

Lot split requirements for unincorporated Pickaway County

Minor subdivisions (ORC 711.131), also known as lot splits, of 5.000 acres or less, involving five lots or less along an existing road or street, and not involving the widening or extension of a road or street, may be approved by the Pickaway County Planning Commission without submitting a subdivision plat. This checklist is to be considered as a convenience for securing the necessary approvals required for a minor subdivision, but is not a limitation to those requirements. The Pickaway County Subdivision Regulations are available in published form and apply to all subdivision of land in unincorporated Pickaway County. If you are creating a lot for sale, **DO NOT** schedule your closing until you are certain that all of the necessary permits and approvals have been obtained. Call the planning office at 740-474-8897 or engineer's map room at 740-474-1764 if you have questions.

- **TOWNSHIP ZONING APPROVAL:** Contact the township zoning inspector in the township where the proposed division is located. Approval for the division must be indicated on the deed or plat. Saltcreek Township has not adopted a zoning resolution therefore township zoning approval is unnecessary. A list of zoning inspectors is available on www.pickaway.org under the township link.
- **HEALTH DEPARTMENT APPROVAL:** Contact the Pickaway County Board of Health (www.pchd.org) at 740-477-9665, for a site evaluation. A copy of the site evaluation or a letter from the Board of Health indicating approval of the proposed subdivision is required. It is recommended that you contact the Health Department approval before creating the new survey plat.
- **SURVEY PLAT** The survey plat and legal description must meet the Pickaway County Auditor and Engineer Conveyance Policy Standards. Four (4) copies of the survey plat and legal description of the proposed division(s) shall be submitted.
- **FRONTAGE AND LOT SIZE:** Subdivision lots must meet minimum standards for public highway frontage, lot area, and frontage-to-depth ratio. Contact your zoning official and county planning commission to ensure that you comply with township and county requirements.
- **PRIOR LOT SPLITS:** A tract of land may be subdivided into a maximum of four (4) minor subdivisions (lot splits) excluding the remaining parcel or five (5) lots if there is no remainder, without filing a subdivision plat with the Planning Commission. Contact the Pickaway County Engineer to determine the number of prior divisions of land from your parcel(s).
- **FLOOD HAZARD & OTHER REGULATIONS:** Lot development and building construction must be consistent with applicable flood hazard, storm water management, and erosion and sedimentation control regulations. Lot development and building construction in a flood hazard area may be restricted or prohibited. Contact the Development and Planning Office, 121 West Franklin Street, Circleville, Ohio, phone 740-474-8897 for additional information or view flood hazard maps at www.fema.gov.
- **ACCESS MANAGEMENT REGULATIONS & DRIVEWAY PERMITS:** You must obtain approval from the Pickaway County Engineer for driveway access to county and township roads. Contact the Pickaway County Engineer, Court House, 207 South Court Street, Circleville, OH 43113, 740-474-3360. You must obtain a driveway permit for any subdivision lot created on a state or federal highway. Contact the Ohio Department of Transportation, 150 Highland Avenue, Circleville, Ohio, 740-477-3371. An easement for highway and utility purposes may be required. The easement is typically for 35 feet in width from the center of the highway pavement along the frontage of the lot split.
- **APPLICATION FOR APPROVAL:** When all necessary approvals have been obtained, submit documentation of those approvals along with the survey plat and legal description to the Pickaway County Engineer's Map Room, Pickaway County Court House lower level. Evaluation, and approval or other action of the proposed minor subdivision will be made within seven (7) business days of a proper application.