

I submitted the TRC application! Now what?

1. **Agenda & Review** - Your application will be placed on the TRC agenda for review the Thursday following your complete TRC submission (including full payment).

2. **Comments** – Comments from all departments will be sent to the emails listed on the application the following Wednesday. If an email is not listed, the comments will only be sent to the surveyor. All comments must be completed in order to move forward with your TRC application. Questions regarding any of these comments can be sent to the specific department.

3. **Survey** – The surveyor will create the survey and/or plat.

4. **Deeds** - Deeds need to be prepared for the proposed parcel(s) by an attorney or title company.

5. **Filing** - Bring the final survey/plat, legal description, and new original deeds for all of the approved parcel(s) to the tax map office. For the new survey/plat application form, please visit: www.wayne-county-engineer.com/tax-map

6. **Signatures** - The survey will be internally circulated thru the departments for signatures and taken back to the tax map office for processing.



Once all of the above steps are completed AND you recorded the deed(s) in the Records office, you have successfully created your new parcel(s). At this time, the parcel(s) are considered official parcel(s) of record.

According to the Subdivision Regulations Section 1.9 (c)(d), anyone who transfers any tract of land before the plat has been recorded, shall pay the sum not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00) for each tract of land being sold.



PLEASE NOTE: YOU HAVE ONE YEAR AFTER THE APPLICATION IS PLACED ON THE AGENDA TO RECORD THE APPROVED PACE(L)S

After this period the application will be null and void, and a complete new application with supporting materials and fees will be required. Until the lot is recorded, it is not an official parcel of record. This means that you cannot buy or sell a property before this time. Therefore, it is important that your parcel is recorded as soon as possible to ensure its ability to be recorded before the deadline.

Wayne County Planning Department

428 West Liberty Street

Wooster, OH 44691

Phone: 330-287-5420

Website: wayneohio.org

Tax Map office

428 West Liberty Street

Wooster, OH 44691

Phone: 330-287-5495