Pickaway County Regional Planning Commission
Court House, 207 South Court Street
Circleville, Ohio 43113
phone 740.474.1764
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www.pickaway.org

Lot split requirements for Pickaway County

Minor subdivisions, also known as lot splits, of 5.000 acres or less, involving five lots or less along an existing road or street, and not involving the widening or extension of a road or street, may be approved by the Pickaway County Regional Planning Commission without submitting a final plat. This checklist is to be considered as a convenience for securing the necessary approvals required for a minor subdivision, but is not a limitation to those requirements. The Pickaway County subdivision regulations are available in published form and apply to all subdivisions in unincorporated areas of Pickaway County. DO NOT schedule your closing until you are certain that all of the necessary permits and approvals have been obtained.

- ☐ **TOWNSHIP ZONING APPROVAL**: Contact the township zoning inspector in the township where the proposed subdivision is located. Written approval for the subdivision must be indicated on the deed or plat.

- ☐ **BOARD OF HEALTH APPROVAL**: Contact the Pickaway County Board of Health at 740-477-9665 for a site evaluation. A copy of the site evaluation or a letter from the Board of Health indicating approval of the proposed subdivision is required. It is recommended that you contact the Health Department approval before hiring a surveyor.

- ☐ **SURVEY PLAT**: The plat must accurately describe the tract, and include, but not limited to; county, township, range, section, Virginia Military Survey District, deed record volume and page, existing rights-of-way and easements, at a scale of not more than 100 feet to the inch. A vicinity, or location, map must be drawn showing the entire original parcel and where the new tract is located. The survey drawing shall show the names of owners of landowners abutting the site. The survey plat and legal description must meet the Pickaway County Auditor and Engineer Conveyance Policy Standards.

- ☐ **FRONTAGE AND LOT SIZE**: Subdivision lots must meet minimum standards for public highway frontage, lot area, and frontage-to-depth ratio. Contact your zoning official and county planning commission to ensure that you comply with township and county requirements.

- ☐ **PRIOR LOT SPLITS**: A tract (as existing in 1972) of land may be subdivided into a maximum of four (4) splits (excluding the remaining parcel) without filing a subdivision plat with the Planning Commission. Contact the Pickaway County Engineer & Auditor to determine prior divisions of land.

- ☐ **HIGHWAY EASEMENT**: An easement for highway and utility purposes is required. The easement is typically for 35 feet in width from the center of the pavement property line and parallel with all highway frontage of the lot split.

- ☐ **FLOOD ZONE**: Lot development and building construction in flood zones may be restricted or prohibited. Contact the Emergency Management Agency & Flood Plain Permit Administrator, rear of 139 West Franklin Street, Circleville, Ohio, phone 740-477-1165, fax 740-420-0090 for information.

- ☐ **LOT DENSITY**: Pickaway County Subdivision Regulations prohibit lot density of greater than twenty (20) lots per two thousand (2000) linear feet of roadway or twenty (20) lots within a 575 foot radius, unless a central sanitary sewage facility is utilized.

- ☐ **DRIVEWAY PERMIT REQUIRED FOR STATE & FEDERAL HIGHWAYS**: You must obtain a driveway permit for any subdivision lot created on a state highway. Contact the Ohio Department of Transportation, 150 Highland Avenue, Circleville, Ohio, 740-477-3371.