



Ashland County Health Department

Where to get your address if you are building a new home.

Contact Engineer's Office (419) 282-4281 (Establish location of driveway before contacting EMA for Address.)

Contact Ashland County EMA (419) 651-3234 (Request Form attached above if you wish to mail or fax the form.)

Household Sewage System

- ☐ 1. Plan where your new home will be located on the property. **Replacement system skip to #2**
- ☐ 2. Hire a soil consultant to come to the property to take samples. When you receive your soil samples your next step is #3.
- ☐ 3. Hire an STS designer and submit a copy of your soil samples to them. They will come to your property and stake/mark where the sewage system will be. (Do Not remove or move any of the stakes/markers. Then they will send you a copy of your system design.
- ☐ 4. You will now fill out the Sewage Site Review Application entirely.
- ☐ 5. Submit your Sewage Site Review Application along with the following. Copy of soil samples, sewage system design, tax map showing property parameters. (Can be found and printed from auditor's website.) Include payment of \$110.00. Checks made payable to the Ashland County Health Department. Credit Card payments (additional 3% processing fee.) Cash is accepted as well.
- ☐ 6. Wait for a Sewage Site Review Approval Letter. This process can take anywhere from 2-4 weeks or **more** due to weather conditions and territory that Sanitarian is working in.
- ☐ 7. Once you have received your Site Review approval letter you will now take a copy of it to present to your **Township** Zoning Department to acquire your zoning permit. **(Unless this is a replacement system or located in Hanover and or Mohican Township.)**
- ☐ 8. Come into the Health Department (Environmental Health) and bring a copy of your zoning permit, sign and pay for your permit. \$349.00 At this time you will also need to provide who your installer will be. (Make sure they are registered in Ashland County)
- ☐ 9. Now your installer will come in to sign and schedule when they would like to do the sewage installation on your property with a Sewage Sanitarian. (Installer must give 5 business days' notice minimum before scheduling installation.)
- ☐ 10. There will be an inspection on your property after installation has been done of system. **(Installer cannot cover the system until after the Sewage Sanitarian has given their approval of the installation.)**
- ☐ 11. There will be partial letters afterwards sent to you and your installer explaining what is still needed for the Sewage system in paperwork to have its final approval.
- ☐ 12. Homeowners will receive a copy of permit, drawing and final letter stated that the health department has approved your system and a summary of your type of system and how to maintain it. **(Please keep all installation and permit information with final approval for your homes records, also always keep copies of all pumping reports, repairs, or service agreements.)**

First Step -Contact Engineer's Office

Driveway

Engineer's Office

1511 Cleveland Ave.
Ashland, Ohio 44805
Phone: (419) 282-4281
Fax: (419) 282-4328

Office Hours

Monday – Friday
7:30 am -- 4:00 pm

Second Step-Fill out Request Form After Engineer's Office Authorizes you to.

Address Request

110 COTTAGE STREET
2ND FLOOR

ASHLAND OH 44805

Office: 419.282.4272

Fax: 419.289.4133

EMA@ASHLANDCOUNTY.ORG

OFFICE HOURS
MONDAY - FRIDAY
8:00AM - 4:00PM

Director **ANNE STROUTH**

Assistant Director **CINDY LINEHAN**

Ashland County House Number Request Form

The Ashland County house numbering system is based on a grid system. House numbers correspond to a specific grid location determined by where the driveway enters the road. In order to ensure sequential numbering now and in the future it is **extremely** important that the technician be able to accurately identify the **exact** location of the driveway to which the house number will be associated. The recommended identification aid is a stake with the applicant's name on it. Adding colored material increases visibility. With this information in mind, please fill out the request form, providing as much detail as possible.

Applicant Contact Information:

Date: _____

Name: _____ Daytime Phone: _____

Mailing Address: _____

(Street)

(City)

(State)

(Zip)

How should we contact you with the assigned number? _____ Postcard _____ Phone

Location of New Driveway:

Township: _____ Road: _____ Side of Road (N S E W)

Location (Please be as detailed as possible using landmarks, mileage, N, S, E, W, neighbor's addresses, nearest crossroad, etc.):

Driveway site description (Note: changing the location of the driveway will necessitate changing the address): _____

Description of identification aid marking driveway (see recommendation above): _____

Mail or Fax to:

Ashland County EMA Office, 110 Cottage Street, 2nd Floor, Ashland, OH 44805; 419-289-4133

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County use only:

House Number Assigned: _____ Date Assigned: _____