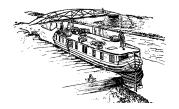


# Village of Spencerville

116 South Broadway Spencerville, Ohio 45887-1267 Phone (419) 647-6263 Fax (419) 647-6980



On The Banks of the Miami-Erie Canal

## PLANNING AND DEVELOPMENT DEPARTMENT LOT SPLIT (MINOR SUBDIVISION) APPLICATION

#### **Instructions/Requirements:**

- 1. Lot Split approval may be granted only under the following conditions:
  - (a.) The proposed subdivision adjoins an existing public street and involves no opening, widening, extension or improvement of any roadway or installation of any public utility.
  - (b.) No more than 5 lots are involved after the original parcel has been completely subdivided.
  - (c.) The subdivision does not adversely impact surrounding tracts.
  - (d.) The subdivision is not contrary to applicable platting, subdividing, or zoning regulations. Variance can only be requested before the Planning Commission.
- 2. Along with the application form, the applicant must submit a deed, including a legal description and survey drawing or a final plat.
- 3. Payment of an Application Fee in accordance with the current Village Fee Schedule is due at the time the application is submitted.
- 4. Upon application approval, applicant shall be responsible to take the deed to the Allen County Auditor to transfer the lot to the new owner. Applicant shall also be responsible for recording the deed at the Allen County Recorder's office. Applicant is required to provide the Village Administrator copies of the documents after they have been recorded. All fees associated with these activities shall be the responsibility of the applicant.

### Application:

#### A. ORIGINAL LOT INFORMATION:

1.	Owner:	Name:				
		Address:				
		City:	State:	Zip:		
		Telephone:				
		E-mail Address:				
2.	Subdivision Location:					
3.	Lot Number:					
4.	. County Auditor's Parcel Number:					
5.	Current Zoning of Prop	perty:				
6.	No. of Lots Formed:					

B. <u>NEW LOT INFORMATION</u> :	FRONTAGE (FT.)	AREA (	SQ. FT. OR ACRES
LOT #1:			
LOT #2:			
LOT #3:			
LOT #4:			
LOT #5:			
C. <u>APPLICANT INFORMATION</u> :	Name:		
	Address:		
	City:	State:	Zip:
	Telephone:		
	Email Address:		
ue and accurate; furthermore I agree t		re of Property Owner	
rue and accurate; furthermore I agree t		_	
Gignature of Applicant D  Office Use Only:		_	
ignature of Applicant  D  ffice Use Only: ate Submitted:	ate Signatu	_	
Office Use Only: Date Submitted:	ate Signatu	_	
ignature of Applicant  Office Use Only:  Pate Submitted:  pplication Fee:	ate Signatu	_	
Office Use Only: Date Submitted: Date Paid: Check #:	ate Signatu	_	
Office Use Only:  Date Submitted:  Application Fee:  Date Paid:  Check #:	ate Signatu	_	
Office Use Only: Date Submitted: Lapplication Fee: Date Paid: Check #:	ate Signatu	re of Property Owner	Date