

REVISED LEGAL DESCRIPTIONS, SURVEYS & LOT COMBINATIONS

The following steps must be completed for a revised legal description, survey or lot combination:

- ☐ 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 (s) will be located.
- ☐ 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).
- ☐ 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 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 **revised legal descriptions, survey or lot combination** to the Erie Regional Planning Office, 2900 Columbus Avenue, Sandusky, Ohio 44870. Typically there is no fee from the Planning Office for a revised legal description, survey or lot combination.
- ☐ If your revised legal description, survey or lot combination is approved, you must then file it at the Erie County Transfer Office which is located on the second floor of the Erie County Office Building, 247 Columbus Avenue, Sandusky, Ohio 44870.
- ☐ The Erie County Transfer Office requires a minimum of 3 days to process per the Erie County Conveyance Requirements, which can be found at the Erie County Auditor's website under Property Transfers.
- ☐ Attach a brief narrative of this revision or combination

ERIE COUNTY, OHIO

REVISED LEGAL DESCRIPTIONS SURVEYS & LOT COMBINATIONS

For more information, please contact:

Erie Regional Planning Commission
2900 Columbus Avenue
Sandusky, Ohio 44870

(419) 627-7524
or

<https://auditor.eriecounty.oh.gov>

TOWNSHIP ZONING INSPECTORS

Berlin Township: Dan Soisson, 419-588-2097

Florence Township: Jeffery Blodgett, 440-742-0026

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: Andy Dunlap, 419-359-1447

Perkins Township: Arielle Blanca, 419-609-1400

Vermilion Township: Joe Baxter 440-830-9677

REVISED LEGAL DESCRIPTION, SURVEY OR LOT COMBINATIONS

INCLUDE CONTACT NAME/PHONE/EMAIL - ON THE LINE ABOVE

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_____.

**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 or subdividing regulations. No plat is required.

- ☐ APPROVED
- ☐ DISAPPROVED
- ☐ EXEMPT FROM REVIEW
- ☐ REVISED SURVEY
- ☐ REVISED LEGAL DESCRIPTION
- ☐ LOT COMBINATION

SIGNATURE

OF ACRES APPROVED _____

TOWNSHIP ZONING INSPECTOR APPROVAL

I, HEREBY CERTIFY, THAT THE LOT OR LOTS DESCRIBED AS ATTACHED MEET ALL REQUIREMENTS OF THE _____ TOWNSHIP ZONING RESOLUTION, ERIE COUNTY, OHIO.

☐ APPROVED ☐ DISAPPROVED ☐ EXEMPT FROM REVIEW

☐ REVISED LEGAL DESCRIPTION

☐ REVISED SURVEY

☐ LOT COMBINATION

ZONING INSPECTOR SIGNATURE

DATE

PARCEL #

OF ACRES APPROVED