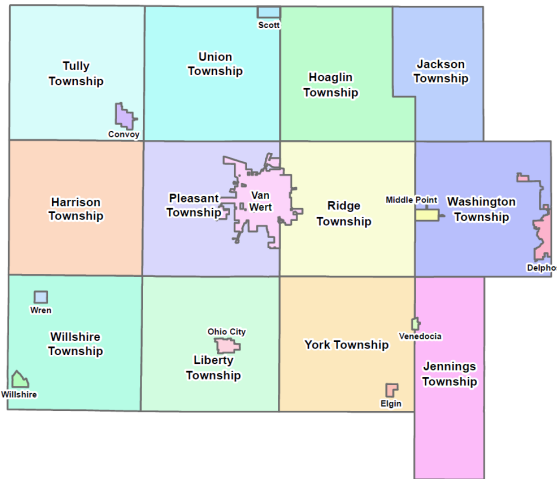


Procedures

To pursue any real estate transaction in Van Wert County, Ohio, the property owner(s) are encouraged and/or required to undertake the following:

- I. Preliminary Meeting with the Respective Political Subdivision or VWCRPC to determine the following:
 - Forms, Permits, Setback & Height Requirements
 - Zoning & Floodplain Designation
 - Need for Survey Plat & Legal Description
 - Future Development
- II. Approved Plat and Legal Description that has been Prepared by a Licensed Professional Surveyor
- III. Legal document for the property
- IV. Follow the pre-approval and recording procedure for Van Wert County.



The Regional Planning Commission

Staff is Available:

Monday from 8:30am-5:00pm
Tuesday-Friday from 8:30am-4:00pm
Closed from 12:00pm-1:00pm for lunch.
(Closed for all major holidays)

Contact Us

Phone: (419) 238-3611

Email: vanwertmap@vanwertcountyohio.org

Web:

https://www.vanwertcountyohio.gov/services/regional_planning.php

https://www.vanwertcountyohio.gov/government/engineers_office/tax_map_office.php

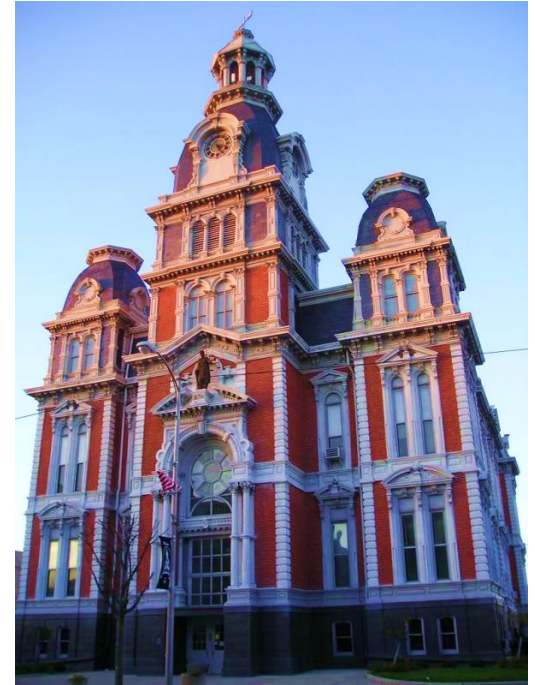
*** PLEASE CHECK WEBSITES REGULARLY FOR THE LATEST UPDATES**

Zoning and Floodplain Regulations, Permit Information, Forms, check online or stop into the RPC Office. Building Permits and Setback Requirements are township specific. Continued updates to the website(s) will offer information for contacting the appropriate entities.



VAN WERT COUNTY REGIONAL PLANNING COMMISSION

Van Wert County
Courthouse
Room 106
121 E. Main Street
Van Wert, OH 45891



Picture source: urbanohio.com

VAN WERT COUNTY REGIONAL PLANNING COMMISSION

What you need to know about the Lot Split and Land Transfer process. Additionally, the other required procedures in Van Wert County

The Land Division Process

The land division process in Van Wert County (VWC) is authorized under specific statutes of the State of Ohio. Legal jurisdiction is largely determined by the Ohio Revised Code (ORC) and lies with the various political subdivisions i.e., municipality and township. Parties are urged to be aware of the appropriate entities holding jurisdiction and their respective approval process. Individuals interested in the land division process should educate themselves on the process or obtain the services of a qualified firm to assist them.

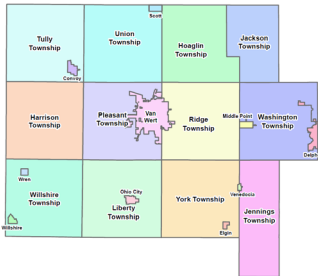
Enabling Authority

The various political subdivisions and their respective authorities have been established under, and are subject to, the rules and regulations of the State of Ohio as codified in the ORC and the Ohio Administrative Code (OAC). Local rules and regulations have been adopted to better facilitate the land division process, including the minor and major subdivision processes.

Types of Land Divisions

Here are some basic types of land divisions utilized in Van Wert County:

- I. Minor Subdivision (Lot Split 5 acres or less)
- II. Land Divisions (Over 5 acres)
- III. Major subdivisions (5 lots or more)
- IV. Plat /Re-Platting
- V. Vacation of Right of Way
- VI. Annexation/ Detachment



Minor Subdivision (Lot Split)

A lot split is the division of a parcel of land that is 5 acres or less. The minimum acreage to split a bare, buildable lot is 1 ½ acres for a single-family dwelling and 2 acres for a single-family dwelling and pond. A property owner is permitted to split an original parcel of land no more than 4 times. Beyond that, a survey will be required next transfer.

Land Divisions

A land division is the creation of a new buildable lot greater than 5 acres using a newly surveyed description. Survey Plat is required with the document of conveyance. Must meet municipal or township-specific requirements. (Lot split form NOT required for this type of division)

Major Subdivisions

The division of any parcel of land greater than 5 lots and/or the creation of a parcel of land set aside for future development will require approval from the municipal or township authorities. (For V.W. County Unincorporated Subdivision Regulations see OR208 Page768 in the Van Wert County Records)

Plat/Re-Platting

Unincorporated Territory- The plat must be approved by the Board of County Commissioners, the County Regional Planning Commission, and the township authority. *ORC 711.041.*

Municipal Corporation- the plat must meet approval by the City Planning Commission and other legislative authorities. *ORC 711.01.*

Vacation of Right of Way

The various political subdivisions may, by passing a resolution, vacate a portion of right of way following terms listed in ORC 5553 (County Roads) and ORC 723.04 (Municipal Corporations).

Annexation/Detachment

Follows procedures outlined in ORC 709. Van Wert County requires a survey plat or map and legal boundary description.

Lot Split Form Process

Applications for Minor Subdivisions (Lot Split) Instructions:

Complete the top section of the form by the applicant. The applicant may be the buyer, seller, or agent. Select the type of development. Attach a copy of the survey and legal description.

1. Contact VWCRPC to obtain flood hazard information and determination.
2. Contact County Health Department if new construction is intended that will require well and/or septic permit.
3. Contact County Engineer (County Road) if new construction is intended that will require road cuts, drainage, and address marker location.
4. Contact Township Zoning Inspector for a review of lot zoning requirements in unincorporated areas.
5. Contact appropriate City or Village Zoning Official for review of lot zoning requirements in incorporated areas.
6. Submit completed form and attachments to Tax Map Office.

Floodplain Determination & Soil Evaluation

If the subject parcel(s) is located within a Special Flood Hazard Area (SFHA) more documentation may be required, depending on the type of development. No work shall be performed in a SFHA without obtaining a Floodplain Determination. A soil evaluation is recommended before procuring land for development. Additional information can be found by visiting:

<https://vanwertcountyhealth.org/new-home-construction/>