

**MINIMUM REQUIREMENTS FOR THE
CONVEYANCE AND TRANSFER OF
REAL ESTATE IN MEIGS COUNTY, OHIO**

THIS DOCUMENT IS MADE AS A RESULT OF A LAW ENACTED
MAY 9, 1996. OHIO REVISED CODE SECTION 319.203 STATES THAT
THE COUNTY AUDITOR AND THE COUNTY ENGINEER, BY WRITTEN
AGREEMENT, MUST ADOPT STANDARDS GOVERNING THE
CONVEYANCES OF REAL PROPERTY.

The following requirements are now adopted and established in conjunction
with the Meigs County Auditor and the Meigs County Engineer on October 23, 1997,
and shall become effective on January 1, 1998.

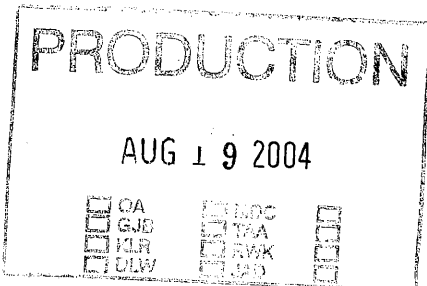
SECTION I

INSTRUMENTS TO BE SUBMITTED TO THE MEIGS
COUNTY AUDITOR'S OFFICE BEFORE CONVEYANCE
ARE AS FOLLOWS:

EXISTING DESCRIPTIONS OF RECORD

The following items will need to be present in the description
prior to the instrument being conveyed:

- (1) The preamble of all descriptions shall state the State,
County, Township, Section Number, Fraction Number or
Ohio Company Purchase Lot Number, Township and Range
Numbers, Subdivision Name, Corporation or Village.
- (2) If the description is within a recorded subdivision, the
reference data for the plat is required (Volume and Page or Plat
Cabinet and Envelope Number), along with the full name for
the recorded subdivision.
- (3) The deed description shall state the Volume and Page
Number of the last prior transfer.
- (4) Document of transfer shall include the County Auditor's
Parcel Number (s) of the land and the tax mailing address of
the grantee.



(5) Prior recorded deeds or photostatic copies of recorded deeds will not be permitted as exhibits on current deed to transfer property.

Section I (1), (2) (3), (4) and (5) are required for the real estate to be conveyed.

SECTION II

INSTRUMENTS TO BE SUBMITTED TO THE MEIGS COUNTY TAX MAP OFFICE OR MEIGS COUNTY ENGINEER'S OFFICE ARE AS FOLLOWS:

ALL NEW DESCRIPTIONS: NEW SURVEYS; CREATIONS OR EXTENSIONS OF STREETS, ALLEYS OR ROADS; SUBDIVISIONS AND ANNEXATION DESCRIPTIONS.

(1) **NEW DESCRIPTIONS:** New splits of a parent tract or a description for the combining of parcels or new subdivisions will require a new survey. Creating or extending a road, street or alley will require a new centerline survey stating width.

(A) All surveys must be submitted to the Meigs County Tax Map Office or the Meigs County Engineer's Office a minimum of five working days prior to the transfer. The survey plat and description will be examined and checked for correctness and accuracy. Surveys receiving the Engineer's approval will be stamped "APPROVED BY THE MEIGS COUNTY ENGINEER/TAX MAP OFFICE". A minimum of two copies of the description and plat are to be submitted for review. One copy of the description and plat will be retained by the Tax Map Office.

(B) When a parcel is divided into two or more parcels or created by combining existing tracts, a survey is required. The survey shall be done by a registered surveyor in the State of Ohio.

(C) The survey shall meet, but not be limited to, the

minimum standards for land surveys adopted May 1, 1980, (O.R.C. 4733.37). Surveys that are to be approved must be a scale drawing and not reduced. Fax copies are not accepted for final approval, but can be sent for preliminary review.

(D) New surveys shall include the adjoining property owners' names and deed references on the plat and in the written description.

(E) When a parcel is created from two or more existing parcels, the acreage from each parent tract must be stated.

(F) When a parcel is created that overlaps a Section Line, Fraction Lot Line, Village Line, Township Line, or Subdivision Lot Line, the acreage for each area must be stated.

(G) Surveys within a recorded subdivision must state the name of the subdivision, the location of recorded plat, lot numbers and area in each lot, and they must depict the lot lines on the survey plat.

(H) New subdivisions must meet all (A) thru (G) above, and must be drawn on reproducible film sheet size 24" x 36". Two (2) copies on reproducible film must be submitted.

(I) Metric units of measurement will be permitted but must be accompanied by English Units.

(2) BOUNDARY LINE AGREEMENTS: The agreed boundary line will be a surveyed line.

SECTION III

IN THE PROCESS OF UPDATING THE TAX MAPS, ALL DEED DESCRIPTIONS ARE EXAMINED BEFORE THE MAPS ARE REVISED. THE MEIGS COUNTY ENGINEER AND THE TAX MAP OFFICE WILL REVIEW EACH

PARCEL'S DESCRIPTION AND STAMP THE AUDITOR'S TAX CARD "DESCRIPTION INADEQUATE", IF THE DESCRIPTION LACKS THE INFORMATION ENUMERATED BELOW OR IS DEFICIENT IN SOME OTHER WAY. ITEMS THAT ARE EXAMINED WHEN REVIEWING EXISTING DESCRIPTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

(A) State, County, Township and Municipality must be designated by name.

(B) Section, Fraction or Ohio Company Purchase Lot, Township and Range must be designated.

(C) All property lines must have a bearing and distance; curves (radius, curve to right or left, and long chord of the curve) must be adequately defined.

(D) The area of the parcel must be stated. If a parcel is divided by a section line, fraction line, Ohio Company Purchase lot line, subdivision line, or a corporation line, the area in each part must be stated.

(E) The subdivision name and location of the recorded plat must be stated on deeds conveying lots in a recorded subdivision.

(F) Error of closure of existing metes and bounds descriptions shall not be greater than 1/2000.

(G) Reservations and exceptions must be included and referenced by one of the following:

- (i) Deed Volume and Page or Official Record Volume and Page, or
- (ii) Stated Acreage, or
- (iii) Full Description.

(H) RECORDED AND UNRECORDED
SUBDIVISIONS: The Auditor's Tax Card will be stamped "Description Inadequate" for parcels situated in recorded subdivisions that are not legible and for parcels situated in lots that are not adequately defined by lines with bearings and distances. The Auditor's Tax Card will be stamped "Description Inadequate" for parcels conveyed by numbered lots in an un-recorded subdivision.

The inadequate stamp placed on the tax cards will not prevent an instrument of conveyance from being transferred by the Meigs County Auditor.

SECTION IV

MISCELLANEOUS PROVISIONS:

- (1) These requirements apply to all individuals, government agencies, municipalities, etc.
- (2) LAND CONTRACTS: Land Contracts will be reviewed for compliance with these minimum requirements and stamped appropriately
- (3) Special circumstances will be handled as individual cases only.
- (4) All corrective deeds must explain the purpose of the instrument.

The minimum requirements for instruments of conveyance may be revised by the Meigs County Auditor and the Meigs County Engineer after two public meetings.

APPROVED:

Robert H. Eason
ROBERT H. EASON
Meigs County Engineer

Nancy Parker Campbell
NANCY PARKER CAMPBELL,
Meigs County Auditor

DATED: October 23, 1997