



# Regional Planning Commission

419-337-9214

152 S Fulton St, Wauseon, OH 43567

fcplan@mvpo.org

**\*Please note that “property,” “lot,” and “parcel” all refer to the same thing – the land you’re applying to redraw the boundaries for.**

**\*We encourage you to turn in these first two pages with your application.**

## **Fee Schedule:**

Split Fees:	\$100.00	for a new parcel
	\$100.00	for the remaining parcel (if 20.0000 acres or less)
	\$75.00	for an addition to an existing parcel from another existing parcel

\*Fees are payable by **cash or check**. If paying by check, please make it out to:

Fulton County Regional Planning Commission  
152 S Fulton St  
Wauseon, OH 43567

## **With Your Lot Split Application, Please Attach:**

- 1)  The split application.
- 2)  A copy of a certified survey.
  - a. This survey must display what the parcel boundaries would be, post-split.
- 3)  The proposed deed for the split.
- 4)  The proposed legal description for the split.
- 5)  The proposed legal description for the remainder.
  - a. The remainder’s legal description can simply be the same as the split but with an “exception” for the land that the remainder occupies. For more info on how our Auditor’s Office wants those legal descriptions to look, please call them at 419-337-9200.

## **Water and Sewer Checklist**

- Will approving your lot split application produce a “remainder” lot of less than 5.0001 acres?  Yes  No
  - Do you wish to build a residence on the primary or the remainder lot?  Yes  No
 

➔ If you answered “Yes” to either of those questions, the answers to the questions below must all be “Yes” for your lot split application to be approved. Contact the Fulton County Health Department at 419-337-0915 to verify.
- (1) Have you applied for a permit to install a private water system with the Health Dept.?
 

Yes  No
  - (2) Has that private water system been installed?
 

Yes  No
  - (3) Have you applied for test holes to be dug by the Health Dept. for a soil evaluation?
 

Yes  No

### **Checklist for Lot Split Applications with an Existing Residence:**

If your lot split application involves an existing residence and you do not know the answer to any of these three questions, please call the Fulton County Health Department at 419-337-0915 **before submitting your split application.**

*Not knowing the answers to these three questions may significantly delay the review of your lot split application.*

**(1) Do you have a permit on file for your well and/or sanitary sewer system at the Health Department?**

Yes  No

**(2) Do you know the location of your well and/or sanitary sewer system on your property?**

Yes  No

If you have permits for your well and sanitary sewer system, the Health Department will have a design plan that indicates where on your lot they are.

**(3) Would your well and/or sanitary sewer system be within the proposed new lot lines of your split application?**

Yes  No

If you have permits for your well and sanitary sewer system, the Health Department will have a design plan that indicates where on your lot they are.

### **Lot Split Approval Is Valid for Two (2) Years:**

By a resolution of the Fulton County Regional Planning Commission effective September 28, 1993, lot split approval is valid for a period of two years. If the deed for this lot split is not stamped "Approved" within two years, approval will expire and the Regional Planning Commission will require that the lot split be resubmitted.



# Lot Split Application

(For All Parcel Splits Up To and Including 20.0000 Acres)

**Applicant Information:**

Application #: \_\_\_\_\_

Name of Applicant/Attorney: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner Information:**

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Information about the Parcel You're Applying to Split:**

Parcel Address: \_\_\_\_\_

Location (Section/Town/Range): \_\_\_\_\_ Township: \_\_\_\_\_

Size of Proposed Split: \_\_\_\_\_ Acres      Size of Remainder Lot: \_\_\_\_\_ Acres

**Which best describes the state of your parcel?**

Undeveloped    Existing Residence Present    Other: \_\_\_\_\_

**Water and Sewer for Existing Residence:**

- Type of Water Supply:                       Public    Private    None or N/A
- Type of Sanitary Sewer System:            Public    Private    None or N/A

**Other Information for RPC Review:**

- Does your lot split application **involve a Parcel Addition?**
  - Yes    No
- Does your lot split application **involve an easement?**
  - Yes    No
- Is your lot split application to be considered for **Agricultural/Recreational Use Only?**
  - Yes    No

**Property Owner's Ultimate Goal of Parcel Split:**

(Please include any future building plans here.)

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For Example, Three of the Most Popular Ultimate Goals Are:

- (1) "I will keep the parcel with my family's house on it. Then, I plan to sell the remaining parcel."
- (2) "I will keep both the parcel with my family's house on it and the farmland that is on the remaining parcel. I want to separate them for property tax reasons." etc.
- (3) "I want to sell this property to someone so they can build a house on it."

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## How and where you turn this in for review:

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You have three (3) options:

- 1) Via **mail** to the Fulton County Regional Planning Commission at 152 S Fulton St, Wauseon, OH 43567.
- 2) Via **email** to [fcplan@mvpo.org](mailto:fcplan@mvpo.org).
- 3) **In-person** to 152 S Fulton St, Wauseon, OH 43567. Regional Planning is housed in the Auditor's Office.

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## What happens next?

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- (1) The Fulton County Regional Planning Commission will review the lot split.  
Review time varies based on the size and the number of proposed splits.  
For the most part, once your application is complete we begin our review. Our goal is to finish it in 5 business days.
- (2) The Fulton County Regional Planning Commission will send the lot split to the Fulton County Engineer's Office and/or the Fulton County Health Department.
  - a. The Fulton County Health Department will look at water and sanitary sewer system concerns.
  - b. The Fulton County Engineer will look at drainage and access concerns.
- (3) The Fulton County Regional Planning Commission will receive comments from those departments and then based on those comments, notify you if your split has been approved, denied, or put on hold.
- (4) The proposed description and proposed deed must be pre-approved by the County Engineer's Office.
  - a. A good email for them is [engineer@fultoncountyoh.com](mailto:engineer@fultoncountyoh.com). This proposed legal description and proposed deed that you send them can be a copy.
- (5) Then, the **original copy** of the proposed deed and proposed legal description must be (a) taken in-person or (b) mailed to the Fulton County Auditor's Office.
- (6) Then, the Auditor's Office will stamp and sign the new deed and description if they approve.
- (7) Then, the Regional Planning Commission will do the same if they approve.
- (8) Then, the proposed deed and proposed legal description must be recorded with the Fulton County Recorder's Office.

You can record your new deed and legal description in two (2) ways:

- a. To record **in-person**, take the new original deed and legal description to the County Recorder's Office at 152 S Fulton St, Wauseon, OH 43567.
- b. To record **via mail**, mail your new original deed and legal description with a self-addressed return address to  
Fulton County Auditor  
152 S Fulton St  
Wauseon, OH 43567  
and the Auditor's Office and Regional Planning Commission will do that on your behalf.  
Then the applicant will receive a letter from the recorder stating that the process has been completed.

**-----For Office Use Only-----**

**NOTE:** \*If there is ever a difference between a zoning code and the subdivision regulations, the stricter standard shall be used.\*

**Subdivision Regulations Checklist**

<u>Frontage</u>	<u>Depth</u>
Needs: _____	Needs: _____
Has: _____	Has: _____

No more than 5 lots total  Yes  No  
 Exempt Agri/Rec. Lot?  Yes  No  
 Survey Required?  Yes  No → Survey Present?  Yes  No

Is the property owner’s ultimate goal consistent with what is allowed within the Fulton County Subdivision Regulations?  Yes  No

**Zoning Checklist**

Zoning District: \_\_\_\_\_ or UNZONED

**Setbacks**

(This analysis will largely depend on the applicant’s ultimate goal.)

Front: \_\_\_\_\_  
 Sides: \_\_\_\_\_  
 Back: \_\_\_\_\_  
 If ditch is present: \_\_\_\_\_

**Minimum Dimensional Requirements (Zoning)**

\_\_\_\_\_ Acres

<u>Frontage</u>	Floodplain Present?
Needs: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has: _____	

<u>Width</u>	Wetlands Present?
Needs: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has: _____	

Non-conforming?  
 Structure(s)  Use(s)  Lot(s)  
 → If yes, will approving this application bring the lot closer to conformance?  Yes  No

Is the property owner’s ultimate goal consistent with what is allowed within the parcel’s zoning district in its corresponding zoning code?  Yes  No

Application #: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

Last Day for Review: \_\_\_\_\_

Fee Owed: \$ \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_