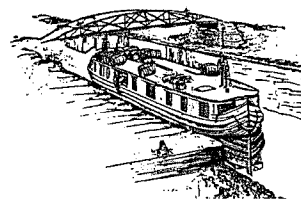




Village of Spencerville

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 Property: _____
6. No. of Lots Formed: _____

B. NEW LOT INFORMATION:**FRONTAGE (FT.)****AREA (SQ. FT. OR ACRES)**

LOT #1:

LOT #2:

LOT #3:

LOT #4:

LOT #5:

C. APPLICANT INFORMATION:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email Address: _____

By signing below, I hereby acknowledge that, to the best of my knowledge, the information provided herein is true and accurate; furthermore I agree to adhere to the terms and conditions required as part of this application.

Signature of Applicant_____
Date_____
Signature of Property Owner_____
Date

Office Use Only:

Date Submitted: _____

Application Fee: _____

Date Paid: _____

Check #: _____

Receipt #: _____

Application:Approved ☐Not Approved ☐

Village Administrator Signature: _____ Date: _____

Comments: