

## Lot Split Request Existing Dwelling INSTRUCTIONS

- Please read all the information below.
- The following information is needed before the Paulding County Health Department is able to approve the lot split request.
  1. **A completed lot split request form. This form must be signed.**
  2. **A fee of \$75 must be included with the form and a drawing of the property with all current and/or future structures, including: the replacement sewage treatment system, well, pond, current sewage treatment system, etc. included on the drawing.**
  3. **Stake or mark locations of the proposed lot corners/property lines on site.**
  4. **Schedule a soil evaluation with a soil scientist. The soil evaluation must be in accordance with Ohio Administrative Code (OAC) 3701-29. (this will be submitted after the lot split request form)**

A qualified site and soil evaluator must conduct an evaluation of the site to provide the information necessary to determine the type and size of the system that will be adequate to treat the household sewage on the property. The Putnam County Health Department does not perform soil evaluations, but will be present during the soil evaluation.

The following soil scientists have indicated that they are willing to work in Putnam County:

Steven A. Miller	Frank Gibbs
Soil evaluation & design	Soil evaluation
Phone: 614-579-1164	Phone: 419-963-2542
<a href="mailto:soilconsultant@yahoo.com">soilconsultant@yahoo.com</a>	<a href="mailto:fegibbs21@gmail.com">fegibbs21@gmail.com</a>

Additional soil scientists are listed at the following websites but have not indicated that they would be willing to work in Putnam County:

Soil Science Society of America  
<https://www.soils.org/cerifications/professional-search>

Association of Ohio Pedologists  
<http://www.ohiopedologist.com/consultant-list.html>
  5. **Contact the Health Department with the scheduled time for the soil evaluation.**
  6. **Provide a copy of the permanent recorded legal easement or a copy of the recorded property deed, if any portion of the STS including an outlet will not located on the new lot.**
  7. **Provide plat to Paulding County Health Department to be signed by Environmental Health Staff.**



PAULDING COUNTY HEALTH DEPARTMENT & WIC

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Existing Dwelling
LOT SPLIT REQUEST FORM

Address of the Property \_\_\_\_\_

Person or Agency requesting lot split \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Seller of the lot \_\_\_\_\_

Address \_\_\_\_\_

Purchaser of the lot \_\_\_\_\_

Address \_\_\_\_\_

Does this lot have an existing dwelling on it? [ ] Yes [ ] No

Number of bedrooms \_\_\_\_\_

A detailed site drawing is required. Is that included? [ ] Yes [ ] No

Is an easement or recorded property deed needed? [ ] Yes [ ] No

If yes, is a copy included? [ ] Yes [ ] No

Is the required fee of \$75 included? [ ] Yes [ ] No

For each buildable lot or lot with an existing dwelling the Paulding County Health Department requires a soil evaluation be performed.

Each lot must meet the requirements of OAC 3701-29. Only lots meeting the requirements in OAC 3701-29 will be approved by the Paulding County Health Department's Environmental Health staff.

Signature of Requestor \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE ONLY
Date Request Received \_\_\_\_\_ Receipt # \_\_\_\_\_
Date of Site Visit \_\_\_\_\_ Date Soil Eval Received \_\_\_\_\_
Date Form Received \_\_\_\_\_ Date Form Signed \_\_\_\_\_