

CONTACT INFORMATION

Clark Cty Community & Economic Dev.

Springview Government Center
3130 East Main Street, Suite 1A
Springfield, OH 45505
937-521-2186
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 45505
937-521-3880
Fax: 937-328-2621
Email: jbest@clarkcountyohio.gov
Website: www.clarkswcd.com

ODOT, District 7

Doug Clark
1001 Saint Marys Avenue
Sidney, OH 45365
937-497-6904
doug.clark@dot.ohio.gov

Tax Map Office

{ temporary location }
14 E. Main Street (Bushnell Building)
Springfield, OH 45502
937-521-1820
Fax: 937-328-2701
Email: taxmap@clarkcountyohio.gov

Clark County Auditor and Clark County Recorder

{ temporary location }
14 E. Main Street
Springfield, OH 45502

TOWNSHIP ZONING OFFICERS

German Township Zoning Officer

George Degenhart
3940 Lawrenceville Drive
Springfield, OH 45504
(o) 937-964-1661; (c) 937-605-3220
Fax: 937-964-1671

Pike Township Zoning Officer

Jason Bishop
11766 Troy Road
New Carlisle, OH 45344
(o) 937-964-8186; (c) 937-925-3419
Fax: 937-964-8328

Pleasant Township Zoning Officer

Jack Remley
7 West Pleasant Street
Catawba, OH 43010
(o) 937-828-1917; (c) 937-925-1937
Fax: 937-828-1427

Springfield Township Zoning

Administered by:
Clark County Community and
Economic Development

Clark County Community and Economic Development

Lotsplit, Lotsplit / Attachment, and Land Division

This brochure outlines the procedures for
submission and approval of Lotsplits within the
unincorporated areas of Clark County, Ohio

For Lotsplit/Attachment or Land Division,
contact Community and Economic Development
to review requirements.



www.clarkcountyohio.gov

October 2019

The following information is to assist in obtaining a Lotsplit under the Clark County Subdivision Regulations. Lotsplits need to comply with the following standards:

- ✓ Only 4 lots are allowed from the original parcel, defined as of 1-1-2007.
- ✓ Lots must have frontage on a public road.
- ✓ Lots must meet zoning requirements plus Thoroughfare Plan right-of-way.
- ✓ Lots shall meet the requirements of the Clark County Combined Health District or Ohio EPA unless connected to a public utility.
- ✓ Lots shall have safe and adequate roadway access as determined by the Clark County Engineer or by ODOT District 7 in the case of a State or Federal highway.

Phase 1. Preliminary Review

- 1-a. Contact Community Development to review basic requirements. Maps can be created to help illustrate your proposal to other agencies.
- 1-b. For German, Pike & Pleasant townships: Check with the township's zoning officer for zoning requirements
- 1-c. For on-site utilities, Contact the Clark County Combined Health District.
If public utilities, contact the appropriate utility provider.
- 1-d. Contact the Clark County Engineer Department regarding safe & adequate roadway access and roadside drainage.
If property is located on a State/Federal highway, contact ODOT District 7 office.

Proceed to Phase 2 Only After you obtain favorable preliminary review from the above Phases 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 written legal descriptions of the new lot(s) and road right-of-way easement if required. A topo drawing may also be required.
- 2-b. The surveyor takes the survey drawing and legal description(s) to the Tax Map Department for review.
- 2-c. Hire an attorney to prepare the necessary deed(s) for the new lot(s), and if applicable, for the road right-of-way easement.

Phase 3. Final Steps

- 3-a. Complete the Lotsplit Application. Submit the completed Lotsplit Application with all required documents to Community and Economic Development for final approval.
[Lotsplit Application](#)
- 3-b. You or your attorney will be notified when your deed(s) and legal description(s) are approved and ready for pick up. For true Lotsplits, there is a fee of \$50 per new lot.
- 3-c. Take the deed(s) and legal description(s) to the Tax Map Office and then to the Clark County Auditor's Office to transfer the lot(s) to the new owner(s).
- 3-d. Take the documents to the Clark County Recorder's Office to be put on record.

SUPPLEMENTAL INFORMATION

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

- Floodplain regulations.
- Airport Zoning Overlay for either the Springfield Beckley Municipal Airport, or the 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 located inside a Village or City are not under the jurisdiction of the Clark County Subdivision Regulations. Contact the appropriate village or city official.