

BROWN COUNTY

OHIO

REQUIREMENTS FOR INSTRUMENTS

OF

CONVEYANCE IN BROWN COUNTY

November 19, 1996
Effective Date

Revised _____

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I. PURPOSE

It is the intent of these requirements to provide a standard method of checking legal descriptions for deeds, easements, affidavits and other instruments that require the use of land descriptions.

It is the desire of the county to provide a service for the public to insure proper and accurate descriptions of property, to correct any errors that are evident and to insure that property is accurately described for tax purposes.

It is understood that all situations cannot be covered by these requirements and when those situations arise they will be handled as special cases interpreted by the County Engineer's Office, Tax Map Department.

All Authors of instruments of conveyance are encouraged to have descriptions checked by the Tax Map Department one week prior to the actual time of conveyance. This will avoid delays and allow time for any corrections that are necessary, if the deed is correct it will be stamped "Approved for Transfer" without being initialled by the tax map person. For speedier approval of the final deed, the same description that was pre-approved with the stamp should be submitted with no changes made. This way the tax map person will not have to check it again.

All deeds shall be reviewed sequentially, based upon when they were delivered.

II. REQUIREMENTS FOR ALL RECORDED LOTS OF RECORD

- 1. All instruments conveying a recorded lot in a municipality or recorded subdivided area must designate the lot number(s), the official recorded subdivision name with plat book and page number, the plat cabinet and slide reference of official record, and the prior recorded deed book or official record book reference if any exists.**
- 2. Any out-lot or portion of a recorded lot must have an accurate description to establish a tax structure for the portion being conveyed, so as to enable the County Offices to determine the residue or balance left, based on the current Tax Maps and Parcel Numbers.**
- 3. Any area being conveyed in what is commonly known as an "Unrecorded Plat" must have a metes and bounds description.**
- 4. All unincorporated villages shall be stated as such on plat and description.**
- 5. Lots and land shall not be combined into one parcel.**

III. REQUIREMENTS FOR EXISTING METES AND BOUNDS DESCRIPTIONS OF RECORD

- 1. All existing metes and bounds descriptions of record, which do not create or alter the current tax structure of a parcel (s) will be checked by the Brown County Tax Map Office to verify and identify to the Brown County Auditor the tax parcel (s) to be conveyed.**
- 2. All existing metes and bounds descriptions of record must be described verbatim as witnessed by the instrument of previous record and transfer, except for the correction of scribner errors, omissions or other obvious mistakes which will be permitted in order to make the description more accurate.**
- 3. 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.**
- 4. All instruments of conveyance attempting to convey the remainder or balance of an existing tax parcel (s) from which out-lots or exceptions to title exist must incorporate the following requirements:**

- A. Each documented exception must recite the ownership and acreage and its recorded source by which it can be readily verified. Exceptions must meet all the other requirements for instruments of conveyance as contained in this policy. It is not the intent that all easements and restrictions are to be recited unless they are on the previous instrument or readily available.
- B. It is desired that all instruments of conveyance using exceptions to title to convey the balance or remainder of a tax parcel (s) incorporate a statement identifying the tax parcel (s) and district to be conveyed, and the current taxable area as witnessed by the Brown County Auditor's tax duplicate for the subject conveyance. (i.e., it is the intent of this instrument to convey all of Tax Parcel (s) number and district, containing acreage or footage, as shown by the Brown County Auditor.
- C. Only three exceptions will be permitted on the instrument of conveyance. If more than three exceptions exist, a new survey of the parcel to be conveyed will be required.
5. All metes and bounds descriptions must contain all the information pertaining to the description that will be used on the legal instrument form when checked by this Office for pre-transfer verification or approval.
6. The deed reference(s) from which the grantor of the conveyance acquired title must be recited by reference to the official name of the repository designated by the Recorder (e.g. deed book or official record book).
7. All descriptions shall be checked for closure. If closure is:
- Less than 1/10 the property must be surveyed even if non-sale,
 - Less than 1/100 it will be stamped conditional if non-sale/must be surveyed if sale,
 - Less than 1/1000 it will be stamped conditional.
- Closure must be more than 1/5000 for new surveys after 1980. Conditionally approved descriptions must be surveyed prior to next conveyance except where the transfer is between spouses or a tract of ground is subject to a delinquent tax foreclosure sale. Where conveyances result from delinquent tax foreclosure sales the Sheriff's deed may use the original description and will be approved for transfer.

IV. REQUIREMENTS FOR NEW METES AND BOUNDS DESCRIPTIONS FOR CONVEYANCE

All new metes and bounds descriptions, not previously recorded, must incorporate the following.

1. **Situate:**
 - A. **Must denote state, county, township, municipality (if appropriate). It must also denote Virginia Military District Name and Number, etc.**
 - B. **Must denote recorded title and deed reference as to the tract (s) of origination.**
2. **Starting Point:**
 - A. **All descriptions must be referenced to an established (properly monumented) point of beginning such as centerline intersections of streets or roads of record, established property corners of record with the owners name(s), acreage, and deed book and page number. References to an established point (ties) shall be by bearing and distance. Ties shall be along an established line (e.g. property line, center line of road, etc.) The beginning and ending points of the tie must be monumented.**
3. **Courses:**
 - A. **Each call of a new metes and bounds description should be on a separate line, and all courses must be stated in a clockwise direction from point of beginning to point of termination for the subject description.**
 - B. **Each course of a new metes and bounds description shall contain a bearing expressed in degrees, minutes and seconds and a distance recited in feet and decimal parts thereof, from point of origination to a point of termination of each course.**
 - C. **The basis of the bearings shall be given in a statement similar to the following:
"This bearing is based on the centerline bearing of "Road Number" or "Road Name " and all other bearings are from angles and distances measured in the field".**
 - D. **Each course must recite all monumentation, (See 4733-37-03 of Minimum Standards) either placed or found, along each course, or at the point of origination and/or termination of each course. This recitation shall include the type, size and material of each monument. All property corners shall be monumented or referenced if an existing monument is not already found. All property corners falling within the paved portions of a road shall be referenced by monuments set at the right-of-way line of the road.**
 - E. **Every boundary monument and/or reference monument set by the surveyor shall, when practicable, be in accordance with 4733-37-03 of the Minimum Standards for Boundary Surveys in the State of Ohio. (see attachment) Reference monuments shall not be more than 150 feet from the point they are referencing. The minimum diameter of rebar monuments set shall be 1/2" for minor**

subdivisions. Subdivisions shall have a minimum of four 1" iron pins per every ten lots, all other new corners must have a 3/4" iron pin set. Annexations shall have a 1" iron pin on all corners of the new corporation line. The old corporation line may be monumented as found, unless no monument is found, in which case a 1" iron pin must be set.

F. Each course must show all other common lines such as centerlines of roads, rivers, streams etc., Virginia Military District lines, County Lines, Township Lines and Corporation Lines, or any other pertinent common line of record or interest as witnessed by the survey for the conveyance.

4. Curves:

A. Any Course of a new metes and bounds description which is a curve must contain the direction of the curve (right or left), delta (in degrees, minutes, seconds), the radius (in feet and decimal parts thereof), and the long chord bearing and distance (in feet and decimal parts thereof) of same.

5. References:

A. All references to roads, rivers, streams, railroads etc. must use current or existing numbers or names of record. Old or original names may also be mentioned (if they would add clarity).

6. Acreage:

A. All new metes and bounds descriptions must give the acreage contained within its perimeter and calculated to the third decimal place. Total calculated square footage may also be mentioned as a matter of option.

B. Whenever a new metes and bounds description encompasses two or more taxing districts, or two or more tax parcels, a breakdown of the total area must be recited to create an accurate tax structure.

7. Surveyor or Author:

A. All new metes and bounds descriptions prepared by a surveyor must incorporate the following:

- I. Printed surveyors name and address..
- II. Ohio Registration Number and seal.
- III. The date of writing and/or survey.
- IV. A statement indicating whether the subject description was prepared from an actual field survey or from existing records similar to the following: this description was prepared by _____ on month, day, year "based on a field survey" or "from existing records". List records used as basis for description.
- V. Surveyor's signature.

8. **The deed reference(s) from which the grantor of the conveyance acquired title must be recited by reference to the official name of the repository designated by the Recorder (e.g. deed book or official record book).**
9. **All new metes and bounds descriptions will be subject to computer verification as to the accuracy of the closure (1/5,000 minimum allowable traverse closure) of the area as described. Whenever this process is necessary there will be a delay in approving the conveyance for transfer purposes. It is suggested that the surveys be presented for pre-transfer approval 1 week in advance of making the survey available to the public.**
10. **All instruments containing new metes and bounds descriptions, which meet all of the aforementioned requirements will be stamped "Approved for Transfer" and the proper notations will be made on the instrument of conveyance, verifying a correct tax structure to the County Auditor.**
11. **The descriptive content of any legal instrument of conveyance shall contain a statement of intent and/or nature as part of the instrument, to clarify the parcel(s) to be conveyed (i.e. "being a part of" or "being all of" the property).**
12. **All new metes and bounds descriptions prepared by a registered surveyor must be accompanied by a signed and sealed plat of survey (1 paper copy and 1 mylar copy).**
13. **When a petition for annexation is filed with the County Commissioners the petitioners shall include three paper copies of the annexation map with the petition. After the approval of an annexation by the required governing authorities, the petitioners shall provide the following copies for record.**

Mylar & Paper Copy	Tax Map Office
Paper Copy	Auditor's Office
Original Mylar	Recorder's Office

V. REQUIREMENTS FOR PLATS OF SURVEY

1. **Any author shall prepare a scale drawing of every new metes and bounds description he or she originates on a 11" x 17" plat, neat, legible and having a 2" border on the left side, with a 1/2" border on the remaining sides, and make available 1 paper copy and 1 mylar copy of the drawing to be filed with the Brown County Tax Map Department. When drawings are created using automated drafting systems, the author is encouraged to provide a copy on 3 1/2" disk.**
2. **All plat drawings must incorporate the following details:**
 - A. **A title, such that the general location of the subject survey can be readily identifiable. (This requirement should include the same information as established by Sections 1, Item A and B of the "REQUIREMENTS FOR NEW METES AND BOUNDS DESCRIPTIONS FOR CONVEYANCE").**

- B. A north arrow with a clear statement as to the basis of the reference - Direction Used.
- C. The control station(s) or starting point reference as cited in the deed description (i.e. - P.O.B.).
- D. All monumentation either found or placed, as cited by the metes and bounds description, together with a legend of the symbols used to identify the subject monumentation showing the material and size for each. If all monuments are identified individually, no legend will be required.
- E. All current 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.
- F. All boundary information for each course as established by "REQUIREMENTS FOR NEW METES AND BOUNDS DESCRIPTIONS FOR CONVEYANCE" Section III, Paragraph 3, Items A thru F and Paragraph 4 Item A.
- G. A citation of pertinent documents and sources of data used as a basis for carrying out the work. This shall include Highway Job number and page or right of way drawing number for all highway centerlines, if such record exists.
- H. The scale (written and graphic) of the subject drawing.
- I. The surveyors printed and signed name, Ohio Registration Number and reproducible Stamp or Seal.

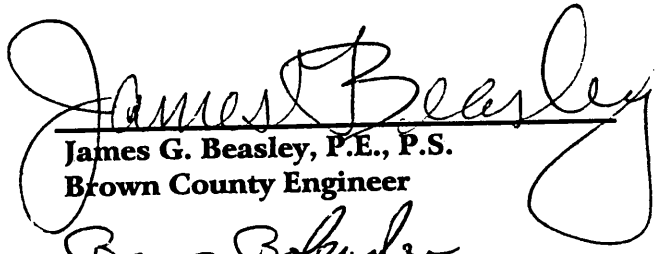
VI. MINIMUM STANDARDS FOR BOUNDARY SURVEYS IN THE STATE OF OHIO

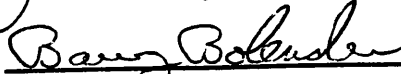
In addition to the requirements as set forth above, all new metes and bounds descriptions, and all requirements for plats of survey must incorporate the principals, and minimum standards of good surveying, engineering and draftsmanship as defined by the "Minimum Standard for Boundary Surveys in the State of Ohio" Section 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 as adopted on May 1, 1980.

- 1. See attachment following these requirements.

Nov. 19, 1996
Effective Date

Revised Date _____


James G. Beasley, P.E., P.S.
Brown County Engineer


Barry L. Bolender
Brown County Auditor

STATE OF OHIO

STATE BOARD OF REGISTRATION FOR PROFESSIONAL
ENGINEERS & SURVEYORS
65 SOUTH FRONT STREET, ROOM 302
COLUMBUS, OHIO 43215
TELEPHONE: 614-466-3650

4733-37 MINIMUM STANDARD FOR BOUNDARY SURVEYS IN THE STATE OF OHIO.

4733-37-01 PREAMBLE.

These standards are intended to be the basis for all surveys relating to the establishment or retracement of property boundaries in the State of Ohio. Abridgements of one or more provisions herein 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 standards, 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 standards shall apply to the survey of only the desired portion.

4733-37-02 RESEARCH AND INVESTIGATION

(A) When the deed description of the subject property and the deed descriptions of adjoining properties do not resolve the unique locations of the corners and lines of the property being surveyed, the surveyor shall consult other sources of information in order to assemble the best possible set of written evidence of every corner and line of the property being surveyed. These sources include, but are not limited to: records of previous surveys, deed descriptions of adjacent properties, records of adjacent highways, railroads and public utility lines: Also include subdivision plats, tax maps, topographic maps, aerial photographs, and other sources as may be appropriate.

(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, analyze evidence of occupation and confer with the owner(s) of the property being surveyed. In addition, the surveyor shall, when necessary: confer with the owner(s) of the adjoining property and take statements.

4733-37-03 MONUMENTATION.

(A) When necessary in accordance with the accepted surveying practice and legal requirements 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 0.2 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 boundary monument or 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 (eg., chiselled "X" in concrete, drill hole, etc.) shall be established for the particular situation.

4733-3704 MEASUREMENT SPECIFICATIONS.

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

(A) The surveyor shall keep his equipment in such repair and adjustment as to conform to the requirements stipulated by the director of agriculture in sections 1327.46 to 1327.99, of the revised code. The specifications, tolerances, and regulations published in the "National Bureau of Standards Handbook 44" shall be the specifications, tolerances and regulations for commercial weighing and measuring devices of the state.

(B) Every measurement 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 five thousand (allowable linear error = reported distance divided by five 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 one 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 deed 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.

4733-37-05 PLAT OF SURVEY.

(A) The surveyor shall prepare a scale drawing of every survey in which he 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 proper agency.

(C) The surveyor shall include the following details:

(1) A title such that the general location of the survey can be identified.
 (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 deed description and the relationship of the property to this control.

(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. In addition, there shall be a statement describing the material, size, position and condition of every monument found and/or set.

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

(6) The length and direction of each line as specified in the deed 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.

(7) A citation of pertinent documents and sources of data used as a basis for carrying out the work.

(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).

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 adjoining 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) Sufficient mathematical data shall be given for each curved line so that the curve can be reproduced without ambiguity.
 - (f) The reported boundary data shall meet the closure requirements of paragraph (c) of rule 4733-37-04 the administrative code.
- (3) The area of the parcel.

(C) Descriptions other than the metes and bounds form 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.

4733-37-07 SUBDIVISION PLATS.

When a subdivision is created from a piece of property, or several adjoining pieces, the surveyor shall prepare a scale drawing showing all of the details specified in rule 4733-37-05 of the administrative code. In addition, the drawing will show all of the details of each new lot, street, easement, etc., including the length and direction of each new line. Sufficient mathematical data shall be given for each curved line so that the curve can be reproduced without ambiguity.

SAMPLE PLAT OF SURVEY

COUNTY, OHIO
 TOWNSHIP, CITY
 SUBDIVISION & LOT N^o.
 SECTION, TOWN, RANGE OR MILITARY SURVEY N^o.

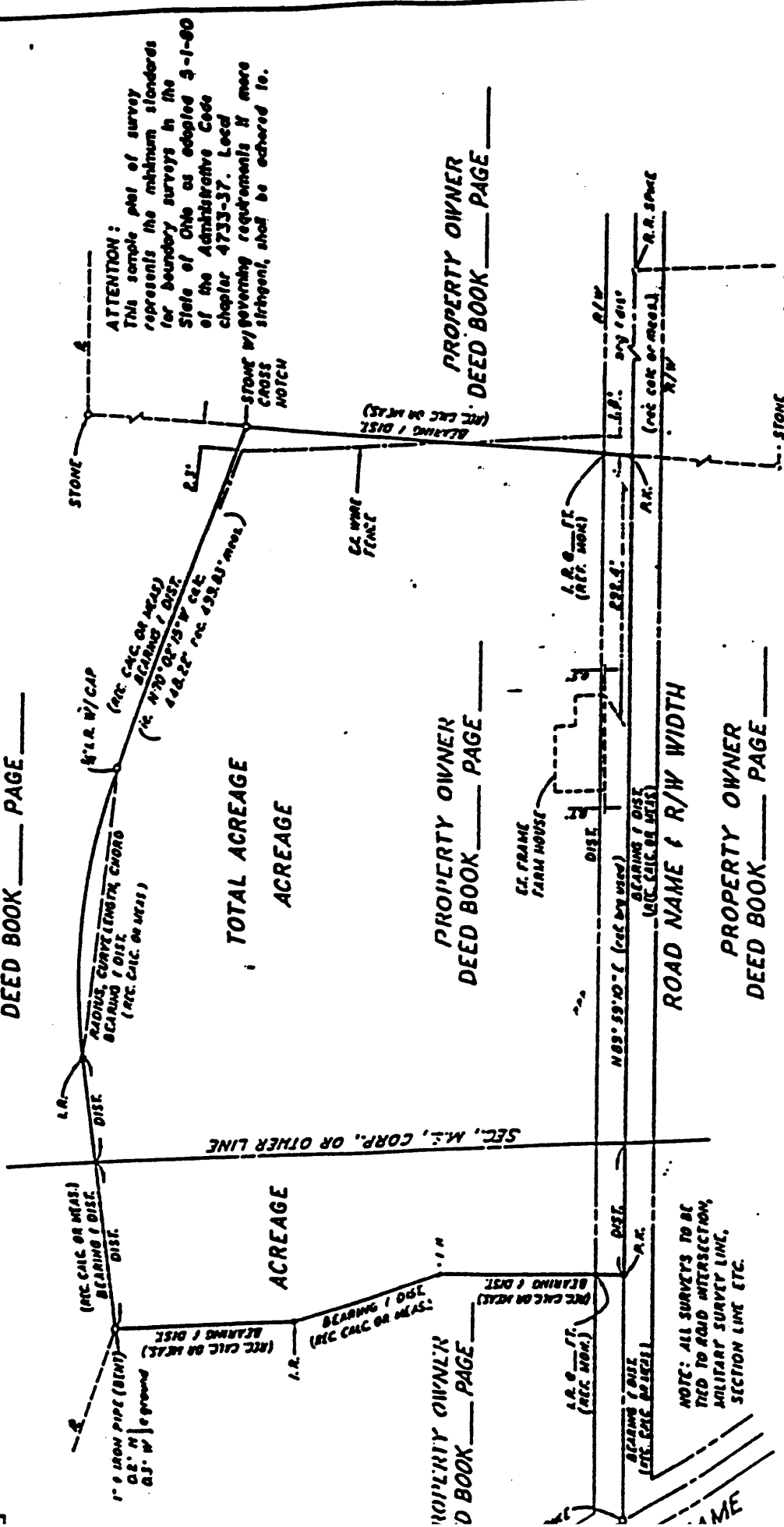
CLEAR STATEMENT AS TO THE BASIS OF THE REFERENCE DIRECTION USED.

All bearings shown herein are to an assumed meridian and are used to denote angles only.

DEED REFERENCE BOOK _____ PAGE _____
 PERTINENT DOCUMENTS AND SOURCES OF DATA USED:

County road records P.B. 10 P. 21

PROPERTY OWNER _____
 DEED BOOK _____ PAGE _____



ATTENTION:
 TNA sample plat of survey represents the minimum standards for boundary surveys in the State of Ohio as adopted 3-1-00 of the Administrative Code chapter 4733-37. Local chapters governing requirements if more stringent, shall be adhered to.



CLIENT INFORMATION
 SURVEY CO. INFORMATION

INFORMATION TO BE SHOWN:
 LINE CITED IN THE DEED DESCRIPTION AND THE RELATIONSHIP OF THE PROPERTY TO THIS CONTROL.
 GENERAL NOTATION DESCRIBING THE EVIDENCE OF OCCUPATION THAT MAY BE FOUND ALONG EVERY BOUNDARY OR OCCUPATION LINE.

SEND
 INSTRUMENT FOUND
 INSTRUMENT SET
 NOTE: SHOW MATERIAL, SIZE, POSITION & CONDITION AT EACH MONUMENT

SURVEYORS SEAL
 Signature

**BROWN COUNTY TAX MAP DEPARTMENT
MINOR SUBDIVISION SURVEY PLAT REQUIREMENTS**

1. _____ All plats must be 11" x 17" in size, neat, legible and have a 2" border on the left side with a 1/2" border on the remaining sides. One paper copy and one mylar copy must be submitted before deed approval. Reduced copies are not acceptable.
2. _____ North Arrow.
3. _____ Scale (Written and Graphic).
4. _____ Military Survey Name and Number.
5. _____ A Legend.
6. _____ Surveyor's Seal and Signature.
7. _____ The name of Township and/or Village and County. If any of these lines sever the survey, they shall be shown on the plat with the appropriate breakdown of acreage. The breakdown shall also be given on the deed. If the survey includes acreage from more than one tract with separate tax parcel numbers, the plat will also show a dashed line for the common tract lines and a breakdown of acreage in each tax parcel number. The breakdown shall also be given on the deed.
8. _____ Tie to Adjoiner (Needs Deed Book and Page Number, and Acreage) or to a Road Intersection (Needs Bearings and Distances along Centerline, with a monument at the tie).
9. _____ Acreage.
10. _____ Roadway and or Street Names.
11. _____ Adjoining Property Owners with Deed Book and Page Numbers.
12. _____ Any curves shall furnish the following data on the plat and description (Delta, Radius, Chord Bearing, and Chord Distance).
13. _____ All Corners must be Set, Found, or Referenced.
14. _____ If reference pins are set, they must be within 150 feet of a corner.
15. _____ All Monuments set or found shall have the size of the monument indicated on the plat and in the description.
16. _____ Basis of Bearings.
17. _____ Notation of Occupation (Fence Line, etc.)
18. _____ Bearings and Distances.
19. _____ Citation of Documents used.
20. _____ Date of Survey.
21. _____ Closure E _____ P _____ A _____

If Closure is . . .

Less than 1/10 it must be surveyed even if non-sale

Less than 1/100 it will be stamped conditional if non-sale/must be surveyed if sale

Less than 1/1000 it will be stamped conditional for all surveys

Closure must be more than 1/5000 for new surveys after 1980

AUDITOR, BOARD OF ELECTIONS AND TAX MAP TO COMPLETE THEIR WORK.
ANNEXATION SURVEY PLAT REQUIREMENTS

1. ___ All plats must be 18" x 28" in size, neat, legible and have a 2" border on the left side with a ½" border on the remaining sides. Or paper copy and one mylar copy must be submitted.
2. ___ North Arrow.
3. ___ Scale (Written and Graphic).
4. ___ Military Survey Name and Number.
5. ___ A legend.
6. ___ All corners, of the new corporation line, must be 1". (Except in roads) Old corporation line may be as found.
7. ___ All Monuments set or found shall have the size of the monument indicated on the plat and in the description.
8. ___ Surveyor's Seal and Signature.
9. ___ The name of Township and/or Village and County. If any of these lines sever the survey, they shall be shown on the plat with the appropriate breakdown of acreage. The breakdown shall also be given on the deed. If the survey included acreage from more than one tract with separate tax parcel number.
10. ___ Tie to Adjoiner (Needs Deed Book and Page Number, and Acreage) or to a Road Intersection (Needs Bearings and Distances along Centerline.).
11. ___ Acreage. Need total to be annexed and a breakdown of owners' acreage. Also need total acreage in road(s) to be annexed.
12. ___ Roadway and/or Street Names
13. ___ Adjoining Property Owners with Deed Book and Page Numbers.
14. ___ Any curves shall furnish the following data on the plat and description (Delta, Radius, Chord Bearing, and Chord Distance)
15. ___ Basis of Bearings.
16. ___ Notation of Occupation (Fence Line, etc.)
17. ___ Bearings and Distances.
18. ___ Citation of Documents used.
19. ___ Date of Survey.
20. ___ Closure E _____ P _____ A _____
21. ___ There cannot be any islands or "strips of land".
22. ___ Existing corporation lines should have the existing Annexation Plat Book and Page Number with hash marks along the corporation lines.
23. ___ Owners Signatures.
24. ___ Engineers Approval and Commissioners Approval.
25. ___ Parcel #.
26. ___ Signify Annexation Complete or Partial.
27. ___ If Partial, signify buildings included.
28. ___ Physical address of land.