



**County of  
Summit,**

Ilene Shapiro,  
Executive

**Lot/Parcel Consolidation & Line  
Adjustment**

Department of Community and Economic Development  
Ohio Building - Suite 207 - 175 S. Main St. - Akron, OH 44308

<b>STEP ONE</b> Township Zoning Inspector	Contact Township Zoning Inspector. This is for verification of compliance with the township zoning code.
<b>STEP TWO</b> Summit County Public Health / DoSSS	Contact the Summit County Public Health Department if Septic is being used on any of the impacted lots/parcels. They may require a perc test. If Central Sewer is used then seek approval from County of Summit Dept. of Sanitary Sewer Services (DoSSS will need to sign the survey drawing from Step Three)
<b>STEP THREE</b> Surveyor/Deeds	Contact a registered professional surveyor. This is for an accurate survey drawing of the metes-and-bounds/legal description and will carry the surveyor's seal and signature. Get deeds drafted for the following: -a deed for the parcel to be sold or exchanged; -and one deed for the total combined area of contiguous parcels to be owned by the purchaser, grantee or transferee as a result of the proposed sale or exchange. Both deeds need to be submitted for review at the same time. the grantees' names on the deed shall match the ownership of the adjacent parcel being enlarged by the transfer.
<b>STEP FOUR</b> Township Zoning Inspector Review Surveyor's Work	Call your Township Zoning Inspector for an appointment; take what the surveyor created with you for review.
<b>STEP FIVE</b> County Engineer's Office Review	Call the Summit County Engineer's Office (330.643.2850) for a lot split review appointment. Take surveyor's drawing and legal descriptions for review.
<b>STEP SIX</b> County of Summit Department of Development	Take the surveyor's drawing and legal descriptions, deeds and documentation from the County Public Health Department (if applicable) for final review to the County of Summit Department of Development, (175 S. Main Street, Ohio Building, Room 206, Akron) to be reviewed and signed by the Land Development Administrator (330-643-2551).
<b>STEP SEVEN</b> County of Summit Real Estate and Appraisal	Take the surveyor's work, deeds and documentation from the County Public Health Department (if applicable) to the County Tax Map Department (175 S. Main Street, Ohio Building, Third Floor, Akron) for review and approval (signature)
<b>STEP EIGHT</b> County of Summit Recording Department	Take the surveyor's work, deeds and documentation from the County Public Health Department (if applicable) to the County of Summit's Recording Department.

**IF THERE ARE ANY QUESTIONS, PLEASE CONTACT THE DEPARTMENT OF DEVELOPMENT AT (330) 643-2551**

Public Health: (330) 923-4891 | DoSSS Customer Service: (330) 926-2400 | County Engineer: (330) 643-2850