



256 Williamstown Road
Ottawa, OH 45875
Phone: 419-523-5608
Fax: 567-538-5076
Email: pchd@putnamhealth.com
Website: www.putnamhealth.com



Lot Split Request Buildable Lots INSTRUCTIONS

- Please read all of 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. (A soil evaluation report will be submitted by the soil scientist after the site visit.)** A qualified soil evaluator must conduct an evaluation of the soils 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.

Please refer to the page titled "Soil Scientists" in this packet for a list of individuals who are willing to perform this work in Putnam County.
 5. **Contact the Health Department with the scheduled time for the soil evaluation.**
 6. **If any portion of the STS outlet will not be located on the new lot, provide a copy of the permanent recorded legal easement or a copy of the recorded property deed.**
 7. **Provide survey 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 to 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

***Signature required. Applications will NOT be processed until payment is received.**

OFFICE USE

Date Request Received _____

Receipt # _____

Date of Site Eval _____

Date Soil Eval Received _____

Date Plat Received _____

Date Lot Split Signed _____



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“Working towards a healthy and safe Putnam County”

Soil Scientists

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

Steven A. Miller, Soil Scientist
Soil evaluations and designs
Phone: 614-579-1164
Email: soilconsultant@gmail.com

Frank Gibbs, CPSS, CPSC, PWS & CCA
Soil evaluation
Phone: 419-963-2542
Email: fegibbs21@gmail.com

Mitchel R. Strain, CPSS, PWS
Soil Evaluation
Phone: 614-202-8621
Email: mrstrainbirddogconsulting@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/certifications/professional-search>
Association of Ohio Pedologists <http://www.ohiopedologist.com/consultant-list.html>