

LORAIN COUNTY PROPERTY SPLIT GUIDELINES

- 1) The piece being split must be surveyed.**
- 2) Prepare a deed using the new legal description with the grantor signing off. The signature must be notarized and witnessed.**
- 3) Take the prepared deed, along with a copy of the original survey map, to the Planning Commission for approval. If your district is listed on the back of this sheet, the deed will go to its respective planning commission. All others go to Regional Planning Commission, Elyria. (fees apply)**
- 4) Upon approval from planning commission, submit the deed (must have planning commission approval stamp) along with the survey map to the Real Estate Transfer Department on the second floor of the Administration Building. Transfer Department will write up your split and submit it to the Engineers Tax Map department. (fees apply)**
- 5) After approval from the Engineers (approximately 10 working days) the split may be transferred and recorded. (fees apply)**

Please contact the Real Estate Transfer Department at 440-329-5211 if there are any further questions concerning these guidelines.