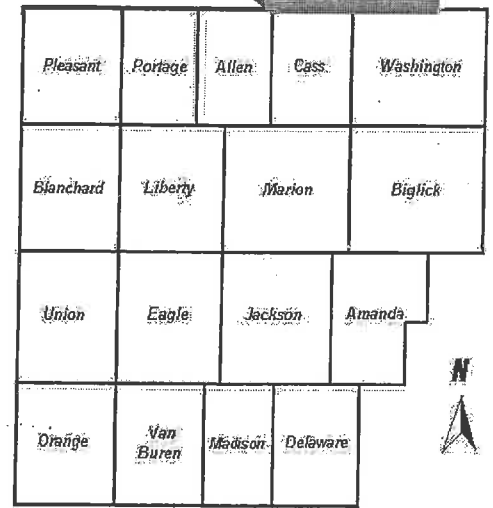
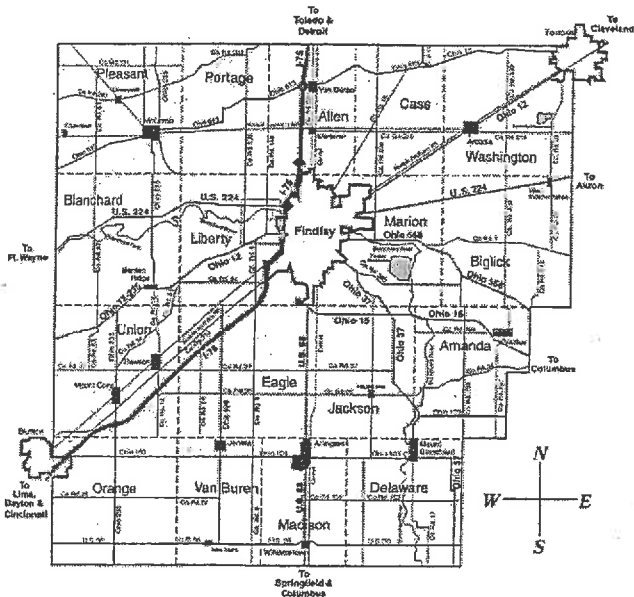
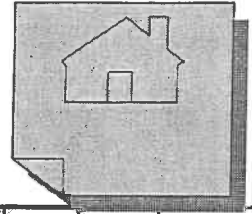




PREPARING TO BUILD IN HANCOCK COUNTY:

How To:



1. Select potential home site.
2. If applicable, obtain local zoning regulations, as well as, information on building permits, minimum lot size, etc.
3. Obtain an application for a sewage disposal system from the Hancock County Health Department. There is a fee for this service.

Site Evaluation

Purpose:

- a) Determine if a given location is suitable for a sewage disposal system.
- b) Determine what type of sewage disposal system can be used and also where it will be located.

4. Obtain any planning approval needed for site through Hancock County Regional Planning Commission.

Application for Minor Subdivision

Purpose:

To assure the Regional Planning Commission that all of the necessary measures have been taken regarding the further development of this parcel. Allows Regional Planning to stamp the deed for approval to be recorded at the Recorder's Office in the Courthouse.

This form is required for all building lots under five (5) acres in size. Form can be picked up at the Regional Planning Commission office.

- Requires signatures from the following departments:

- _____ Hancock County Health Department: Verifies that a primary and replacement sewage disposal system can be located on the parcel in question.
- _____ Driveway Permit Issuer: States the parcel in question has been approved for a driveway. See Item 6.
- _____ Zoning Officer: Verifies the parcel in question will abide by all zoning regulations in that township or village. This signature is only required in townships and villages where zoning laws are currently enforced. A list of these areas can be obtained from the Health Department, Regional Planning Office, or County Engineer's Office.

5. Obtain your new address from the Regional Planning Commission.
6. Obtain approval to install a driveway from a public road to the given parcel. The driveway permit is issued based on your location in Hancock County. No fee accompanies this permit.

Driveway Permit

- Purpose:**
- a) Ensure the safety of the proposed location of the driveway from hills, blind spots, curves, etc.
 - b) Ensure the proper size of tile is used beneath the driveway; this is based on the amount of water a given ditch carries.

Driveway permits are issued by the following departments:

- Hancock County Engineer
1900 Lima Ave., Findlay, OH. Telephone 419-424-7433
Contact them if your driveway will connect with a County Rd. or a Township Rd.

- Ohio Department of Transportation (O.D.O.T.)
1645 Lima Ave., Findlay, OH. Telephone 419-422-2451
Contact them if your driveway will connect with any State Route.

Note: Have the driveway permit issuer sign the Application for Minor Subdivision form in the process of getting the driveway permit.

7. Have the property surveyed.
8. Obtain a building permit from the local zoning official. A permit fee accompanies this service. If no zoning exists, report the construction to the County Auditor.
9. Obtain a **sewage disposal system installation permit** prior to installation from the Hancock County Health Department. There is a permit fee for this service.
10. Obtain a **private water system permit** prior to its installation from the Hancock County Health Department. A permit fee accompanies this service.



Hancock County Health Department:
Telephone: 419-424-7869 Fax: 419-424-7872
209 W. Main Cross St., Suite 101
Findlay, OH 45840

Updated 03/03