Buying Land &
Building a Home

in Delaware County,
Ohio

Questions to ask and who to contact when buying or building your home.
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This publication is a cooperative development of the following:

Delaware County Commissioners
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Delaware County Engineer

Delaware Soil & Water Conservation District

Delaware County Regional Planning Commission

Delaware General Health District

Del-Co Water Company

Delaware County Code Compliance

Delaware County Sanitary Engineer
NOTES

PURPOSE OF BOOKLET

To assist prospective homebuyers and homebuilders in Delaware County by providing a list of procedures to follow and items to consider when evaluating a lot/building site or selecting land for development. This booklet is meant to serve as a general guide which should lead you to more specific information. It is not intended to serve as a complete list of all information that should be gathered, but should, nevertheless, provide a good start. Home buying and homebuilding should still be treated as caveat emptor, “let the buyer beware.”

KEY TO AGENCIES/ORGANIZATIONS LISTED AS “CONTACTS”

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCCC</td>
<td>Delaware County Code Compliance</td>
</tr>
<tr>
<td>SWCD</td>
<td>Delaware Soil &amp; Water Conservation District</td>
</tr>
<tr>
<td>H</td>
<td>Delaware General Health District</td>
</tr>
<tr>
<td>DelCo</td>
<td>Del-Co Water Company</td>
</tr>
<tr>
<td>M</td>
<td>Municipalities</td>
</tr>
<tr>
<td>ZI</td>
<td>Zoning Inspector</td>
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<tr>
<td>SE</td>
<td>Delaware County Sanitary Engineer</td>
</tr>
<tr>
<td>TT</td>
<td>Township Trustees</td>
</tr>
<tr>
<td>CE</td>
<td>Delaware County Engineer</td>
</tr>
<tr>
<td>CR</td>
<td>Delaware County Recorder</td>
</tr>
<tr>
<td>Atty</td>
<td>Private Attorney</td>
</tr>
<tr>
<td>AUD</td>
<td>Delaware County Auditor</td>
</tr>
<tr>
<td>DCRPC</td>
<td>Delaware County Regional Planning Commission</td>
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<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<tr>
<td>ACOE</td>
<td>Army Corps of Engineers</td>
</tr>
<tr>
<td>PU</td>
<td>Public Utilities</td>
</tr>
<tr>
<td>OUPS</td>
<td>Ohio Utilities Protection Service</td>
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</tbody>
</table>
Planning to Buy or Build?

FOLLOW THESE STEPS TO SUCCESS

1. Weigh the advantages and disadvantages of your potential site and how they will affect your quality of life.

2. Contact the Delaware Soil & Water Conservation District for a custom soils and drainage features map and related information, (740) 368-1921, ext. 4.

3. Contact the Delaware General Health District, (740) 368-1700, about water supply and septic issues. Contact the Delaware County Sanitary Engineer, (740) 833-2240, about sanitary sewer issues.

4. Contact the Delaware County Regional Planning Commission, (740) 833-2260, or the appropriate municipal planning department, to discuss subdivision and development regulations related to your plans.

5. Contact the appropriate township or municipal zoning inspector to be sure you are aware of any zoning and/or regulations that exist.

6. Carefully choose your building contractor as residential construction is regulated in Delaware County.
**CONTACT INFORMATION**

**SCHOOL DISTRICTS**

WESTERVILLE CITY
336 S. Otterbein Avenue
Westerville, OH 43081
(614) 895-6080

HIGHLAND LOCAL
6506 SR 314
Sparta, OH 43350
(419) 768-2206

DUBLIN CITY
7030 Coffman Road
Dublin, OH 43017
(614) 764-5913

CENTERBURG SCHOOLS
175 Union Street
Centerburg, OH 43011
(740) 625-6346

ELGIN LOCAL
4616 Larue Prospect Road W
Marion, OH 43302
(740) 382-1101

DELCO WATER
6658 Olentangy River Road
Delaware, OH 43015
(740) 548-7746
www.delcowater.com

DEL-CO WATER
6658 Olentangy River Road
Delaware, OH 43015
(740) 548-7746
www.delcowater.com

DCCC

**OTHER INFORMATION**

**PUBLIC UTILITIES**

"May not be a complete list"

DEL-CO WATER
6658 Olentangy River Road
Delaware, OH 43015
(740) 548-7746
www.delcowater.com

Ohio Power Hyatts Substation
(740) 369-8366

Natural Gas
Columbia Gas of Ohio, Inc.
1-800-344-4077

Suburban Natural Gas
(740) 548-2450

Telephone
Verizon North
1-800-483-4600

Sprint/United
1-800-407-5411

Ameritech
1-800-660-1000

**SOIL**

- What soil types are found on the property?
  - Contact: SWCD

- What is the suitability of soils for building based on the potential for:
  - Wetness
  - Shrink & swell
  - Ponding
  - Soil slope
  - Sand or gravel pockets
  - Depth to bedrock
  - Permeability
  - Lake or stream level influence
  - Flooding hazard
  - Contact: DCCC

- Does lot surface seem to be free of rock formations that would adversely affect excavation for basement and foundation walls at 6’ below the surface?
  - Contact: SWCD

- Will backfilling with gravel around foundations be necessary to reduce shrink-swell hazard?
  - Contact: DCCC

- During excavation, will topsoil be stockpiled for future use for lawns and final grading?
  - Contact: SWCD

- Is the soil suitable for the establishment of a good lawn and productive garden?
  - Contact: SWCD

- Are approved and/or sufficient outlets available for footer drains (sump pump and/or gravity flow)?
  - Contact: DCCC

- Will surface or subsurface drainage be necessary to handle excess soil wetness?
  - Contact: SWCD

- If you are considering a pond, how might the soils mapped in the area affect pond site development?
  - Contact: SWCD

- Should you consider radon resistant construction for your home?
  - Contact: H/DCCC
## Things to Consider When Purchasing Your Home/Lot

### WATER SUPPLY

<table>
<thead>
<tr>
<th>Question</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is a safe and acceptable water supply obtainable on the lot?</td>
<td>H/DelCo</td>
</tr>
<tr>
<td>Is water available from a public water system or Del-Co? If so, what is the cost of water?</td>
<td>M/DelCo</td>
</tr>
<tr>
<td>Is water pressure and supply adequate for all normal uses? Are there any restrictions on the use of water for swimming pools, washing cars, sprinkling lawns, fire protection, etc.?</td>
<td>M/DelCo</td>
</tr>
<tr>
<td>Are there local zoning ordinances for installation of ponds?</td>
<td>ZI</td>
</tr>
<tr>
<td>If there is no public water system or Del-Co service, is a well drilling permit required before building?</td>
<td>H</td>
</tr>
<tr>
<td>Do neighbors’ wells in the immediate vicinity provide an adequate, safe supply of water?</td>
<td>H</td>
</tr>
<tr>
<td>Will a water softener, iron filter, or other equipment be needed to condition well water prior to its use?</td>
<td>H</td>
</tr>
<tr>
<td>Should a cistern be considered if the lot is located in a low ground water resource producing area?</td>
<td>H</td>
</tr>
<tr>
<td>What are the requirements for connecting to a public water system?</td>
<td>M/DelCo</td>
</tr>
<tr>
<td>Can I have a well and still connect to a public water system?</td>
<td>M/DelCo</td>
</tr>
</tbody>
</table>

### CONTACT INFORMATION

#### COUNTY MUNICIPALITIES

- **ASHLEY, VILLAGE OF**
  - 14 E. High Street
  - Ashley, OH 43003
  - (740) 747-2889

- **COLUMBUS, CITY OF**
  - 90 W. Broad Street
  - Columbus, OH 43215
  - (614) 645-7380

- **DELAFIELD, CITY OF**
  - 1 S. Sandusky Street
  - Delaware, OH 43015
  - (740) 363-1640

- **DELAWARE, CITY OF**
  - 1 S. Sandusky Street
  - Delaware, OH 43015
  - (740) 363-1640

- **GALION, VILLAGE OF**
  - 9 W. Columbus Street
  - Galena, OH 43021-0386
  - (740) 965-2484

- **OSMOTER, VILLAGE OF**
  - PO Box 35, 19 S. Main Street
  - Ostrander, OH 43061
  - (740) 666-3881

- **POWEL, CITY OF**
  - 47 Hall Street
  - Powell, OH 43065
  - (614) 885-5380

- **SUNBURY, VILLAGE OF**
  - 1 Town Square
  - Sunbury, OH 43074
  - (740) 965-2684

- **WESTERVILLE, CITY OF**
  - 21 S. State Street
  - Westerville, OH 43081
  - (614) 901-6400

#### SCHOOL DISTRICTS

- **BIG WALNUT LOCAL**
  - 70 N. Walnut Street
  - Galena, OH 43021
  - (740) 965-3010

- **DELAWARE CITY**
  - 248 N. Washington Street
  - Delaware, OH 43015
  - (740) 833-1100

- **BUCKEYE VALLEY LOCAL**
  - 679 Coover Road
  - Delaware, OH 43015
  - (740) 369-8735

- **OLENTANGY LOCAL**
  - 814 Shanahan Road, Suite 100
  - Lewis Center, OH 43035
  - (740) 657-4000

*Continued on Next Page*
CONTACT INFORMATION

COUNTY AGENCIES

REGIONAL PLANNING
109 N. Sandusky Street
Delaware, OH 43015
(740) 833-2260
www.dcrpc.org

SOIL & WATER CONSERVATION DISTRICT
557-A Sunbury Road
Delaware, OH 43015
(740) 368-1921
www.delawareswcd.org

SHERIFF
149 N. Sandusky Street
Delaware, OH 43015
(740) 833-2480
www.co.delaware.oh.us/sheriff

TREASURER
140 N. Sandusky Street
Delaware, OH 43015
(740) 833-2480
www.co.delaware.oh.us/treasurer

TITLE DIVISION
Main: 2079 US 23 North
Delaware, OH 43015
(740) 833-2490

South: 8647 Columbus Pike
Lewis Center, OH 43035
(614) 657-3945
www.co.delaware.oh.us/clerk

TRANSIT ASSOC. (DATA)
4987 County Home Road
Delaware, OH 43015
(740) 363-3355
www.ridedata.com

Things to Consider When Purchasing Your Home/Lot

HOUSEHOLD SEWAGE TREATMENT SYSTEM

☐ Are sanitary sewers in place? If not, are they planned for future installation?

☐ Is the lot located out of any flood hazard area or floodplain?

☐ Has the parcel/lot had a soil evaluation done by the health department or a soil scientist?

☐ Is there enough suitable soils available for the primary and secondary on-site household sewage treatment systems for this parcel/lot?

☐ Is the outlet ditch or tile for the property (or curtain drain) on the county drainage maintenance program? If so, what is the maintenance base?

☐ Will the lot be large enough to isolate the water supply from the on-site sewage treatment system?

☐ Is a detailed development plan available showing the location of the primary and secondary sewage treatment system? Is the building envelope shown?

☐ Will any work, including installing the outlet, be within the road right-of-way? If so, written permission and/or permits will be required.

Contact

SE

DCCC

H

H

SWCD

H

CE/H
Things to Consider When Purchasing Your Home/Lot

HOUSEHOLD SEWAGE TREATMENT SYSTEMS, cont.

☐ Is the lot large enough to permit any detached garages, barns, sheds, in/above ground pools, decks, etc., that do not interfere with the location of the primary and secondary household sewage treatment system

☐ Have you had an on-site inspection from the Health Department?

☐ Are you considering a pond? How does this affect the area set aside for your on-site household sewage treatment system?

☐ Are you considering a geothermal system? If so, is there enough room and space, and an adequate supply of water? Remember to consider the room that the primary and secondary household sewage treatment systems will take.

☐ Is this a wooded lot? Trees will need to be clear-cut for the on-site household sewage treatment system that will serve this parcel/lot.

Contact

H/DCCC/ZI

H

H

H

CONTACT INFORMATION

COUNTY AGENCIES

AUDITOR
140 N. Sandusky Street
Delaware, OH 43015
(740) 833-2900
www.co.delaware.oh.us/auditor

SANITARY ENGINEER
50 Channing Street
Delaware, OH 43015
(740) 833-2240
www.co.delaware.oh.us/sanitary

BOARD OF ELECTIONS
2079 US 23 North
PO Box 8006
Delaware, OH 43015
(740) 833-2080
www.co.delaware.oh.us/boe

DELaware GENERAL HEALTH DISTRICT
1 & 3 W. Winter Street
Delaware, OH 43015
(740) 368-1700
www.delawarehealth.org

CODE COMPLIANCE
50 Channing Street
Delaware, OH 43015
(740) 833-2200
www.co.delaware.oh.us/codecomp

JOB & FAMILY SERVICES
140 N. Sandusky Street
Delaware, OH 43015
(740) 833-2300
www.delawaredfs.org

COMMISSIONERS
101 N. Sandusky Street
Delaware, OH 43015
(740) 833-2100
www.co.delaware.oh.us/commissioners

OSU EXTENSION SERVICE
149 N. Sandusky Street
Delaware, OH 43015
(740) 833-2030
delaware.osu.edu

EMERGENCY SERVICES
10 Court Street
Delaware, OH 43015
(740) 833-2180
www.co.delaware.oh.us/court

COMMON PLEAS COURTS
91 N. Sandusky Street
Delaware, OH 43015
www.co.delaware.oh.us/court

ENGINEER
50 Channing Street
Delaware, OH 43015
(740) 833-2400
www.co.delaware.oh.us/engineer

RECORDER
140 N. Sandusky Street
Delaware, OH 43015
(740) 833-2460
www.co.delaware.oh.us/recorder
AGENCY DESCRIPTIONS

Delaware County Code Compliance (DCCC)
Through enforcement of construction standards, Delaware County Code Compliance is one of the homebuyer’s and homebuilder’s strongest allies. The department provides information & assistance regarding building regulations for both residential and commercial buildings, ensures compliance with floodplain regulations, and administers zoning regulations for several townships.

Delaware County Engineer (CE)
Responsible for all county duties authorized or declared by law to be done by a Civil Engineer or Surveyor including construction and maintenance of county roads, bridges, and culverts. Also is the engineer for all public improvements under the authority of the County Commissioners.

Delaware General Health District (H)
Information and assistance regarding sewage treatment systems and private drinking water systems.

Delaware County Regional Planning Commission (DCRPC)
Reviews subdivisions, no-plat, lot transfers, and rezonings; a source for geographical information mapping and analysis; and assists with comprehensive planning.

Delaware County Sanitary Engineer (SE)
Responsible for the collection and treatment of wastewater through centralized public sewers in unincorporated areas of Delaware County and some incorporated municipalities by agreement.

Delaware Soil & Water Conservation District (SWCD)
The Delaware SWCD, working in partnership with the USDA Natural Resources Conservation Service is the local source for natural resources conservation, and the administrator of the county Drainage Maintenance Program. It is your source for soil maps, information on soil capabilities and limitations, surface and subsurface drainage, pond site evaluations, erosion control measures, and drainage maintenance activities.

Del-Co Water Company (not a public agency)
Information on where public water is available, what the connection fees are, and the procedures necessary to connect.

Things to Consider When Purchasing Your Home/Lot

REGULATIONS, LEGAL REQUIREMENTS, LOCAL ASSESSMENTS

☐ Have you checked on existing zoning and building regulations? CE/DCCC/ZI
☐ Do you need a Drainage Protection Review prior to applying for a building permit? DCCC/SWCD
☐ Have you obtained building permits, DESC permits and zoning certificates? CE/DCCC/ZI
☐ What easements do other parties hold on your property? Are there existing utilities which may have rights-of-way across the property, such as underground pipelines and transmission lines? CR/Atty
☐ Have you checked specifications for any needed driveway culverts? CE/TT
☐ Are there any regulations regarding easements along ditches and over tile for operation of drainage maintenance equipment? SWCD
☐ Have you called before you dig? Always be sure to determine the location of underground utilities before doing any digging by calling OUPS, 1-800-362-2764. OUPS
☐ If the property is in a recorded subdivision, are there restrictive covenants? CR/Atty
☐ Are the corners or boundaries of the lot marked with iron pins or concrete markers? Can you find each reference point mentioned in the deed description? CR/Surveyor
☐ Does the lot have a clear title? Atty
☐ Are there easements, deed restrictions or mineral rights involved? CR/Atty
### Things to Consider When Purchasing Your Home/Lot

#### REGULATIONS, LEGAL REQUIREMENTS, LOCAL ASSESSMENTS, cont.

<table>
<thead>
<tr>
<th>Question</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>□ What is the tax structure for real estate? Millage? Property taxes? Any special assessments?</td>
<td>AUD</td>
</tr>
<tr>
<td>□ Will you need to do any work in road rights-of-way, and, if so, will you need a permit to do so?</td>
<td>CE</td>
</tr>
<tr>
<td>□ What is the city/village/school system income tax?</td>
<td>AUD</td>
</tr>
<tr>
<td>□ Are there any sewer and/or water assessments?</td>
<td>AUD/ DelCo/SE</td>
</tr>
<tr>
<td>□ Will there be a drainage maintenance assessment?</td>
<td>SWCD</td>
</tr>
<tr>
<td>□ Can the lot be split/sub-divided?</td>
<td>DCRPC</td>
</tr>
<tr>
<td>□ Who can prepare a deed?</td>
<td>Atty</td>
</tr>
<tr>
<td>□ Is the lot of adequate size (area) and adequate dimensions (frontage, depth, etc.)?</td>
<td>ZI</td>
</tr>
<tr>
<td>□ What zoning restrictions exist on the property? Are there limited uses of the property?</td>
<td>ZI</td>
</tr>
<tr>
<td>□ Does the lot provide a building envelope of adequate size and location suited for your proposed dwelling?</td>
<td>ZI</td>
</tr>
<tr>
<td>□ Does the zoning for the surrounding area provide for uses that may be considered a potential nuisance?</td>
<td>ZI</td>
</tr>
<tr>
<td>□ Does the zoning for the surrounding area provide for uses that may be desired?</td>
<td>ZI</td>
</tr>
<tr>
<td>□ Do I need a driveway permit?</td>
<td>CE/TT</td>
</tr>
<tr>
<td>□ Where can I obtain an address for a buildable lot?</td>
<td>CE/M</td>
</tr>
</tbody>
</table>

#### NATURAL FEATURES & DRAINAGE CHARACTERISTICS

<table>
<thead>
<tr>
<th>Question</th>
<th>Contact</th>
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<tbody>
<tr>
<td>□ Can acceptable natural features be preserved at a reasonable cost?</td>
<td>Self/SWCD</td>
</tr>
<tr>
<td>□ Are there any trees that could be saved for shade?</td>
<td>H</td>
</tr>
<tr>
<td>□ Could there be problems from off-lot surface water?</td>
<td>SWCD/H</td>
</tr>
<tr>
<td>□ Is any part of the property in a flood plain?</td>
<td>DCCC/ SWCD</td>
</tr>
<tr>
<td>□ Have you checked on a flood insurance program?</td>
<td>FEMA</td>
</tr>
<tr>
<td>□ Is there a jurisdictional stream or wetland on your lot? Will you need an Army Corps of Engineers Section 404 permit?</td>
<td>ACOE</td>
</tr>
<tr>
<td>□ Are there any ditches or watercourses on the property that are on Drainage Maintenance?</td>
<td>SWCD</td>
</tr>
<tr>
<td>□ How close can I build to and/or place obstructions in a ditch, watercourse, or other maintenance feature?</td>
<td>SWCD</td>
</tr>
<tr>
<td>□ What elevation will the house be constructed relative to the road - higher or lower?</td>
<td>CE</td>
</tr>
<tr>
<td>□ What can be done about erosion and unstable banks along my stream?</td>
<td>SWCD</td>
</tr>
<tr>
<td>□ Is there an active drainage petition project in my area?</td>
<td>SWCD</td>
</tr>
</tbody>
</table>
Things to Consider When Purchasing Your Home/Lot

COMMUNITY FEATURES

☐ What home utilities are available?
  • Electric?, water?, gas?, sewage?, telephone?, garbage?
  Contact: PU

☐ Are sidewalks, curbs, and streets installed, or will they be added in the future for which property owners may have assessments?
  Contact: CE/ZI/TT

☐ Does the parcel have or abut a public or private road for access?
  Contact: CR/Atty

☐ What is the distance from property location to place of employment?

☐ Are schools within walking distance? Is school bus service provided for those beyond walking distance?
  Contact: Schools

☐ Are churches, banks, recreation centers, libraries, swimming pools, etc. available in the community?
  Contact: Chamber of Commerce

☐ In what school system is the property located?
  Contact: DCRPC

☐ Are there any plans for improvements to the roads in the area?
  Contact: CE/TT

REGULATIONS, LEGAL REQUIREMENTS, LOCAL ASSESSMENTS, cont.

☐ Will I need to do a ditch setback on the property?
  Contact: CE/TT

☐ Can I enclose the ditch along the road frontage?
  Contact: CE/TT

☐ Can I operate a home-based business from this location?
  Contact: ZI

☐ Is landscaping required? Will there be problems for landscaping (wetness, shallowness, drought)?
  Contact: CE/SWCD/ ZI

☐ Are any developments planned or proposed around this property?
  Contact: DCRPC