What you need to know...

WHAT IS A MINOR SUBDIVISION LOT SPLIT?

The division of land must be along an existing street; and must not involve more than five (5) lots (including remainder) after the original tract has been completely subdivided. If lot(s) meet zoning, subdivision, health, sanitary and household sewage rule requirements, it will be considered for approval at the Tax Map office upon submitting required information.

PURPOSE OF THE LOT SPLIT PROGRAM:

- Review newly created lot(s) for suitability of a household sewage treatment system (HSTS) if sanitary sewer is not available.
- Review lot location for existing property features, such as a well(s) or existing septic system(s) to meet required isolation distances.
- Ensure existing septic systems have not been compromised by proposed lot lines and sufficient land area for replacement system is available.

LOT/SPLIT EXEMPTIONS:

- Division into parcels, all more than five acres not involving new streets
- Sale or exchange between adjoining lot owners not creating new building sites

CONTACT US:

RICHLAND COUNTY REGIONAL PLANNING

Richland County Regional Planning
19 N Main Street
Mansfield, OH 44902
(419)774-5684 office
www.rcrpc.org
RCRPC@RCRPC.org

Richland Public Health
Prevent. Promote. Protect.

ACCREDITED HEALTH DEPARTMENT · PUBLIC HEALTH ACCREDITATION BOARD · PHAB Advancing public health performance

Richland Public Health
555 Lexington Avenue
Mansfield, OH 44907
(419)774-4520 office
(419)774-0845 fax
www.richlandhealth.org

Richland County Tax Map Office
50 Park Avenue
Mansfield, OH 44902
(419)774-5620 office
www.rcengineer.com

Richland County

Considering a Lot Split?

Lot Split / Minor Subdivision Process

What you need to know continued...

HOW DO I OBTAIN A LOT SPLIT?

- Contact a surveyor to assist with the process.
- Be certain proposed lots meet township lot size and width requirements for the zoning district.
- Zoning ordinances and zoning inspectors contacts are available at:

  https://www.rcrpc.org/zoning

  or (419) 774-5684.
- Lots must have frontage per zoning and county requirements (60 feet minimum) on an approved public right-of-way. Access easements are not permitted. Lots must not be more than three and a half (3 ½) times as deep as they are wide.

  http://www.rcrpc.org/subdivision
- In areas without sanitary sewer, contact Richland Public Health (RPH) to obtain a lot split application. Requirements for a lot split review are listed on page 4.
- Survey plats must be prepared by a registered surveyor conforming to Ohio Administrative Code (OAC) 4733-37 and standards for approval of Real Property Transfer.
- **Submit survey plats, legal descriptions, and RPH signed compliance form to: Richland County Tax Map office for processing allowing seven (7) working days.** Once approved, the original deed can be submitted to the Richland County Tax Map office and the approved survey will be filed.

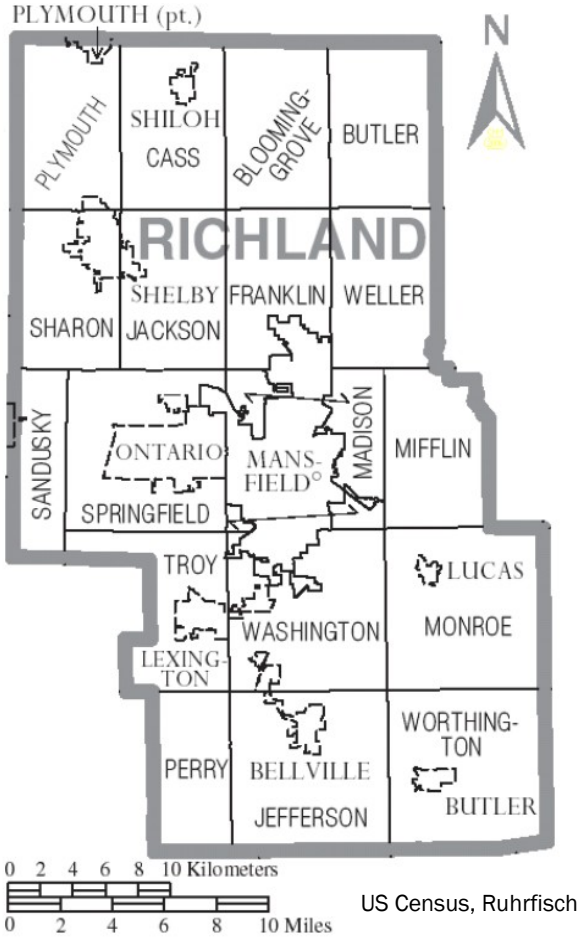
WHERE DO I GET A LOT SPLIT APPLICATION FOR RICHLAND PUBLIC HEALTH?

www.richlandhealth.org/business/lot-splits/

For application by e-mail, fax or mail:

envhealth@richlandhealth.org

or (419)774-4520.



US Census, Ruhrfisch

WHAT DOES RICHLAND PUBLIC HEALTH NEED?

- **Completed Lot Split Application**
- **Lot Split Application Fee(s)**
- **A Scaled Drawing**
  Preliminary drawings may be reviewed but to obtain final lot split approval, a professional surveyed plat is required. All submitted drawings must contain the following information:

  - Acreage of each proposed lot
  - Proposed lot lines detailing onsite conditions including vegetation and drainage features
  - Land use details such as:
    (existing and proposed)
    - Easements
    - Utilities
    - Structures
    - Bodies of water
    - Fountains
    - Roads
    - Wells
- **Lots must be staked and flagged**
- **Soil Evaluations are required for:**
  - Lots under 5 acres
  - Lots over 5 acres ***where a building site has been determined***

  Soil evaluations completed by an Ohio Department of Health approved Soil Scientist or Soil Evaluator per:

https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/sewage-treatment-systems/information-for-homeowners/soils-designs-and-site-drainage

NOTE: Richland Public Health may require complete sewage treatment system design plan(s) for lot(s) with limited space and restrictions.