



## Putnam County Building Process

When an individual is looking to build, there are many steps that need to be taken while working with multiple agencies. So, where do you begin... Please remember as you are going through the steps, some may have already been completed before if a new lot was created or if there was an existing dwelling, address, driveway on the property, etc. Included is a checklist to assist the homeowner through the process to ensure that all steps are completed. Below explains what each division/agency can assist you with.

### 1. Health Department:

- a. Site evaluation: (\$350- 2019 fee) Begin the site evaluation process by obtaining a sewage treatment system site evaluation application. You will work with a soil scientist (additional fee), designer (additional fee) and PCHD staff to complete this portion of the process. Please follow the instructions included with the site evaluation application. All parties will work with the applicant to determine if the site is buildable. As part of this process, EH staff will ensure that no sewage treatment system is installed in a flood plain or wetlands. Additionally, almost all sewage treatment systems require a perimeter, curtain tile or engineered drainage to be installed. **The easement, permit or agreement is required to allow you, the homeowner, the legal right to maintain the outlet tile in the future.** Without an agreement, permit or easement, a sewage treatment system permit will not be issued for installation of the system. At this time, work with property owners, township, County Engineer or ODOT to provide any easements or agreements required to have access to discharge water from those tiles.
- b. Sewage Treatment System Permit: (\$499- 2019 fee) Begin the permit process by working with the PCHD and the contractor that will be installing the system. The permit will be issued after all paperwork is complete and returned to PCHD. A copy of the permit will be provided to the applicant and to the contractor listed to install the system. **A sewage treatment system cannot be installed without a permit.**
- c. Private Water System Permit: (\$400 – 2019 fee) Begin the permit process by working with PCHD and the contractor that will be drilling the well, connecting the well to the dwelling or with the contractor that will be digging the pond and installing the disinfection system. The permit will be issued after the application is complete including a detailed drawing, contractors performing work and all contract information, the blue flag placed and a site evaluation performed verifying the drawing and isolation distances. A final inspection will occur and a water sample collected to test for bacteria. **A private water system cannot be installed without a permit.**

### 2. Townships:

- a. Zoning regulations: 12 out of 15 townships are zoned (see contact sheet). If your township is zoned, check with the zoning inspector for any setbacks, for the minimum acreage for a lot and any other valuable information.
- b. **Building permit:** For zoned townships. Provide all required information for the building permit. Check with each township for specific requirements.
- c. **Driveway and/or yard enclosures** on township roads: Check with the township to verify the requirements needed to install a driveway and/or to enclose your yard.
- d. **Written Permission:** If a road tile will be used as the outlet for the sewage treatment system curtain drain or engineered drainage, permission must be obtained from the



## **Putnam County Building Process**

Township for township roads. A copy of this must be provided to the PCHD before a permit will be issued.

- e. Address Signs: A list of the Townships that provide this service are below.
  - i. Monterey Township - \$20
3. Engineer's Office: (properties on county roads)
  - a. Road Tiles: If your sewage treatment system curtain drain or engineered drainage will be connected to a county road tile, an agreement with the Engineer's office is required. A copy of this must be provided to the PCHD before a permit will be issued.
  - b. Driveway and/or yard enclosure permit: When a driveway is being installed off of a county road and/or if your yard is being enclosed a permit is required from the Engineer's office.
4. Planning Commission:
  - a. New Lots: (\$40 fee) When a new lot is being created, it must meet all the requirements of the planning commission, including lot size, dimensions, etc. A copy of the new building lot information is enclosed.
5. ODOT: (properties on state highways)
  - a. Road Tiles: If your sewage treatment system curtain drain or engineered drainage will be connected to a State Route road tile, a permit with ODOT is required. The connection can only occur at the location of the catch basin, no blind t's are permitted. A copy of this must be provided to the PCHD before a permit will be issued. The PCHD will provide a letter to include with the permit application. This letter must be requested by the applicant.
  - b. Driveway and/or yard enclosure permit: When a driveway is being installed off of a State Highway and/or if your yard is being enclosed a permit is required from ODOT.
6. Sheriff's Office:
  - a. Address: 911 dispatch will provide you with the address to your property.
7. Fire Departments:
  - a. Address Signs: A list of fire departments that make the address signs is below.
    - i. Blanchard Township Fire Dept.                      Nike Wentz      419-233-5763
    - ii. Riley Township Fire Dept.
    - iii. Glandorf Fire Dept.
    - iv. Miller City Fire Dept.
    - v. Kalida Fire Dept.
    - vi. Leipsic Fire Dept.
8. Surveyor:
  - a. When creating a new parcel, please work with a surveyor of your choice to perform this service. It is recommended that the survey not be done until your site evaluation for your sewage treatment system and private water system are approved by the Putnam County Health Department.



## *Building Process Checklist for the Homeowner*

- Obtain Building Packet
- Does your lot meet the minimum requirements for Planning Commission? (New lots only)
- Does your parcel have adequate and legal agreements for surface drainage?
- Obtain Site Evaluation Packet from PCHD
- Contact Zoning Inspector, County and/or ODOT for any set backs
- Complete Site Evaluation Packet and return to PCHD
- Contact Soil Scientist to schedule soil evaluation (list included in Site Evaluation Packet)
- Contact PCHD with scheduled date of soil evaluation
- Soil evaluation and site evaluation performed
- Contact Surveyor to begin discussion on creating lot, if needed.
- Determine if easements or agreements for STS drainage are required
- Have a designer design the Sewage Treatment System and submit to PCHD for review
- Obtain easement or agreement and provide to PCHD if needed
- PCHD provides approval of site
- Sewage Treatment System Permit application provided to applicant
- Work with Township, County Engineer or ODOT for driveway and/or yard enclosure requirements
- Record Plat, for new lots
- Acquire address from Sheriff's office
- Obtain green sign with address
- Return Sewage Treatment System (STS) permit application to PCHD with all required documents
- Return Private Water System (PWS) permit application to PCHD with all required documents
- Permits issued by PCHD
- Building permit requested, if applicable
- Building permit issued by Township, if applicable





## Township Zoning Requirements

### Blanchard Twp: No permit (un-zoned)

- 1 acre minimum
- Written permission from township to connect any tile to road tiles

### Greensburg: \$50 permit dwelling/\$65 for outbuildings

- 1 acre minimum
- If there's a pond, 1 acre + pond area minimum
- 60 foot setback from road center
- No connection to road tiles

### Jackson Twp: \$75 permit fee

- Building permit required
- 2 acre minimum
- No connection to road tiles for sewage drainage or sump pumps
- Only downspouts and pond overflows can connect to road tiles
- Pond permit is required

### Jennings Twp: \$25 permit fee

- 1 acre minimum & depth no more than 3x the width
- If there's a pond, 1 acre + pond area minimum
- Pond requires a permit
- Building permit required
- No connection to road tiles
- Minimum 1100 sq ft for mobile homes

### Liberty Twp: \$50 permit fee

- 1 acre minimum
- If a pond is planned 1 acre + pond size
- Written permission from township to connect to township road tile

### Monroe Twp: \$50 permit fee

- 1 acre minimum
- 1 acre + pond size if a pond is planned
- Contact township for yard enclosure and driveways
- Written permission from township to connect to township road tile

### Monterey Twp: \$50 permit fee

- Building permit required
- Pond must meet PCHD & State requirements
- Mobile homes permitted, but may not be more than 15 yrs old
- 1 acre minimum
- No connection to road tiles

### Ottawa Twp: \$50 permit fee

- 1 acre minimum, 2 acres if a pond is planned for A-1 districts
- 1 acre minimum in a R-1 district
- No mobile homes
- No connection to road tiles

### Palmer Twp: \$50 permit fee

- Mobile homes, trailers, or trailer coaches are not permitted, Aug. 25, 2005
- Building permit required
- Zoning commission review/approval for ponds
- 1 acre minimum in a R-1 district
- 1 acre minimum in an A-1 district
- 2 acre minimum if a pond is planned in a A-1 district
- Written permission from township to connect to township road tile or cut through road

### Perry Twp: \$50 permit fee

- Building permit required
- 1 acre minimum in an A-1 district, 2 acres
- if a pond is planned 1 acre minimum in a R-1 district
- No mobile homes
- No connection to road tiles

### Pleasant Twp: \$25 permit fee

- \$75 variance fee
- 1 acre minimum
- No connection to road tiles

### Riley Twp: No permit (un-zoned)

- 1 acre minimum
- Contact Township for yard enclosure and driveways
- No connection to road tiles

### Sugar Creek Twp: No permit (un-zoned)

- 1 acre minimum
- 2 acres minimum if a pond is planned
- Written permission from township to connect to township road tile

### Union Twp: \$50 permit fee

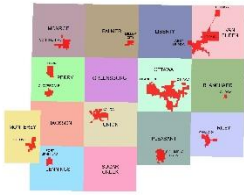
- Building permit required
- 1 acre + pond size minimum in an A-1 district
- 1 acre minimum in a R-1 district
- Zoning commission review/approval for ponds
- No connection to road tiles

### Van Buren Twp: \$50 permit fee and up

- Building permit required
- 2 acre minimum
- No Mobile homes
- No connection to road tiles

# AGENCY CONTACT INFORMATION

<p><b>Putnam County Health Department</b>  Environmental Health Division  256 E. Williamstown Rd., Ottawa, OH 45875  419-523-5608</p>	<p><b>Putnam County Engineer's Office</b>  Mike Lenhart – Engineer  245 E. Main St., Suite 205, Ottawa, OH 45875  419-523-6931</p>
<p><b>Planning Commission</b>  Greg Luersman  245 E. Main St., Ottawa, OH 45875  419-523-8715</p>	<p><b>Putnam County Sheriff's Office</b>  Brad Brubaker  1035 Heritage Trail, Ottawa, OH 45875  419-523-3208</p>
<p><b>Ohio Department of Transportation (ODOT)</b>  Paul Lehman  617 11<sup>th</sup> St., Ottawa, OH 45875  419-523-3750</p>	<p><b>Blanchard Township – Not Zoned</b>   11063 Rd 3, Ottawa, OH 45875  419-456-3212</p>
<p><b>Greensburg Township – Zoned</b>  Roger Schroeder - Zoning Inspector 419-396-7028  14992 Rd J, Ottawa, OH 45875  419-538-6798</p>	<p><b>Jackson Township – Zoned</b>  Todd Miller - Zoning Inspector 419-236-6398  19739 SR 224, Ft. Jennings, OH 45844  419-532-3915</p>
<p><b>Jennings Township – Zoned</b>  Ken Beam - Zoning Inspector 419-231-4781, 419-615-0441  380 Water St., Ft. Jennings, OH 45844  419-286-2417</p>	<p><b>Liberty Township – Zoned</b>  Peg Niese - Zoning Inspector 419-876-3456  Corner Rds. D &amp; 9D, Leipsic  419-303-1702</p>
<p><b>Monroe Township – Zoned</b>  Larry Mansfield - Zoning Inspector 419-796-9652  3914 SR 634, Continental, OH 45831  419-596-3894</p>	<p><b>Monterey Township – Zoned</b>  Dan Landin - Zoning Inspector 419-615-7594  110 Monterey St., Ottoville, OH 45876  419-453-3660</p>
<p><b>Ottawa Township – Zoned</b>  Tim Collett - Zoning Inspector 419-615-8950  W Fifth St., Ottawa, OH 45875  419-523-6214</p>	<p><b>Palmer Township – Zoned</b>  Eugene Verhoff - Zoning Inspector 419-236-2846  Corners of SR 108 and Rd. E  419-796-9197 Roger Niese</p>
<p><b>Perry Township – Zoned</b>  Harold Kahle - Zoning Inspector 419-230-5244  500 E. Maple St., Dupont, OH 45837  419-596-3287</p>	<p><b>Pleasant Township – Zoned</b>  Mike Kohls - Zoning Inspector 419-659-2064  214 W Sycamore St., Columbus Grove, OH 45830  419-659-2834</p>
<p><b>Riley Township – Not Zoned</b>   102 E Monroe St., Pandora, OH 45877  419-303-4698</p>	<p><b>Sugar Creek Township – Not Zoned</b>   115 W Findlay St., Vaughnsville, OH 45893  419-646-3440</p>
<p><b>Union Township – Zoned</b>  Al Fortman- Zoning Inspector 419-202-4365  104 W. Plum St., Kalida, OH 45853  419-532-3800</p>	<p><b>Van Buren Township – Zoned</b>  Carroll McDaniel - Zoning Inspector 419-236-8115  5695 SR 613, Leipsic, OH 45856  419-943-2857</p>



## PUTNAM COUNTY PLANNING COMMISSION

*Greg Luersman - Planning Commission Coordinator*  
245 East Main Street Ottawa, OH 45875-1968  
Phone 419-523-8715  
[greg.luersman@putnamcountyohio.gov](mailto:greg.luersman@putnamcountyohio.gov)

### Lot Size/Split Survey Requirements

#### 1. Minimum Lot Size

- a. Most townships require a minimum lot size of 1 acre.
- b. Ponds must be additional to the acre.
- c. Jackson and Van Buren require 2 acre minimums.
- d. Septic requirements may cause an increase in minimum lot size

#### 2. Road Frontage

- a. Minimum of 150 ft road frontage

#### 3. Depth Ratio of 3:1

- a. Depth of lot cannot be more than 3 times than it is wide.

#### 4. Lot Split Requirements

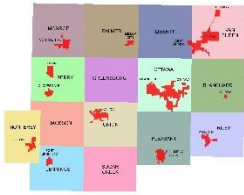
- a. New building lot
  - i. All lots must meet lot size requirements.
  - ii. New lots can be split from the original parcel 4 times with the 5<sup>th</sup> parcel being the remainder.
  - iii. The start year for which all parcels can be split from is 1991.
- b. Splitting off an existing dwelling
  - i. Must meet new building lot requirements unless dwelling is built prior to 1997. If built prior to 1997, then not counted as a lot split.
- c. Enlarging a lot
  - i. If lot doesn't meet new building requirements or is labeled non development, then it is not considered a lot split.

#### 5. Signatures on a plat survey – in order

- a. Current land owner with notary
- b. Health Dept.
  - i. Always contact the health dept. before having any survey done.
- c. Township Trustees – unzoned will have Commissioners signature
- d. Planning Commission – will hold survey for 10 days
- e. Tax Map – will be obtained when survey is with the planning commission.

#### 6. Recording survey

- a. Parcel creation at the Auditor's office.
- b. Record plat at the Recorders office.
- c. If transferring ownership, a new deed will need to be created and recorded.



## PUTNAM COUNTY PLANNING COMMISSION

*Greg Luersman - Planning Commission Coordinator*  
245 East Main Street Ottawa, OH 45875-1968  
Phone 419-523-8715  
[greg.luersman@putnamcountyohio.gov](mailto:greg.luersman@putnamcountyohio.gov)

### New Construction Guide

**1. Find a location where you want to build you new home.**

**2. Contact Local Representative**

If located within a village corporation, contact your local village official to determine if the lot is buildable and to acquire all necessary zoning information such as set-backs.

If located in the township, contact the planning commission to make sure you can meet the lot split, lot size and floodplain requirements. (419-523-8715)

**3. Contact the Health Department – Environmental Health Division (419-523-5608)**

Follow all necessary steps as required by the department to obtain a septic and water supply permit.

Develop a site plan showing the proposed location of the house, septic, water supply, driveway, pools, ponds and any other planned structures.

**4. Obtain an address**

Contact the 911 Coordinator to obtain an address (419-523-3208)

**5. Contact a Registered Professional Surveyor**

This step needs to be done if the home needs to have a lot split off from a larger parcel.

**5a. Obtain signatures on plat received from surveyor.**

Obtain the owner's signature with a notary along with the township trustees and the health department signatures (make an appointment with the health dept.). If located in Blanchard, Riley or Sugar Creek Township trustees' signatures are not required.

Submit plat to planning commission to receive the rest of the signatures. (10 day process)

Have the plat transferred and recorded.

**6. Final Step**

Make sure to contact the village or township on building codes and regulations. Have a contractor lined up to do the site work and home construction.