

LOWELL McCARTY

HIGHLAND COUNTY ENGINEER

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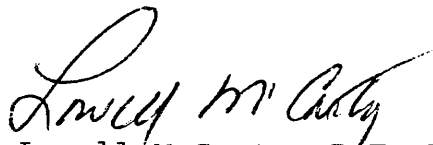
January 28, 1982

TO: All land Surveyors, Attorneys,
Realtors, and others interested
in the transfer or the division
of land in Highland County

Attached to this letter you will find a revised list of requirements for the preparation and submission of land survey plats in Highland County. This change is being made to provide a more permanent and useful record of surveys. The adoption of Ohio Administrative Code 4733-07, Minimum Standards for Boundary Surveys in the State of Ohio, makes it imperative for surveys to be filed and available for reference material for future surveys.

We will be making changes in the tax map office to make these records and copies of surveys available to the public. With your help we have been able to significantly improve our record keeping and mapping in Highland County. We believe that this change will enable us to provide better service in the future. Your continued cooperation will be appreciated.

Very truly yours,



Lowell McCarty, P.E., P.S.
Highland County Engineer

Attachments

PRODUCTION		
SEP 27 2004		
<input type="checkbox"/> CA	<input type="checkbox"/> VCS	<input type="checkbox"/>
<input type="checkbox"/> C/S	<input type="checkbox"/> TAA	<input type="checkbox"/>
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HIGHLAND COUNTY

REQUIREMENTS FOR SURVEY PLATS

In order to continue to upgrade County Tax Maps, and maintain accurate records of new surveys, resurveys, lot splits, other divisions of land, vacating of streets and alleys, annexation of territory, and other transactions affecting changes to property lines shown on the Highland County Tax Maps, the County Auditor and the County Engineer have prepared the following revised requirements for survey plats. These requirements shall become effective March 1, 1982.

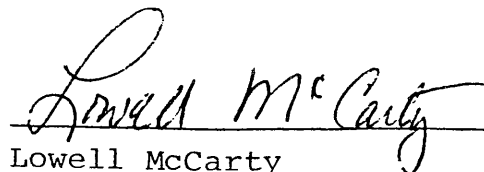
1. A new survey plat will be required when any property line is changed or resurveyed or when any parcel is proposed to be annexed into a municipality. The County Auditor reserves the right to require an accurate survey plat be filed for other transfers, if in the opinion of the County Engineer, this is necessary to accurately place the parcel on the County Tax Maps.
2. The Plat must be in ink on mylar or linen tracing film.
3. Sheet size must be 18" x 24" with a 1 1/2" border on the left and 1/2" border on the remaining margins.
4. A title block shall be located in the lower right hand corner and shall contain the following minimum information: scale, date, VMS number, township or municipality, and county. The surveyors name, seal and signature must appear on the drawing. A 1" high x 2" long block shall be reserved in the upper right hand corner for the use of the tax map office.
5. All political boundary lines and VMS lines shall appear on the plat including municipal, township, and county lines where pertinent.
6. Total acreage of each parcel shall be included as well as any internal division into tracts or political subdivisions.

7. All roads, streets, alleys, railroads, and other public uses shall be identified and the width of the right of way dimensioned.
8. The names of adjacent owners shall be shown on the plat along with the deed book and page number where the description may be found.
9. A deed reference shall appear on the plat noting the current owner, deed book and page number and tract or parcel number.
10. The surveyor should show any other lines, notes, data or significant topographic features such as streams, lakes or buildings which in his professional opinion, clarify the drawing or substantiate the reason for placing the lines as shown.
11. All survey plats will be reviewed for their substantial compliance with OAC 4733-07.

All new surveys which create a parcel or parcels containing less than five acres or create new streets or easements of access are subject to the review of the appropriate planning commission having jurisdiction of the area involved.



Lewis B. Teeters
Highland County Auditor



Lowell McCarty
Highland County Engineer

4733-37 MINIMUM STANDARDS 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.

Certification:

Joseph J. De Gange
4/14/80

Effective: May 1, 1980
Promulgated under R.C. C 119
Rule Amplifies R.C. S. 4733.20
Amended: 10/15/70

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.

Certification:

Joseph J. De Jonghe

4/14/80

Effective: May 1, 1980
Promulgated under R.C. C.119
Rule Amplifies R.C. S.4733.20
Amended: 10/15/70



STATE BOARD OF REGISTRATION FOR PROFESSIONAL
ENGINEERS & SURVEYORS

65 SOUTH FRONT STREET, ROOM 302
COLUMBUS, OHIO 43215
TELEPHONE: 614 - 466-3650

4733-37-04 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.

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4/14/80

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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 A 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 (E.G., CHISELLED "X" IN CONCRETE, DRILL HOLE, ETC.) SHALL BE ESTABLISHED FOR THE PARTICULAR SITUATION.

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).

Certification:

Joseph J. De Jonghe

4/14/80

Effective: May 1, 1980
Promulgated under R.C. C. 119
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Amended: 10/15/70


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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) SUFFICIENT MATHEMATICAL DATA SHALL BE GIVEN FOR EACH CURVED LINE SO THAT THE CURVE CAN BE REPRODUCED WITHOUT AMBIGUITY.



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(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.

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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.

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