



# Lot Split / Subdivision Review Application Requirements

Warren County Health District

416 South East Street

Lebanon, OH 45036

(513) 695-1220

Any lot split in Warren County must be reviewed by the Warren County Health District for compliance with rule 3701-29-08 of the Ohio Administrative Code. The Lot Split/Subdivision Review Application must be completed for this review.

A concept plan of the lot split /subdivision and an area map of the lotsplit / subdivisions location in Warren County must be provided. The concept plan must be provided on at least 8 ½" x 11" paper or of a sufficient size to be evaluated.

The concept plan must include the following information at a minimum:

1. Completed application and any associated fees.
2. Staked or marked locations of proposed lot corners/property lines on site.
3. A scaled drawing. Any person proposing a subdivision may use previously prepared or otherwise available drawings such as a survey prepared by a registered professional surveyor, an aerial photograph or digital orthophotograph prepared from a geographical information system, a soil evaluation or other similar drawing for preliminary review. The drawing shall include the assessment and documentation of the following:
  - a. The lot split or subdivision plat map shall include the acreage of each proposed lot, length and width dimensions of each lot, topographic contour lines in 2 foot increments, and the total land area of the proposed subdivision.
  - b. The individual lot drawings shall be to scale and show proposed lot lines with detail on site conditions including vegetation, topographic contour lines in 2 foot increments, and drainage features
  - c. Any site information deemed necessary by the board of health related to prior or existing land use including existing and proposed: easements, utilities, structures, wells, foundations, roads, drainage features, water bodies.
  - d. Designation of any areas identified as flood ways or within the 100-year flood plain.
  - e. Designation of any wetlands on the lot.
  - f. Identification of one or more system type(s) that might be feasible on the proposed lots in accordance with this chapter.
  - g. For new lot or subdivision proposals having more than five lots, or for a fewer number when required by the board of health, the scaled drawing shall also include topographic detail with contour lines sufficient to determine slope and adequate length along the contour in the areas considered suitable for STS.
4. A soil evaluation completed in accordance with rule [3701-29-07](#) of the Administrative Code for each proposed lot. A list of soil scientists can be obtained at [warrenchd.com](http://warrenchd.com). This list in no way reflects a recommendation of these individuals over any other qualified soil evaluator nor does it provide a complete list of individuals capable of performing soil evaluations.
5. When a proposed subdivision includes the creation of at least twenty-five lots, the concept plan shall include written consultation from Ohio EPA concerning the subdivision's accessibility to existing sanitary sewerage systems as described in paragraph (l) of rule [3701-29-06](#) of the Administrative Code, and risks to surface and ground water resources.
6. When subdivisions are proposed within the boundaries of an inner management zone of a public water system, or located within a hydrogeologically sensitive area as delineated on a ground water pollution potential map from the Ohio department of natural resources, the application shall include the map or inner management zone information and how the proposed density and design of the STS shall ensure adequate treatment of effluent prior to discharge to groundwater.
7. Written documentation that the proposed lot split / subdivision meets the following requirements:
  - a. That the proposed lot split or subdivision is not part of any legally adopted federal, state, or local plan, including but not limited to an OEPA Water Quality Management Plan and plans adopted in accordance with Chapter 6111 of the Revised Code and Section 208 of the Federal Water Pollution Control Act.
  - b. The location of the closest public sewer to the proposed lot or subdivision and how many miles that sewer is from the proposed lot or subdivision. A letter from the purveyor of that public sewer stating that the proposed lot or subdivision will not be allowed to connect or is not accessible to the sewer may be required based upon the distance of the public sewer from the proposed lot or subdivision.
8. All lot corners and the centerline of any proposed roadway shall be staked and readily identified. Lot stakes shall be flagged and easily visible.

The vegetative cover on the lot, i.e. high weeds, corn, soy beans, etc. must not exceed 12 inches in height or the property cannot be reviewed. If the lot(s) are heavily wooded, you may be asked to cut trails on the lot(s) to allow us to review the topography of the lot(s)

Upon receipt of the application, the lot split or subdivision drawing, and the scaled drawings and information for each lot, the Warren County Combined Health District shall notify the applicant in writing if any portion of the application is incomplete. If it is determined that the application and relevant drawings are complete, the Warren County Health District will complete its verification review of the site and soil information submitted for each lot within fifteen (15) business days of receipt of the application.

When WCHD determines that the provisions of this chapter cannot be met or the submitted information is found to be incomplete or inaccurate, the board of health shall provide written documentation of noncompliance to the person proposing a subdivision or new lot(s).

When WCHD determines that the provisions of this chapter can be met, the board of health shall provide written documentation of compliance to the person proposing a subdivision or new lot(s) subject to STS installation permit approval by the board of health. The written documentation of compliance with this chapter and the board of health review required by this rule shall not preclude the denial of an installation permit pursuant to rule [3701-29-09](#) of the Administrative Code if conditions change.



# Lot Split / Subdivision Review Application

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416 South East Street  
Lebanon, OH 45036  
(513) 695-1220

Fee: \_\_\_\_\_  
Date Paid: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Initials: \_\_\_\_\_

### Fee Schedule

2 Lots: \$160.00       > 2 Lots: \$160.00 + \$40.00 per additional lot      \_\_\_\_\_ Lots X \$40.00 + \$160 = \$ \_\_\_\_\_

### General/Contact Information

Site Address (Must include Street Name and House/Lot Number)			
Site Township/City			Site Zip
Applicant Name			Phone
Applicant Address			
Applicant City	Applicant State	Applicant Zip	Applicant Email Address
Owner Name (if different than applicant)			Phone
Owner Address			
Owner City	Owner State	Owner Zip	Owner Email Address
Name of Soil Scientist			Phone

### Lot/Subdivision Information

Total Property Acreage _____ feet X _____ feet = _____ acres		Number of Proposed Lots	
What date will the property be staked and ready for review?	Mark the following that have been staked (All must be completed before a site visit)	<input type="checkbox"/> All Lot Corners Staked	<input type="checkbox"/> Road Centerlines Staked
		<input type="checkbox"/> Sign with Name/Lot Number	<input type="checkbox"/> STS Area Staked

**By signing below I acknowledge that I have read and agree to all terms and conditions in the instructions and that to the best of my knowledge all the information provided with this application is factual. Furthermore I certify that the lot split/subdivision review will not violate the prohibitions in OAC 3701-29 or the Warren County Health District Supplemental Sewage Treatment System Rules.**

Owner or Owner's Representative Signature:	Date
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### FOR OFFICE USE ONLY

Engineer consulted for any sewer access?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Soil evaluation completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scaled drawing provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	OEPA consult if >25 lots?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lot lines with vegetation & drainage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type of STS for lots?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional/historical site information?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Topographic map for >5 lots?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Part of ODNR inner management zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Application Status</b>	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Disapproved</b>
Additional Comments			
RS or SIT			Date of Approval