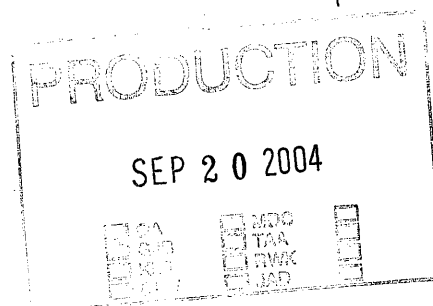


Requirements  
For All Instruments of Conveyance in  
Monroe County, Ohio

Effective Date June \_\_\_\_20\_\_\_\_, 1996



## TRANSFER PROCEDURES FOR MONROE COUNTY

The following Requirements are now established in conjunction with the Monroe County Engineer and the Monroe County Auditor as prescribed by Ohio Revised Code Section 319.203 effective on this date: June 20, 1996.

**Instruments to be submitted to the Monroe County Engineer's Map Department and/or the Monroe County Auditor's Office before conveyance and/or recording are as follows:**

Existing descriptions of record, all street, alley, road and subdivision vacations, new surveys plats, and descriptions, subdivision plats, road establishments, and annexations.

**Instruments submitted will be subject to the following procedures prior to their acceptance for transfer on the tax duplicate of Monroe County, Ohio.**

- A. Description(s) that do not meet current requirements may transfer one time with a red stamp if that description can be located on a tax map. This stamp stating, "*New Description Necessary for Future Tax Map Transfers,*" will be signed and dated by Monroe County Engineer's Map Department Personnel.
- B. Descriptions (s) that meet current requirements will transfer with a **blue stamp**, "Approved for Transfer" by the Monroe County Engineer's Map Department.
- C. Descriptions transferring within an immediate family will transfer with a red stamp even if the prior description was red stamped. Exceptions are not limited as in rule #4 of existing metes and bounds descriptions. The remaining acreage of each tract to be conveyed shall be stated.
- D. Descriptions will be checked as promptly as possible. To avoid a delay instruments should be submitted as least two days prior to the transfer. Instruments conveying a new description cannot be processed until the new survey description and plat is submitted to the Monroe County Engineer's Map Department for approval.
- E. It is understood that all situations can not be addressed by these requirements and will be handled as special cases by the County Auditor and Engineer's Map Department.

**MINIMUM REQUIREMENTS FOR ALL INSTRUMENTS  
OF CONVEYANCE IN MONROE COUNTY**

Descriptions/plats submitted shall conform to the requirements as set forth in the Requirements and Provisions of Chapter 711 and Sections 315.251, and 319.203 of the Ohio Revised Code and the Minimum Standards for Boundary Surveying in the State of Ohio, Administrative Code Chapter 4733-37 plus the following requirements. The following requirements are through the joint efforts of Athens, Guernsey, Meigs, Monroe, Morgan, Muskingum, Noble, and Washington Counties.

**REQUIREMENTS FOR TRANSFERRING EXISTING DEED  
DESCRIPTIONS OF:**

***"ALL LOTS AND OUTLOTS"(Platted and unplatted)***

1. Lots in platted areas which are shown on plats in the office of the County Recorder shall be described by lot number, officially recorded name of addition or subdivision and with reference to a plat book and page number, slide number or envelope number.
2. Descriptions of parts of such lots and outlots of recorded plats, shall be adequately tied to a recorded lot corner shown on the recorded plat and shall give dimensions of each part.
3. Deed descriptions referring to lots and outlots of unrecorded plats shall be by metes and bounds and adequately tied by metes and bounds. The number of a lot (s) of an unrecorded plat will not be accepted for transfer, and may be used for reference only.
4. Any new lot split shall require a survey.

REQUIREMENTS FOR TRANSFERRING EXISTING DEED  
DESCRIPTIONS OF

*"ALL METES AND BOUNDS DESCRIPTIONS OF RECORD"*

1. Deed descriptions referring to acreage in unplatted areas shall be by metes and bounds and adequately tied in by metes and bounds and referenced to a point identifiable by reference to a map of the area such as the following:
  - A. Quarter township corner, section or quarter section corner
  - B. Previously recorded surveys of monumented tie downs that meet current transfer requirements.
  - N/A C. When none of the above resources can be located recorded highway monumentation or intersection of two roads listed on the Monroe County current state inventory of county roads may be used.
  - D. Adequate tie-in to any of the above points of reference must be given. The bearing and distance from appropriate section line for reference shall be used when needed.
2. Vague terms used on older deeds, such as "in northerly direction", "with the meandering of a stream", "along a road", are not acceptable, nor are references to points of beginning "on the lands of John Doe", etc.
3. The description of a tract lying in more than one section, fractional section, partition lot or quarter township, or a tract of land lying part within and part without a municipal corporation; tracts that includes two or more taxing districts, and portions of recorded subdivisions shall state the acreage, dimension, Auditor's parcel number, if applicable, and most recent prior deed reference of each part if applicable.
4. The description of a tract containing an excepted area shall be fully described and/or referenced by the most recent prior recorded description that meets the current transfer requirements. The acreage of the exception shall be recited. No more than four (4) exceptions per tract, will be approved. Exceptions are to be added at the conclusion of each parent tract.

5. Each tract being conveyed shall state the Auditor's parcel number, if applicable, and most recent prior deed reference at the conclusion of each parent tract.
6. A survey shall be required for all splits,.
7. Error of closure of existing metes and bounds descriptions shall not be greater than 1/2000.
8. Description(s) presented for transfer that differ in context from the prior recorded description, will not be accepted for transfer. Description(s) with exceptions to the parent tract are permitted. See requirement #4 above, concerning exceptions and #9 for scrivener errors.
9. Changes from the previous description that involves scrivener errors, omissions or other obvious mistakes are permitted in order for the description to be acceptable for transfer.
10. Acreage within a vacated subdivision must have a new survey before transferring unless the original tract was one of rule #11 or if the original description meets the current transfer requirements.
11. Descriptions such as quarter section (160Ac.), 1/2 of quarter section (80. Ac.), 1/2 of 1/2 of quarter section (40. Ac.) and 1/2 of the 1/2 of the 1/2 quarter section being 20. Ac. are acceptable descriptions. If any of the above are created by a split, then the split would require a new survey.
12. An affidavit involving real estate that is presented to the Auditor's Office shall have a copy of the property description attached.
13. The preamble of all descriptions shall state the following: State, county, township, range and township number, section number or lot number, subdivision, quarter section and corporation or village.
14. Land contracts will be reviewed for compliance with these minimum requirements and stamped appropriately.  
N/A
15. All corrective deeds shall explain, in the deed, the corrective action being taken.
16. Descriptions presented for transfer that contain fraction numbers or subdivision numbers will not be accepted.

## REQUIREMENTS FOR NEW SURVEYS:

The new survey and its plat shall satisfy the requirements as set forth in the Minimum Standards for Boundary Surveying in the State of Ohio. Administrative Code Chapter 4733-37 and promulgated by The Board of Registration for Professional Engineers and Surveyors of the State of Ohio pursuant to Chapter 4733.

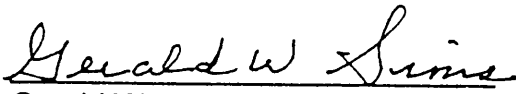
*Additional requirements are as follows:*

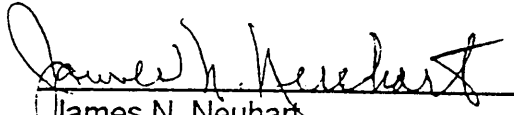
1. A copy of all new surveys for fee transfers shall be submitted to the Engineer's Map Department. A plat map and description shall accompany the survey and remain a part of the map department records, and will become public information. The plat map submitted must be a scale drawing and not reduced. ***Fax copies are not acceptable.***
2. The new survey shall include the property adjoiners names and deed references shall be on the plat and incorporated into the written description. The surveyors seal and signature shall be on the plat and description.
3. Tie downs for new surveys must use corners that are the same as referenced in rule #1 (A-D) for the requirements for existing deed descriptions, with the exception of Rule C.
4. The Auditor's parcel number, if applicable, shall appear on the description and plat map of the tract(s) to be conveyed. Descriptions that encompass part of more than one tract must state the acreage and dimension of each part, deed reference, and Auditor's parcel number of each part and state if the tract is all or part of said tract(s).
5. The description of a tract lying in more than one section, military lot, fractional section, lease lot, farm lot, river lot, partition lot or quarter township, a tract of land lying part within and part without a municipal corporation, or in two or more taxing districts, and a tract that includes portions of a recorded subdivision shall state the acreage lying in each part, dimensions, deed reference and Auditor's parcel number (if applicable) of each part and state if the tract is all or part of said tract(s).

6. Any course of a new metes and bounds description which is a curve must contain the direction of the curve (right or left), the radius (in feet and decimal parts thereof), and the long chord bearing and distance (in feet and decimal parts thereof) of the same.
7. A legal size plat of survey shall be recorded with the deed.

We understand that all counties may have additional New Survey Description Requirements that pertain only to their individual county. Those may be stated below.

8. All splits must meet the Monroe County Subdivision Regulations (Unincorporated Area) and are subject to the 100 year Flood Plain Restrictions, if applicable.
9. There will be no new tracts of land created without a frontage on a public road or a roadway that is 50' wide its entire length, unless it is approved by the Monroe County Engineer's office.
10. Division Sheets are required to be signed by both parties, completed, and filed in Auditor's Office when the deed is being transferred.

  
Gerald W. Sims  
Engineer

  
James N. Neuhart  
Auditor

Adopted: June 20, 1996