



256 Williamstown Road
Ottawa, OH 45875
Phone: 419-523-5608
Fax: 419-523-4171
Email: pchd@putnamhealth.com
Website: www.putnamhealth.com

Lot Split Request non-buildable lots INSTRUCTIONS

- Please read the information below.
 - The following information is needed before the Putnam County Health Department is able to approve the lot split request.
- 1. A completed lot split request form and signed.**
 - 2. Provide plat to be signed by Health Department Environmental Health Staff.**



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**LOT SPLIT
non-buildable lot
REQUEST**

Address of the Property _____

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 a non-buildable lot? Yes No

Is an easement or recorded property deed needed? Yes No

If so, is a copy included? Yes No

Non-buildable lots cannot be split from a buildable lot or from a lot with an existing dwelling without the original lot meeting the requirements of the Sewage Treatment Systems regulations, OAC 3701-29.

Only plats meeting the requirements in OAC 3701-29 will be approved by the Putnam County Health Department's Environmental Health staff.

Signature of Requestor

Date

OFFICE USE ONLY

Date Request Received _____ Date Plat Received _____ Date Lot Split Signed _____