

MIAMI COUNTY MAP DEPARTMENT

201 West Main Street
Troy, OH 45373

937-440-6025
Fax 937-440-6026

REQUIREMENTS FOR FILING LAND SURVEYS


(Surveys of Properties outside of Municipal Corporations)

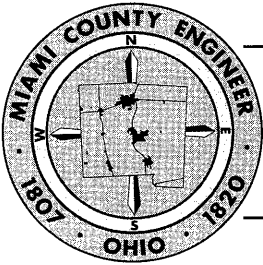
1. Use black opaque ink on 17" x 21" linen or mylar or photographic positive on mylar (silver image method.)
2. Show Town, Range, Section, Quarter Section and Township. If survey is of a platted lot (lot shown on a plat recorded in the County Recorder's Plat Records) then show the lot number or numbers.
3. Show North arrow and scale.
4. Show tract surveyed as solid heavy line with bearings and distances given on all lines of surveyed tract.
5. Show type of monument set or found at all points. Where it is not feasible or circumstances prevent monumenting actual corner, a witness monument should be set and bearing and distance from witness monument to actual corner shown.
6. Show name and right-of-way widths on all roads.
7. Where property corners fall in pavement of roads, in addition to monumenting actual corner, a witness pin or monument shall be set (preferably on right-of-way line) and distance and bearing shall be shown on plat from true corner to witness monument.
8. All Section, and Half-section lines shall be noted on the survey plat.
9. Show tie to section corner, quarter section corner, or platted lot corner and indicate type of monument set or found at tie corner. If platted lot corner is used as a tie, the Plat Book Number and Page Number of the Miami County Recorder's Plat Records whereby the lot was created shall be shown. If tie was not actually surveyed, but was taken from another survey or a deed then it shall be noted as such on the survey plat.
10. Show total acreage of surveyed tract. If tract lies in more than one section the acreage from each section shall be noted on survey plat. If survey is of a lot shown on a Recorder's Plat, the lot number and acreage shall be shown. If it is part of 2 or more platted lots, the acreage from each lot shall be noted.

REQUIREMENTS FOR FILING LAND SURVEYS (CON'T)

(Surveys of Properties Outside Of Municipal Corporations)

11. When a tract of land is surveyed and it contains 5 Acres or less and the survey is not a survey of an existing tract of land by the last deed of record covering the property then Miami County Planning Commission approval must first be obtained before the plat of survey can be filed or the property conveyed. For addition information regarding Planning Commission Regulations, it is suggested that the Miami County Planning and Zoning Department be contacted at (937) 440-8111.
12. Show Surveyor's signature, Ohio Registration Number and Embossed Seal.
13. The mathematical error in closure of the property boundary shall not exceed 0.02 foot in latitudes and 0.02 foot in departures.
14. A list of references used to perform the survey should be cited on plat giving the recording data of the surveys and deeds.


Douglas L. Christian, P.E.
Miami County Engineer



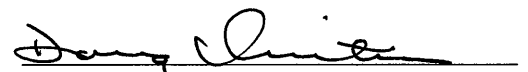
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SURVEYS OF PROPERTIES INSIDE MUNICIPAL CORPORATIONS

1. Use black opaque ink on 17" x 21" linen or mylar or a photographic positive on mylar (silver image method.)
2. Show North arrow and scale.
3. Show name of Village or City.
4. Show Inlot or Outlot Numbers or part thereof.
5. Survey plat shall clearly differentiate between platted lot lines and lines splitting platted lots. It is suggested that platted lot lines be shown with a solid line and lines splitting platted lots be shown with dashed or broken lines. A platted lot is a lot created by a plat recorded in the Miami County Recorder's Plat Records. When survey is of more than one platted lot, the portion of each lot included in survey shall be shown.
6. Show dimensions and bearings or dimensions and interior angles on all lines of survey.
7. Show type of monument set or found at all points. Where it is not feasible or circumstances prevent monumenting actual corner, a witness monument should be set and bearing and distance from witness monument to actual corner shown.
8. Show acreage in Outlots and if survey is part of more than one Outlot the acreage from each part shall be shown.
9. Show name and width of all streets.
10. All surveys shall be tied to a platted lot corner and tie corner labeled.
11. Most municipal corporations have a planning commission or similar authority which must approve the splitting of existing tracts of land. Surveys splitting existing tracts must have this approval before survey will be filed.
12. Show Surveyor's signature, Ohio Registration No. and Embossed Seal.
13. The mathematical error in closure of the property boundary shall not exceed 0.02 foot in latitudes and 0.02 foot in departures.
14. A list of references used to perform the survey should be cited on plat giving the recording data of the surveys and deeds.


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Miami County Engineer

GUIDELINES FOR ANNEXATION MAPS AND DESCRIPTIONS

Ohio Revised Code Section 709.031 provides that after a petition for annexation is filed with the Board of County Commissioners, the Commissioners may at any time prior to 30 days of the hearing date refer the description and map of territory sought for annexation to the County Engineer for a report on the accuracy thereof. The County Engineer shall at or before the hearing provide the Commissioners with a written report on the accuracy of the map and description. In order to receive a report from the County Engineer stating that the map and description are sufficiently accurate for the purpose of annexation, the following guidelines must be observed:

DESCRIPTION

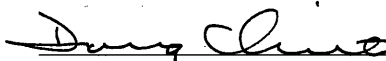
1. Description shall state Township name, County and State, Section, Town and Range numbers.
2. Description shall be a metes and bounds description with an error of closure no worse than 1 in 2,000. This description may be prepared from existing filed or recorded property records, from new surveys or a combination of both.
3. Boundary of proposed annexation shall be tied to section or quarter section corner and bearing along section or half-section line shall be given.
4. When courses follow section lines, half section lines, road centerline, etc. it shall be so stated in description.
5. Acreage shall be stated and if acreage is from more than one section the amount from each section shall be given.

ANNEXATION MAP OR PLAT

1. Map or plat shall be drawn to scale, ink on 18" x 24" linen or mylar.
2. Show Township name, Section, Town and Range Numbers, and City or Village territory is to be annexed to.
3. Show North arrow and scale.
4. Existing corporation lines shall be shown to illustrate adjacency.
5. Boundary of proposed annexation shall be clearly shown. Where proposed corporation lines follow section lines, half-section lines, road centerlines etc. it shall be clearly shown and labeled as such.
6. Show all section and half section lines and label.

ANNEXATION MAP OR PLAT CON'T

7. All public roads and right-of-way widths shall be shown.
8. Total acreage shall be shown. If territory is from more than one section, the acreage from each section shall be shown.
9. Show tie to section or quarter section corner.
10. Within the boundary of the proposed annexation, all properties shall be shown and the names of all property owners given along with the recording data of their deeds. Show as many dimensions and acreages as possible.
11. Recording or filing data of all surveys, Recorder's plats and deeds used to compile boundary and interior tract information shall be shown.
12. Surveyor's signature, embossed seal and Ohio Registration number shall be shown along with surveyor's certification that the map is either correct as determined from actual field survey made by the surveyor or that the map is correct as compiled from references shown on plat.
13. Upper right hand corner of each plat shall be reserved for Recorder's recording data and signature. Spaces shall be reserved for signatures of County Commissioners, County Engineer, County Auditor, and legislative authority of Municipal Corporation.



Douglas L. Christian, P.E., P.S.
Miami County Engineer

REQUIREMENTS FOR DEED TRANSFERS

All deed descriptions must be approved for transfer by the Miami County Engineer's Office. Real property conveyance fee statement of value form, or statement or reason for exemption from real property conveyance fee form must be filled out and signed and must be submitted with deed.

GENERAL REQUIREMENTS

1. 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.
2. When adjacent property owners are mentioned in a description, the present property owner's name shall be used and not the owner or owners of the land in the past.
3. When there is an exception to a parcel or tract of land contained in the deed description, the exception must comply with all requirements contained herein. The number of exceptions must be limited to two (2).
4. If the description contained in the deed is a description of a surveyed parcel of land whether it be within a City or Village or in the Township, reference shall be made giving the name of the surveyor and the volume number and page number of the Miami County Engineer's Record of Land or Lot Surveys. (Ohio Revised Code, Section 5301.25).
5. Reference shall be made in the deed to the instrument by which the Grantors acquired title to the property being conveyed giving the deed book number and page number of the Miami County Recorder's Deed Records. O.R.C. 319.20.
6. The person or persons preparing the deed shall put on their "prepared by" statement. (Ohio Revised Code, Section 317.111)
7. The tax mailing address of grantee must be on the deed.

8. When a tract of land less than five acres is being transferred, Miami County Planning Commission approval is not necessary when the transfer is between adjoining property owners and no new building site is being created. Deeds that fall under this category must have the certification of registration stamp on the deed before the County Engineer's Office will approve the description (Ohio Revised Code, Section 711.001.)

CERTIFICATION OF REGISTRATION

This is to certify that Planning Commission Approval of this conveyance is not required, as being exempt under O.R.C. 711.001.

Notice is given to all parties:

No additional building site is created by this conveyance: no structure may be erected or maintained on the premises herein conveyed without further compliance with all Zoning, Building, and Planning Regulations of Miami County

Secretary

Miami County Planning Commission

9. All metes and bounds descriptions must have an error of closure not greater than 1 in 2,000 for existing descriptions on record and not greater than 0.02 ft. latitudes and 0.02 ft. departures for new descriptions from new surveys.

WITHIN INCORPORATED CITIES OR VILLAGES

1. If an entire inlot is being conveyed, only the present inlot number and city or village name must appear on description.

Example:

State of Ohio, Miami County, being all of inlot No. 2929 in the City Of Troy.

(It is suggested that the plat book number and plat number of the Miami County Recorder's Plat Records by which the present inlot was created be referenced in the description).

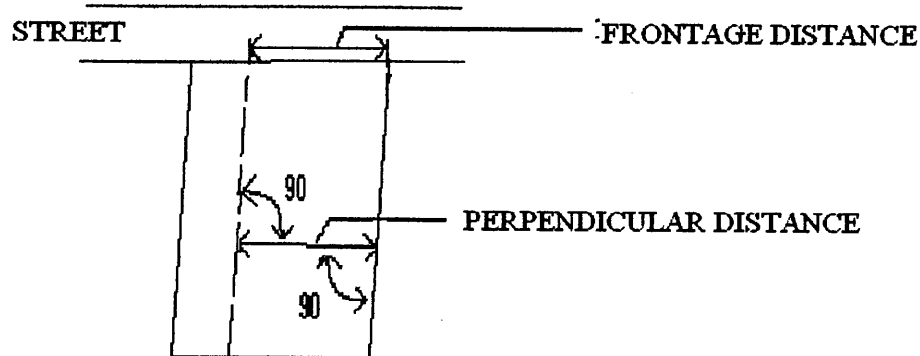
2. If an entire outlot is being conveyed only the present outlot number and the city or village name must appear on deed description.

Example:

State of Ohio, Miami County, being all of Outlot No. Nine (9) in the Village of West Milton.

3. 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 intersection of street right-of-way lines. An exception to the preceding will be when rectangular shaped lots are split by parallel lines. In such cases, it must be distinguished as to whether the distance taken by parallel lines is a frontage distance or a perpendicular distance (see example below). Acreage must be given for parts of outlots and if the description is part of more than one outlot, the acreage from each part of outlot must be given.

Example:

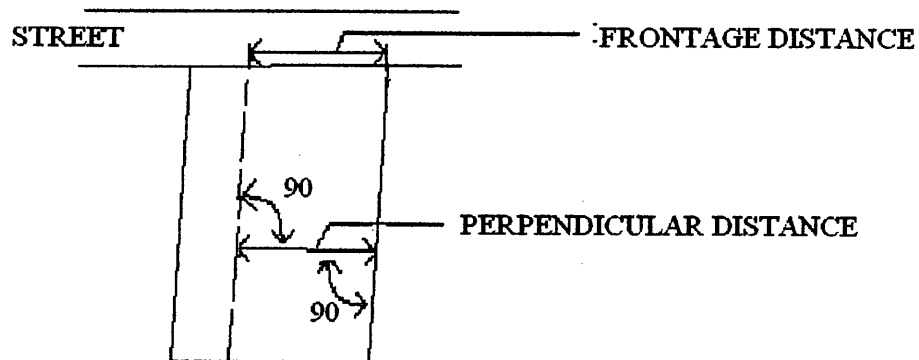


TRANSFER OF LAND IN THE TOWNSHIPS

1. The tract or farm to be transferred must have a metes and bounds description. The terms "in a Northerly direction" "with the meanderings of a river or creek" or "along road" are not definite nor adequate enough to be used in a description. An accurate amount of acreage being transferred must be shown in the description. Exceptions to this requirement will be a transfer of the entire quarter section. In this case it will be sufficient to state the Township name, section, town, range, quarter section (NE,NW,SE,SW) and acreage.
2. Descriptions for land transferred in the Township must be referenced to a monumented section or quarter section corner, giving the bearing and distance on the section or quarter section line.

3. An exception to requirements number 1 and 2 above will be when a lot in a recorded subdivision in the township is being transferred, the following information must be given in the description: Name of Township, name and section number of subdivision, lot number, section number, town number, range number, and the plat book number and the plat number of the Miami County Recorder's Plat records. When a part of a lot in a recorded subdivision is being transferred or excepted, then the description must be either by metes and bounds tied to a platted lot corner or section corner, or when the lot is rectangular it may be described as a lot split by parallel lines and the distance taken by parallel lines must distinguish whether it is a frontage distance or a perpendicular distance (see example below). In all cases where a part of a lot is transferred the acreage and the plat book and plat number of the Miami County Recorder's Plat Records must be given.

Example:



4. When a tract of land lies in two different sections or in and out of a city or village, the acreage must be broken down.

TRANSFERS OF LAND IN UNINCORPORATED VILLAGES

1. If a parcel of land being transferred is all of a lot as shown on a record plat filed in the Miami County Recorder's Office, the lot number, plat book number and plat number must be shown.
2. If a part of a lot as shown on a record plat recorded in the Miami County Recorder's Office is being transferred or excepted, the description must be by either metes and bounds tied to a lot corner or if lot is rectangular it may be described as a lot split by parallel lines and must distinguish whether the distance taken by parallel lines is a frontage distance or a perpendicular distance (See example on page four.)
3. If a parcel of land within the boundary of an unincorporated village is not a lot as shown on a record plat filed in the Miami County Recorder's Office, then the description must meet requirements as outlined under "Transfers of Land In the Townships."

Recommended by _____

Douglas L. Christian
Miami County Engineer

Approved by _____

Chris A. Peebles
Miami County Auditor