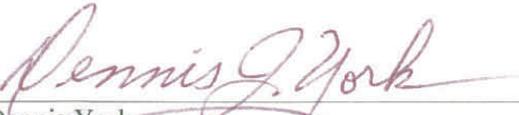




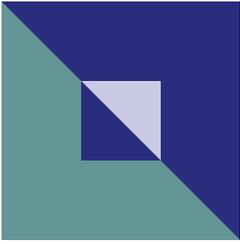
SHELBY COUNTY, OHIO

PROPERTY CONVEYANCE STANDARDS


Dennis York
Shelby County Auditor


Robert B Geuy
Shelby County Engineer

Revision Date 10/2008



PROPERTY CONVEYANCE STANDARDS

General Requirements

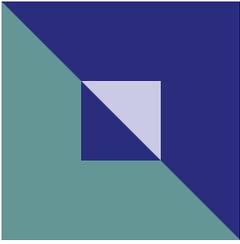
PAGE 2

GENERAL REQUIREMENTS FOR SURVEY PLATS AND DEED DESCRIPTIONS

- ◆ All new metes and bounds descriptions and all requirements for plats of survey shall incorporate the principles and minimum standards of good surveying, engineering and draftsmanship as defined in the “Minimum Standard for Boundary Surveys in the State of Ohio” as defined by Sections 4733-37 thru 4733-37-07 of the Administrative Code of the State Board of Registration for Professional Engineers and Surveyors of the State of Ohio. They shall also meet the requirements of the Shelby County Subdivision Regulations.
- ◆ All new descriptions and survey plats for boundary surveys required by Section 315.251 of the O.R.C. shall be approved by the County Engineer.
- ◆ When a tract of land to be transferred lies in two different sections, two different taxing parcels, or in and out of a village or city, the acreage must be broken down accordingly. The acreage must be shown on the plat of survey and on the description.
- ◆ The person or persons preparing the plat of survey and the deed shall put on their “prepared by statement”. (O.R.C. 317.111)

REQUIREMENTS OF PLATS OF SURVEY

- ◆ The surveyor shall prepare a plat of any retracement survey or any new survey which he/she originated, and shall make available a copy to the Shelby County Engineering Department and record said plat with the Shelby County Recorder.
- ◆ All existing right of way must be referenced to the survey such that the acreage of the existing right of way may be determined and shown to the third decimal. The proposed right of way as shown on the Shelby County Proposed Throughfare Plan must also be shown on the survey plat.
- ◆ All plats of survey shall show all existing title and source of title of adjoining owners along each boundary line of the subject survey along with the acreage or lot number of the adjacent tracts.
- ◆ All replats shall show the existing and proposed lot lines.
- ◆ For numbered lots, when a new survey or transfer will change the lot lines, a new lot number shall be assigned and the existing lot lines vacated.



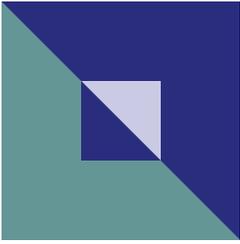
PROPERTY CONVEYANCE STANDARDS

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REQUIREMENTS OF METES AND BOUNDS DESCRIPTIONS

- ◆ All new metes and bounds descriptions must give the acreage calculated to the third decimal point. The total acreage within the existing right of way must be shown to the third decimal point.
- ◆ Any references to roads, rivers, creeks, railroads, etc. must use current or existing names and/or numbers. The original names may be mentioned if they would add clarity or would reference old deeds.
- ◆ Each course of a new meets and bounds description should be in a separate paragraph and stated in a clockwise direction from point of beginning to point of termination.
- ◆ Any course of a new metes and bounds description which is a curve must contain, as a minimum, the direction of the curve (right or left), the radius, and the long chord bearing and distance of same.
- ◆ Any existing metes and bounds description which, since the previous conveyance, has been incorporated into a municipality or other political subdivision by means of annexation must be changed to reflect its new corporate location within the situate of the subject instrument of conveyance.
- ◆ The number of exceptions on a deed must be limited to three (3) per tract. The person requesting deed description approval must be able to identify each exception on the tax maps and shall include the description of the exception on the deed, as well as volume and page number.
- ◆ Existing deed descriptions that cannot be located on the tax maps will not be approved for transfer and a new description will be required.
- ◆ Where part interests of real estate are being transferred, information regarding the remaining interests shall be furnished with the deed description, (ex: volume and page numbers, etc.)
- ◆ If part of an inlot or outlot is being transferred or excepted, that part must be described by a metes and bounds description tied to a lot corner or intersecting street right of way lines.
- ◆ An exception to this will be when rectangular shaped lots are split by parallel lines, In these cases, it must be clear as to whether the distance taken by parallel lines is the frontage distance or perpendicular distance.
- ◆ Descriptions prepared for Land Contracts shall meet the requirements for new metes and bounds descriptions.



PROPERTY CONVEYANCE STANDARDS

General Requirements

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EXCEPTIONS TO REQUIREMENTS

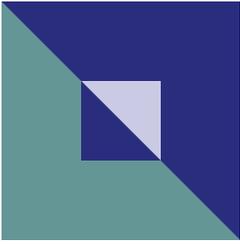
- ◆ Descriptions of existing tracts or parcels of land for the purpose of settling an estate and descriptions for transferring land between members of immediate family when no consideration is given shall be exempt from requirements for descriptions. (Immediate family is grandparents, brother, sister, father, mother, spouse, child, grandchild).
- ◆ Deed transfers necessary to complete land contracts that were in effect prior to April 1, 1986.
- ◆ Scribner errors, omissions, or other obvious mistakes are permitted to be corrected in order to make the description more accurate.

PROCEDURES FOR TRANSFER OF DEEDS

- ◆ The deed preparer shall submit a copy of the deed to the Tax Map Office for approval at least 24 hours prior to transfer.
- ◆ If the deed description is not acceptable for transfer, the Tax Map Office shall notify the deed preparer.
- ◆ The original deed shall be presented to the Tax Map Office, if the deed description is acceptable, and shall be stamped 'Description Approved' in the margin of the deed.
- ◆ The deed can then be taken to the Auditor's Office for transfer.
- ◆ The Tax Map Office will in most instances require no more than one working day for review and approval. For the most efficient procedure and minimum delay time, a copy of the deed should be submitted immediately after the deed is prepared.

PROCEDURES FOR FORECLOSURE

- ◆ The deed preparer shall submit the completed "Property Description Approval Form" with a copy of the deed attached to the Tax Map Office for approval at least 24 hours prior to transfer.
- ◆ If the deed description is acceptable, it shall be stamped 'Description Approved' in the margin of the deed.
- ◆ The Order of Sale, The Property Description Approval Form and the original stamped deed can then be filed with the Shelby County Clerk of Court .
- ◆ If the deed description is not acceptable, the deed will be stamped "Description not Satisfactory" and shall be returned to the preparer.



PROPERTY CONVEYANCE STANDARDS

Plat Approval Process

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PLAT APPROVAL PROCESS

5.00 ACRES OR LESS

- ◆ Plat is submitted to the Regional Planning Commission with the appropriate fee.
- ◆ The Planning Commission forwards plat to the Shelby County Engineer and other agencies and entities as required for approval.
- ◆ The approving agencies review and then return the plat to the Regional Planning Commission (RCP) for the Director's approval. The RPC must have the Zoning Certificate issued by the appropriate township prior to the Director's approval.
- ◆ The Planning Commission sends the plat to the Shelby County Commissioners for approval. When the plat is approved and signed it is then returned to the Planning Commission.
- ◆ The person responsible for the recording of said plat shall pick up the approved plat at the Tax Map office after being notified by the Regional Planning Commission that it is approved.
- ◆ The plat shall be taken to the Shelby County Auditor's Office where it will be stamped for transfer and then taken to the Shelby County Recorder's Office for recording.

OVER 5.00 ACRES & RETRACEMENT SURVEYS

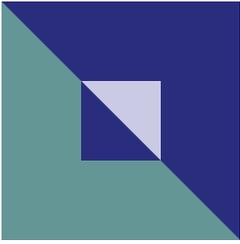
- ◆ Plats shall be submitted to the Tax Map Office for the County Engineer's approval. It will then be taken to the Shelby County Recorder's Office and the Regional Planning Commission for Flood Plain review and then returned to the Tax Map Department.
- ◆ The plat may be picked up at the Tax Map Office, taken to the Auditor for the necessary transfer stamp, and then recorded in the Recorder's Office.

RETRACEMENT SURVEYS

- ◆ Plats shall be submitted to the Tax Map Office or the Shelby County Engineer's Office for the County Engineer's approval. It will then be taken to the Shelby County Recorder's Office and the Regional Planning Commission for review and then returned to the Tax Map Department.
- ◆ The plat may be picked up at the Tax Map Office, taken to the Auditor for the necessary transfer stamp, and then recorded in the Recorder's Office.

PLATS WITHIN THE CITY OF SIDNEY AND ALL VILLAGES

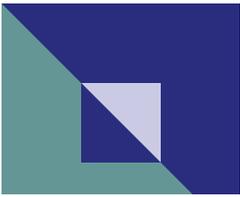
- ◆ Plats shall be submitted to the Tax Map Office for the County Engineer's and Recorder's Office approval. It will then be reviewed and then returned to the Tax Map Department.
- ◆ The plat may be picked up at the Tax Map Office and after reviewed by the Village or City, taken to the Auditor for the necessary transfer stamp, and then recorded in the Recorder's Office.



PROPERTY CONVEYANCE STANDARDS
Minimum Standards for Boundary Surveys

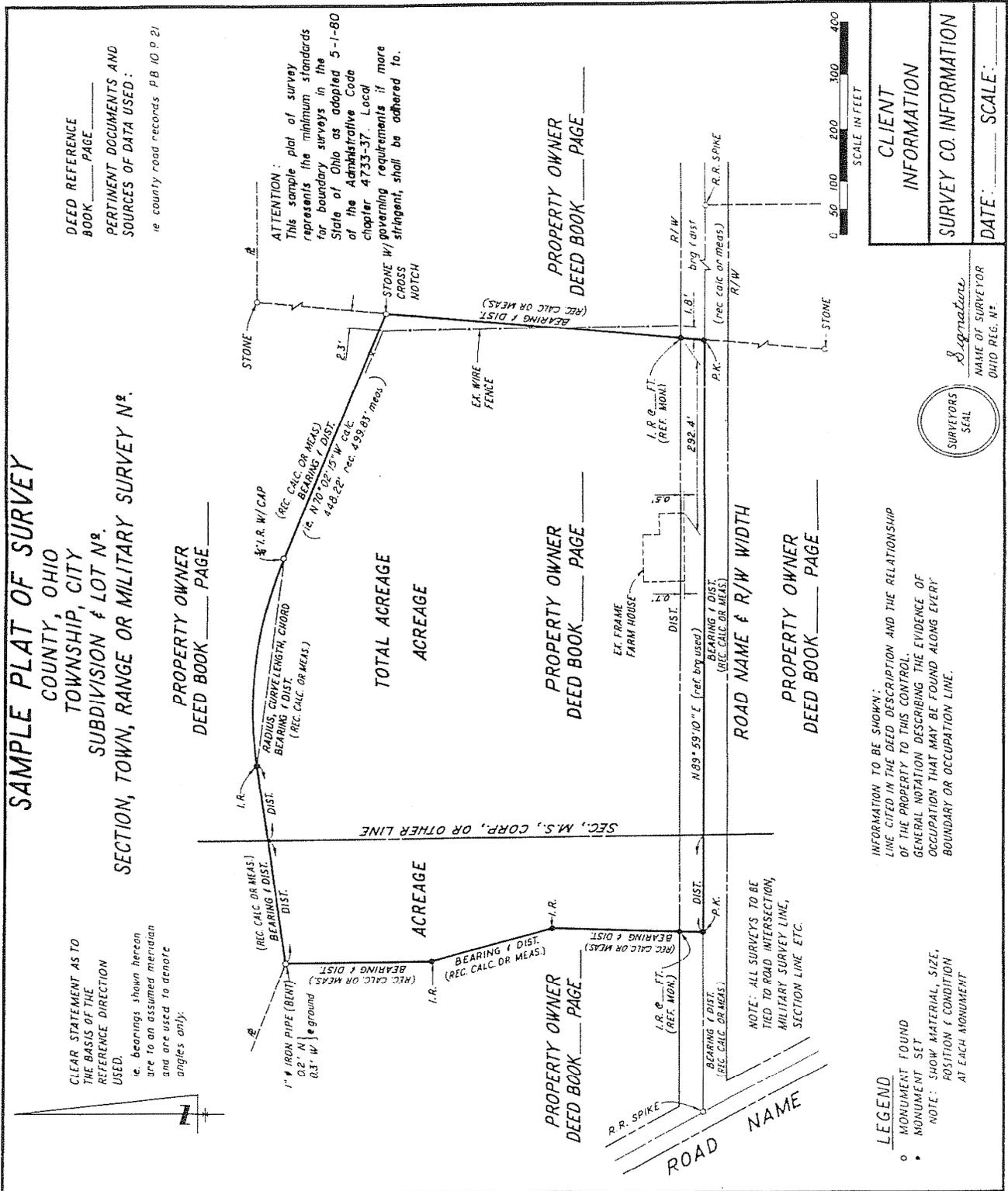
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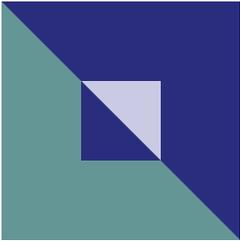
MINIMUM
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PROPERTY CONVEYANCE STANDARDS

Minimum Standards for Boundary Surveys





PROPERTY CONVEYANCE STANDARDS

Minimum Standards for Boundary Surveys

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4733-37-01 Preamble.

These rules are intended to be the basis for all surveys relating to the establishment or retracement of property boundaries in the state of Ohio. When the case arises where one or more provisions herein must be abridged due to local condition, the abridgment shall be clearly indicated on plats and/or legal descriptions and reports. Where local or other prescribed regulations exist which are more restrictive than these rules, the survey shall conform to all local and state regulatory standards. When a client desires only a portion of his property surveyed, and this portion can be clearly isolated from the remainder of the property without affecting the interests of adjoining owners, these rules shall apply to the survey of only the desired portion.

HISTORY: Eff 5-1-80; 11-1-03

Rule promulgated under: RC 119.03

Rule authorized by: RC 4733.07

Rule amplifies: RC 4733.20

R.C. 119.032 review dates: 05/09/2003 and 11/01/2008

4733-37-02 Research and investigation.

(A) The surveyor shall consult deeds and other documents, including those for adjacent parcels, in order to assemble the best possible set of written evidence of every corner and line of the property being surveyed.

(B) After all necessary written documents have been analyzed, the survey shall be based on a field investigation of the property. The surveyor shall make a thorough search for physical monuments, and analyze evidence of monumentation and occupation. In addition, the surveyor shall, when necessary, confer with the owner(s) of the adjoining property and the owner(s) of the property being surveyed.

HISTORY: Eff 11-1-03

Rule promulgated under: RC 119.03

Rule authorized by: RC 4733.07

Rule amplifies: RC 4733.20

Replaces: Prior 4733-37-02

R.C. 119.032 review dates: 11/01/2008

4733-37-03 Monumentation.

(A) The surveyor shall set boundary monuments so that, upon completion of the survey, each corner of the property and each referenced control station will be physically monumented.

(B) When it is impossible or impracticable to set a boundary monument on a corner, the surveyor shall set a reference monument, similar in character to the boundary monument and preferably along one of the property lines which intersect at that corner. When such a reference monument is used, it shall be clearly identified as a reference monument on the plat of the property and in any new deed description which may be written for the property.

(C) Every boundary monument and/or reference monument set by the surveyor shall, when practicable:

(1) Be composed of a durable material.

(2) Have a minimum length of thirty inches.

(3) Have a minimum cross-section area of material of 0.21 square inches.

(4) Be identified with a durable marker bearing the surveyor's Ohio registration number and/or name or company name.

(5) Be detectable with conventional instruments for finding ferrous or magnetic objects.

(D) When a case arises, due to physical obstructions such as pavements, large rocks, large roots, utility cables, etc., so that neither a boundary monument nor a reference monument can be conveniently or practicably set in accordance with paragraph (C) of this rule, then alternative monumentation, which is essentially as durable and identifiable (e.g., chiselled "X" in concrete, drill hole, etc.) shall be established for the particular situation.

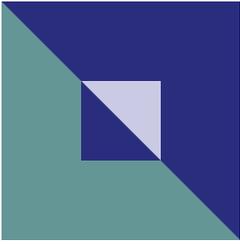
HISTORY: Eff 5-1-80; 11-1-03

Rule promulgated under: RC 119.03

Rule authorized by: RC 4733.07

Rule amplifies: RC 4733.20

R.C. 119.032 review dates: 05/09/2003 and 11/01/2008



PROPERTY CONVEYANCE STANDARDS

Minimum Standards for Boundary Surveys

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4733-37-04 Measurement specifications.

All measurements shall be made in accord with the following specifications:

(A) The surveyor shall keep all equipment used in the performance of surveying in proper repair and adjustment.

(B) Every determination of distance shall be made either directly or indirectly in such a manner that the linear error in the distance between any two points (not necessarily adjacent points) shall not exceed the reported distance divided by ten thousand (allowable linear error = reported distance divided by ten thousand) and every angular measurement shall be made in such a manner that the allowable (directional) error, in radians, shall not exceed the allowable linear error divided by the reported distance (allowable (directional) error = allowable linear error divided by reported distance). When the reported distance is less than two hundred feet, the linear error shall not exceed 0.02 feet. The reported distance is the distance established by the survey.

(C) In all new descriptions and plats of survey, the lengths and directions of the lines shall be specified so that the mathematical error in closure of the property boundary does not exceed 0.02 feet in latitudes and 0.02 feet in departure.

(D) Surveys performed using metric measurements shall utilize the metric equivalents based upon the U.S. survey foot conversion factor.

HISTORY: Eff 5-1-80; 11-1-03

Rule promulgated under: RC 119.03

Rule authorized by: RC 4733.07

Rule amplifies: RC 4733.20

R.C. 119.032 review dates: 05/09/2003 and 11/01/2008

4733-37-05 Plat of survey.

(A) The surveyor shall prepare a scale drawing of every individual survey, or drawings comprising all of the surveys when they are contiguous, in which the surveyor retraces previously established property lines or establishes new boundaries.

(B) A copy of this drawing shall be given to the client. When required, another copy shall be filed with the appropriate public agencies.

(C) The surveyor shall include the following details:

(1) A title such that the general location of the survey can be identified. The title shall include, but not be limited to: state, county, civil township or municipality, and original land subdivision description.

(2) A north arrow with a clear statement as to the basis of the reference direction used.

(3) The control station(s) or line cited in the description and the relationship of the property to this control must be referenced to an established monumented point of beginning such as, but not limited to: centerline intersection of streets or highways record, section or quarter section corners, Virginia military survey corners or lines, or platted lot corners. The type of monuments set or found at the control stations shall be noted.

(4) A notation at each corner of the property stating that the boundary monument specified in the deed description was found, or that a boundary monument was set, or a legend of the symbols used to identify monumentation. In addition, there shall be a statement describing the material and size of every monument found or set.

(5) A general notation describing the evidence of occupation that may be found along every boundary line or occupation line.

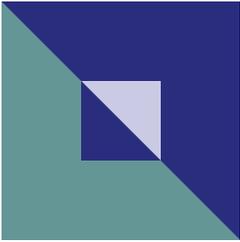
(6) The length and direction of each line as specified in the description of the property or as determined in the actual survey if this differs from what is stated in the deed description by more than the tolerance specified in paragraph (B) of rule 4733-37-04 of the Administrative Code. The length and direction shall be stated as follows:-.

(a) Bearings expressed in degrees, minutes and seconds and distances expressed in feet and decimal parts thereof on each course. If a metric equivalent distance is stated, it shall be stated to the third decimal place.

(b) All curved lines shall indicate the radius, central angle, curve length, chord bearing and chord distance.

(c) Each course shall show other common lines such as centerline of roads, rivers, streams, section lines, quarter section lines, half section lines or other pertinent common lines of record.

(7) A citation of pertinent documents and sources of data used as a basis for carrying out the work. The citation shall include, but not be limited to: current deeds as of the date of the survey, prior deeds or other documents of record, and available



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deeds of record for adjoining parcels along each boundary line of the survey. If the adjoining parcel is a recorded subdivision, only the subdivision name, recording information and lot numbers need to be shown.

- (8) The written and graphical scale of the drawing.
- (9) The date of the survey.
- (10) The surveyor's printed name and Ohio registration number, signature and seal (in a form which may clearly reproduce on any copies which may be made of the original drawing).
- (11) The area contained within the perimeter of the surveyed parcel.
- (12) All references to roads or railroads contiguous to the surveyed parcel shall use current names or names of record and applicable right of way widths, if available.
- (13) All references to rivers or streams shall use current names of record, if available.

HISTORY: Eff 5-1-80; 11-1-03

Rule promulgated under: RC 119.03

Rule authorized by: RC 4733.07

Rule amplifies: RC 4733.20

R.C. 119.032 review dates: 05/09/2003 and 11/01/2008

4733-37-06 Descriptions.

(A) When a surveyor is called upon to prepare a new description, either to replace an existing description which is inadequate or to create a new piece of property, said description shall include the following items:

- (1) Sufficient caption so that the property can be adequately identified.
- (2) A relationship between the property in question and clearly defined control station(s).
- (3) The basis of the bearings.
- (4) A citation to the public record of the appropriate prior deed(s).
- (5) The surveyor's name, Ohio registration number and date of writing and/or survey.

(B) A metes and bounds description shall include, in addition to paragraph (A) of this rule:

- (1) A description of the boundary monument used as the initial point of the description.
- (2) A series of calls for successive lines bounding the parcel, each of which specifies:
 - (a) The intent in regards to adjoiners or other existing features.

(b) The direction of the line relative to the direction of the basis of bearing.

(c) The length of the line.

(d) A description of the boundary monument (or reference monument) and whether found or set to identify the end of the particular line.

(e) All curved lines shall indicate the radius, central angle, curve length, chord bearing, chord length and direction of the curve.

(f) The reported boundary data shall meet the closure requirements of paragraph (C) of rule 4733-37-04 of the Administrative Code.

(3) The area of the parcel.

(C) Descriptions other than metes and bounds descriptions may be a reference to a recorded survey plat or a parcel on a recorded survey plat and shall include sufficient and adequate legal and technical wording so that the property can be definitely located and defined.

(D) A statement shall appear indicating that either: the description was made in accordance with a recent survey and the date thereof, or the description was made based on a previous survey, of a certain date, and date of description, or the description was not based on a survey.

(E) When the surveyor knows a new description is to be used for a fee transfer, the surveyor shall base the description on a current or updated survey of the property.

HISTORY: Eff 5-1-80; 11-1-03

Rule promulgated under: RC 119.03

Rule authorized by: RC 4733.07

Rule amplifies: RC 4733.20

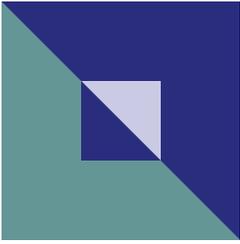
R.C. 119.032 review dates: 05/09/2003 and 11/01/2008

4733-37-07 Subdivisions.

When a subdivision is created from a piece of property, or several adjoining pieces, the following rules shall apply:

(A) Rule 4733-37-02 of the Administrative Code shall apply to the original tract(s) of land prior to being subdivided.

(B) Rule 4733-37-03 of the Administrative Code shall apply to the outside perimeter of the original tract(s) of land and to the outside perimeter of the newly created subdivisions. All newly created lots, blocks, rights of way, angle points, points of curvature and points of tangency shall be monumented



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according to local regulations. Street rights of way may be monumented with monuments on the centerline instead of right of way monuments. Centerline or right of way monuments shall be set at all intersections, angle points, points of curvature and points of tangency.

(C) All newly created subdivisions shall comply with rules 4733-37-04 and 4733-37-05 of the Administrative Code.

(D) All easements within a newly created subdivision shall be accurately dimensioned so that each easement line can be reproduced without ambiguity.

HISTORY: Eff 11-1-03

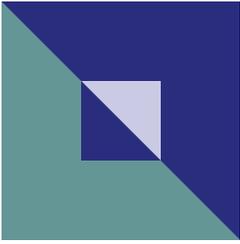
Rule promulgated under: RC 119.03

Rule authorized by: RC 4733.07

Rule amplifies: RC 4733.20

R.C. 119.032 review dates: 11/01/2008

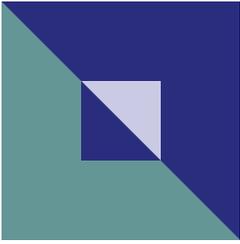
Replaces: Prior 4733-37-07



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Minimum Standards for Mortgage Surveys

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Minimum Standards for Mortgage Surveys

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4733-38-01 Preamble.

These standards are intended to be the minimum requirements for mortgage location surveys in the state of Ohio.

A "mortgage location survey" shall be defined as an instrumentality, common to the mortgage lending industry, whereby substantial proof is submitted to the mortgage lender and/or title insurer that the building(s) and/or other improvements are actually located on the land covered by the legal description in the mortgage and that said mortgage location survey is a professional service provided by professional surveyors solely for the intent of and use by the mortgagee and/or title insurer. The mortgage location survey does not constitute an improvement to the property, and is only a professional opinion which these parties may use as a guide to arrive at any decisions they may wish to make concerning said real property.

R.C. 119.032 review dates: 05/12/2003

Promulgated Under: 119.03

Statutory Authority: R.C. 4733.07

Rule Amplifies: R.C. 4733.20

Prior Effective Dates: 2/15/90

4733-38-02 Research and investigation.

(A) The professional surveyor shall use the description furnished by the client to perform the mortgage location survey. If the professional surveyor determines the description to contain apparent incompleteness or insufficiencies, the professional surveyor shall so advise the client.

(B) After all necessary written documents, as furnished by the client, have been analyzed, the survey shall be based on a field investigation of the property. The professional surveyor shall make a thorough search for physical monuments and analyze evidence of occupation.

R.C. 119.032 review dates: 05/12/2003

Promulgated Under: 119.03

Statutory Authority: R.C. 4733.07

Rule Amplifies: R.C. 4733.20

Prior Effective Dates: 2/15/

4733-38-03 Monumentation.

The professional surveyor need not set boundary monumentation under the provision herein unless the client requests boundary monumentation be set. If requested to set boundary monumentation, the professional surveyor shall conform to all provisions of rule 4733-37-03 of the Administrative Code.

R.C. 119.032 review dates: 05/12/2003

Promulgated Under: 119.03

Statutory Authority: R.C. 4733.07

Rule Amplifies: R.C. 4733.20

Prior Effective Dates: 5/15/90

4733-38-04 Measurement specifications.

All measurements shall be made in accordance with the following specifications:

(A) The professional surveyor shall keep his equipment in such repair and adjustment as to conform to the provisions of paragraph (A) of rule 4733-37-04 of the Administrative Code.

(B) Every measurement of distance shall be made either directly or indirectly in such a manner that the linear error in the reported distance shall not exceed:

(1) Two-tenths of a foot for major improvements [see paragraph (G) of rule 4733-38-05 of the Administrative Code].

(2) One-half of a foot for major improvement location [see paragraph (J) of rule 4733-38-05 of the Administrative Code].

When a case arises wherein a greater linear error will not create ambiguity of locations (i.e., tracts where the improvements are located substantial distances from boundaries), then the professional surveyor may use a greater linear error, provided the tolerance is clearly indicated on the survey plat (e.g., 500 feet +/- 5 feet).

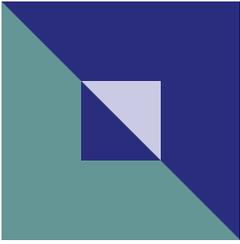
R.C. 119.032 review dates: 05/12/2003

Promulgated Under: 119.03

Statutory Authority: R.C. 4733.07

Rule Amplifies: R.C. 4733.20

Prior Effective Dates: 5/15/90



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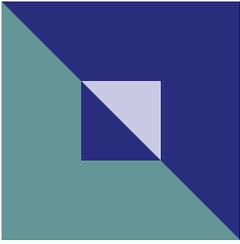
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4733-38-05 Mortgage location survey plat.

The professional surveyor shall include the following information on the mortgage location survey plat.

- (A) A title such that the general location of the survey can be identified.
- (B) A north arrow.
- (C) The boundary lines as cited in the legal description, including pertinent references therein.
- (D) The written and graphical scale of the drawing.
- (E) The date of survey.
- (F) The professional surveyor's name, registration number, signature, and seal in accordance with paragraph (C)(10) of rule 4733-37-05 of the Administrative Code.
- (G) Major improvements (permanent structures) shall be shown with dimensions and description (e.g., residence, garages, outbuildings with foundation, in-ground pools, and the like).
- (H) Easement limits and building set-back lines as indicated on the recorded plat or as supplied by the client.
- (I) Visible utility facilities requiring an easement and located outside known easements, crossing the subject property and serving others, such as, though not limited to: pole lines, manholes, inlets and pedestals and the like.
- (J) Major improvement locations shall be shown with dimensions to the nearest property lines, with a minimum of two dimensions shown, and shall be sufficient to locate the structure (offsets shall be shown perpendicular to straight property lines and radially to curved property lines).
- (K) Apparent encroachments shall be noted and shown in an obvious manner.
- (L) The address posted on the building(s), if available.
- (M) Observed problems of ingress and egress and joint drive.
- (N) Fences or other evidence of possession when not in substantial conformance with the legal description.
- (O) A statement shall appear on the plat indicating that the survey is a mortgage location survey prepared in accordance with Chapter 4733-38 of the Administrative Code, and is not a boundary survey pursuant to Chapter 4733-37 of the Administrative Code.
- (P) Number each page showing individual page num-

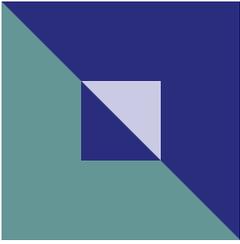
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R.C. 119.032 review dates: 05/12/2003
Promulgated Under: 119.03
Statutory Authority: R.C. 4733.07
Rule Amplifies: R.C. 4733.20
Prior Effective Dates: 5/15/90



PROPERTY CONVEYANCE STANDARDS
Ohio Revised Code

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OHIO
REVISED
CODE
SECTIONS
315.251
&
319.203



PROPERTY CONVEYANCE STANDARDS

Ohio Revised Code

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315.251 Minimum standards for boundary surveys.

(A) If a deed conveying title to real property is presented to the county auditor for transfer, and the deed contains a legal description for land that is a cut-up or split of the grantor's one or more existing parcels of land as shown in the county auditor's records, or if the legal description of the land conveyed in the deed is different from the legal description shown in the prior deed to the grantor, a boundary survey plat in conformity with the new description shall be submitted with the deed. The survey plat and description shall satisfy the minimum standards for boundary surveys promulgated by the board of registration for professional engineers and surveyors pursuant to Chapter 4733. of the Revised Code. If, in the opinion of the county engineer, the survey plat and description satisfy those standards, the county auditor shall accept the deed for transfer and a copy of the survey plat shall be filed in the county engineer's survey file for public inspection.

This section applies only if the requirements of this section are included in the standards governing conveyances of real property in the county adopted under section 319.203 of the Revised Code.

(B) Beginning on the effective date of this amendment, in the counties where the county engineer elects to engage in the private practice of engineering or surveying under division (B) of section 325.14 of the Revised Code the county auditor of that county shall designate another engineer who is registered under Chapter 4733. of the Revised Code and who is employed in the same county engineer's office to perform the duty of the county engineer under division (A) of this section or to exercise or perform any authority or duty of the county engineer under section 319.203 of the Revised Code if the county engineer reasonably believes that the performance of that duty or exercise of that authority by the county engineer would constitute a violation of Chapter 102. of the Revised Code or any other similar civil or criminal statute. Pursuant to this authorization, the designee engineer shall act in the place of the county engineer. Neither the county engineer nor the designee engineer shall discuss any matter reasonably related to this authorization. Any act in compliance with this section is not a violation of Chapter 102. of the Revised Code or any other similar statute.

Division (B) of this section applies only to a county engineer holding office on the effective date of this amendment during such time as the person continues to serve that term or an immediately consecutive term of office as a county engineer.

Effective Date: 1996 SB287 03-13-1997; 1996 SB262 03-18-

319.203 Adopting standards governing conveyances of real property in county.

Subject to division (B) of section 315.251 of the Revised Code, the county auditor and the county engineer of each county, by written agreement, shall adopt standards governing conveyances of real property in the county. These standards may include the requirements specified in section 315.251 of the Revised Code. The county auditor and county engineer may modify those standards from time to time as they consider necessary or desirable. The standards shall be adopted or modified only after the county auditor and county engineer have held two public hearings, not less than ten days apart, concerning adoption or modification of the standards. The standards shall be available for public inspection during normal business hours at the offices of the county auditor and county engineer.

Before the county auditor transfers any conveyance of real property presented to the auditor under section 319.20 or 315.251 of the Revised Code, the county auditor shall review the conveyance to determine whether it complies with the standards adopted under this section. The county auditor shall not transfer any conveyance that does not comply with those standards.

Effective Date: 03-18-1997

SHELBY COUNTY, OHIO
Property Description Approval Form
FORCLOSURE ACTION
PER O.R.C. 2329.191

COURT CASE NO:	_____
PROPERTY ADDRESS:	_____
PLAINTIFF:	_____
DEFENDANT:	_____
SUBMITTED BY:	_____

ATTORNEY & I.D. #:	_____
ATTORNEY PHONE #:	_____
CONTACT PERSON:	_____
CONTACT PHONE #:	_____

The attached legal description has been reviewed by the Shelby County Tax Map Department. The property address, parcel number (s) and deed reference number (s) must be listed under the legal description (no exceptions). You may use a copy of the prior deed which may contain all of this information.

This document along with the “stamped approved” original legal description must be attached to the order of Sale when filed with the Shelby County Clerk of Court. You will be submitting the Order of Sale, this Property Description Approval Form and the “red stamped approved” legal description.

Hand letter documents may be rejected if the document is not legible or will be reproduced to department standards. Machine printed or drafted documents are preferred.

* INTERNAL USE ONLY *
The following information has been reviewed and verified by the Shelby County Tax Map Department.
Disapproved for the following reason (s).
<input type="checkbox"/> Legal description does not match information as submitted.
<input type="checkbox"/> Parcel number does not match legal description information as submitted.
<input type="checkbox"/> Legal name does not match information as submitted.
<input type="checkbox"/> Property address does not match information as submitted.
<input type="checkbox"/> Other _____
