

**REAL ESTATE CONVEYANCE
STANDARDS**

WHEREAS, Section 319.203 of the Ohio Revised Code requires the County Auditor and the County Engineer to establish standards governing conveyances of real property in Scioto County, Ohio; and

WHEREAS, existing Subdivision Regulations for Scioto County require planning authority approval of any subdivision of real property in Scioto County; and

WHEREAS, the County Auditor and the County Engineer desire to establish uniform standards for review and approval of deeds or other instruments of conveyance of real property in order to insure accurate description and survey of the property, and to establish a method for correcting errors and inaccuracies in existing real property descriptions; and

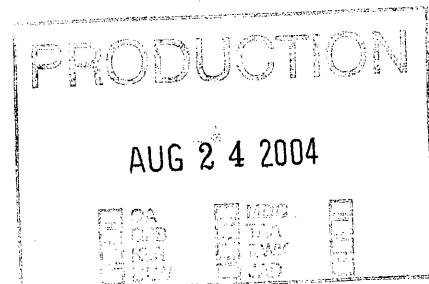
WHEREAS, on March 26, 1997 and April 16, 1997, after public notice, the County Auditor and Engineer held public hearings on the following proposed real property conveyance standards for purposes of obtaining public comment.

NOW, THEREFORE, the Scioto County Engineer and the Scioto County Auditor hereby adopt the following Standards for deeds and other instruments of conveyance of real property in Scioto County, Ohio.

I. INTENT AND PURPOSE

These Standards are intended to provide a uniform and consistent method for review of surveys and legal descriptions in deeds and other instruments of conveyance to insure accurate and proper description of the real property transferred. Through these Standards, the County Auditor and County Engineer desire to establish a public service to insure that all real property in Scioto County is correctly described in County records, and to provide a method for correcting errors in existing real property descriptions.

We understand that situations may arise that are not specifically addressed in these Standards. The County Auditor and County Engineer will decide such situations on a case by case basis in accordance with the applicable provisions of the Ohio Revised Code and the Ohio Administrative Code, and in accordance with the spirit and intent of said statutory provisions and regulations to provide a uniform and accurate method for describing real property.



II. GENERAL STATEMENT OF PROCEDURE

Deeds or other instruments of conveyance of real estate submitted for approval under these Standards should first be presented to the Scioto County Auditor's office. From the Auditor's office, the instruments will be forwarded to the appropriate County offices for review. The general procedure for review and approval is intended to be substantially as shown on the attached Exhibit A. Comments will be addressed on a routing sheet of the form attached hereto as Exhibit C.

A legal description and plat of survey (see Exhibit B), approved as complying with these Standards, will be required whenever real property to be conveyed is only a part of the Grantor's land or the legal description of the land to be conveyed is different from the legal description of the land conveyed in the most recent conveyance of all or part of that land. Except as provided herein, no approval will be required for instruments containing a written certification that the legal description is the same as that of record for the most recent conveyance of that particular tract of real property. Instruments without such certification shall be referred to the County Engineer for review and approval pursuant to these Standards.

An approved legal description and plat of survey will be required after the third consecutive conveyance of a property where the existing legal description has been determined to be inaccurate or otherwise not in compliance with these Standards. In those cases where the existing description appears to be inaccurate or otherwise not in compliance with these Standards, the instrument shall be referred to the County Engineer. If such a legal description is found to be so defective, then the deed will be stamped to indicate that the description is defective and that a new survey will be required. Such existing legal descriptions can still be used for the next three transfers of that same tract of property. However, a new survey and legal description will be required after the third consecutive transfer. In such cases, the deed for each successive transfer will be stamped to indicate the number of transfers remaining before a new legal description and plat of survey are required (e.g.: 3 transfers, 2 transfers, 1 transfer, new survey required for next transfer).

The County Engineer will maintain a copy of approved boundary surveys in the Engineer's survey file. Plats and legal descriptions maintained in the survey file shall be public records.

Deeds or other instruments of conveyance for which no approval is required either under these Standards or from the Scioto County Planning Authority generally can be transferred and presented for recording on the same day. However, where prior approval under these Standards and/or from the Scioto County Planning Authority is required, the normal period for such review is expected to be approximately three (3) to seven (7) days. While Scioto County officials will endeavor to review deeds or other instruments of conveyance as quickly as possible, all authors of deeds or other instruments of conveyance are nevertheless encouraged to submit proposed surveys or legal descriptions in advance of the expected date of transfer for prior review or approval.

“Walk throughs” will not be accepted. Deeds or other instruments of conveyance for which approval is required under these Standards shall be left at the Auditor’s Office along with a telephone number where the person submitting such deeds can be reached. The Auditor’s office will then call and notify that person whether the deed has been approved for transfer.

III. STANDARDS FOR DEEDS OR OTHER INSTRUMENTS OF CONVEYANCE OF REAL PROPERTY

A. SCOPE OF STANDARDS

1. These Standards shall apply to all instruments which transfer any ownership interest in real property in Scioto County, Ohio, including but not limited to the statutory forms of conveyance as defined in Chapter 5302 of the Ohio Revised Code and land installment contracts as defined in R.C. 5313.01(A).

2. These Standards shall also apply to any new survey or re-survey of property where the new survey or re-survey is submitted for filing in County property records.

3. These Standards shall not apply to Certificates of Transfer of Real Estate, as defined in R.C. 2113.61, and Affidavits for Transfer of Real Estate, as defined in R.C. 5302.17; provided, however, that such Certificates and Affidavits shall identify the prior deed reference for the tract or parcel of property transferred.

4. These Standards shall not apply to mortgages, easements, liens, or other instruments evidencing an encumbrance against property where transfer in the Auditor’s office is not required for that instrument under R.C. 319.20 or any other section of the Ohio Revised Code.

B. APPROVAL REQUIREMENTS FOR DEEDS AND OTHER INSTRUMENTS OF CONVEYANCE

Pursuant to Sections 315.251 and 319.203 of the Ohio Revised Code, prior to transferring any deed or other instrument of conveyance or recording any re-survey of an existing tract of real property, the County Auditor shall submit the instrument to the County Engineer for review and approval of the legal description and plat of survey of the property to be conveyed, provided:

1. The land to be conveyed is only a part of the grantor’s land.
2. The legal description of the land to be conveyed is different from the legal description of the land conveyed in the most recent conveyance of all or part of that land.
3. Upon the third consecutive transfer of a tract of real property for which the existing

legal description for that property has been determined by the County Engineer to:

- (a). Describe an amount of acreage that is different from that contained in the County Auditor's tax duplicate. (Anything more than ½ acre)
- (b). Describe boundaries that do not close or is found to be otherwise inaccurate.
- (c). Contain exceptions.
- (d). Not comply with the requirements of these Standards.

4. Except as otherwise required in paragraph B. 3. above, no approval will be required for deeds or other instruments of conveyance that contain written certification that the legal description is the same as the legal description of record for the most recent conveyance of that same tract or parcel of property. Such certification shall also state the volume and page where the deed or other instrument containing that legal description is recorded.

5. Deeds or other instruments of conveyance that do not contain the written certification referred to in paragraph B. 4. above, will be reviewed for compliance with these Standards.

6. In the case of Sheriff's deeds, issued pursuant to R.C. 2329.31 and R.C. 2329.36, and Auditor's deeds from the sale of forfeited lands, issued pursuant to R.C. 5723.12, where the existing description is found to be defective under these Standards and where the Sheriff's or Auditor's sale is the "third transfer" for which a new survey will be required as described in Section II and paragraph B.3. above, a new survey will not be required until the next transfer of that property.

C. DEFINITIONS

1. Legal description—a written description by metes and bounds prepared in compliance with Section 4733-37-06 of the Ohio Administrative Code that identifies the physical location of an interest in land and defines the boundaries of that tract or parcel of land.

2. Plat of survey—a scale drawing prepared in compliance with section 4733-37-05 of the Ohio Administrative Code that identifies the physical location of an interest in land and defines the boundaries of that tract or parcel of land.

3. Subdivision—Shall have the same meaning as set forth in section 711.001 of the Ohio Revised Code.

4. Subdivision Plat—A map or representation of a piece of land subdivided into lots,

with streets, alleys, and other improvements drawn to scale. Particular requirements for plats are as found in the Subdivision Regulations.

5. Subdivision Regulations —The Scioto County regulations for the subdivision of land, adopted October 2, 1969 and as amended.
6. In-lots shown on a subdivision plat—a designated lot in an established subdivision for which a final subdivision plat is recorded in the Office of the Scioto County Recorder.
7. Reserve tracts or out-lots shown on a subdivision plat—tracts not designated as lots though contained in a subdivision and shown on the subdivision plat.

D. STANDARDS FOR BOUNDARY SURVEYS

All boundary surveys and descriptions of real property shall comply with the following Standards:

1. All boundary surveys shall comply with the minimum requirements for descriptions and surveys set forth in Chapter 4733 of the Ohio Revised Code and Chapter 4733-37 of the Ohio Administrative Code.
2. All description for any real property to be conveyed shall identify the Auditor's Parcel Number for that property.
3. All in-lots in a platted and approved subdivision, duly recorded in the Office of the Scioto County Recorder, shall be designated by the number of the in-lot, and such number shall conform to the numbering appearing on the current Auditor's tax duplicate. Legal descriptions for such lots shall reference the name of the subdivision and the volume and page in which the plat of the subdivision is recorded.
4. The description of a portion of a lot in a recorded subdivision shall be by metes and bounds with reference to a verified fixed monument within the subdivision, if a monument exists. However, the use of phrases in existing descriptions such as the east half of lot #” or “west 50’ of lot #,” or “50 feet off the entire West side of Lot #” is permissible, provided that the lot described is rectangular in shape and contains angles or bearings in the recorded plats.
5. Tracts or parcels in the original survey of the county shall be designated by section, township, and range number as appearing on the current Auditor's duplicate. Where the description is for less than a section, the generally accepted terms designating a portion less than a full section may be used, e.g.: “NW ¼ of , SW ¼ of, East ½ of, etc.”

Portions of sections described as a given number of acres off an end or side of such sections will only be accepted for existing descriptions.

6. Property located in the Original Land Divisions such as Virginia Military Surveys (VMS), French Grant Lots, Ohio State University Lots, and Discovery Lots shall be designated by the applicable lot or survey number.
7. All descriptions for reserve tracts or out-lots, or parts thereof, in subdivision plats shall be by metes and bounds, referenced to a known or established point or monument with bearings and distances shown.
8. Phrases such as "parallel with," "perpendicular to," "at right angles to," "along the prolongation of," etc. may be used in lieu of bearings, provided that the referenced line is a township, section, quarter section, quarter-quarter section, recorded subdivision, or a recorded subdivision lot or street line, and the bearing of said reference line is given.
9. Where a tract or parcel lies in more than one township, section, quarter section, platted lot, inside or outside of a municipality, or in more than one municipality, the legal description and plat of survey shall designate the area of such tract or parcel that is located in each township, section, quarter section, or municipality. Where a tract or parcel is located in more than one taxing district, the area in each district shall be designated.
10. A legal description and plat of survey shall be made whenever land to be conveyed is only a part of the Grantor's land or the legal description of the land to be conveyed is different from the legal description of the land conveyed in the most recent conveyance of all or part of that land, or otherwise constitutes a subdivision of property as defined in the Scioto County Subdivision Regulations.
11. No deed or other instrument of conveyance which subdivides or splits a single tract or parcel of land into two or more tracts or parcels will be transferred or recorded, unless the proposed conveyance is approved by the Scioto County Planning Authority for compliance with applicable subdivision regulations and the legal description and plat of survey are approved by the County Engineer for compliance with these Standards.
12. All descriptions for conveyances purporting to subdivide one or more tracts from a larger tract or otherwise convey a part of a single tract as shown in the auditor's records shall state whether the description is intended to describe the entire tract of a property, a part of a tract of property, or the remaining tract of a property once a portion has been split off therefrom.
13. The legal description and plat of survey for a deed or other instrument of conveyance which subdivides or splits a tract or parcel of property must separately describe each new tract created, stating the names of the grantor and grantee for each newly created tract and the total area of each newly created tract.
14. No survey or legal description which subdivides or splits an existing tract by excepting therefrom a portion of the land conveyed will be approved. New surveys shall

not contain exceptions.

15. A new legal description and plat of survey will be required after the third transfer, as stated in paragraph B. 3. above, where the existing legal description contains one or more exceptions.

16. All legal descriptions for new tracts or parcels that are split off an existing tract or parcel shall indicate from which tract of the parent tract the new parcel is being taken, along with the Auditor's parcel number.

17. After a tract is conveyed from a parent tract, a new survey of that remaining parent tract shall be made for the next conveyance of that parent tract.

18. Plats of surveys required under these Standards shall be prepared on 8 ½ x 14 inch paper and recorded as part of the deed. Where circumstances make it impractical to reduce the plat to this size, a note shall be added to the legal description on the deed indicating that the plat of survey is on file in the County Engineer's survey files. The County Engineer shall keep copies of approved surveys in the Engineer's survey file. Such surveys shall be public records.

19. Whenever a survey is made of real property to be conveyed, the name of the surveyor and his or her registration number shall appear legibly on the deed or other instrument of conveyance for such real property (e.g.: "A survey of this property was made by _____, Surveyor registration no. _____").

20. Except as provided in section 711.131 of the Ohio Revised Code, no lots or tracts in a proposed subdivision will be transferred until the Scioto County planning authority has approved the subdivision and the subdivision plat has been recorded in the County Recorder's Office.

E. APPEALS

Appeals from a decision under these Standards may be taken by the person submitting a legal description or survey for approval by written notice to the Scioto County Auditor and Engineer. Written notice of appeal shall be filed with the Scioto County Engineer's or Scioto County Auditor's Office within 14 days following a final ruling disapproving a legal description or survey.

The procedure for appealing a decision disapproving a legal description or survey under these Standards shall be as follows. The person presenting that legal description or survey will be advised of the reason for the disapproval and given an opportunity to correct the deficiency. If the person submitting the legal description disagrees as to the reason for disapproval, that person may request that he or she be provided with a final written ruling. The Office disapproving the deed will be responsible to provide that person with a dated, written ruling explaining the reason for disapproval. An appeal to the

Auditor and Engineer asking for reconsideration of that decision may then be taken by filling a written notice of appeal with the Engineer's or Auditor's Office. Such notice of appeal must be filed within 14 days following the date specified on the final written ruling.

The Auditor and Engineer shall provided a written response to all such appeals. Further appeal may be had to the Scioto County Court of Common Pleas as provided by general law.

F. PLANNING AUTHORITY APPROVAL

1. In addition to approval under these Standards, Scioto County planning authority approval will be required for any subdivision of property, as the term "subdivision" is defined in the Scioto County Subdivision Regulations.

The foregoing Conveyance Standards are hereby adopted and effective this 2nd day of June, 1997.

David L. Green

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Scioto County Auditor
Room 103 Courthouse
Portsmouth, Ohio 45662

Clyde S. Willis, P.E.

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START



Auditor

Determine if "Simple Transfer" or Split of Property. Check deed for Survey No., Township/City, Notary & Seal, Witness, Prior Reference, Marital Status. Forward splits, new surveys or any deeds considered "Inaccurate Description" to the Engineer's Office.

Simple →

Auditor Transfer



Recorder

Split
Inaccurate Description



Engineer

Engineer will determine whether the description and surveys meet ORC 4733 requirements

4733-37-03 MONUMENTATION
Monumentation of ALL property corners on a survey. (Reference monuments are acceptable if a corner cannot be monumented, e.g., in a creek, electric transformer or other physical obstruction.)

4733-37-04 DEED DESCRIPTION CLOSURE
All deed descriptions will close within .02 feet in latitude and .02 feet in departure. This allows for a total closing error of 0.0283 feet.

4733-37-05 MINIMUM STANDARDS FOR PLATS

- 1) Title stating general property location
- 2) A North arrow with a clear statement as to the basis of bearings
- 3) Tie to road intersection, VMS line, OSU Lot line, French Grant line, or Section line.
- 4) Notation stating whether each corner was found or set and a notation describing the condition, size, position etc. of each monument.
- 5) General description of occupation evidence on a line (fence, hedge, tree line, etc.)
- 6) Bearing and distance on each line
- 7) List of all documents used (deeds, plats, road records, etc.)
- 8) Written and graphical scale
- 9) Date of the survey
- 10) Surveyors printed name and Registration Number, Signature and seal (reproducible)



Rejected Survey



Back to Owner

Approve Survey



Planning Office

If the Planning Commission or the authority acting through a properly designated representative is satisfied that the proposed division is not contrary to applicable platting, subdivision, floodplain, or land use regulations, it shall, within seven working days after submission to the authority, approve the division. The planning Authority requires the the submission of a sketch or other applicable information to assist in the review process.



Disapproval



Back to Owner

Approve Split



Auditor Transfer

Transfer ownership on Tax Duplicate. Collect transfer tax and transfer fee.



Recorder

Deed Transferred
Two witnesses
Notarized
Who prepared
All signatures legible
Prior deed reference
Marital Status

Chapter 4733-37

MINIMUM STANDARDS
FOR BOUNDARY SURVEYS
IN THE STATE OF OHIO

Note: Chapter 4733-37 of the Administrative Code was filed pursuant to Chapter 119 of the Revised Code.

- 4733-37-01 Preamble
- 4733-37-02 Research and Investigation
- 4733-37-03 Monumentation
- 4733-37-04 Measurement Specifications
- 4733-37-05 Plat of Survey
- 4733-37-06 Descriptions
- 4733-37-07 Subdivision Plats
- 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. Abrogements 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.

HISTORY: Eff. 5/1/80

Authority: R.C. Chapter 4733

4733-37-02 RESEARCH AND INVESTIGATION

(A) When the deed description of the subject property and the 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 corner 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.

HISTORY: Eff. 5/1/80

Authority: R.C. Chapter 4733

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.
- (6) 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.

HISTORY: Eff. 5/1/80

Authority: R.C. Chapter 4733

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 1327.59, 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 departures.

HISTORY: Eff. 5/1/80

Authority: R.C. Chapter 4733

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.

HISTORY: Eff. 5/1/80

Authority: R.C. Chapter 4733

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.

(6) A metes and bounds description that includes, 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 of the Administrative Code.

(3) 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.

HISTORY: Eff. 5/1/80

Authority: R.C. Chapter 4733

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.

HISTORY: Eff. 5/1/80

Authority: R.C. Chapter 4733

Date Received _____

EXHIBIT "C"

**REAL ESTATE ROUTING LOG
SCIOTO COUNTY**

Auditor's Office (614) 355-8224

Parcel No. _____

Applicant Name: _____ Telephone No. _____

Notarize ____ Notary Seal ____ Notary Expiration Date ____ Survey No. ____

2-Witness Legible ____ Signature ____ Township/City ____ Prior Reference ____

New Survey ____ Division of Property ____ Martial Status ____ Copy To Recorders ____

Comments: _____

Deputy _____

Date _____

COUNTY ENGINEER (614) 355-8265

Description Closes ____ Existing Road ____ Existing Easement ____

New Easement ____ Plat Attached ____ Meets ORC 4733 ____

Existing Description Doesn't Meet Standards ____ Number of Times Transferred ____

Part of an Existing Subdivision ____

Comments: _____

Deputy Engineer _____

Date _____

PLANNING COMMISSION (614) 354-5395

Property- Plat or Sketch Attached _____

Split or Lot approved For Transfer ____ Split or Lot not Approved For Transfer ____

Comments: _____

Director, Planning Commission _____

Date _____