

AFTER PLANNING APPROVAL:

The following steps must be completed in order: (Note: there may be additional charges, please contact the appropriate office)

1. Have a professional deed prepared for the proposed lot by an attorney.
2. Take a copy of the legal description of the proposed lot to the Seneca County Tax Map Office, located at 3300 Infirmary Road, Tiffin, OH, 44883 between the hours of 7am and 2pm.
3. To transfer the proposed lot into the new owner's name: take a copy of the legal description, new deed, and survey to the Seneca County Auditor's Office, located at 109 S. Washington Street, Suite 2206, Tiffin, OH, 44883 between the hours of 8:30am and 4:30pm
4. To officiate the new deed of the proposed lot: take the deed to the Seneca County Recorder's Office at 109 S Washington St., Suite 2104, Tiffin, OH, 44883 between the hours of 8:30am and 4:30pm.
5. To establish a new address for the proposed lot; the new owners of the proposed lot must submit a copy of the recorded deed, survey, issued driveway permit, and aerial map with the driveway location to addressing@senecacountyohio.gov or in person at the Seneca County Auditor's Office, located at 109 S. Washington Street, Suite 2206, Tiffin, OH, 44883 between the hours of 8:30am and 4:30pm. Per Seneca County Commissioner Resolution 19-60, addresses will be assigned at the Seneca County Auditor's Office.