



Transfer Release

OFFICE USE ONLY

File No. _____

Form Updated 2/3/25

Date Received Stamp

Approval Stamp

APPLICATION FOR TRANSFER APPROVAL OR ATTACHMENT RELEASE

Link to latest form: <https://www.co.warren.oh.us/planning/Forms/Default.aspx>

1. Property Owner _____ Phone _____
Address _____ Email _____

2. Agent _____ Phone _____
Address _____ Email _____

Status of Agent: Realtor Attorney Purchaser Surveyor Other/Specify _____

3. Property Location: Township _____ Section _____ Town _____ Range _____ or Military Survey _____
Name of Street(s)/Road(s) Property Fronts on _____

4. Property Description:
Existing Parcel: Acreage _____ Road Frontage (feet) _____ Sidwell ID # _____
Proposed Parcel: Acreage _____ Road Frontage (feet) _____ Zoning Class _____
Wastewater Disposal Type: Central Sewer On-Site Water Supply Type: Central Water On-Site

5. **Application Requirements** (Hard copy or electronically):
- a) A completed application for the proposed parcel.
*NOTE: A minor subdivision application will also be required if the remainder results in a buildable lot of less than 5 acres.
 - b) A metes and bounds legal description of the proposed parcel.
 - c) A survey plat of the proposed transfer submitted per the required filing standards of the Warren County Tax Map Department, including all existing structures on the existing and proposed parcels. Contact the Warren County Combined Health District (see back) about including septic system leach fields on the survey plat.
 - d) Zoning certification that the affected parcel(s) meet zoning requirements.
 - e) A letter from the Warren County Combined Health District which indicates the proposed transfer will not affect septic system leach fields on the affected parcel(s), if applicable.
 - f) A \$70 filing fee.

6. **Deed Requirements:**
I understand and acknowledge that the applicable zoning, subdivision and other regulations which apply to this proposed minor subdivision are those in effect and which must be met at the time when the executed deed for conveyance to create the parcel proposed per this application is presented for signature of approval by the Warren County Regional Planning Commission Executive Director.

OWNER(S)' CONSENT **(Required):**

AGENT (IF APPLICABLE):

Print Name Date

Print Name Date

Signature of Property Owner(s) *Electronic Signature Acceptable*

Signature of Agent *Electronic Signature Acceptable*

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Comments

Split Ready for Approval? No/Reason(s) Why _____
Yes/Applicant Contacted to Bring in Deed on: (Date) _____

ZONING CERTIFICATION

Jurisdiction:

Franklin Township		
Harlan Township	Ray Dratt:	513-695-1294
Turtlecreek Township		406 Justice Dr. Lebanon, OH 45036
Union Township		(1st Floor next to RPC)
Washington Township		Email: michelle.tegtmeier@co.warren.oh.us

Clearcreek Township	Jeff Palmer:	937-748-1267
		7593 Bunnell Hill Rd., Springboro, OH 45066

Deerfield Township	P.J. Ginty:	513-701-6976
		4900 Parkway Dr., Mason, OH 45040

Hamilton Township	Cathy Walton:	513-683-5320
		7780 S.R. 48, Maineville, OH, 45039
		Email: cwalton@hamilton-township.org

Massie Township	Bill Wallace:	513-897-9334, C: 513-288-9276
		3677 Clarksville Rd., Oregonia, OH 45054
		Email: spillway@embarqmail.com

Salem Township	Mike Yetter:	513-678-3633
		P.O. Box 171, Morrow, OH 45152
		Email: salemtownshipzoning2@gmail.com

Wayne Township	Stacey Lowing:	513-897-3010 ext. 2
		6050 Clarksville Rd., Waynesville, OH 45068

LETTER OF APPROVAL FROM WARREN COUNTY COMBINED HEALTH DISTRICT

Warren County Health Department
513-695-1228
416 S. East Street, Lebanon, OH 45036

INSTRUCTIONS FOR PLACING NOTE ON DEED FOR 711 TRANSFER

Note to be included onto a deed or legal description that will transfer land to an adjoining parcel:

This conveyance is a transfer between adjoining lot owners. This parcel is not to be conveyed separately from the adjoining _____ acre parcel, (O.R. _____, Page _____*), without approval of the Planning Authority having jurisdiction.

- The entries for acreage, O.R. and Page of the parcel that the transfer parcel is to be attached to is shown on the survey drawing.

* Other options for the language in parentheses, as applicable, include:

DB _____ Page _____

Vol. _____ Page _____

Doc. # _____