

Lot Split Request 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 proposed drawing of the property with all current and/or future structures, well, pond, sewage treatment system, etc. included on the drawing or a completed site evaluation packet along with \$150 must be included.**
 3. **Stake or mark locations of the proposed lot corners/property lines on site. Flags are available upon request.**
 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
Soil evaluation & design
Phone: 614-579-1164
soilconsultant@yahoo.com

Frank Gibbs
Soil evaluation
Phone: 419-963-2542
fegibbs21@gmail.com

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

800 EAST PERRY ST., PAULDING, OH 45879 • PH: (419) 399-3921 • TOLL FREE: 1 (866) 399-3921 • WIC DEPT: (419) 399-2621 • FAX: (419) 399-3494

LOT SPLIT REQUEST FORM

Address of the Property
or

Location of Property (if no address)

Person or Agency requesting lot split

Address

Phone Email

Seller of the lot Address

Purchaser of the lot

Address

Is this lot going to be built on? Yes No

Number of proposed 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 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