

Minor Subdivision Process Checklist

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

- Obtain a copy of the application form either by calling Huron Soil & Water Conservation Office (HSWCD) at 419-668-4113 Ext.3, or Huron County Tax Map Office at 419-668-2021, forms can be mailed, picked up, faxed, or emailed.
- Schedule an appointment with Huron Soil & Water Conservation District to review the soils & drainage for the proposed parcel. Please bring the completed application and a sketch of the proposed lot(s), and information as to the intended use of the new parcel and any residue parcels. Pay the required site review fee at this time. Make check payable to Huron SWCD.
- Check with your township zoning inspector (in zoned townships) for lot size (acreage), frontage,width to depth ratio, etc. requirements of the zoning district in which your proposed parcel is located. All lots must have frontage on an approved public right-of-way and roadway, according to applicable county or township regulations and not a public or private access easement.
- In all unzoned townships (Fitchville, Hartland, Peru, and Norwalk) you must comply with the Huron County Subdivision Regulations Section 206.03 Table D (pages 78, 79). In most cases this calls for 150 feet of frontage (measured at the road right-of-way line and one (1.00) acre of land for a minimum area.
- In areas without a sanitary sewer system, you are required to check with the Huron County Health Department at 419-668-1652 to verify that a sewage system permit can be obtained for your lot(s).
- Schedule a survey to be performed by a licensed, registered surveyor. All survey plats and legal descriptions must conform to the Ohio Administrative Code Sections 4733-37 to 4733-37-07. Be aware that if your parcel needs a new easement in order to discharge septic system water or storm water drainage, you should tell the surveyor this when or before he/she comes out to perform the survey. This will be required by the HSWCD and/or the Health Dept. Also you or your surveyor should check with HSWCD to find out if a topographic survey is required along with the boundary survey before the boundary survey is performed.
- After you receive the plat of survey, topographic survey (if required) , and the legal description from the surveyor you need to schedule a meeting with the township zoning inspector (in all zoned townships) and have that person review the material from the surveyor for conformity with the township zoning requirements. If they approve the minor subdivision then they are to stamp and/or sign a copy of the plat of survey and complete the box on the back of this form.
- Your next step is to schedule an appointment with HSWCD and present the topographic survey (showing the information required by Section 204.06 B,C (pages 59, 60) of the Huron County Subdivision Regulations), plat of boundary survey, legal description, the seller's affidavit on the back of this form, and any other relevant information. The HSWCD has seven (7) working days to approve or reject your paperwork.
- If the material is approved a copy of the plat of survey will be signed and dated by the HSWCD. You then need to have the legal description transferred to a deed by an attorney, possibly a title check survey, and finally the signed plat of survey and deed need to be presented to the Huron County Tax Map Office, the County Auditor for transfer and the County Recorder for recording. There are fees for transfer and for recording.

HURON COUNTY, OHIO

LOT SPLIT PROCESS MINOR SUBDIVISION



HSWCD WEB SITE: www.huronswcd.com

TOWNSHIP ZONING INSPECTORS

BRONSON: JEANETTE OTT 419-663-5453
CLARKSFIELD: JOHN MCCLAFILIN 419-929-2809
FAIRFIELD: HARRY BAKER 419-744-2306
FITCHVILLE: UNZONED
GREENFIELD: DAVID JOYCE 419-935-0234
GREENWICH: ROBERT HANSHAW: 419-752-6987
HARTLAND: UNZONED
LYME: MIKE TODD 419-483-9401
NEW HAVEN: LESTER SEWARD 419-935-8795
NEW LONDON: DAN WHITAKER 419-929-1104
NORWALK: UNZONED
NORWICH: DAN STACKLIN 567-224-3413
PERU: UNZONED
RICHMOND: DONALD BUCKINGHAM 419-935-0351
RIDGEFIELD: DAVID MAHL 419-465-4260
RIPLEY: ROYCE JOHNSTON 419-752-8883
SHERMAN: DAVID MAHL 419-465-4260
TOWNSEND: MIKE CHAFFIN 419-668-4708
WAKEMAN: FRED WOLF 440-839-2185

AUGUST 16, 2010

AFFIDAVIT FOR A SUBDIVISION OF LAND INVOLVING LOTS FIVE ACRES OR LESS IN AREA

FOR OFFICE USE BY HURON COUNTY ONLY

HURON COUNTY, OHIO

SELLER'S AFFIDAVIT

ALL SIGNATURES MUST BE OBTAINED BY THE SELLER OR THE SELLER'S AGENT

STATE OF OHIO

COUNTY OF HURON _____ 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 OPENING, WIDENING, OR EXTENSIONS OF ANY STREETS OR ROADS; OR EASEMENTS FOR THE EXTENSION OF PUBLIC OR PRIVATE SEWER, WATER, STORM DRAINAGE OR OTHER SIMILAR FACILITIES.
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, LICENSED SURVEYOR AS SET FORTH ON THE ACCOMPANYING PLAT AND LEGAL DESCRIPTION WHICH SHALL SHOW ALL INFORMATION REQUIRED FOR INSTRUMENTS OF CONVEYANCE IN HURON COUNTY INCLUDING THOSE STANDARDS CONTAINED IN SECTIONS 4733-37 TO 4733-37-07 OF THE OHIO ADMINISTRATIVE CODE.

(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 _____, 2_____.

NOTARY STAMP/SEAL

TOWNSHIP ZONING INSPECTOR APPROVAL (IF APPLICABLE)

I HEREBY CERTIFY THAT THE LOT(S) BEING CREATED MEET ALL THE REQUIREMENTS OF THE

_____ TOWNSHIP ZONING RESOLUTION, HURON COUNTY

CERTIFICATION OF ANY OTHER RESOLUTION, REGULATION, ORDINANCE, ETC. IS NOT ASSUMED OR IMPLIED BY THE SIGNING OF THIS DOCUMENT.

ZONING INSPECTOR SIGNATURE

APPROVED NOT APPROVED

DATE

**THIS BOX FOR OFFICE USE ONLY
FLOOD PLAIN DETERMINATION**

FLOOD ZONE _____

COMMUNITY NUMBER _____

PANEL NUMBER _____

DATE OF MAP _____

FIELD DETERMINATION NEEDED BY A REGISTERED SURVEYOR
 YES NO

SUBDIVISION REVIEWED:

APPROVED _____

DISAPPROVED _____

TRANSFER BETWEEN ADJOINING OWNERS _____

EXEMPT FROM REVIEW _____

SIGNATURE

DATE

EXEMPT FROM REVIEW