

Lot Split Factsheet

- ✓ Contact a Registered Surveyor to assist with this process.
 - ✓ Review township lot size and width requirements along with zoning ordinances
 - Zoning Contacts: <https://www.rcrpc.org/zoning>
 - ✓ Check Richland County subdivision requirements
 - Lots must have frontage per zoning and Richland County (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 1/2) times as deep as they are wide.
 - ✓ Obtain a Richland Public Health (RPH) lot split application.
 - www.richlandhealth.org/business/lot-splits/
 - For applications by email, fax, or mail: envhealth@richlandhealth.org or (419)774-4520.
 - Application should be completed and submitted once a final survey is obtained.
For any lot being created less than five (5) acres, a soil evaluation will need to be conducted on any newly created lot(s) by an approved Soil Scientist/Evaluator
- OR**
- For any lots created five (5) acres or greater in which a pre-determined building site on the lot and a sanitary sewer system is not available.
- List of approved Soil Scientists/Evaluators:
<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/sewage-treatment-systems/information-for-homeowners/soils-designs-and-site-drainage>
 - List of approved Soil Scientists/Evaluators by email, fax, or email:
envhealth@richlandhealth.org or 419-774-4520.
 - Lots exempt from being required to have a soil evaluation:
 - Parcels created that are 5 acres or larger and do not have a predetermined building site
 - Parcels that have an existing dwelling with a sewage system not creating a nuisance
 - Parcels that are being combined and a new, smaller, parcel is not being created
- ✓ Return completed application to RPH with survey plat and soil evaluation (if applicable). Payment can be made by credit card, cash or check.
 - Fee for each new lot split is \$250.00.
 - There is no fee for exempt lot splits.
 - Submit to RPH via email envhealth@richlandhealth.org, or
 - Mail or in person: 555 Lexington Avenue, Mansfield, Ohio 44907.
 - RPH hours: Mon – Thurs 8:00 am – 4:30 pm, and Friday 8:00 am – 4:00 pm.
 - ✓ A site evaluation will be performed by an RPH Sanitarian to determine any potential issues with the newly created lot(s)
 - ✓ A septic permit cannot be issued for a lot until a soil evaluation is conducted by an approved Soil Evaluator