

VAN WERT COUNTY
APPLICATION FOR APPROVAL OF MINOR SUBDIVISION (Lot Split)

Instructions for completion of form:

1. Complete top section of form. Buyer, Seller, or Agent is to sign form. Circle appropriate designation, either buyer or seller. Attach copy of sketch/survey and legal description.
2. Contact Van Wert County Tax Map Office to obtain flood hazard information.
3. Contact County Health Department if **new construction** is intended that will require well and/or septic permit.
4. Contact County Engineer (County Road) or Township Zoning Inspector (Township Road) if **new construction** is intended that will require road cut and/or drainage.
5. Contact Township Zoning Official for review of lot zoning requirements in unincorporated areas.
6. Contact appropriate City or Village Zoning Official for review of lot zoning requirements in incorporated areas.
7. Submit completed form and attachments to Tax Map Office, 121 E. Main St, Room 106, Van Wert County Courthouse.