



256 Williamstown Road  
Ottawa, OH 45875  
Phone: 419-523-5608  
Fax: 567-538-5076  
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**Lot Split Request  
with existing dwelling  
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 along with \$100.00 This form must be signed.**
  - 2. A scaled site drawing (along with the lot split request form).**  
Submit a detailed drawing of the property. Include the acreage of the proposed lot existing physical structures, underground utilities, topographic features, ponds, existing sewage treatment system (STS), proposed replacement location for the STS, well or water source, water bodies, easements, utilities, proposed property lines, driveway, drainage lines, site conditions including vegetation, and drainage features and any other information necessary. Isolation distances for replacement STS shall be no less than:  
**10 (ten) feet** from utility service line, roadway, road surface, driveway, or other hardscapes, property line or right-of-way boundary, properly sealed well, any building or other structure, areas with recorded easements, intermittent streams, swales, geothermal horizontal closed loop systems, irrigation lines and gray water recycling systems.  
**50 (fifty) feet** from any surface water impoundment, lake, river, wetland, perennial stream and road cut-banks, water supply source (well, pond, etc.), and vertical open and closed loop geothermal heating and/or cooling system.
  - 3. Stake or mark locations of the proposed lot corners/property lines on site.**
  - 4. A soil evaluation must be completed 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.

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

Steven A. Miller, Soil Scientist  
1974 North Three B's and K Road  
Sunbury, OH 43074  
Phone: 614-579-1164  
Email: [soilconsultant@gmail.com](mailto:soilconsultant@gmail.com)

Frank Gibbs, CPSS, CPSC, PWS & CCA  
PO Box 346  
Rawson, OH 45881  
Phone: 419-963-2542  
Email: [fegibbs21@gmail.com](mailto: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>

- 3. Contact the Health Department with the scheduled time for the soil evaluation.**
- 4. It is recommended that a permanent, recorded, legal easement or a recorded property deed be done if any portion of the STS including an outlet is not sited on the new lot. If an easement is not obtainable for the existing outlet, there should be an alternative outlet point identified and protected.**
- 5. Provide plat to be signed by Health Department Environmental Health Staff.**



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**LOT SPLIT  
 with existing dwelling  
 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 \_\_\_\_\_

Number of bedrooms in existing dwelling? 1 2 3 4 5 6

Is there a dwelling currently on the property?  Yes  No

Is a drawing of property provided which includes information from #2 of the instructions?  Yes  No

Is an easement or recorded property deed needed?  Yes  No

If so is a copy included?  Yes  No

Properties with an existing dwelling, will require an inspection from the Putnam County Health Department to verify that the STS and water source is not causing a nuisance and that there is adequate space for a replacement STS.

Additionally, during the inspection the replacement area will be verified and documented. The replacement area must meet the requirements of 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 _____	Receipt # _____	Date of Inspection _____
Date Soil Eval Received _____	Date Plat Received _____	Date Lot Split Signed _____