



Lot Split Application

Fulton County Regional Planning Commission

419-337-9214

152 S Fulton St, Wauseon, OH 43567

christyshadbolt@fultoncountyoh.com

Fee Schedule:

Split Fees:	\$100.00	for a new parcel
	\$100.00	for the remainder parcel (if 5.0000 acres or less)
	\$75.00	for an addition to an existing parcel from another existing parcel

*Fees are payable by **cash or check only**.

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:

- Page 1 – This Checklist
- Page 2 – Water Source Questionnaire
- Page 3 – Sanitary Sewer System Questionnaire
- Page 4, if applicable – Existing Residence Questionnaire
- Page 5 - The split application.
- A copy of a certified survey.
 - a. This survey must display what the parcel boundaries would be, post-split.
- The proposed deed for the split.
- The proposed legal description for the split.
- The proposed legal description for the remainder.
 - b. 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.

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

Water Source Questionnaire

You need an approved water source for all lots 5.0000 acres and lower. The Health Department retains discretion over this requirement.

1) Is the proposed *split* parcel 5.0000 acres or smaller? Yes No

a. If "Yes"

i. Do you have an approved water source on the proposed split parcel? Yes No

a. If "Yes,"

i. What kind of approved water source do you have on this lot? Public Private

1. If public, please provide documentation from your water provider that shows where the sewer line is on your property.

2. If private, please provide documentation from the Fulton County Health Department that shows where the system is on your property.

b. If "No," please contact the health department for instructions.

b. If "No", you may not need an approved water source for this the proposed split parcel. Please contact the Health Department at 419-337-0915 to verify.

2) Is the proposed *remainder* parcel 5.0000 acres or smaller? Yes No

a. If "Yes"

i. Do you have an approved water source on the proposed split parcel? Yes No

a. If "Yes,"

i. What kind of approved water source do you have on this lot? Public Private

1. If public, please provide documentation from your water provider that shows where the sewer line is on your property.

2. If private, please provide documentation from the Fulton County Health Department that shows where the system is on your property.

b. If "No," please contact the health department for instructions.

b. If "No", you may not need an approved water source for this the proposed split parcel. Please contact the Health Department at 419-337-0915 to verify.

Sanitary Sewer System Questionnaire

You need an approved sanitary sewer system for all lots 20.0000 acres or smaller.

1) Is the proposed split parcel 20.0000 acres or smaller? Yes No

a. If "Yes"

i. Do you have a sanitary sewer system on the proposed split parcel?

Yes No

a. If "No," please Have you applied for test holes to be dug by the Health Dept. for a soil evaluation? *This will determine the suitability of the split parcel to support a private sanitary sewer system.*

Yes, my receipt number is _____ No

ii. What kind of sanitary sewer system do you have on this lot? Public

Private

1. If public, please provide documentation from your sewer service provider that shows where the sewer line is on your property.

2. If private, please provide documentation from the Fulton County Health Department that shows where the system is on your property.

b. If "No," please move on to question 2 below.

2) Is the proposed remainder parcel 20.0000 acres or smaller? Yes No

a. If "Yes"

i. Do you have a sanitary sewer system on the proposed split parcel?

Yes No

a. If "No," please Have you applied for test holes to be dug by the Health Dept. for a soil evaluation? *This will determine the suitability of the remainder parcel to support a private sanitary sewer system.*

Yes, my receipt number is _____ No

ii. What kind of sanitary sewer system do you have on this lot? Public

Private

1. If public, please provide documentation from your sewer service provider that shows where the sewer line is on your property.

2. If private, please provide documentation from the Fulton County Health Department that shows where the system is on your property.

b. If "No," please move on to the next section.

Existing Residence Questionnaire

If your lot split application involves splitting-off an existing residence from its original parcel, we will need to verify that the water and sewer systems are (a) approved and (b) stay on the same parcel as the residence, post-split.

If you want to decrease total review time for your application, you may call the Fulton County Health Department at 419-337-0915 **before submitting your split application** to get answers to these questions.

(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 development state of your parcel?

- Undeveloped Residential Commercial Industrial Government
- Other: _____

Water and Sewer Currently on Parcel

- 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.)

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."

How and where you turn this in for review:

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 Christyshadbolt@fultoncountyoh.com
- 3) **In-person** to 152 S Fulton St, Wauseon, OH 43567. Regional Planning is housed in the Auditor's Office.

What happens next?

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, survey split plat, and proposed deed must be pre-approved by the County Engineer's Office.**
 - a. A good email for them is engineer@fultoncountyoh.com. This proposed legal description, survey split plat, 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 taken in-person or 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.

