

**INCLUDE CONTACT INFORMATION—NAME/PHONE/EMAIL—ON THE LINE ABOVE**

The following steps must be completed in order for a parcel of land less than five (5) acres to be subdivided. This form only applies to properties located in an Erie County, Ohio township, not a village or city.

- Attach a brief narrative regarding this split(s)
- If you have delinquent property taxes contact the Erie County Treasurer at (419) 627-7612 first
- Check with your township zoning inspector for lot size and lot width requirements of the zoning district in which your proposed lot split(s) will be located. All lots must have frontage on an approved public right-of-way, not a private access easement.
- In areas without sanitary sewer, check with the Erie County Health Department at 419-626-5623 to verify that a sewage system installation permit can be obtained for your proposed lot(s). When splitting off a lot with an existing house with an STS, ensure your entire system will be contained within 10 ft of the proposed lot boundaries. If you have an older STS, consider the planning process to determine if there is adequate room to install a replacement STS in the future
- Have a survey prepared by a registered surveyor. All survey plats and legal descriptions must conform to the Ohio Administrative Code Sections 4733-37 to 4733-37-07.
- Submit the survey plats and legal descriptions for your proposed lot split(s) to the Erie County Engineer's Office for approval. The Engineer's Office will stamp the plats and legal descriptions.
- Submit the approved survey plats and legal descriptions to the township zoning inspector. The township zoning inspector will check the proposed lot (s) for conformity with township zoning requirements. If approved, the inspector will then sign Box #2 on the affidavit form on the opposite side of this brochure and the survey plats and legal descriptions.
- 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 and Box #2 completed along with the approved surveys, legal descriptions, and new original deeds for your proposed lot split(s) to the Erie Regional Planning Office, 2900 Columbus Avenue, Sandusky, Ohio 44870. A \$25.00 filing fee is required for each new deed to be processed as part of your lot split application. Checks for the filing fee should be made out to Erie Regional Planning Commission.
- As prescribed by State statute, the Erie Regional Planning Commission has seven (7) working days to review and process your lot split application. The Planning Commission Office will notify you when your lot split application has been processed or you may check periodically within the seven (7) working days to see if it is completed. As part of Regional Planning's processing of lot split applications, your application will be circulated to the Erie County Health Department and the Erie County Engineer's Office for review with regard to sewer and septic systems and drainage issues. A drainage plan may be required for your lot split(s) before it is approved.
- If your lot split is approved, you must then file it (allow 3 days for processing per the Conveyance Requirements) at the Erie County Transfer Office, second floor, Erie County Office Building, 247 Columbus Avenue, Sandusky, Ohio 44870. The Erie County Conveyance Requirements can be found at the Erie County, Ohio Auditor's website under the Property Transfers tab.

**ERIE COUNTY, OHIO**

**LOT SPLIT  
PROCESS  
CHECKLIST & AFFIDAVIT**

**For more information  
please contact:  
Erie Regional Planning Commission  
2900 Columbus Avenue  
Sandusky, Ohio 44870  
(419) 627-7524  
or  
[erie.iviewauditor.com](http://erie.iviewauditor.com)**

**TOWNSHIP ZONING INSPECTORS**

- Berlin Township: Dan Soisson 419-588-2097
- Florence Township: Jeff Fantozzi 440-965-5331
- Groton Township: Teresa Jarrett, 419-483-7840
- Huron Township: John Zimmerman, 419-433-2755
- Margaretta Township: Chris Schaeffer, 419-684-9500
- Milan Township: Pat Landoll 419-499-2354
- Oxford Township: Phillip David, 419-359-1735
- Perkins Township: Melanie Murray, 419-609-1435
- Vermilion Township: Vacant, 440-967-6841

# AFFIDAVIT FOR CREATING A SUBDIVISION OF LAND INVOLVING FIVE (5) LOTS OR LESS

## OWNER'S AFFIDAVIT

All signatures must be obtained by the owner or owner's agent.

State of Ohio

County of Erie \_\_\_\_\_ being duly

(Owner'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 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.

\_\_\_\_\_  
Owner's or Agent's Signature

\_\_\_\_\_  
Owner's or Agent's Signature

Notary (to be obtained by the owner or owner's agent)

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Signature & Seal

## To be completed by the Erie Regional Planning Commission:

The Erie Regional Planning Commission hereby certifies that the lot or lots being created are not contrary to applicable platting, subdividing, or zoning regulations. No plat is required.

Lot Split Reviewed

APPROVED

DISAPPROVED

TRANSFER BETWEEN ADJOINING PROPERTY OWNERS

EXEMPT FROM REVIEW

# OF ACRES APPROVED \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## TOWNSHIP ZONING INSPECTOR APPROVAL

I, hereby certify, that the lot or lots being created meet all requirements of the \_\_\_\_\_ Township Zoning Resolution, Erie County, Ohio.

\_\_\_\_\_  
Zoning Inspector's Signature

\_\_\_\_\_  
# of Acres Approved

APPROVED

DISAPPROVED

Date \_\_\_\_\_ Parcel Number \_\_\_\_\_

EXEMPT FROM REVIEW