

City of Sylvania  
APPLICATION FOR APPROVAL OF TRANSFER TITLE & LOT SPLIT

File Number: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: An application must be filed with the Sylvania Planning Commission, 6730 Monroe Street, Sylvania, Ohio, 43560-1948 for each parcel. A copy of this application, indicating action, will be returned to the applicant.

Address of Property to be Split: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Agent for Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Agent's Email: \_\_\_\_\_

Tax Parcel No.: \_\_\_\_\_ Current Zoning Classification: \_\_\_\_\_

Description: \_\_\_\_\_

Approvals are valid for ONE YEAR. During that time, executed deed or contract with identical description, or as modified to comply with the approval, will be stamped "Approved" to permit recording without platting.

TO BE FILED WITH APPLICATION:

1. Description of property to be transferred
2. A drawing showing the following:
  - a. Present ownership of parcels of record and the parcel proposed for transfer with the dimensions of the properties
  - b. The abutting public ways
  - c. The location of any existing principle structures, such as residence or store building, with the dimensions of setbacks and side yards

I hereby certify that the information, including the attached sketch, represent true existing conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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ACTION: By authority given the Sylvania Planning Commission in the Revised Code of Ohio, the above application is:

Approved: \_\_\_\_\_ Conditionally Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

CONDITIONS:

Signed: \_\_\_\_\_ Date of Approval: \_\_\_\_\_  
Secretary - Sylvania Municipal Planning Commission

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For Office Use Only

Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Application Fee: \$ 50.00

## SYLVANIA MUNICIPAL PLANNING COMMISSION

### REQUIREMENTS FOR LOT SPLITS INVOLVING ACREAGE:

#### SHOW ON DRAWING:

1. Original parcel - show acreage
2. Parcel to be split - show acreage
3. Site drawing
4. Section lines - all lines called out in legal description
5. Existing buildings on all parcels (main buildings and any accessory buildings)
  - a. Show distance from property line to all buildings
6. Dimensions along all parcel lines
7. Right-of-way of abutting public ways
8. North arrow and scale
9. Any existing easements
10. Street address
11. Tax parcel number
12. Owner's name
13. Grantees (if any)
14. All bearings and distances on all property lines according to the legal description
15. Current Zoning Classification and minimum requirements to comply with the zoning
16. Names of the owners of abutting and adjacent properties.

NOTE: If the drawing submitted is larger than 11" x 17" then the applicant must submit seven (7) copies of the drawing for a parcel within the City of Sylvania or eight (8) copies of the drawing for a parcel outside the city limits.

The Filing Fee is payable when the application is submitted. The Filing Fee is \$50.00.

RULES APPLYING TO DEEDS AND LEASES FOR REAL PROPERTY  
WITHIN THE CORPORATE LIMITS OF THE CITY OF SYLVANIA

1. The division of a parcel into two or more parcels, any one of which is less than five (5) acres, is a subdivision which requires the approval of the Planning Commission before a deed can be recorded.
2. All parcels in a proposed subdivision must front on a public right-of-way.
3. All parcels shall comply with the zoning regulations applicable in the political jurisdiction in which they are located.
4. Parcels may not be reduced to less than the minimum dimensions established in the subdivision and zoning regulation except where the application of the regulations creates a hardship, as defined in the regulations, and is approved by the Plan Commission.
5. The minimum requirements for parcels are as follows:
  - a. Width: 60 feet for interior lots; 70 feet for corner lots
  - b. Depth: 120 feet
  - c. One (1) net acre if either or both wells and septic tanks are to be used; or 7,200 sq. ft. if public water and sanitary sewers are available
  - d. If either or both well and septic tank systems are to be used, a letter of approval, from the Lucas County Health Department, must be submitted prior to the hearing.
6. Maximum depth of parcels:
  - a. When the parcel area is 10,000 sq. ft. or less, the parcel depth shall not be more than 3 times the width
  - b. When the parcel area is greater than 10,000 sq. ft. the parcel depth shall not be more than 2.5 times the width
7. A plat is required if a parcel is divided into more than five parts.
8. A plat is required when a new street is to be dedicated.
9. A non-buildable parcel (a parcel which does not comply with the subdivision or zoning regulations) may be created or transferred if it becomes part of an adjacent parcel. The grantee must be the same for the non-buildable parcel as for the parcel to which it will be attached.
10. Deeds, land contracts, or purchase agreements for separate parcels dated prior to October 19, 1953 are exempted from these regulations and the parcel automatically qualifies for transfer.
11. Applications for Approval of Transfer Title are heard at the regular monthly meeting of the Planning Commission. Any action taken by the Planning Commission requires a vote of the majority of the membership of the Commission.