



LCExpress

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Establishing Cross Access Easements and AVAEs

Cross Access Easements may be included in your Preliminary Access Permit for Lot Split (PAPFLS) application when a desired lot split does not have enough frontage along the road to meet the spacing requirements for each parcel to have its own access driveway according to the Lucas County Access Management Regulations (LCAMR). This is commonly referred to as a shared driveway.

Anti-Vehicular Access Easements (AVAE) are easements across the frontage of a parcel in a specific area designated by the Lucas County Engineer's Office in order to prevent access drives from being installed in violation of the LCAMR as part of any future development plans.

Procedure for Establishing a Cross Access Easements and/or AVAEs as part of PAPFLS

1. Review the Preliminary Access Permit for Lot Split Checklist and provide all required information.
2. Review the road classification and volume category in the LCAMR to determine spacing requirements.
3. Include the requirements for Cross Access Easements as listed in the PAPFLS checklist if your split does not allow for each parcel to have its own Access Drive.
4. Follow the instructions for submitting all information according to the Residential Permits Application instructions for PAPFLS on the LCEO website.
5. The LCEO will review and send an invoice for the appropriate fees. Fees must be paid before the LCEO can review the application for compliance with the appropriate regulation.
6. LCEO Compliance Review will determine if the application information conforms with the regulations through review cycles
 - a. During the Compliance Review the LCEO will indicate to the applicant if/where Cross Access Easement and/or AVAEs are required if not already determined. The applicant will need to resubmit plans with the Cross Access Easement and AVAE information according to the PAPFLS Checklist as required by the LCEO.
7. Once all details of the split can be approved, the LCEO will issue a **Conditional Approval** to the Toledo Lucas County Plan Commission (TLPC) to require the applicant to record the easements as part of the new parcels. This will ensure that the easements are maintained in perpetuity.
8. The LCEO will notify the applicant that a Conditional Approval has been issued and direct the applicant to coordinate with the TLPC, Lucas County Auditor, Lucas County Recorder, to complete the lot split.
9. Once the lot split is complete, the LCEO will issue the PAPFLS.
10. There is typically no inspection requirement for a PAPFLS so the LCEO will finalize the permit and close out the case once the PAPFLS is issued.

*** This procedural information is strictly for assistance. It provides the most common requirements for the common development type indicated in the title. You may need to provide additional information to meet requirements if requested by the LCEO.**