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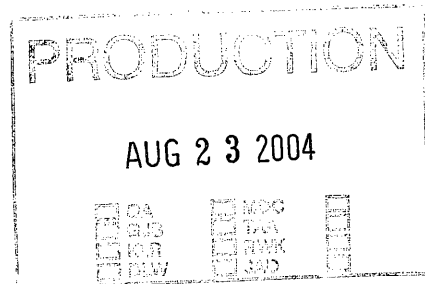
CONVEYANCE STANDARDS

FOR

PIKE COUNTY, OHIO

Denny T. Salisbury, P.E., P.S., Pike County Engineer

Teddy L. Wheeler, Pike County Auditor



DEED REVIEW AND REAL PROPERTY TRANSFER STANDARDS

Sec. 315.251

Sec. 315.251. (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.

Sec. 319.20

Sec. 319.20. After complying with sections 319.202, 315.251, and 319.203 of the Revised Code, and on application and presentation of title, with the affidavits required by law, or the proper order of a court, bearing the last known address of the grantee, or of any one of the grantees named in the title, and a reference to the volume

(2.)

and page of the recording of the next preceding recorded instrument by or through which the grantor claims title, the county auditor shall transfer any land or town lot or part thereof, minerals therein, or mineral rights thereto, charged with taxes on the tax list, from the name in which it stands into the name of the owner, when rendered necessary by a conveyance, partition, devise, descent, or otherwise. If by reason of the conveyance or otherwise, a part only of a tract or lot, minerals therein, or mineral rights thereto, as charged in the tax list, is to be transferred, the auditor shall determine the tax value of the part of a tract or lot of real estate, minerals therein, or mineral rights thereto, so transferred, and the value of the remaining part compared with the value of the whole.

Whenever a part only of a tract or lot of real estate has been transferred by the auditor and such tract or lot bears unpaid taxes, penalties, interest, or special assessments, the unpaid taxes, penalties, interest, or special assessments shall immediately be apportioned, upon demand or request by the transferee or remaining owner, in the following manner:

(A) The auditor shall allocate to the part so transferred, and to the remaining part, amounts of any current or delinquent taxes, interest, or penalties that have accrued against the parcel as a whole, proportionate to their respective values.

(B) The lien of taxes, penalties, interest, and special assessments, as levied against the original tract, shall extend to the part so transferred and the part remaining only to the extent of the amounts so allocated to the respective parts.

This section does not change the total amount of taxes, special assessments, or other charges as originally levied, or the total amount of the balance due. The auditor shall certify such apportionments to the county treasurer.

Whenever the state acquires an entire parcel or a part only of a parcel of real property in fee simple, the county auditor, upon application of the grantor or property owner or the state, which application shall contain a description of the property as it appears on the tax list and the date of transfer of ownership, shall prepare an estimate of the taxes that are a lien on said property but have not been determined, assessed, and levied for the year in which the property was acquired. The county auditor shall thereupon apportion such estimated taxes proportionately between the grantor and the state for the period of the lien year that each had or shall have had ownership or possession of the property, whichever is earlier.

Section 319.42 of the Revised Code applies to the apportionment of special assessments.

Complaint against such values as determined by the auditor or the allocation of assessments by the certifying authority may be filed by the transferee or the remaining owner, and if filed, proceedings including appeals shall be had in the manner and within the time provided by sections 5717.01 to 5717.06 and 5715.19 to 5715.22 of the Revised Code, for complaints against valuation or assessment of real property.

The auditor shall endorse on the deed or other evidences of title presented to the auditor that the proper transfer of the real estate described in such deed has been made in the auditor's office or that it is not entered for taxation, and sign the auditor's name to such deed. The address of the grantee, or any one of the grantees, set forth in the deed or

other evidences of title shall be entered by the auditor on the transfer sheets and on the general tax list of real property prepared pursuant to section 319.28 of the Revised Code.

Sec. 319.203.

Sec. 319.203. 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.

The provisions of Ohio Revised Code Sections 315.251 and 319.203 are hereby adopted by the Pike County Engineer and the Pike County Auditor.

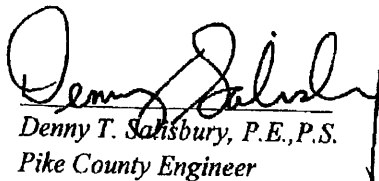
In addition to the requirements as set forth in the Pike County Land Conveyance Standards as adopted under Ohio Revised Code Section 319.203, all new metes and bounds descriptions, and all requirements for plats of surveys must incorporate the principles and minimum standards of good surveying, engineering, and draftsmanship as defined and amended by Administrative Code Chapter 4733-37 pursuant to Chapter 199 of the Revised Code and the State Board of Registration for Professional Engineers and Surveyors of the State of Ohio.

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.

The purpose of adopting these standards is to minimize the perpetuation of errors in former transfers and to obtain definite and accurate descriptions for future transfers.

These requirements are intended to provide a service to the public to ensure proper and accurate descriptions of property. It is understood that all situations not addressed by these requirements will be handled as special cases by the Pike County Engineer's Office and the Pike County Auditor's Office.

Effective Date: 28 Feb, 2000


Denny T. Salisbury, P.E., P.S.
Pike County Engineer


Teddy L. Wheeler
Pike County Auditor

REQUIREMENTS OF CONVEYANCE BY THE COUNTY ENGINEER

- A. *All boundary surveys required must be made in accordance with the "Minimum Standards for Boundary Surveys in the State of Ohio as defined by Chapter 4733-37 of the Ohio Administrative Code".*
- B. *All measurements will be documented in the Old English (U.S. Foot) System.*
- Because of ODOT requirements, metric measurements may also be included, when applicable.*
- C. *All descriptions and surveys must denote state, county, township, and municipality boundaries. All surveys must also denote range, section, and quarter section where applicable or VMS number(s) when applicable and possible.*
- D. *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 curve.*
- E. *All new descriptions shall have an adequate tie point for the purpose of locating the "true point of beginning" of the parcel. Said point will be a known point such as an intersection of two roads listed on the current inventory of county, township, or state roads.*
- F. *All surveys shall show the existing title and the source of the title of adjoining owners along each boundary line of the subject survey along with acreage of the adjacent tracts when the information is available.*
- G. *All descriptions must be accompanied by a plat of the survey.*
- H. *A legal description of each parcel or lot is required when a plat of a major subdivision is being recorded.*

REQUIREMENTS OF CONVEYANCE BY THE PIKE COUNTY AUDITOR

No transfer will be approved by the County Auditor unless the documents presented meet the following requirements:

- A. A boundary survey is required when any tract, lot, or parcel that is being conveyed is not described in the same manner as the tract, lot, or parcel was described in the immediately preceding conveyance of record. A description and plat of the boundary survey must be submitted to the County Engineer for approval.
- B. A legal description and plat of survey will be required whenever real property to be conveyed is only a part of the Grantor's tract. The documents must be checked and stamped by the Pike County Engineer.
- C. All new descriptions for property within the county will need Planning Commission approval and shall bear a Planning Commission stamp prior to transfer. Only Beaver Village, Piketon Village and Waverly City are exempt from this. They will continue to stamp their own surveys rather than the County Planning Commission.
- D. All new descriptions for splits of property under 5 acres in size will need Board of Health approval and shall bear a Board of Health stamp prior to transfer.
- E. All legal descriptions for new tracts or parcels that are split off an existing tract or parcel shall indicate from which tract or parcel of the existing deed the new tract or parcel is being taken. The legal description for the new tracts or parcels shall also indicate the Auditor's parcel number of the existing tract or parcel from which the new tract or parcel is being taken.
- F. The deed of transfer must have the original signature of the grantor. The Recorder's Office will determine prior to transferring the document if it can be scanned or microphotographed in their office.
- G. All "Deeds of Correction" shall explain the corrective action being taken in the deed.
- H. All documents transferring real estate must reference the volume and page of the prior recorded instrument.
- I. No instrument containing a new parcel split will be transferred unless accompanied by a completed "Proposed Division of Valuation On Split of Acreage, Pike County, Ohio" as required by the County Auditor, (see form attached hereto). Both the Grantor and Grantee must sign the form. No Representative will be allowed to sign the form for them.
- J. All instruments of conveyance accompanied by a registered survey which states a difference in acreage from the acreage shown on the auditor's tax duplicate shall state if it is the intent of the instrument to convey all the property owned by the grantor.
- K. All documents to be conveyed must have the original signatures, seals and stamps from the appropriate entities.
- L. Where a tract or parcel is located in more than one township, the total area in each township shall be designated to the best estimation.
- M. A completed DTE Form 100 or DTE Form 100 (EX), as appropriate, shall be provided to the Pike County Auditor for each transfer of real estate, (see forms attached hereto).
- N. All Land Contracts must be presented to the Auditor's office prior to being recorded. They shall be stamped "Transfer Not Necessary" by the Auditor's Office.
- O. Parcel numbers of property being transferred must appear on deeds and attachments thereto.

**PROPOSED DIVISION OF VALUATION
ON SPLIT OF ACREAGE,
PIKE COUNTY, OHIO**

PARCEL # _____ TOWNSHIP _____

To the Auditor of Pike County:

Based on a new survey, we submit the following information regarding the parcel:

I. According to the new survey, the parcel Actually contains _____ acres.

IF SURVEY IS ONLY A PART OF PARCEL

II. The new survey contains _____ acres from Parcel # _____,
presently carrying _____ acres in the Auditors records.

III. The land being surveyed out is presently being carried in the Auditor's Office
as:

_____ Homesite	_____ Woodland
_____ Pasture	_____ Other
_____ Tillable	

IV. ARE THERE BUILDINGS ON THIS PARCEL?
_____ YES _____ NO

IF YES, WHAT ARE THE BUILDINGS?

_____ Grantor	_____ Date	_____ Grantee	_____ Date
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DTE FORM 100
(REV 12/93)

REAL PROPERTY CONVEYANCE FEE STATEMENT OF VALUE AND RECEIPT

If exempt by O.R.C. 319.54(F)(3), Use DTE Form 100 (EX)

FOR COUNTY AUDITOR'S USE ONLY

Type Instrument	Tax List Year	County Number 66	Tax. Dist. Number	Date
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Property Located in _____ Taxing District _____

Name on Tax Duplicate _____ Tax Duplicate Year _____

Acct. or Permanent Parcel No. _____ Map Book _____ Page _____

Description: Platted Unplatted

AUDITOR'S COMMENTS: Split New Plat New Improvements Partial Value

C.A.U.V. Building Removed Other _____

GRANTEE OR REPRESENTATIVE MUST COMPLETE ALL QUESTIONS IN THIS SECTION
TYPE OR PRINT ALL INFORMATION SEE INSTRUCTIONS ON REVERSE

1. Grantor's Name _____ Phone _____
2. Grantee's Name _____ Phone _____
3. Grantor's Address _____
4. Address of Property _____
5. Tax Billing Address _____
5. Are there buildings on the land? YES NO If yes check type:
 1, 2 or 3 Family Dwlg. Condominium Apartment No. of Units _____
 Manufactured (mobile) home Farm buildings Other _____
 If land is vacant, what is intended use? _____
6. Conditions of Sale (Check all that apply): Grantor is Relative Part Interest Transfer Land Contract
 Trade Life Estate Leased Fee Leasehold Mineral Rights Reserved Gift
 Grantor is Mortgagee Other _____
7. a) New Mortgage Amount (If any) \$ _____
 b) Balance Assumed (If any) \$ _____
 c) Cash (If any) \$ _____
 d) Total Consideration (Add Lines 7a, 7b and 7c) \$ _____
 e) Portion, if any, of total consideration paid for items other than real property \$ _____
 f) Consideration for real property on which fee is to be paid (7d minus 7e) \$ _____
 g) Name of Mortgagee _____
 h) Type of Mortgage: Conv. F.H.A. V.A. Other _____
 i) If gift, in whole or part, estimated market value of the real property \$ _____
8. Has the grantor indicated that this property is entitled to receive the senior citizen, disabled person, or surviving spouse homestead exemption for the preceding or current tax year? YES NO If yes, complete DTE Form 101
9. Has the grantor indicated that this property qualified for current agricultural use valuation for the preceding or current tax year? YES NO If yes, complete DTE Form 102
10. Application For 2 1/2% Reduction (NOTICE: failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed). Will this property be grantee's principal residence by January 1 of next year? YES NO
 If yes, is the property a multi-unit dwelling? YES NO

Number
No. of Parcels
DTE Code No.
Neigh. Code
No. of Acres
Land Value
Bldg. Value
Total Value
DTE Use Only
DTE Use Only
DTE Use Only
DTE Use Only
Consideration
DTE Use Only Valid Sale
1. YES 2. NO

I DECLARE UNDER PENALTIES OF PERJURY THAT THIS STATEMENT HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS A TRUE, CORRECT AND COMPLETE STATEMENT

SIGNATURE of GRANTEE or REPRESENTATIVE _____ DATE _____

Receipt Number _____

RECEIPT FOR PAYMENT OF CONVEYANCE FEE

conveyance fee required by section 319.54(F)(3) R.C., and, if applicable, the fee required by Chapter 322 R.C., in the total amount of \$ _____ has been paid by _____ and received

by the Pike County Auditor.
Teddy L. Wheeler COUNTY AUDITOR

DATE _____

DTE FORM 100 (EX)

STATEMENT OF REASON FOR EXEMPTION FROM REAL PROPERTY CONVEYANCE FEE

(REV 12/98)

Revised Code Sections 319.202 and 319.54(F)(3)

TYPE OR PRINT ALL INFORMATION

FOR COUNTY AUDITOR'S USE ONLY

Instr.	Tax. Dist. No.	Tax List	Date	Co. No.	Number
			Land	Bldg.	Tot.

D.T.E. CODE NO. _____ Split/New Plat Remarks: _____
 Property Located in _____ Taxing District _____
 Name on Tax Duplicate _____ Tax Duplicate Year _____
 Acct. or Permanent Parcel No. _____ Map Book _____ Page _____
 Description: _____

FOLLOWING MUST BE COMPLETED BY GRANTEE OR HIS REPRESENTATIVE

1. Grantor's Name _____ Phone Number _____
2. Grantee's Name _____ Phone Number _____
 Grantee's Address _____
3. Address of Property _____
4. Tax Billing Address _____
5. No Conveyance fees shall be charged because the real property is transferred:
 - ____ (a) To or from the United States, this state, or any instrumentality, agency, or political subdivision of the United States or this state;
 - ____ (b) Solely in order to provide or release security for a debt or obligation;
 - ____ (c) To confirm or correct a deed previously executed and recorded;
 - ____ (d) To evidence a gift, in any form, between husband and wife, or parent and child or the spouse of either;
 - ____ (e) On sale for delinquent taxes or assessments;
 - ____ (f) Pursuant to court order, to the extent that such transfer is not the result of a sale effected or completed pursuant such order;
 - ____ (g) Pursuant to a reorganization of corporations or unincorporated associations or pursuant to the dissolution of a corporation, to the extent that the corporation conveys the property to a stockholder as a distribution in kind of the corporation's assets in exchange for the stockholder's shares in the dissolved corporation;
 - ____ (h) By a subsidiary corporation to its parent corporation for no consideration, nominal consideration, or in sole consideration of the cancellation or surrender of the subsidiary's stock;
 - ____ (i) By lease, whether or not it extends to mineral or mineral rights, unless the lease is for a term of years renewable forever;
 - ____ (j) When the value of the real property or interest in real property conveyed does not exceed one hundred dollars;
 - ____ (k) Of an occupied residential property being transferred to the builder of a new residence when the former residence is traded as part of the consideration for the new residence;
 - ____ (l) To a grantee other than a dealer in real property, solely for the purpose of and as a step in, its prompt sale to others;
 - ____ (m) To or from a person when no money or other valuable and tangible consideration readily convertible into money is paid or to be paid for the real estate and the transaction is not a gift;
 - ____ (n) To an heir or devisee, between spouses or to a surviving spouse, from a person to himself and others, to a surviving tenant, or on the death of a registered owner;
 - ____ (o) To a trustee acting on behalf of minor children of the deceased;
 - ____ (p) Of an easement or right-of-way when the value of the interest conveyed does not exceed one thousand dollars;
 - ____ (q) Of property sold to a surviving spouse pursuant to section 2106.16 of the Revised Code;
 - ____ (r) To or from an organization exempt from federal income taxation under section 501(c)(3) of the Internal Revenue Code, provided such transfer is without consideration and is in furtherance of the charitable or public purpose of such organization;
 - ____ (s) Among the heirs at law or devisees, including a surviving spouse of a common decedent, when no consideration in money is paid or to be paid for the real property;
 - ____ (t) To a trustee of a trust, when the grantor of the trust has reserved an unlimited power to revoke the trust;
 - ____ (u) To the grantor of a trust by a trustee of the trust, when the transfer is made to the grantor pursuant to the exercise of the grantor's power to revoke the trust or to withdraw trust assets;
 - ____ (v) To the beneficiaries of a trust if the fee was paid on the transfer from the grantor of the trust to the trustee or pursuant to trust provisions that became irrevocable at the death of the grantor;
 - ____ (w) To a corporation for incorporation into a sports facility constructed pursuant to section 307.696 [307.69.6] of the Revised Code.

6. Has the grantor indicated that this property is entitled to receive the senior citizen, disabled person, or surviving spouse homestead exemption for the preceding or current tax year? YES NO. If yes, complete DTE Form 101.

7. Has the grantor indicated that this property is qualified for current agricultural use valuation for the preceding or current tax year? YES NO. If yes, complete DTE Form 102.

8. Application For 2 1/2% Reduction (NOTICE: failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed): Will this property be grantee's principal residence by January 1 of next year? YES NO. If yes, is the property a multi-unit dwelling? YES NO.

I declare under penalties of perjury that this statement has been examined by me and to the best of my knowledge and belief is a true, correct, and complete statement.

SIGNATURE OF GRANTEE OR REPRESENTATIVE

DATE