Steps for Obtaining Approval of Subdivision and New Lots

1. The applicant must clearly stake the proposed corners/property lines on site. All vegetation including crops must be mowed or harvested prior to the health district site review.

2. The applicant must obtain a soil evaluation in accordance with OAC 3701-29-07 from a professional soil scientist for each proposed lot. A list of professional soil scientists can be provided.

3. The Applicant must submit the application with appropriate fee, the soil evaluation, and a scaled drawing including:
   a). The acreage of the proposed lot and the total land area of the proposed subdivision.
   b). Proposed lot lines with detail on site conditions including vegetation and drainage features.
   c). All relevant information regarding previous land use including existing and proposed easements or right-of-ways, utilities, structures, wells, foundations, roads, drainage features and waterways.
   d). Identification of one or more system types that might be feasible on the proposed lots.
   e). Topographic detail with contour lines sufficient to determine slope and adequate length along contour for sewage treatment areas.

Anyone proposing a subdivision may use previously prepared drawing such as a survey, aerial photograph or soil evaluation for preliminary review.

4. The health district will conduct an on-site visit using the submitted materials to determine compliance with OAC 3701-29. If the health district determines that the provisions of the rule can be met, preliminary approval of the lot will be given.

5. Upon receiving preliminary approval, a survey prepared by a professional surveyor shall be obtained and submitted to the health district for final approval of the subdivision.