

APPLICATION FOR LOT SPLIT/MINOR SUBDIVISION

FILE #- _____ - _____

Toledo-Lucas County Plan Commissions
One Government Center, Suite 1620
Toledo, Ohio 43604
(419) 245-1200 / Fax (419) 936-3730
www.toledo.oh.gov

The application will not be processed until all required information is submitted. A separate application is required for each proposed split. An accurate drawing must accompany this application and must show the items listed on the back of this form. Approvals are valid for two (2) years. An executed deed with the approved legal description must be presented to the Plan Commissions for an approval stamp before the Lucas County Recorder's and Auditor's offices will transfer the property.

1. Owner of Property to be Split _____ Phone # _____
Work # _____ Cell # _____ Fax # _____
Email _____

2. Owner's Mailing Address _____

3. Location of Proposed Split _____

4. Taxing District & Parcel # or Assessor # of Original Parcel _____

5. Proposed Water Supply and Sanitary System (check one each):
Public Line Available _____ or Well _____ Sanitary Sewer Line Available _____ or On-site Disposal (Septic) _____

The Lucas County Health Department (419-213-4100) must be contacted by the applicant to review the lot/parcel split, if a septic system and/or well is/are proposed or in use. Their recommendation will be forwarded to the Plan Commissions. The application is not complete until the Board of Health letter is received.

6. Are there existing buildings on the parcel being split: Yes _____ No _____

7. Is the split parcel to be combined with an adjacent parcel: Yes _____ No _____. If so, identify by parcel # _____

8. An access permit is required from the Lucas County Engineer's Office (419-213-2860) if the parcel is located on a county or township road. If the parcel is located on a state highway, an access permit is required from ODOT District 2 (419-373-4472). A copy of the permit must be supplied to the Plan Commission. Is an access permit approval attached: Yes _____ No _____

9. A legal description of the lot/parcel to be split is required. Legal descriptions shall be written utilizing the subdivision name and lot number(s) or a metes and bounds description if the split is from an acreage parcel. A metes and bounds description requires a survey be submitted with this application (see reverse side for requirements).

I hereby certify that the information contained in this application, including all drawings and attachments, is true and accurate to the best of my knowledge.

Signature of Owner _____

Or Signature of Agent and Their Title _____

PLAN COMMISSION STAFF USE ONLY

Fee: \$150.00 _____ City _____ County _____
Index Map # _____ Scale _____ By _____

In accordance with the provisions contained in the Ohio Revised Code and the Subdivision Rules and Regulations of Lucas County and the City of Toledo as adopted by the Plan Commissions, this application is:

APPROVED _____ CONDITIONALLY APPROVED _____ DISAPPROVED _____



Date _____

By _____

THOMAS C. GIBBONS, DIRECTOR
TOLEDO-LUCAS COUNTY PLAN COMMISSIONS

BASIC RULES GOVERNING THE CREATION OF LOTS / PARCELS

1. The division of a parcel into two (2) or more parcels, any one of which is less than five (5) acres, requires the approval of the Plan Commission before a deed can be recorded.
2. All parcels to be created must front on a public right-of-way.
3. All parcels shall comply with the zoning regulations applicable in the political jurisdiction in which they are located.
4. The minimum requirements for parcels (subject to applicable zoning regulations) are as follows (City of Toledo):
 - a) Width - No minimum
 - b) Depth - No minimum
 - c) Area - if either wells and/or septic tanks are to be used: 1 net acre (excluding road right-of-way),
or if public water and sanitary sewers are available: 6,000 square feet

The minimum requirements for parcels (subject to applicable zoning regulations) are as follows (Lucas County):

- a) Width - No minimum (150 ft. in unzoned areas)
 - b) Depth - No minimum
 - c) Area - Must meet zoning and Health Department requirements
5. Parcels may not be reduced to less than the minimum dimensions established in the subdivision and zoning regulations.
 6. Maximum depth of parcels (City of Toledo and Lucas County) shall not be more than 3.5 times the width.
 7. A plat is required if a parcel is divided into more than five (5) lots or when a new street is to be dedicated.
 8. A non-buildable parcel (a parcel which does not comply with the subdivision or zoning regulations) may be created or transferred if it becomes part of an adjacent parcel. The grantee must be the same for the non-buildable parcel as for the parcel to which it will be attached.
 9. The Plan Director is authorized to administratively approve or disapprove applications, except for cases where the application violates applicable zoning regulations. Should the application be disapproved, the applicant may request in writing to the Plan Director an appeal of the disapproval (the appeal must be submitted within 60 days for parcels in Lucas County). Appeals of applications not in conformance with applicable zoning regulations shall be made pursuant to Ohio Revised Code Section 711.05(c). The appeal of the disapproval will subsequently be considered by the Plan Commission at its public hearing, at which time they may approve or disapprove the split request.
 10. Approval of the lot/parcel split application is valid for a two (2) year period.
 11. Legal descriptions shall be written utilizing subdivision plat and lot numbers or shall use a metes and bounds description.

REQUIREMENTS FOR SURVEYS

1. The dimensions of the lot/parcel to be split, the dimensions of the lot/parcel that will remain after the split and all existing lot lines, showing the extent of the original parcel;
2. The abutting roadway name(s) and right-of-way widths;
3. Any and all existing homes, garages, or other buildings situated on the lot/parcel to be split and on the lot/parcel that will remain. Side yard, front yard and rear yard dimensions shall be shown for those structures that exist; and
4. Any and all existing wells, septic systems, ponds and drainage courses situated on the lot/parcel to be split and on the lot/parcel that will remain.