



Public Health
Prevent. Promote. Protect.

Fairfield Department of Health
Environmental Division

Requirements for subdividing land in Fairfield County

When seeking to subdivide lots in Fairfield County, several agencies will be involved:

- 1) Fairfield Department of Health
- 2) Fairfield County Regional Planning
- 3) Fairfield County Engineer's Office
- 4) Fairfield County Soil and Water Conservation District
- 5) The Township with jurisdiction over the parcel to be split (if zoned)

Each of the above-mentioned agencies will need to sign what are known as “blue sheets” before a lot can be officially split, parcel lines changed and new lots deeded. These “blue sheets” can be obtained from the Fairfield County Map Room, which is located at the Fairfield County Courthouse on the first floor. Fairfield County Regional Planning will also require a lot split application to be obtained from their office prior to the split.

Ensuring a lot is “buildable:”

Any newly created lot under 5.01 acres and not located where public water and sewer is accessible, is required to be evaluated by the Fairfield Department of Health prior to being split. However, it is recommended that **ALL** lots be evaluated to ensure they can support an on-site sewage treatment system and a well. To have a split evaluated by the Fairfield Department of Health there are specific requirements:

- 1) Have the soil of the parcel to be split tested by a certified soil evaluator. A list of soil evaluators who work in Fairfield County can be obtained from the Fairfield Department of Health Environmental Office. The soil evaluator should test appropriate areas for both a primary area for a sewage treatment system and a secondary (or reserve) site. If an existing house is part of a parcel to be split, testing of a reserve site for the existing residence will also be required. Once obtained, the soil report does not expire unless the area tested is disturbed or further split.
- 2) Obtain a subdivision permit application from the Fairfield Department of Health Environmental Office. The report obtained from the soil evaluator should be attached to the application. The Health Department will use the soil report to evaluate the feasibility of installing an on-site sewage treatment system and well as well as any limitations encountered. Once the Health Department approves the split, the approval is valid for one year.

After the “blue sheets” are signed:

Once a parcel has been split and each newly created parcel deeded, there is nothing more that is required until the owner of the new parcel wishes to build on the site. Before building on a vacant parcel, the following should occur:

- 1) Obtain sewage and well permit applications from the Health Department's Environmental Office. A copy of the soil report should be attached to the sewage application. This permit, once issued, is only valid for one year from date of issuance and should only be obtained if the owner will actually be building within the coming year.
- 2) Obtain plumbing permits for any newly constructed residence. No house construction, installation of the sewage treatment system, or drilling of the well should occur prior to the issuance of the sewage, well and plumbing permits.