



256 Williamstown Road  
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## **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

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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 \_\_\_\_\_