

## *Lot Split/Combination Process Checklist*

**The following steps must be completed in order for a parcel of land less than five (5) acres to be subdivided or to have lots combined:**

Set an appointment to meet with the City of Huron Planning & Zoning Department for preliminary review of lot size and lot width requirements of the zoning district in which your proposed lot split or combination (s) will be located. All lots must have frontage on an approved public right-of-way, not a private access easement. Application may require approval by the Planning Commission, subject to their monthly meeting schedule.

In areas without existing utilities: 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). Check with the City Engineering Department [cityengineer@huronohio.us](mailto:cityengineer@huronohio.us) to verify that utilities can be installed for your proposed lot.

Have a survey prepared for the proposed lot (s) by a registered surveyor. All survey plats and legal descriptions must conform to the Ohio Administrative Code Sections 4733-37 to 4733-37-07. Further, the plat shall also show the existing lot lines, existing buildings and proposed setbacks from the existing structures to the proposed lot lines.

Submit the survey plats and legal descriptions for your proposed lot split/combination (s) to the Erie County Engineer's Office for approval. The County Engineer's Office will stamp the plats and legal descriptions. After the County Engineer's Office, submit survey plats and legal descriptions to the City of Huron Planning & Zoning Department for their approval.

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 completed along with processing fee, approved survey plats, legal descriptions and new original deeds for the proposed lot split/combination (s) to the City Planning & Zoning Department. The planner will check the proposed lot (s) for conformity with City zoning requirements. If approved, the planner will then sign Box #2 on the affidavit form on the opposite side of this brochure and the survey plats and legal descriptions. As prescribed by State statute, the City of Huron Planning & Zoning Department has seven (7) working days to review and process your submission. The Planning Department will notify you when your application has been processed or you may check periodically within the seven (7) working days to see if it is completed.

If your submission is approved, you must then file it within 60 days at the Erie County Tax Map Office which is located on the second floor of the Erie County Office Building, 247 Columbus Avenue, Sandusky, Ohio 44870.

**Owner Information**

Property Owner Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Property Information**

Provide address and/or Parcel Numbers of all applicable parcels involved in the application & attach Erie County Auditor aerial maps: \_\_\_\_\_  
\_\_\_\_\_

Provide a brief description (lot split?, lot combo?):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact the Planning & Zoning Department to set an appointment for the required preliminary review.

**Pages 1 & 2 MUST be completed**

City of Huron  
Planning & Zoning Department  
417 Main Street  
Huron, OH 44839  
(419) 433-5000 ext. 1302, 1303

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

## BOX #1

### PROPERTY OWNER'S AFFIDAVIT

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

Address of Property or Properties involved: \_\_\_\_\_

State of Ohio, County of Erie \_\_\_\_\_  
(Property Owner's Name and Address)

Being duly sworn, upon \_\_\_\_\_ oath depose and say that: \_\_\_\_\_  
(His, Her, Our) (Phone #)

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.

Property Owner's Signature \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_

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

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

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

*To be completed by the City of Huron Planning & Zoning Department*

The Planning & Zoning Department hereby certifies that the lot or lots being created are not contrary to applicable platting, subdividing, or zoning regulations.

Approval Signature:		
Date of Approval:		
Floodplain Determination		
Flood Zone:		
Date of Map:		
Field Determination Required:	YES	NO

## BOX #2

### CITY OF HURON PLANNING & ZONING DEPARTMENT

I, hereby certify, that the lot or lots being created meet all requirements of the City of Huron Zoning Code.

Planning & Zoning Department \_\_\_\_\_

Date of Signature \_\_\_\_\_