CONTACT INFORMATION

Clark County Community Development
Springview Government Center
3130 East Main Street, Suite 1A
Springfield, OH 45505
937-521-2160
Fax: 937-328-2621
Email: aneimayer@clarkcountyohio.gov
Website: www.clarkcountyohio.gov

Clark County Combined Health District
529 East Home Road
Springfield, OH 45503
937-390-5600
Fax: 390-5625
Email: health@ccchd.com
Website: www.ccchd.com

Clark County Engineer
4075 Laybourne Road
Springfield, OH 45505
937-521-1800
Fax: 937-328-2473
Email: engineer@clarkcountyohio.gov
Website: www.clarkcountyohio.gov/engineer

Soil & Water Conservation Service
3130 E. Main Street
Springfield, OH 45502
937-521-3880
Fax: 937-328-2621
Email: jbest@clarkcountyohio.gov

ODOT
1630 West First Street
Springfield, OH 45504
937-325-4573
Fax: 937-497-6985

Tax Map Dept., County Auditor's Office
31 North Limestone Street
Springfield, OH 45502
937-521-1820
Fax: 937-328-2701
Email: taxmap@clarkcountyohio.gov

Clark County Auditor and Clark County Recorder
31 North Limestone Street
Springfield, OH 45502

TOWNSHIP ZONING INSPECTORS

German Township Zoning Inspector
George Degenhart
3940 Lawrenceville Drive
Springfield, OH 45504
937-964-1661
Fax: 937-964-1671

Pike Township Zoning Inspector
Alex Turner
11766 Troy Road
New Carlisle, OH 45344
937-215-8660
Fax: 937-964-8328

Pleasant Township Zoning Inspector
Larry Henderson
7 West Pleasant Street
Catawba, OH 43010
937-828-1209
Fax: 937-828-4700

Springfield Township Zoning Inspector
Jeff Briner
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Springfield, OH 45505
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Clark County

Community Development

Lotsplit Procedures
(Minor Subdivision)

For lots of less than 5 acres

This pamphlet is intended to assist in the submission and approval of Lotsplits (also known as Minor Subdivisions) within the unincorporated areas of Clark County, Ohio

www.clarkcountyohio.gov

October 2012

This information is provided to assist you in obtaining a Lotsplit, also known as a Minor Subdivision (less than 5 acres), under the Clark County Subdivision Regulations. Lotsplits will need to comply with the following standards.

- ☐ Lots must have frontage on a public road
- ☐ Only 4 lots are allowed from the original tract
- ☐ Lotsplits must meet zoning requirements
- ☐ Lots shall meet the on-site sewage and water standards of the Clark County Health District (or OEPA) unless connected to a public utility
- ☐ Lots shall have safe and adequate roadway access as determined by the Clark County Engineer (or ODOT in the case of State or Federal highways)

Phase 1. Preliminary Review

1-a. Contact Community Development to review basic Lotsplit requirements. Maps can be created to illustrate your proposal to other agencies.

1-b. Contact the Clark County Health District to request a lot review if utilizing well and/or septic, or appropriate utility provider if utilizing a public system.

1-c. Contact the County Engineer regarding safe & adequate roadway access and roadside drainage. If property is located on a State/Federal highway, contact local ODOT office for required driveway permit.

1-d. For German, Pleasant, Pike and Springfield Townships ONLY, check with the township zoning inspector for local zoning requirements.

Proceed to Phase 2 ONLY AFTER you obtain favorable preliminary review from the above Phase 1-a through 1-d.

Phase 2. Prepare Documents

2-a. Hire a licensed surveyor to prepare a survey of the new lot(s). This includes an 18" by 24" survey map and a written legal description as well as a topo/site plan * drawing for the new lot(s).

* Not required if proposed lot contains existing residence with well & septic or will be connected to public utilities.

2-b. Have your surveyor take the original survey drawing and legal description(s) to the Tax Map Department in the Clark County Auditor's Office for review and approval.

2-c. Hire an attorney to prepare the deed(s) for the new lot(s).

2-d. Complete a Lotsplit Application. You or your attorney must complete a Lotsplit Application and submit it along with your deed(s), written legal description(s), the survey and 4 copies of the topo/site plan drawing to Community Development for final processing.

Phase 3. Final Steps

3-a. You or your attorney will be notified by Clark County Community Development when your deed(s) are approved and ready for pick up. Before handing over the approved deed(s), a fee of $50 per lot must be paid.

3-b. Take the deed(s) to the Clark County Auditor's Office to transfer the lot(s) to the new owner(s).

3-c. Take the new deed(s) to the Clark County Recorder's Office to be put on record.

SUPPLEMENTAL INFORMATION

Cluster Lotsplits are optional in the A-1 Agricultural Zoning District only and are required to meet all of the items in Phase 1, 2 & 3. In addition, the deeds for all *Cluster Lotsplits* must contain a Maintenance Agreement for the common driveway and are deeded from the current owner to the current owner to establish said Maintenance Agreement. This common driveway must be installed and usable prior to the deeds being stamped by Community Development.

Other Information:

Lots may be subject to additional requirements or restrictions such as:

- ☐ Floodplain restrictions and limitations
- ☐ Airport Zoning: Springfield Beckley Municipal Airport or Wright-Patterson Air Force Base
- ☐ Miami Conservancy District restrictions

Clark County Soil & Water Conservation District may be able to assist property owners with drainage issues such as existing drain tile location, configuration of drainage ways, ponds and etc.

Lots hooked to, or which will be hooked to, public utilities may have different requirements.

Lots located inside a Village or City are not under the jurisdiction of the Clark County Subdivision Regulations. Contact the appropriate officials.