

**APPLICATION FOR APPROVAL OF TRANSFER OF TITLE (LOT SPLIT)**

**Note:** Three copies of this application must be filed with the Village Administrator, 6925 Providence Street, PO Box 2476, Whitehouse, OH 43571, for each parcel. Two copies of this application, indicating action, will be returned to the applicant.

**To be completed by Applicant**

<p>Mail To: _____ Phone: _____</p> <p>Address: _____ CSZ: _____</p> <p>Legal description of property to be transferred: (attach separate sheets if necessary.)</p>   <p>A certified registered survey denoting the locations of structures (if any) on the parcel, the present ownership or parcels of record and the parcel proposed for transfer with dimensions of the properties and abutting public ways shall accompany this application. The location of an existing principal structure, such as residence or store building, shall be shown with dimensions of setback and side yard. I hereby certify that the information, including certified survey, represent true existing conditions.</p> <p style="text-align: right;">Signed: _____</p>
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**To be completed by Village Administrator**

<p>ACTION: By authority given the Village Administrator by Village of Whitehouse Codified Ordinance, Chapter 1123, Section 1123.01, the above application is:</p> <p style="text-align: right;">APPROVED _____</p> <p style="text-align: center;">CONDITIONALLY APPROVED _____</p> <p style="text-align: right;">DISAPPROVED _____</p> <p>Approvals are valid for one (1) year, during that time executed deed with identical description, or as modified to comply with the approval, will be stamped “approved” to permit recording without platting.</p> <p style="text-align: right;">       _____        Village Administrator        Date: _____     </p>
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**Rules checked on the reverse side apply to your application**

**RULES APPLYING TO DEEDS AND LEASES FOR REAL PROPERTY (LOT SPLITS)  
FOR THE INCORPORATED TERRITORY OF  
THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO**

1. The division of a parcel into no more than five (5) parcels is a subdivision which requires the approval of the Planning Commission before a deed can be recorded. A minor subdivision (less than five parcels) may be by approval of the Village Administrator on behalf of the Planning Commission.
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 to the Village of Whitehouse.
4. The minimum requirements for parcels are as follows:
  - a) Width: 90 feet for interior lots; 100 feet for corner lots
  - b) Depth: 120 feet
  - c) Area: 20,000 square feet if either or both wells and septic tanks are to be used or 10,800 sq. ft. if public water and sanitary sewer are available.
5. Maximum Depth of Parcels:
  - a) When the parcel area is 10,800 sq. ft. or less, the parcel depth shall not be more than 3 times the width.
  - b) When the parcel area is greater than 10,800 sq. ft., the parcel depth shall not be more than 2.5 times the width.
6. A plat is required when a new street is to be dedicated.
7. 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.
8. Parcels may not be reduced to less than the minimum dimensions established in the subdivision and zoning regulations except where the application of the regulations creates a hardship, as defined in the regulations, and is approved by the Planning Commission.
9. The owner of the property will deliver a recorded copy of the approved split to the Village after it has been submitted to the Lucas County Auditor's office and has been recorded properly. This copy will be kept on file in the Village offices.

Note: The use of wells and/or septic tanks must be approved in advance by the Village Administrator.