to the City Planning Department for their approval.

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 City Planning Department. 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 Planning Department has seven (7) working days to review and process your submission. The Planning Department 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 Planning
240 Columbus Ave.
Sandusky, Ohio 44870
(419)627-5891**

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: _____ (Phone #)
(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 _____ 20__.

 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.

 Planning Department Staff Member Date of Signature

To be completed by the Planning Department

The Planning Department 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 Planning
 240 Columbus Ave.
 Sandusky, Ohio 44870

Phone: 419-627-5891
 Fax: 419-627-5825