



**City of Fostoria**  
**213 S Main St.**  
**Fostoria, OH 44830**  
**419-435-8243**  
[zoning@fostoriaohio.gov](mailto:zoning@fostoriaohio.gov)

**Planning Commission Application for Parcel Split**

**Processing Fee \$100.00**

Application Number \_\_\_\_\_

The undersigned, owner(s) of the following legally described property, hereby request the consideration of a Parcel Split. Note: A copy of this application, complete with the information required below, must be filed with the City of Fostoria Zoning Office **14 days** prior to the next regularly scheduled Planning Commission Meeting.

1. Name of Owner \_\_\_\_\_ Contact \_\_\_\_\_  
 Address \_\_\_\_\_ County \_\_\_\_\_  
 Phone No (Business) \_\_\_\_\_ (Home) \_\_\_\_\_  
 FAX Number \_\_\_\_\_ Email Address \_\_\_\_\_

2. Location Address \_\_\_\_\_  
 Subdivision \_\_\_\_\_ Lot Number \_\_\_\_\_

(If not platted lot, attach a legal description)

The following items must be included on, or with the Parcel Split application for consideration by the City Planning Commission:

**Existing Conditions:**

- |  |  |
|--|--|
| <input type="checkbox"/> Subdivision Name  | <input type="checkbox"/> Boundary with dimensions  |
| <input type="checkbox"/> Legal Description   | <input type="checkbox"/> Existing Easements on proposed Parcel Split and adjoining properties                      |
| <input type="checkbox"/> Name and address of engineer/surveyor                                       | <input type="checkbox"/> Names of Adjoining Streets, and right-of-way width, railroads and other utility easements |
| <input type="checkbox"/> North Arrow   |  |
| <input type="checkbox"/> Plat Scale (1" = 200' minimum)  |  |
| <input type="checkbox"/> Vicinity Map (1" = 1000' minimum)   |  |
| <input type="checkbox"/> Location of Existing buildings woods, tree lines, creeks, and ditches, etc. |  |

**Proposed Conditions:**

- |  |   |
|--|---|
| <input type="checkbox"/> Location, right-of-ways and names of all proposed streets   | <input type="checkbox"/> Setback lines        |
| <input type="checkbox"/> Lot Layout, with approximate lot dimensions and lot numbers | <input type="checkbox"/> Public Walkways      |
| <input type="checkbox"/> Land set aside for public use                               | <input type="checkbox"/> Protective Covenants |
| <input type="checkbox"/> Easement locations  |   |

Conveyance of right of way: When the existing street right of way width is inadequate, a conveyance of the right of way by deed shall be made by the owner of the property to satisfy the deficiency. The granter shall not be required to install street improvements as a condition of the conveyance.

Upon approval by the Planning Commission, the property owner may have the deed or transfer documents prepared and given to the City Engineer for concurrence with the plan. If approved the transfer document shall be stamped "Approved, No Plat Required" and signed by the City Engineer.

A copy of the transfer document shall be filed with the Zoning and Engineering Offices.

The stamped, signed conveyance document must be recorded at the county recorder's office.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

(For Planning Commission Use Only)

Date Filed \_\_\_\_\_ Date of Notice in Newspaper (if required) \_\_\_\_\_

Date of Public Hearing \_\_\_\_\_ Fee \$ \_\_\_\_\_ Receipt Number \_\_\_\_\_

Recommendation of the Planning Commission Approval / Approved with Conditions / Denial

Approval with Conditions (List Conditions) \_\_\_\_\_

\_\_\_\_\_  
Reason for Recommendation \_\_\_\_\_

\_\_\_\_\_  
Reason for Denial \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Planning Commission

