

Application for
LOT or PARCEL SPLIT

NO WORK AUTHORIZED UNTIL APPLICATION IS APPROVED BY DEPARTMENT STAFF

Electronic form has 2-pages. Printed copy has instruction on back.	File No.	ST-
	Date Filed	
	Receipt No	
	Fee Due/Paid	\$50.00

Copy of this form and all attachments requested below shall be submitted for review and approval in order to process the application. A separate application required for each lot split.

Applicant	Location
Address	Tax Parcel
City, State & Zip Code	Range, Township And Section
Phone No.	Map Number

An accurate boundary survey drawing along with any other information or documents as listed below shall accompany this application. Note items below that are to be shown on the survey drawing.

1	DEED: Provide copy of deed for original parcel; and,
2	SITE PLAN: The dimensions of the lot/parcel to be split, the dimensions of the lot/parcel that will remain after the split, and all existing lot lines, showing the extent of the original parcel; and
3	PUBLIC RIGHTS-OF-WAY: The abutting roadway name(s) and right-of-way width(s); and,
4	STRUCTURES: Show any and all existing homes, garages or other buildings or structures situated on both original and new parcels. Indicate setbacks for front, rear and side yards and separation between structures; and
5	UTILITIES & APPURTENANCES: Show any and all existing wells, septic systems & leach fields, ponds and drainage courses situated on both the original lot/parcel and the parcel being split off.
6	DRAINAGE: Show site drainage plan indicating building pad elevations (for vacant parcels) and existing elevations at the corner of each parcel and at existing structures.
7	LEGAL DESCRIPTION: Is survey diagram of lot/parcel to be split, utilize subdivision plat and lot numbers or "Metes and Bounds" description supplied. Suitable for recording in accordance with Lucas County Auditor & Recorder.
8	WATER & SANITARY SYSTEM INFORMATION: Proposed Water Supply [Check One] <input type="checkbox"/> Public Water Lines Available <input type="checkbox"/> Private Well
	Proposed Sanitary System [Check One] <input type="checkbox"/> Public Sanitary Sewer Line Available <input type="checkbox"/> Private On-Site Septic System
	If either or both a Private On-Site Septic or Private Well is proposed, the lot/parcel shall be reviewed by the Lucas County Health Department and a readable copy of their report shall be provided with this application

ACKNOWLEDGEMENT: I have read and understand instructions herein. I acknowledge that the information contained in this application, including all drawings and attachments, are true and accurate to the best of my knowledge. I further understand that, if approved, an instrument of transfer or deed and any other stipulated documents required, with approved legal descriptions must be presented to the City for approval prior to recording. Recording and execution must be completed within two (2) years of the approval date of this application.

X	Applicant Signature:	Date:
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FOR OFFICIAL USE ONLY - DO NOT WRITE BELOW THIS LINE

In accordance with the provisions contained in the Ohio Revised Code and the Subdivision Rules and Regulations as adopted by the City of Oregon, this application is:

<input type="checkbox"/> Approved As Submitted	<input type="checkbox"/> Approved with Conditions	<input type="checkbox"/> Disapproved and Void
Conditions of Approval/Reasons for Denial		

BY	<input type="checkbox"/> Planning Commission	Chairman:	Date:
	<input type="checkbox"/> Mayor (Administrative) per OMC 121.01	Mayor:	Date:

PERMITS ARE NOT TRANSFERABLE OR REFUNDABLE

GENERAL INSTRUCTIONS GOVERNING THE CREATION OF LOTS/PARCELS

1. The division of an existing parcel into two (2) or more parcels, any one of which is less than five (5) acres, requires the approval of the City of Oregon, either by Administrative action or Planning Commission, before a deed can be recorded.
2. All parcels to be created must front on a public right-of-way or on a platted private place.
3. All parcels shall comply with the zoning regulations applicable under Part 11 of the Oregon Municipal Code.
4. The minimum requirements for parcels (subject to applicable district regulations) are as follows:
 - Width - minimum of 70'-0 but not less than required in Table 1121.05(a) OMC.
 - Depth - minimum of 120'-0 but not more the 2.5 times the width for residential nor more than 3.0 times the width for non-residential lots
 - Area - minimum of 10,000 square feet or as required in Table 1121.05(a) OMC, but not less than 22,000 S.F. if either wells or septic is required and not less than one acre if no public facilities are available.
5. Original parcels may not be reduced to less than the minimum dimensions established in the subdivision and zoning regulations in Part 11 of the Oregon Municipal Code.
6. A formal subdivision plat is required when a parcel is subdivided into five (5) or more lots.
7. A formal subdivision plat is required when a new street is to be created or dedicated.
8. A non-buildable parcel (a parcel which does not comply with the subdivision or zoning regulations) may be created or transferred if it becomes part of an adjacent parcel. The grantee must be the same for the non-buildable parcel as for the parcel to which the split is attached. Proof of ownership of the adjacent parcel must be provided.
9. The Mayor is authorized to administratively approve or disapprove applications. Should the application be disapproved, the applicant may request in writing to the Commissioner of Building and Zoning Inspection an appeal of the disapproval. The Planning Commission, at the next months public hearing, will subsequently consider the appeal of the disapproval. They may approve or disapprove the split application based on merit and conformance to regulations.
10. Approval of the application is valid for a two (2) year period if not acted upon or recorded.
11. Legal Description of lot/parcel to be split must utilize subdivision plat and lot number, or shall utilize metes and bounds descriptions.
12. An instrument (Deed of Easement to City of Oregon) may be required for recording additional road right-of-way easement in accordance with the city master plan and Section 1175.04(b) OMC.