



Lot Split Evaluation Application For Sewage Treatment Systems (STS)

Property Information

Property Address: _____ Township: _____

City: _____ Zip: _____ Parcel ID: _____

Applicant's Information

Name: _____ Phone: _____

Email: _____

Address (if different): _____
City State Zip

Proposed Project Details (Please answer the following questions)

Total Acreage: _____ Number of Proposed Splits: _____

Any newly created parcel 5 acres or less, or with an existing structure must have Wood County Health Department approval to ensure a sewage treatment system and private water system can be installed / maintained as per Ohio Administrative Code (OAC) Sections 3701-29 and 3701-28.

Site plan of proposed project attached to this application

Is there an existing dwelling/building on the existing or proposed parcel: Yes No

One, two, or three family home Commercial Building Other: _____
 Number of bedrooms: _____ Use of building: _____

Type of Lot Split Service Requested / Fee <small>(choose all that apply)</small>	
<input type="checkbox"/> Existing Dwelling/Building on parcel <ul style="list-style-type: none"> Existing Sewage Treatment System (STS) STS will be evaluated to determine compliance with OAC 3701-29 – Repairs &/or Replacement of STS may be required. <div style="text-align: right; font-weight: bold;">\$150.00</div>	<input type="checkbox"/> Existing Building on Parcel <ul style="list-style-type: none"> No Existing Sewage Treatment System Soil Evaluation <u>REQUIRED</u> by Cert. Soil Scientist <div style="text-align: right; font-weight: bold;">\$250.00</div>
<input type="checkbox"/> Vacant Lot Split <ul style="list-style-type: none"> Creating 5 acres or less of usable ground per lot* Soil Evaluation <u>REQUIRED</u> by Cert. Soil Scientist <div style="text-align: right; font-weight: bold;">\$250.00</div>	<input type="checkbox"/> Vacant Lot Split <ul style="list-style-type: none"> Creating greater than 5 acres usable ground per lot* <div style="text-align: right; font-weight: bold;">No Fee to Health Dept. unless parcel is to be developed</div>

-All fees are subject to change.

* Usable ground is total acreage minus easements, road right-of-ways, water features, wetlands, floodplain or floodways, etc.

I understand the following:

- Any approval or disapproval issued by WCHD is based on the information I have provided.
- Any change to this plan, including the disturbance of the approved STS area, may result in the voiding of WCHD's approval and is subject to additional fees.
- The application fee is non-refundable, regardless of the findings of this review.
- Additional fees will apply prior to further development of the property.

OFFICE USE ONLY	
Date:	Receipt #:
Amt. Paid:	Initials:

Signature of Applicant: _____ Date: _____

****Site Plan/Drawing must be included with this application****



A Guide to the Lot Split Process Where Sanitary Sewer Is Not Available

1. The Lot Split Evaluation application must be submitted prior to the review of any lot split where sanitary sewer is not available.
 - a. For a lot to be approved as a “Buildable Lot”, Wood County Health Department (WCHD) must determine that a sewage treatment system (STS) can be installed on the lot or that an existing sewage system is in compliance with OAC 3701-29.
 - b. Vacant parcels must have a Soil Evaluation completed by a Certified Soil Scientist, list provided.
 - i. Submit the soil evaluation report to WCHD with the completed Lot Split application and associated fee(s).
 - ii. Additional soil evaluation maybe required prior to property being developed.
 - c. Once the soil evaluation report is reviewed, WCHD will contact the applicant to schedule an evaluation of the property.
2. Any potential split that will create lots of 5 acres or less of usable ground, or has an existing structure must have an evaluation completed by WCHD. (Fee varies)
 - a. If the newly created parcel has a structure on it, the existing sewage system must be evaluated to determine compliance with OAC 3701-29. Upgrades and/or complete replacement may be required.
 - b. The remaining lot will also need to be evaluated if there is 5 acres or less of usable ground.
 - c. Additional fees will apply prior to further development of the property.
3. Provide a site plan of the proposed project which includes the following, as applicable:
 - a. All existing and proposed lot lines with dimensions.
 - b. All permanent structures, existing and proposed.
 - c. Legally recorded easements, utilities, etc. located or proposed on lot(s).
 - d. The location of all existing STS components and water sources (wells, cisterns, city water lines, etc.) on the lot(s).
 - e. A north directional arrow.
4. Once submitted, WCHD will review the application, soil evaluation report and/or existing records for the property. The applicant will be contacted within 2 business days of to discuss the next steps. The following may be required:
 - a. Marking of easements, utilities and property lines on site.
 - b. Clearing areas of thick vegetation if the area needs to be accessed.
5. If the project is determined to be acceptable by WCHD environmental health specialist, an approval letter will be mailed and/or emailed to the property owners, applicant, and Wood County Planning Commission.
6. Submit the completed application, appropriate fee, and soil evaluation to:

Wood County Health Department
1840 East Gypsy Lane Road
Bowling Green, Ohio 43402

If you have additional questions, please contact our department at 419-354-2702 or via email:
wchdenviro@woodcountyohio.gov