

Sewage System Soil and Lot Evaluation:

1. Provide Health Department with a tax map (Portage County Administration Building, 3rd Floor - Tax Map Department - \$2.00) of the parcel or if it is a proposed property split -a map showing the split proposal. (This may be hand drawn on the tax map.) The tax map will be kept by the Health Department.
2. An application must be completed at the Health Department office during the hours of 8:00 AM – 4:00 PM, Monday through Friday. You must know the present owner's name, complete mailing address and phone number; the proposed buyer's name (if applicable), complete mailing address and phone number.
3. Health Department field personnel will review the map and application the day after the application is submitted and will contact the applicant to advise of the next step in the process.
4. After being contacted by Health Department personnel, pay the current lot evaluation fee and mark all four (4) corners of the lot with tall stakes and flags prior to the Health Department's site inspection. Additional stakes and flags along the property lines will be helpful if the corner flags are not visible from one to the other.

For proposed property splits for individual lots, our lot evaluation can and should be done BEFORE the lot survey is done, as long as you can stake and flag the approximate (within a few feet of) locations of the proposed corners and property lines. Doing this could save the extra surveyor's fee if a lot size or shape change is necessary in order to make the lot acceptable.

However, all lots and road center lines for a proposed multi-lot subdivision must be professionally surveyed and staked and the plat map showing topographic lines must be provided before any site evaluation at such a development can be scheduled. Also, no subdivision application can be accepted until the OEPA has reviewed the site for the possible use of a central sewage treatment plant and ruled that option out. This department has OEPA applications available.

5. If so advised by the Health Department, have a certified professional soil scientist evaluate the soils on at least .75 acre of the lot. If there are areas that we will deem not useable due to poor soil qualities, wetlands, steep slopes, easements, etc., the soil scientist should evaluate a large enough area to confirm that there is .75 acre of useable soil that shall be dedicated to wastewater treatment. The soil characteristics should be recorded on a Site and Soil Evaluation Form for each test hole and a map should be made showing the test hole locations and the boundaries of each soil type.

A list of certified soil professionals in Ohio is available on the [Applications & Forms](#) page, here:

[Professional Soil Scientists List](#)

6. After the lot evaluation is completed, you will receive a letter explaining the outcome. Results of the evaluation are kept on file in the Health Department. Evaluations are only valid for one year. If no permit is obtained in that year, a re-evaluation inspection will be required, for which there is another fee.