



**Public Health**  
Prevent. Promote. Protect.

# **HOCKING COUNTY HEALTH DEPARTMENT**

**350 State Route 664 North ~ Logan, Ohio 43138**  
**Phone 740-385-3030 Fax 740-385-2252**

## **PROPERTY SPLIT REQUEST**

### CONTACT INFORMATION:

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

### LOCATION OF PROPERTY SPLIT:

Address or Road Name: \_\_\_\_\_

Township: \_\_\_\_\_ Section: \_\_\_\_\_

Are the property lines flagged? ☐ Yes ☐ No

If lines are not flagged, please call this office when they have been flagged.

Is there an existing dwelling on the property? ☐ Yes ☐ No

Directions to property:

The property split approval fee is \$125. Please make checks payable to the Hocking County Health Department. An aerial map of the property with topographic and proposed lot lines is also required. Maps may be obtained at the Map & Drafting Office at the Courthouse in Logan or you can contact them at 740-385-8546.

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### **OFFICE USE ONLY**

Receipt #: \_\_\_\_\_ Permit #: \_\_\_\_\_ Date: \_\_\_\_\_ Amt. Paid: \$ \_\_\_\_\_

Comments:

# CHECKLIST FOR SPLITTING PROPERTY IN HOCKING COUNTY

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## PRELIMINARY REGIONAL PLANNING OFFICE REVIEW

Though not required, it's highly recommended that the landowner and/or their surveyor first consult with the County Planner to review the proposed split. The Planner will determine if the split complies with the Hocking County split requirements/subdivision regulations or if changes are needed. The Planner will also determine if road frontage/driveway approval, Health Department approval, Planning Commission approval or variances are required.

### **Hocking County Regional Planning Office**

93 West Hunter Street, Logan, Ohio 43138 (corner of Hunter Street and Spring Street)

Phone: 740-380-9634

Website: [www.co.hocking.oh.us/regionalplanning](http://www.co.hocking.oh.us/regionalplanning)

## SURVEY APPROVAL

All surveys and subdivisions are checked for compliance with the State of Ohio and Hocking County survey standards and stamped "APPROVED MATHEMATICALLY".

### **Hocking County Mapping & Drafting Department**

1 East Main Street, Logan, Ohio 43138 (2nd Floor Courthouse, corner of Main Street and Market Street)

Phone: 740-385-8546

Website: [www.co.hocking.oh.us/maps](http://www.co.hocking.oh.us/maps)

## ROAD FRONTAGE / PRELIMINARY DRIVEWAY APPROVAL (if applicable)

The road frontage of the tract being split and the remaining tract are inspected and a permit approved by the political subdivision who has jurisdiction over the road to ensure a driveway can be constructed on the tracts in the future.

**Township Roads** – Township Trustees (see the website below for a list of the Trustees)

Website for permit & information: [www.co.hocking.oh.us/PublicMaps/index.php?dir=DRIVEWAY+PERMIT%2F](http://www.co.hocking.oh.us/PublicMaps/index.php?dir=DRIVEWAY+PERMIT%2F)

**County Roads** – Hocking County Engineer's Office, Highway Garage

1286 California Avenue, Logan, Ohio 43138 (North of Fairgrounds)

Phone: 740-385-8543

Website: [www.hockingcountyengineer.com/driveway-information](http://www.hockingcountyengineer.com/driveway-information)

**State Roads** - Ohio Department of Transportation, Highway Garage

13176 State Route 664 South, Logan, Ohio 43138 (behind the Welcome Center)

Phone: 740-568-4340

Website: [www.dot.state.oh.us/districts/D10/d10planning/Right\\_of\\_Way\\_Permits/Pages/default.aspx](http://www.dot.state.oh.us/districts/D10/d10planning/Right_of_Way_Permits/Pages/default.aspx)

## HEALTH DEPARTMENT APPROVAL (if applicable)

Splits less than 5 acres require Health Department approval to ensure a sewage treatment system can be installed in the future on the split and remaining tract. The survey is stamped approved.

### **Hocking County Health Department, Environmental Division**

350 State Route 664 North, Logan, Ohio 43138 (corner of State Route 664 and 3rd Street, toward the Hospital)

Phone: 740-385-3030 ext. 2

Website: [www.hockingcountyhealthdepartment.com/property-split-subvision.html](http://www.hockingcountyhealthdepartment.com/property-split-subvision.html)

## REGIONAL PLANNING OFFICE DEED SPLIT APPROVAL

The Planner reviews the deed along with all other required approvals and permits for compliance with the Hocking County split requirements/subdivision regulations. The deed is stamped approved.

### **Hocking County Regional Planning Office**

93 West Hunter Street, Logan, Ohio 43138 (corner of Hunter Street and Spring Street)

Phone: 740-380-9634

Website: [www.co.hocking.oh.us/regionalplanning](http://www.co.hocking.oh.us/regionalplanning)

## DEED APPROVAL

Deed is checked for compliance with the Hocking County conveyance requirements and stamped "APPROVED FOR TRANSFER" (preliminary approval is recommended before the owner signs the deed).

### **Hocking County Mapping & Drafting Department**

1 East Main Street, Logan, Ohio 43138 (2nd Floor Courthouse, corner of Main Street and Market Street)

Phone: 740-385-8546

Website: [www.co.hocking.oh.us/maps](http://www.co.hocking.oh.us/maps)

## DEED TRANSFERRED

Property is transferred on the County Auditor's real estate tax records and the deed is stamped "TRANSFERRED".

### **Hocking County Auditor's Office, Real Estate Department**

1 East Main Street, Logan, Ohio 43138 (2nd Floor Courthouse, corner of Main Street and Market Street)

Phone: 740-385-2127

Website: [www.co.hocking.oh.us/auditor/Real-Estate](http://www.co.hocking.oh.us/auditor/Real-Estate)

## DEED RECORDED

Deed is stamped with volume and page numbers, scanned, and filed for public record.

### **Hocking County Recorder's Office**

1 East Main Street, Logan, Ohio 43138 (1st Floor Courthouse, corner of Main Street and Market Street)

Phone: 740-385-2031

Website: [www.co.hocking.oh.us/recorder](http://www.co.hocking.oh.us/recorder)