Appendix J – R/W Description Checklist

Project: _____ PID NO.:_____
Date: _____ R/W Reviewer: _____

☐ Final Right of Way Plans
☐ Other

Instrument:

☐ Instruments acceptable for recording at the county recorder's office.

☐ Legals pre-approved by the county Engineer's Tax Map Office, Auditor's Office, GIS, etc. (as appropriate per county).

☐ Descriptions prepared on ODOT approved RX Form, with headers and pagination on each page.

☐ Caption with general location of the parcel (State, county, city, village, civil township, section, survey township tier, range, lot, block, etc.) Lying on the left or right side of survey, County-route-section, recording data for the centerline plat, if applicable.

☐ Lead in course, the point of beginning or commencement (shall start at a physical recoverable, recognized geographic point and a clearly defined control station) must be acceptable by the county and tied by station and offset to the centerline of the project.

☐ True Point of, Principal place of, Place of / Beginning (description of boundary monument used).

☐ Each course on separate line, with bearing, distance, specification of any monuments and intent with regard to adjoiners.

☐ Auditor's permanent parcel number and a breakout of the PRO in the take.

☐ When an Auditor's Permanent Parcel number cannot be found provide a statement indicating as such.

☐ Name of person that prepared the description/instrument (surveyor's Ohio registration number, signature, date the description was prepared).

☐ Description based on a Survey by (name), (registration number), (date of survey).

☐ A citation to the public record of the appropriate prior deed(s).

☐ Provide a statement identifying the basis of bearing used in the description.

☐ Identification of any special reservations.

☐ Copy of closure calculations attached (Paper and/or Disk).