Department of Planning Services
Administrative Approval for Property Split

Road/street that proposed split accesses _____

Parcel number_____

Jurisdiction _____

Applicant

Applicant _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail _____

Property Ownership

Property Owner _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail _____

Filing Requirements

Applications will not be accepted unless the following filing requirements are submitted with this application

- ❑ Applicable filing fees (check payable to the Allen County Treasurer)
- ❑ A certified survey showing parcels affected by the property split
- ❑ Legal description of real estate
- ❑ Copy of all land transactions affecting the parcel within the last 12 months.

I certify the accuracy of all information provided with this application, including surveys, legal descriptions, and dimensions of proposed real estate.

_____ _____ _____

(printed name of applicant) (signature of applicant) (date)

FOR OFFICE USE ONLY

The request for property split is:

☐ Approved ☐ Denied

Reviewed by _____ Date _____

Received	Receipt