

WILLIAMS COUNTY PROCEDURES FOR LOT SPLIT APPROVAL

Preliminary review of a proposed split is available and recommended by contacting The Williams County Engineer's Office at:

**12953 County Road G
Bryan, OH 43506
419-636-2454 ext. 2104**

It is advisable to consult with the Williams County Health District Environmental Public Health Division at 419-485-3141 prior to drawing the plat or having the lot surveyed. A completed Application for Lot Split / Subdivision and associated fee(s) must also be submitted to the Williams County Health District at that time. Said application can be found at [Williams County Health Department](#) website. The approval from the Williams County Health District must be included with the Application of Lot Division Approval to the Williams County Regional Planning Commission.

Williams County has three Townships that are Zoned, they are: 1) **Center Township**; 2) **Pulaski Township**; and 3) **Springfield Township**. The Township Zoning Inspector for all three Townships can be reached at 419-630-4828. The approval from the Township Zoning Inspector must be included with the Application of Lot Division Approval to the Williams County Regional Planning Commission. **The Township Certificate of Approval form can be found below.**

If you intend to request a Lot Subdivision, an Application for Lot Division Approval must be completed and submitted through the Williams County Auditor's Office, for review by the Williams County Engineer's Office. The appropriate fee, made payable to The Williams County Planning Commission, must be included. Said Application for Lot Division Approval can be found at [Regional Planning Commission | Williams County, OH](#).

Please make sure you have reviewed the minimum dimension requirements for lot configuration before having a professional survey prepared. Departures from the minimum lot guidelines will require a variance, for which an appeal is made to the Williams County Regional Planning Commission. Refer to the Williams County Subdivision Regulations for additional guidance, available at the following website: [Regional Planning Commission | Williams County, OH](#)

Document Checklist:

- 1) The Application for Lot Division Approval with corresponding fee.
- 2) Williams County Health Department Approval form.
- 3) Township Certificate of Approval form.
- 4) Proposed Conveyance Deeds which includes the following statements at the end of the legal description:

The lands herein conveyed, and any use and improvements made on this land, shall be in conformity with all existing valid planning, zoning, platting, health, setback, or other lawful rules and regulations of Williams County, Ohio for the benefit of grantor and all other subsequent owners, assigns taking title from, under or through the undersigned.

Surveyed by _____ (Surveyor) and recorded in Volume____, Page____ of the Williams County Survey Records in the office of the Williams County Engineer.

Grantor reserves unto himself and grants to the Williams County Commissioners an easement for highway purposes only 40 feet in width measured perpendicular to the centerline of road _____ (Insert road names here) along that portion of the property which fronts said highway.

There shall be no construction of buildings or other structures within 90 feet of the center line of the roadway or Common Access Drive (CAD) abutting this property.

- 5) Recorded survey drawing meeting the Minimum Standards for Boundary Surveys in the State of Ohio.

Upon approval or disapproval documents will be returned to the Williams County Auditor's Office.

LOT DIVISION APPROVAL MAY BE GRANTED ONLY UNDER THE FOLLOWING CONDITIONS

1. The proposed subdivision is along an existing public road and involves no opening, widening or extension of any existing street or road, OR proposes a new common access drive (CAD) with proper documentation as required in Section 504.4 of the Williams County Subdivision Regulations.
2. The subdivision is not contrary to applicable platting, subdividing, or zoning regulations. Variances can only be requested before the entire Commission or Executive Committee thereof.
3. The property has been surveyed and a "Plat of Survey" and legal description is submitted.
4. For Minor Lots (less than 5 acres), no more than four additional parcels are created after the original parcel has been completely subdivided. (See 1977 tax maps on file at Planning Commission Office or Williams County Engineers' web page at www.wmscoengineer.com)
5. If a portion of the property is located in the flood plain, that portion may not be used for building purposes without a flood plain permit from Williams County, and any other state or federal agencies with jurisdiction. The flood maps can be viewed on the Williams County Engineer's web page at www.wmscoengineer.com.
6. The minimum road frontage shall be 200 feet.
7. The maximum depth to width ratio shall not exceed 3:1
(i.e., a 200 feet wide lot supports a maximum depth of 600 feet)
9. The minimum building setback shall be 90 feet as measured perpendicular from the centerline of the road right-of-way.

Fee Schedule

- Lot Split application has a fee of **\$50**
- Variance application has a fee of **\$100**

TOWNSHIP CERTIFICATE OF APPROVAL FOR LOT DIVISION APPROVAL

The _____ Township Zoning Inspector certifies that this plat complies with the zoning provisions of the _____ Township Zoning Resolution and that it has been approved.

Parcel Numbers: _____

Comments:

Zoning Inspector

Date