

## 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](mailto:aneimayer@clarkcountyohio.gov)  
Website: [www.clarkcountyohio.gov](http://www.clarkcountyohio.gov)

### Clark County Combined Health District

529 East Home Road  
Springfield, OH 45503  
937-717-2451  
Fax: 390-5625  
Email: [health@ccchd.com](mailto:health@ccchd.com)  
Website: [www.ccchd.com](http://www.ccchd.com)

### Clark County Engineer

4075 Laybourne Road  
Springfield, OH 45505  
937-521-1800  
Fax: 937-328-2473  
Email: [engineer@clarkcountyohio.gov](mailto:engineer@clarkcountyohio.gov)  
Website: [www.clarkcountyohio.gov/engineer](http://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](mailto:jbest@clarkcountyohio.gov)  
Website: [www.clarkswcd.com](http://www.clarkswcd.com)

### ODOT, District 7

Doug Clark  
1001 Saint Marys Avenue  
Sidney, OH 45365  
937-497-6904  
[doug.clark@dot.ohio.gov](mailto:doug.clark@dot.ohio.gov)

### Tax Map Office

A.B. Graham Building  
31 N. Limestone Street  
Springfield, OH 45502  
937-521-1820  
Fax: 937-328-2701  
Email: [taxmap@clarkcountyohio.gov](mailto:taxmap@clarkcountyohio.gov)

### Clark County Auditor and Clark County Recorder

A.B. Graham Building  
31 N. Limestone 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  
OHIO

COMMUNITY & ECONOMIC DEVELOPMENT

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## 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](http://www.clarkcountyohio.gov)

April 2021

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.