

Lot Split /Minor Subdivision Process Checklist (0-5 acre)

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

Contact Huron Soil & Water Conservation Office (HSWCD) at 419-668-4113 Ext.3, for an application form or PRINT Form from their website www.huronswcd.com

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. 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 Chap. 206.03 Table "D", pages 78, 79 Minimum Dimensional Requirements for Lots in Unzoned Townships.

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 of Huron County Subdivision Regulations), plat of boundary survey, legal description, the affidavit on the back and all boxes completed, 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 and the Health Dept. (if applicable), the County Engineer, and any other agencies as required. 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

www.HSWCD.com

TOWNSHIP ZONING INSPECTORS

BRONSON:

JEANETTE OTT 419-663-5453

CLARKSFIELD:

RYAN HOROSHOK 419-929-5728

FAIRFIELD:

RICK WHITESIDE 419-706-8292

FITCHVILLE: UNZONED

GREENFIELD:

DAVID JOYCE 419-512-1224

GREENWICH:

CHRIS REYNOLDS 419-752-6963

HARTLAND: UNZONED

LYME:

GEORGE KELLER 419-217-0396

NEW HAVEN:

MICHAEL HALL 419-935-1438

NEW LONDON:

TAMMY MONTGOMERY 419-706-5603

NORWALK: UNZONED

NORWICH:

DAN STACKLIN 567-224-3413

PERU: UNZONED

RICHMOND:

DAVE ARNOLD 567-224-4639

RIDGEFIELD:

DAVID MAHL 419-577-7890

RIPLEY:

JEFF RAY 419-687-0541

SHERMAN:

MICHAEL MCCRAN 419-217-7370

TOWNSEND:

MICHAEL CHAFFIN 419-668-4708

WAKEMAN:

TODD WOLF 419-706-2361

AFFIDAVIT FOR A SUBDIVISION OF LAND 0-5 ac

HURON COUNTY, OH

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_____.

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 _____

TOWNSHIP ZONING INSPECTOR APPROVAL

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.

APPROVED NOT APPROVED
 EXEMPT FROM REVIEW

ZONING INSPECTOR SIGNATURE

DATE _____

