

**Paulding County Application for Approval of Minor Subdivision**  
(Creating Parcels 5 Acres or Less in Area)

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Attorney or Agent representing Grantor and/or Grantee \_\_\_\_\_

**Attach: Copy of Survey Plat (for all lot splits), and Sketch showing lot lines, buildings, driveways, well & septic locations, along with dimensions and distances (for building lots). Development area may be clearly marked with lath or flags in lieu of dimensions on plat as long as 36 hours notice is given for the county FEMA inspector to make the site inspection.**

**Applications must be completed and approved before deed description can be approved.**

Location Description: Section \_\_\_\_\_ Township \_\_\_\_\_

Parcel Address (if available) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Check one if Building Lot:** New Dwelling \_\_\_ Existing Dwelling \_\_\_

Grantee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Check if Non Building Lot:** Non Building Lot \_\_\_ (enlarging a parcel or creating a parcel for which there are no plans for dwelling development) **This requires the grantee to sign on the space provided after the following agreement is read and understood:**

**Agreement:** No building, septic system, well, pond, or driveway is to be added except in compliance with the County Health Department, Subdivision, Right of Way, and/or Planning Commission & Township Zoning Regulations.

Grantee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**All Applications Require the Approval and Signature of the Following Officials:** (except where noted)

1. \$50.00 fee was paid to the Paulding County Commissioners. (Located in the basement of the courthouse)

**Paulding County Commissioners' Representative Signature** \_\_\_\_\_

**Fee is not required for Auxiliary Building or Non Building Lots** Date \_\_\_\_\_ fee paid \_\_\_ no fee \_\_\_

2. Flood Insurance Rate Map (Must be checked at the Paulding County Engineer's Office, also in basement of courthouse) Panel Number \_\_\_\_\_ Zone \_\_\_\_\_ Permit Required \_\_\_\_\_

**Signature of County Engineer's Representative** \_\_\_\_\_ Date \_\_\_\_\_

3. County Sanitarian (Needs to check and/or approve well and septic facilities for New and Existing Dwellings, Health Department Office is located at southwest corner of Williams and Perry Streets.)

**Signature of County Sanitarian** \_\_\_\_\_ Date \_\_\_\_\_

4. For construction that may require road cuts, drainage facilities, or work within Township, County, State or Federal Highway Rights of Way: (Both County and State (for both State and Federal) Highway Facilities are located on West Wayne Street in Paulding Village) (For Township, contact appropriate Township Trustee)

**Signature of County or State Highway Superintendent Representative or Township Trustee**

\_\_\_\_\_ Date \_\_\_\_\_

5. Township Zoning: (Zoned Townships are: Auglaize, Benton, Blue Creek, Carryall, Crane, Emerald, Harrison, Latty, Paulding, and Washington.) **Township Zoning Officer's Signature**

\_\_\_\_\_ Date \_\_\_\_\_

6. Upon completion, submit to the Tax Map Office, at the Paulding County Engineer's Office, or to the representative who is handling your deed transfer and recording. Call or visit the Tax Map Office at the Paulding County Engineer's Office at the courthouse for assistance. Phone (419) 399-2366

**(See Reverse Side)**

Rev. 9/10/2003

- **This form is an application for minor subdivision lot split only, - it is not a permit of any kind.**
- **Permits to develop within a flood plain must be applied for at the Paulding County Engineer's Office in the basement of the courthouse.**
  
- **Permits for driveways or other work within road rights-of-way must be applied for at the governmental agency with jurisdiction over the road involved. -ODOT on West Wayne St. in Paulding for State and Federal Routes, -Paulding County Engineer's Operations Facility on West Wayne St. in Paulding for County Roads, - Township Trustees for Township Roads.**
  
- **Zoning Certificates and some building permits must be acquired by contacting the appropriate Township Zoning Officer. If the Township has no building permit but is zoned, a zoning certificate must be acquired to obtain a building permit from the Paulding County Auditor's Office.**
  
- **All permits for wells and ponds for drinking water, and septic systems are obtained at the Paulding County Health Department.**
  
- **This application is valid for a period of 1 year from the date of payment of the fee (for a building lot), or 1 year from the date of the grantee's signature (for a non building lot).**
  
- **Use space below for sketch:**