



256 Williamstown Road  
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## Lot Split Request Buildable Lots INSTRUCTIONS

- Please read all 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. This form must be signed.**
  2. **A fee of \$100 must be included with the form and a proposed drawing of the property with all future structures, well, pond, sewage treatment system, etc. included on the drawing or a completed site evaluation packet along with \$350 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 Scientist	Frank Gibbs, CPSS, CPSC, PWS & CCA
Sunbury, OH	Rawson, OH
Phone: 614-579-1164	Phone: 419-963-2542
Email: <a href="mailto:soilconsultant@gmail.com">soilconsultant@gmail.com</a>	Email: <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 Putnam County Health Department to be signed by Environmental Health Staff.**



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**LOT SPLIT  
Buildable Lot  
REQUEST**

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 a buildable lot?  Yes  No

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

Is a site evaluation form provided?  Yes  No

If no, is the required detailed drawing included?  Yes  No

Is an easement or recorded property deed needed?  Yes  No

If yes, is a copy included?  Yes  No

For each buildable lot the Putnam County Health Department requires a soil evaluation be performed.

Each lot 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 Site Eval _____	Date Soil Eval Received _____
Date Plat Received _____	Date Lot Split Signed _____