



1843 Oakwood Avenue
Napoleon, OH 43545

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

www.henrycohd.org
env@henrycohd.org

How to create new lots and subdivisions in Henry County

NOTE: The [Henry County Planning Commission](#) has a separate list of requirements, fees and application to approve proposed lot splits and subdivisions. Call (419) 599-7370 to apply.

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 buildable lots and existing homes, 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](#).
- 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) **Submit both the Lot Split – Subdivision Review Application and any applicable Site and Soil Evaluation report from the soil evaluator by email to 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.
- 5) **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.

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.



HENRY COUNTY HEALTH DEPARTMENT

1843 Oakwood Avenue
 Napoleon, Ohio 43545
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 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	Email
Mailing Address, City, State, Zip Code		Location of proposed split (Parcel, road, twp., address if known)

Proposed Lot Use and fee Information

Number of proposed buildable lots, including lots that contain an existing home _____ X \$100 per lot	Number of non-buildable lots: _____ (no fee)	Total Lot split Fee= _____
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Describe features by circling the letter(s) from the choices listed that apply to each proposed lot.

		Lot 1	Lot 2	Lot 3	Lot 4	Lot 5
Total combined acreage:		List acreage of each lot here:				
Why are the lot(s) being created?	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
Other existing features on lot(s)?	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
Existing or proposed water supply source?	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			