

PROCEDURES FOR SUBMITTING A MINOR SUBDIVISION, LARGE LOT SUBDIVISION, OR VARIANCE APPLICATION

STEP 1: Prior to the submittal of any plat to the Williams County Regional Planning Commission, it is required that a draft or plat sketch is submitted to the Williams County Health District for review. The Williams County Health District is responsible for issuing permits and approving household sewage treatment systems and private water systems, including wells. This infrastructure is essential to the development of a property. Per Ohio Administrative Code 3701-29-08, the board of health [Williams County Health District] is required to review all proposed subdivisions and new lots to determine the suitability of the lot for a sewage treatment system. Therefore, it is advisable to consult with the Williams County Health District Environmental Public Health Division at 419-485-3141 regarding lot size prior to drawing the plat or having the lot surveyed. A completed *Application for Lot Split / Subdivision* and associated fee(s) must also be submitted to the Williams County Health District at that time.

For new lots created with the intent of residential development, an on-site soil evaluation must be conducted on the proposed lot(s). Approval of the proposed lot(s) is dependent upon soil information provided by the applicant to the Williams County Health District and the suitability of that lot(s) for installation of a sewage treatment system.

For lot splits that include creating a new lot for an existing dwelling from a larger parcel, with no intent of further residential development on any of the newly created parcels, the proposed lot must have sufficient, suitable, usable space for any replacement sewage treatment system that may be required in the event that such replacement is necessary. **It is important to note that this does not require the existing sewage treatment system to be upgraded or replaced at the time of the lot split.**

Statement for Environmental Public Health, Williams County Health District:

Certificate of Conditional Approval of Lot for Sewage Treatment System Suitability

Check the condition below that applies to this proposed lot split / subdivision:

- APPROVED:** This property is accessible to sanitary sewer and does not require a sewage treatment system. Proof of connection to the sanitary sewer must be submitted to the Williams County Health District. **It is important to note that connection to a sanitary sewerage system does not constitute approval of the proposed lot split / subdivision.**
- APPROVED:** This property has been preliminarily evaluated and, given the condition of the proposed lot at the time of the evaluation, is considered suitable for installation of a sewage treatment system assuming that condition does not change. **It is important to note that approval of the lot does not guarantee approval of the sewage treatment system.**
- APPROVED:** This property has been evaluated and the proposed lot does have sufficient, suitable, usable space for a replacement sewage treatment system. The existing dwelling is served by an existing sewage treatment system that is considered approved until such time as it creates a nuisance, as defined in Ohio Revised Code 3718.011, or until there are substantial changes to the dwelling (including replacing the existing dwelling), or if additional flow is added to the sewage treatment system.
- DISAPPROVED:** This property: Is not suitable for installation of a sewage treatment system
 Does not have sufficient, suitable, usable space for a replacement sewage treatment system

Each new or replacement system installed will require a permit to be issued before construction begins. Placement of the sewage treatment system is dependent upon site conditions as well as the location of any structure(s) or any other limitations which could adversely affect the performance of a sewage treatment system. General approval is hereby granted for one dwelling per lot for this subdivision site.

COMMENTS:

STEP 2: Submit a copy of the proposed minor/large lot plat or variance to the appropriate Zoning Commission for final review and approval. Williams County has three Townships that are Zoned, they are: 1) Center Township (Contact: Center Township Zoning Inspector, 419-636-5522); Pulaski Township (Contact: Pulaski Township Zoning Board, 419-633-3384); and Springfield Township (Contact: Springfield Township Zoning Inspector, 419-682-6421)

Statement for the Building, Zoning Commission:

Certificate of Approval for Recording [Minor/Large Lot Subdivisions or Variances]

The _____ Township Zoning Inspector certifies that this plat complies with the zoning provisions of the _____ Township Zoning Resolution and that it has been approved.

COMMENTS:

Authorized Representative

Date

Township

STEP 3: If you intend to request a Minor Subdivision, a Large Lot Subdivision, or a Variance an application must be completed and submitted to the Williams County Auditor’s Office for review by the Williams County Engineer’s Office. Please make sure you have reviewed the minimum dimension requirements for lot configuration before having a professional survey prepared. Departures from the minimum lot guidelines will require a variance, for which an appeal is made to the Williams County Regional Planning Commission. Refer to the Williams County Subdivision Regulations for additional guidance, available at the following website: <http://www.wmscoengineer.com/regionalplanning.asp>.

You must submit the following documents to the Williams County Auditor’s Office for review by the Williams County Regional Planning Commission. The appropriate fee must accompany all Minor Subdivision, Large Lot Subdivision, or Variance Applications

- 1) The appropriate application with corresponding fee
- 2) Conveyance documents
- 3) One (1) copy of recorded survey drawing
- 4) Legal description of the parcel or parcels involved, prepared by a professional surveyor. The survey shall meet the Minimum Standards for Boundary Surveys in the State of Ohio.

After review, whether the request is approved or disapproved, all documents will be returned to the Williams County Auditor’s Office for the submitter to collect.

If the proposed Minor Subdivision, Large Lot Subdivision, or Variance request is approved, the following timeframes will be in effect:

- For **Minor Subdivisions and Variances**, failure to convey such approved conveyance documents within **one year** of approval shall void the approval
- For **Large Lot Subdivisions**, failure to convey such approved conveyance documents within **180 calendar days** of the approval shall void the approval

Effective Date: 9-19-2016