



## Guidance for Subdivision Review Process

Whether dividing a parcel for the purpose of creating new building lots or parceling a lot for an existing home off of a larger parcel, subdivision review is the process through which the Clark County Combined Health District (CCCHD) approves or disapproves a proposed subdivision of land. Subdivision review from the CCCHD is required for lots with existing homes when the home(s) utilizes a sewage treatment system and/or a private water system and for the creation of new lots when the lots are not accessible to sanitary sewer and homes built on the proposed lots will not utilize a public water supply for drinking water.

Clark County Zoning defines a buildable lot as one that is less than 5 acres and requires CCCHD approval for the creation of buildable lots. Subdivision review is not required for the creation of lots 5 acres or greater in size.

CCCHD may require up to 7 business days to complete a subdivision review.

### Subdivision of a lot(s) with an existing home(s) with no intent for new construction:

The following is required as an initial submission for preliminary approval:

1. A completed subdivision review application and associated fee;
2. Staked or marked locations of proposed lot corners/property lines on site;
3. A scaled drawing showing the following;
  - a. Location of proposed lot lines;
  - b. The acreage of each proposed lot and the total land area of the proposed subdivision;
  - c. Location of easements, utilities, structures, wells, foundations, roads, drainage features, and water bodies;

The following are requirements to receive final approval for subdivision review:

1. Sewage Treatment System regulations require that homes are provided with sufficient area for complete replacement of their existing sewage treatment system.
  - a. Should the CCCHD have an existing record of the location of your STS replacement area, please have your surveyor include this area on the final survey.
  - b. Should your home not have a documented replacement area, soil evaluation must be conducted by a certified soil scientist to locate an acceptable replacement area before approval of your subdivision can be given. The replacement area must be marked on site, shown on the final survey, and results of the soil analysis must be submitted to the CCCHD with your final survey.
2. The CCCHD must receive a copy of the final survey, prepared by a registered professional surveyor before final approval of the subdivision.

## Subdivision of lot(s) for new construction:

1. A completed subdivision review application and associated fee;
2. Staked or marked locations of proposed lot corners/property lines on site;
3. A scaled drawing showing the following;
  - a. The acreage of each proposed lot and the total land area of the proposed subdivision;
  - b. Location of proposed lot lines with detail on site conditions including vegetation and drainage features;
  - c. Location of easements, utilities, structures, wells, foundations, roads, drainage features, and water bodies;
  - d. Identification of one or more system type(s) that might be feasible on the proposed lots;
  - e. For subdivision proposals having three or more lots, the scaled drawing must include topographic detail with one foot contour lines;
4. A soil analysis completed by a certified individual;
5. When a proposed subdivision includes the creation of five or more lots, the request must include a written consultation from the Ohio Environmental Protection Agency concerning the subdivision's accessibility to existing sanitary sewerage systems and risks to surface and ground water resources.
6. The applicant is responsible for determining if the proposed subdivision is 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. If so, the application must include the map or inner management zone information and how the proposed density and design of the STS will ensure adequate treatment of effluent prior to discharge to groundwater.

Please be aware that the above is sufficient to receive preliminary approval of a subdivision review. In order to receive final approval for your subdivision review you must submit a final survey prepared by a registered professional surveyor.