

CHECKLIST FOR TRANSFER/BUYING OF PROPERTY

For MINOR SUBDIVISION

PURPOSE: This checklist is for the use of persons when buying property in Seneca County. The following steps are suggested to obtain information and meet requirements of the Subdivision Regulations. Those agencies listed below in **bold print and marked with an asterisk (*)** are present to review proposed splits each Tuesday at 8:30 a.m. at the Seneca Regional Planning Commissions office located at 71 S. Washington Street, Suite 1104 Tiffin, Ohio. Please call Charlene Watkins, Executive Director of the Seneca Regional Planning Commission, at (419) 443-7936 ext 1123 in advance to meet with these officials to discuss early and informally the purpose and effect of these regulations on your proposal. If you would like to review the regulations and have Internet capabilities, you may access them on our web site, <http://www.senecarpc.org>

PLEASE NOTE! This checklist is a guideline for your use and convenience. Approval by the Seneca Regional Planning Commission is not guaranteed.

I. PROPERTY DESCRIPTION.

- A. Owner Name. _____
Owner Mailing Address: Street: _____
City _____ State _____ Zip: _____
- B. Location of Parcel: Subdivision _____
Block: _____ Lot. _____
Township: _____ Range: _____ Section: _____
- C. Your Name: _____
Your Address: Street: _____ City _____
State: _____ Zip: _____
Your Telephone Number (____) _____, Email _____

II. CONTACT PROFESSIONAL SURVEYOR

- A. A survey conducted by a Professional Surveyor must be completed for a new split. This surveyor will assist you in obtaining the information requested below and compile this information in the form of a plat. Two copies each of this plat and the legal description will then be submitted to the Seneca Regional Planning Commission along with an Application for Administrative Approval and appropriate fee. A formal review for compliance with Subdivision Regulations will be conducted. Drainage calculations, notes on the plat, or other additional review may be requested in writing at this time.

III. SEWAGE SERVICE:

- A. Is property serviced by certified sewage treatment facility? ___ Yes ___ No If no, see (C) below
- B. Is a household sewage treatment system (HSTS) planned? ___ Yes ___ No, If yes, see (C) below
- C. The Seneca County General Health District (SCGHD) must review a lot(s) or subdivision proposed for residential use, prior to it being recorded. A **Site and Soil Evaluation** is required as part of this review. This evaluation is to assess the ability of the soil to support a HSTS. A competent person must complete this evaluation. Competency may include, but is not limited to, certification as a professional soils scientist with the Association of Ohio Pedologists or ARCPACS. A listing of individuals certified with ARCPACS can be found at the following web site <https://www.ohiopedologist.com/certification.html> or can be obtained at the SCGHD. Prior to the installation of a HSTS, a **Site Review** must be conducted by the SCGHD and a **Septic Permit** must be purchased. Additional information on the above topics can be found on the informational sheets entitled SCGHD Review Requirements for a Proposed New Subdivision and/or Lot(s) for Residential Use and Guide to Home Sewage Treatment System Site Review & Permit Requirements obtained locally by contacting the SCGHD at 71 S. Washington St., Suite 1102, Tiffin, OH 44883, or by phone (419) 447-3691 or 1-800-698-3691, Monday-Friday 8:30-4:30.
- D. If drainage outlet involves a roadside ditch, a "Work in the Right-of-Way" permit must be issued by the Seneca County Engineer (see VI below) before the Health District will issue a permit to install a septic system.

IV. WATER SOURCE

- A. Is property serviced by a commercial water source? ___Yes ___No If no, see (C) below.
- B. Is a water well contemplated? ___Yes ___No, If yes, see (C) below.
- C. A permit for a potable water supply system is required from the Seneca County **General Health District*** at the location listed in III-C. A water test is required upon completion of the water supply system.

V. DRAINAGE AND CONSERVATION

- A. Check deed for drainage easements and restrictions.
- B. Contact the **Seneca Soil and Water Conservation District*** at 3140 S. SR 100, Tiffin, Ohio, 44883 or call (419) 447-7073 for surface and subsurface drainage along with soils information.

VI. HIGHWAY ACCESS PERMIT

- A. If a new or improved drive is needed to access the property and/or drainage involves a roadside ditch, contact the **Seneca County Engineer***, 3300 S TR 151, Tiffin, Ohio, 44883 or call (419) 447-1011 for county or township roads. For City Streets, contact the respective City Engineer of Tiffin (448-5425) or Fostoria (435-8243). For State Roads contact O.D.O.T District 2, Permits Section, 3390 S SR 100, Tiffin, OH 44883. Phone (419) 447-0967.

VII. FLOOD PLAIN DETERMINATION

- A. Residential facilities are not permitted in Flood Plains identified on the Federal Emergence Management Agency (FEMA), Flood Insurance Maps
- B. Obtain determination of flood plain location from the **Seneca Soil and Water Conservation District***, 3140 S. SR 100, Tiffin, Ohio, 44883 or call (419) 447-7073. If located within incorporated areas of the county, contact the respective City or Village.

VIII. ZONING (Adams, Clinton, Eden, Hopewell, Jackson, Pleasant and Scipio Townships)

- A. Is this property zoned? ___Yes ___No. If YES, obtain the following information from the above entity's inspector.
Existing Use _____
Present Zoning District _____
Proposed Use _____
Proposed Use Zoning District _____
- B. Has change of zoning been requested for proposed use? ___Yes ___No
- C. If a change of zoning district is needed contact the entity's Zoning Inspector

IX. CONVEYANCE STANDARDS/TAX MAP OFFICE

- A. Conduct a preliminary review of the existing deed.
New splits must meet Conveyance Standards. (These standards are also available on the web site listed above.)
- B. Contact the **Tax Map Office***, located on the second floor of the RTA Building, 109 S. Washington St., Tiffin, Ohio, 44883.

X. ADDRESS OF NEW PARCEL

- A. An address will have to be obtained, if it is new. Go to the Seneca County Auditor's Office at 109 S Washington St # 2206, Tiffin, Ohio, 44883 or email addressing@senecacountyohio.gov. Please provide a copy of the survey and driveway permit, if applicable. The address will be entered into the countywide address system at this time, and you will receive an Official Notification of Address. (Contact the respective City or Village if located within the incorporated areas of the county.)