

## 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](http://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.

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 Public Health 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 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, the original copy of the plat of survey will be signed and dated by the Township Zoning, Huron County Public Health & HSWCD, 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](http://www.HSWCD.com)

### TOWNSHIP ZONING INSPECTORS

#### BRONSON:

JEANETTE OTT 419-541-0093

#### CLARKSFIELD:

DENNIS GOETZE 419-706-5265

#### FAIRFIELD:

RICK WHITESIDE 419-706-8292

#### FITCHVILLE: UNZONED

#### GREENFIELD:

DANIEL SCHULLER 567-224-7428

#### GREENWICH:

#### CONTACT TRUSTEES

#### HARTLAND: UNZONED

#### LYME:

BOB SUTHERLAND 419-217-0689

#### NEW HAVEN:

BILL ROBINSON 567-224-9004

#### NEW LONDON:

TAMMY MONTGOMERY 419-706-5603

#### NORWALK: UNZONED

#### NORWICH:

DAN STACKLIN 567-224-3413

#### PERU: UNZONED

#### RICHMOND:

MIKE SWARTZMILLER 567-224-7945

#### RIDGEFIELD:

DAVID MAHL 419-577-7890

#### RIPLEY:

JEFF RAY 419-687-0541

#### SHERMAN:

JEFF GEARY 419-681-5763

#### TOWNSEND:

JASON MESENBURG 419-706-9211

#### 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 \_\_\_\_\_

FIELD DETERMINATION NEEDED BY A REGISTERED SURVEYOR

YES  NO

SUBDIVISION REVIEWED:

APPROVED \_\_\_\_\_

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 \_\_\_\_\_

