

CREATING A BUILDING LOT

Minor Subdivision Approval Process

For 1 to 4 Lot splits, less than 5 acres

Before filing a survey of the lot split with regional planning, it will have to have the following checks.

1. Health Department – will check to make sure septic will fit/work on the lot.
2. Zoning – will check to make sure it meets zoning requirements
3. County Engineer, ODOT – check to make sure that a safe driveway entrance is available and check any drainage problems.
4. Engineering map Office – checks survey plan to see if it meets State Minimum Survey Requirements.

WHO	ACTION	CONTACT
Owner	Check for Existing Survey	Map Department
	Discuss with Regional Planning	Regional Planning
	Make Sketch Drawing with dimensions (Flag/stake proposed lot corners)	Environmental Health Dept
	Submit application for lot split evaluation	
	Take sketch with size to Zoning	Zoning Department
Owner	Stake preferred driveway location	
	State Routes: County/Township Routes	ODOT County Engineer
Owner	Have Survey prepared	Professional Surveyor
Surveyor	Submit survey for final approval	Environmental Health Dept.
	Submit survey for signature	Zoning Department
	Submit survey for signature (with legal description)	Engineers' Map Office
Surveyor or Owner	Submit survey for final approval (approval or denial within 7 days)	Regional Planning
	File at Map Office	Engineers' Map Office

BUILDING ON AN EXISTING LOT

To build a 1,2 or 3 family dwelling on an existing lot,
you or your builder will need to obtain the following permits:

STEP	ACTION	CONTACT
1	House Number	Clinton County Engineer
2	Driveway Permit:	ODOT
	State Route	Clinton County Engineer
	County Road Township Road	Trustee for the Township
3	Septic Plan Design	Environmental Health Dept.
4	Building Permit	Building and Zoning Dept.
	Zoning Permit	
5	Water Service:	Western Water Company
	Western Water	Highland Co. Water Company
	Highland County Water Well Permit	Environmental Health Dept.
6	Plumbing Permit	Environmental Health Dept.