

# 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: <https://hocking.oh.gov/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 Engineer's Office**

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

Phone: 740-385-8543

Website: <https://www.hockingcountyengineer.com>

## 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: <https://hocking.oh.gov/PublicMaps/index.php>

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

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

Phone: 740-385-8543

Website: <https://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: <https://www.transportation.ohio.gov/wps/portal/gov/odot/working/permits/row-utility/row-utility>

## 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: <https://www.hockingcountyhealthdepartment.com/HCHD-Property-Splits.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.

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

Phone: 740-380-9634

Website: <https://hocking.oh.gov/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 Department**

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

Phone: 740-385-8546

Website: <https://hocking.oh.gov/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: <https://auditor.hocking.us/>

## 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: <https://hocking.oh.gov/recorder/>