



1843 Oakwood Avenue  
Napoleon, OH 43545

Phone: (419) 599-5545  
Fax: (419) 592-6400

[www.henrycohd.org](http://www.henrycohd.org)  
[env@henrycohd.org](mailto:env@henrycohd.org)

## How to create new lots and subdivisions in Henry County

Any proposed buildable lot (parcel) five (5) acres or less, with or without an existing dwelling and located where public water and sewer is not accessible, must be approved by the Henry County Health Department (HCHD) to ensure these lots can support Household Sewage Treatment Systems (HSTS).

- 1) For all new subdivision proposals including those having more than five lots, please refer to [Ohio Administrative Code \(OAC\) section 3701-29-08](#) for detailed requirements.
- 2) Proposed buildable lot boundaries/corners must be staked or marked on site prior to submitting the application.
  - a. If a surveyor has not already marked the boundaries with stakes/markers, please ensure the proposed lot(s) are staked or flagged at the corners.
- 3) Complete this application along with a \$100 fee for each buildable lot (description below) including lots with existing homes. Application is still required for non-buildable lots.
  - a. Buildable lot: Includes vacant lots for building dwelling, lots with an existing dwelling, or other structure that requires a household sewage treatment system.
  - b. Non-buildable lot: Includes certain parcels created for specific purposes (ex. cell tower, transmission line easement, wildlife conservation area, etc.) not related to home or other dwelling development.
- 4) For Buildable Lots, obtain the services of a qualified soil evaluator to complete the "[Site and Soil Evaluation for Sewage Treatment and Dispersal](#)".
  - a. Soil Evaluators must use the [ODH Site & Soil Evaluation Form](#) and [ODH Site and Soil Evaluation Instructions](#) to complete a soil report on each proposed lot. [Soil Evaluators](#) are listed in the Resource Section.
  - b. Soil reports must include assessment and documentation as outlined in the [ODH Site and Soil Evaluation Instructions, Appendix 1](#).
- 5) Submit both the Lot Split – Subdivision Review Application and the any applicable Site and Soil Evaluation report from the soil evaluator by email to [env@henrycohd.org](mailto:env@henrycohd.org).
  - a. The HCHD will begin working on your application once the required documentation and applicable fee is received. Please contact us with any questions.
- 6) HCHD Review of the proposed lot(s)
  - a. If the project is determined to be acceptable by HCHD, an approval letter will be mailed and/or emailed to the property owners, applicant, and Henry County Planning Commission.

**NOTE: The [Henry County Planning Commission](#) has a separate list of requirements and application to approve proposed lot splits and subdivisions.**



**HENRY COUNTY HEALTH DEPARTMENT**

1843 Oakwood Avenue  
 Napoleon, Ohio 43545  
 Phone: (419) 599-5545  
 Fax: (419) 592-6400  
 E-mail: env@henrycohd.org

## Lot Split - Subdivision Review Application

**Please complete all applicable sections of this application. See first page for more detailed information and instructions.**

**Applicant's Information**

Name / Company Name	Phone
Mailing Address, City, State, Zip Code	Email

**Property Information**

Description of the location of the proposed lot split(s) / subdivision:	Township	Section#
Total combined Acreage: _____	Number of Proposed buildable lots: _____ X \$100 per lot	Number of <u>non-buildable</u> lots: _____ (no fee)
Total Site Review Fee: _____		

**Describe features by circling the letter(s) from the choices listed that apply to each proposed lot.**

	Lot ____	Lot ____	Lot ____	Lot ____	Lot ____
<b>Acreage of each lot</b> ----->					
<b>Why are the lot(s) being created?</b> A. Future Home B. Land to remain vacant C. Existing Home D. Future building with no plumbing E. Cell tower or similar utility structure F. Other: _____	A B C D E F	A B C D E F	A B C D E F	A B C D E F	A B C D E F
<b>Other existing features on lot(s)?</b> A. Wooded areas B. Pond, Creek, or Streams C. Flood Plain area D. Water well(s) or drinking water sources E. Barn(s) / structures that are not dwellings F. Other: _____	A B C D E F	A B C D E F	A B C D E F	A B C D E F	A B C D E F
<b>Existing or proposed water supply source?</b> A. Drilled well B. Pond for drinking water C. Sand point well D. Hauled water tank E. Cistern F. Municipal water supply	A B C D E F	A B C D E F	A B C D E F	A B C D E F	A B C D E F

**By submitting this application, I authorize representatives of the Henry County Health Department to enter the property referenced above for the purpose of reviewing the proposed lot split(s) / subdivision.**

Owner/Applicant signature	Date
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-----OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE-----

Total Amount: \$	Date Paid:	Rec. #	Subdivision Review #
<input type="checkbox"/> CC payment			