



Household Sewage Treatment System (HSTS) Lot Splits and Minor Subdivision

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Maintenance Steward: Environmental Health Supervisor in charge of Water Quality History: New Revised Archived

Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

Location:
G-Drive: G: → Users → Common → Policies & Procedures
Website: www.lucascountyhealth.com/employee-login/
Hardcopy: Environmental Health Supervisor's Office.
Archived Version(s)

Requisite Signatures



 Health Commissioner



 Director of Environmental Health & Community Services

08-03-17

 Date

8/3/2017

 Date



Household Sewage Treatment System (HSTS) Lot Splits and Minor Subdivision

I. Scope

This procedure applies to the Environmental Health Division, water quality sanitarians and the Environmental Health clerical staff.

II. Purpose

The purpose of this procedure is to provide septic and water quality sanitarians with an understanding of the expectations and processes that are required to conduct an inspection to ensure an existing or pending household sewage treatment system (HSTS) will not be affected.

III. Background

Water quality sanitarian is required to complete a lot split evaluation for all new lots, 20 acres and under, created in Lucas County. The purpose of this evaluation and health department's approval of a lot split is to ensure that the proposed new lots being split have adequate soils and space to install on-lot household sewage treatment systems (HSTS) and private water systems if needed. Lot split evaluations are also used to determine if the proposed lot split will affect any existing HSTS and private water system.

The health department approval is just one approval that an applicant must obtain before completing a lot split in Lucas County. Applicants are strongly encouraged to contact the local zoning and township officials where the proposed lot split is to occur, for any additional applications or requirements.

The regulations regarding lot splits and minor subdivision is specifically listed in the **Ohio Administrative Code 3701-29-08 Subdivisions and new lots and Ohio Administrative Code 3701-28.**

Minor subdivision are considered lot(s) split that are five (5) acres or less and requires approval from the Toledo- Lucas County Plan Commissions. Any proposed lot splits over 20 acres are not subject to the following requirements.

IV. Procedure

- A. If the proposed lot(s) has accessible sanitary sewers and city water available, the health department lot split evaluation will not be required and any proposed dwellings on the proposed lot(s) must be connected to the sanitary sewer line.
 - 1. To determine availability of sanitary sewers, the sanitarian shall contact the Lucas County Sanitary Engineer's office.
- B. If the proposed lot split is not creating a new lot, a soil evaluation will not be required for that lot.
- C. If a new lot is being created, then the applicant must have a soil evaluation completed by a soil scientist using the forms prescribed by Ohio Department of Health (OAC 3701-29-07) for each proposed lot.
 - a. The purpose of this soil evaluation is to determine if the lot has adequate soils and space for a HSTS.
 - b. If more than one lot is being split, there must be a soil report for each lot.
- D. The applicant will then submit the lot split application form, required fee, site drawing, and soil report if applicable.
 - a. Refunds are not permitted.
 - b. The scaled site drawing shall include:
 - i. The acreage of each proposed lot and the total land area of the proposed subdivision including boundaries;
 - ii. Details pertaining to vegetation, drainage, easements, structures, existing sewage systems and private water source, roads, bodies of water, etc.;
 - iii. Identification of one or more HSTS system type(s) that might be feasible on the proposed lots. The development of the new lot line must be a minimum of ten (10) feet from the HSTS areas;
- E. Under no circumstances can a lot be created that requires a NPDES permit for discharging sewage treatment systems.
- F. If sewers are available but city water is not, a lot split application will be required to ensure appropriate space is available for the private water system.

- G. The clerical assigned to the STS program will review the application for completeness including the applicant's signature and date.
 - 1. If the application is missing any information, the clerk will contact the applicants to gather proper information.
 - 2. Staff shall not accept any application without the proper signature or appropriate fee.
 - 3. Clerk must deliver the completed application to the sanitarian
- H. Once the application, fee, soil report(s), and site drawing is reviewed by the sanitarian, an onsite visit will be made.
 - 1. The following must be completed by the applicant before the scheduled inspection:
 - a. Stake or mark all corners or property lines of the proposed lot;
 - b. Stake or mark all soil boring areas and corners of proposed HSTS areas and secondary HSTS areas.
 - c. Stake or mark any proposed structures if applicable.
- I. Sanitarian will conduct the site inspection to determine if proposed lot split is acceptable by ensuring:
 - 1. That the existing sewage treatment system (STS) and private water system (PWS) will not be compromised by the proposed lot split;
 - 2. All required isolation distances must be maintained for both STS and PWS.
 - 3. No portion of the existing STS can be divided onto the new lot being created
 - 4. That the proposed new lot being created has adequate space for a STS and replacement STS in accordance to designs as required in OAC 3701-29 and can maintain all required isolation distances for both STS and PWS.

Issuance of Approval/Disapproval

- A. Once the sanitarian completes the on-site inspection, a written recommendation will be referred to the Toledo-Lucas County Plan Commission for final consideration of the proposed lot split(s).

1. The sanitarian will review and recommend either recommend approval or disapproval to the Environmental Health Director. The Environmental Health Director will then decide if the lot split should be approved.
 - a. Sanitarian will write an approval/disapproval letter for the Environmental Health Director to sign addressed to the Toledo-Lucas County Plan Commission.
 - i. Mail the original letter to the Toledo-Lucas County Plan Commission by inter-office mail;
 - ii. Mail a copy of the letter to the applicant.
 - iii. Attach copy of approval/disapproval letter to the application and place the file into the filing system.

V. Maintenance

A. Review

1. The Lot Split standard operating procedure is to be reviewed every five years or when the Ohio Department of Health (ODH) updates Chapter 3701-29 of the Ohio Administrative Code (OAC) or Chapter 3718 of the Ohio Revised Code (ORC) to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

VI. Glossary

