

Albany Subdivision Regulations
Transfer of Adjoining Parcels
Albany Subdivision Regulations § 154.504

Conveyance of real property under O.R.C. 711.001(B)(1)(b) transfer of property between adjoining property owners where no new building site is being created.

1. CONVEYER INFORMATION. (present owner)

Property Owner Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

2. CONVEYEE INFORMATION. (new owner)

Property Owner Name _____

Address _____ **ALBANY, OH 45710**

Telephone _____ Email _____

Parcel ID Number of property to be adjoined _____ Zoning District _____

3. PROPERTY INFORMATION.

(A) Please convey the following parcels to the adjoining landowner listed in item 2 above:

<u>Parcel ID Number</u>	<u>Number of Acres</u>	<u>Zoning District</u>	<u>Owner as Listed on Deed</u>
_____	_____	_____	_____
_____	_____	_____	_____

(B) What is the reason for transfer of the listed parcels?

____ This is required for a building or zoning permit.

____ This is an Albany Planning Commission requirement.

____ Other: _____

(C) Attach current official survey to this form.

4. ACKNOWLEDGEMENT AND SIGNATURE.

I, the Conveyee listed in Section 2 above, understand and agree that upon transfer of the parcel(s) listed in Section 3(A) above I shall immediately thereafter make application to the Albany Planning Commission to Combine this parcel with the adjoining parcel that I currently own and I agree to treat the combined lot thereafter as one lot that shall not be subdivided without approval of the Albany Planning Commission.

Conveyer's Signature _____ Date _____

Conveyee's Signature _____ Date _____

Received by: _____ Date _____

5. GUIDELINES.

The following criteria must be met before the transfer of said parcel. The parcel must:

- be located in the same taxing district,
- be located in the same zoning district,

Transfer of Adjacent Property

- be contiguous to each other and share a common border, and
- not be separated by a public or private roadway.

FOR OFFICIAL USE ONLY

6. VILLAGE ADMINISTRATOR CHECKLIST.

Date Received: _____

(A) Information Checklist.

- ____ Verification that parcels are in the same taxing district.
- ____ Verification that parcels are in the same zoning district.
- ____ Verification that parcels are contiguous and share a common border.
- ____ Verification that parcels are not separated by a public or private roadway.
- ____ Verification that parcel ID Numbers are correct. *(Attach Auditor's Office Tax cards)*
- ____ Athens County Auditor's aerial map showing applicant parcels and neighboring parcels attached.
- ____ Property survey attached.

(B) Property Statistics.

Combined Lot Area after Transfer _____ (square feet)

Combined Street Frontage after transfer _____ (feet)

Notes: _____

(C) Site Visit.

NO ____ YES ____ Date: _____

Notes: _____

(D) Village Administrator, review with Village Solicitor. *(if applicable)*

Date of Review _____

(E) Village Administrator Approval.

NO ____ YES ____ YES, subject to: _____

Village Administrator Signature

Date

7. ALBANY PLANNING COMMISSION APPROVAL.

Approved by the Albany Planning Commission, No Plat Required

Albany Planning Commission

Title

Date