

Minor (subdivision) LOT SPLIT & ASSEMBLY Action Requests
to
VERMILION MUNICIPAL PLANNING COMMISSION

In order to split or consolidate parcels not subject to major subdivision regulations, new legal descriptions must be prepared by a professional surveyor. In some cases (determined by the County), a new survey may also be required. Contact your respective County offices at either 440/329-5272 [Lorain] or 419/627-7661 [Erie] for further assistance in this regard.

Once these documents are prepared, apply to Vermilion Municipal Planning Commission with an Action Request Application & Fee payment at the Building Department, 5511 Liberty Avenue, Vermilion, OH 44089. Vermilion's City Engineer will review the submitted documents for accuracy and correctness of the legal descriptions and map, along with compliance with the City's Zoning District regulations, then make a recommendation to Planning Commission so they may take voting action on the proposed new lot assemblies at a regular Monthly business meeting.

Upon formal approval from Planning Commission, applicants may proceed with having instruments of conveyance prepared [new Deed(s)]. It is the applicant's responsibility to seek the services of a title company or attorney to prepare new Deed documents *reflecting your proposed parceling of land, as approved by the Vermilion Municipal Planning Commission*. Their services may include coordination with the County Tax Map office & County Engineer approval. For statement of approval appearing on survey boundary maps, refer to Vermilion codified Ordinance §1250 Appendix C.

Codified Ordinances of Vermilion §1244.01 states that *'on presentation of conveyance of such parcel, the same shall be stamped "Approved, City of Vermilion Planning Commission" and signed by the Chairman and Secretary of the Commission.'*

Last step prior to Recording: When the conveyance documents [new Deed(s)] have been signed and executed, please arrange to have these documents (*with original signatures; no copies*) sent or brought to Vermilion City Hall, 5511 Liberty Avenue, Vermilion, OH 44089. You will be asked to leave these newly-prepared and executed document(s) with the Clerk at Vermilion City Hall for 1-3 days.

NOTE: The City is not responsible for typographical errors and will not make corrections to any documents.

During this time, the City Engineer re-checks the documents to verify that the legal descriptions attached by exhibit or contained in each new Deed matches an approval action taken by Vermilion Municipal Planning Commission. It also allows time for obtaining the signature of the Planning Commission Chairman who is a community resident not employed at City Hall. The Clerk will return your original documents to you with the **Planning Commission Approval Stamp** affixed.

It then becomes the applicant's responsibility to Record the Deed(s) at the office of the County Auditor.

*Thank You
City of Vermilion, Ohio*

