

***The following information has been provided by the Hamilton County Auditor. You are cautioned not to rely upon the following information without having your attorney review your instrument of conveyance and contact the Auditor to determine the current standards***

**TRANSFER AND CONVEYANCE STANDARDS  
of  
THE HAMILTON COUNTY AUDITOR  
and  
THE HAMILTON COUNTY ENGINEER  
AS ADOPTED UNDER OHIO REVISED CODE SECTION 319.203  
EFFECTIVE JULY 7, 1997**

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**General:** It is the desire of the Hamilton County Auditor and the Hamilton County Engineer to provide a service for the public to raise their confidence level that the property has been properly described by their agent/attorney, to correct any errors that are evident and to insure that property is described for tax purposes.

The Hamilton County Engineer will assume the responsibility of deed checking on July 7, 1997. On this date the County Auditor will also implement the new procedure of pre-checking conveyance forms (DTE 100 and DTE 100-EX) prior to submission of the documents to the transfer desk.

It is understood that all situations cannot be covered by these requirements and, when such situations arise, they will be addressed as special cases by the County Auditor and/or by the County Engineer.

**Definitions:**

- "County Engineer" means Hamilton County Engineer.
- "County Auditor" means Hamilton County Auditor.
- "O.R.C." means Ohio Revised Code.
- "Professional Surveyor" means a person who engages in the practice of that branch of engineering commonly known as surveying and who is registered in the State of Ohio as a professional surveyor.
- "County Commissioner" means Hamilton County Commissioners
- "Approval" means the verification of agreement between the Survey Plat and the closure - not field verification.
- "Area" means areas calculated to the nearest ten thousandth (.0001) of an acre.
- "U.S. Survey Foot" when converting from meters to feet use the conversion ration of 39.37/12.

- "Meters" shall be designated to the nearest thousandth of a meter (.001).
- "Distance" shall be designated to the nearest hundredth of a foot (.01).
- "Pre-check" refers to the checking of DTE forms for completeness and accuracy prior to both the reading of the deed and transfer/conveyance of the property.

### **Section 1. Application of Transfer and Conveyance Rules.**

These rules apply to any transfer and conveyance of an interest in real property made by conveyance, partition, devise, descent, court order, certificate of transfer, affidavit, or any other document that would cause any of the following:

1. Change In The Name Of Owner(s) Of Land. Any document that creates, transfers, or terminates any interest in land or minerals that would cause the County Auditor to change the name of the owner or any one of the owners must be presented to the County Auditor under O.R.C. [319.20](#).
2. Change In Description. Any document that changes, corrects, or amends the description of any parcel of land must be presented to the County Auditor under O.R.C. [5713.02](#).
3. Transfer Of Interest That May Affect True Value. Any document that creates, transfers, or terminates any interest in land that may affect the true value of a parcel for real property tax purposes must be presented to the County Auditor under O.R.C. [5713.03](#).

### **The following transfers are subject to special requirements:**

1. Transfer Of Survivorship Interest. A transfer of a survivorship interest shall be made pursuant to O.R.C. [5302.17](#) only upon certificate of transfer or upon affidavit to which is attached a certified copy of a death certificate of the deceased joint tenant.
- 2.
3. Transfer By Affidavit Under O.R.C. [5301.252](#). A transfer of the name of the owner or any one of the owners may be made by affidavit pursuant to O.R.C. [5301.252\(B\)\(1\)](#); the correction of a legal description may be made by affidavit pursuant to O.R.C. [5301.252\(B\)\(4\)](#) and [\(B\)\(5\)](#); however, except in the case of the termination

of a life estate or survivorship estate, no transfer shall be made by affidavit pursuant to O.R.C. [5301.252\(B\)\(3\)](#).

### **Section 3. Specific Requirements For All Documents Of Transfer.**

- All documents transferring an interest in real property that are subject to O.R.C. [319.20](#), including all court orders and certificates of transfer, shall contain all of the following:
  1. **Reference To Prior Instrument Of Record.**  
A reference to the County Recorder's volume and page of the record of the next preceding recorded instrument by or through which the grantor claims title, as required by O.R.C. [319.20](#).
  - 2.
  3. **Tax Mailing Address Of Grantee.**  
A statement of the complete tax mailing address of the grantee or any one of the grantees, as required by O.R.C. [319.20](#).
  - 4.
  5. **Identification Of Interest Conveyed.**  
The grantor shall inform the County Auditor in writing whether the grantor is conveying less than the grantor's current interest in the land.
  - 6.
  7. **Instruments To Conform To Law.**  
All deeds and other instruments transferring an interest in Real Property shall conform to the laws of Ohio or the law of the place where the instruments were executed.
  - 8.
  9. **Document of Transfer Shall Include the Auditor's Book, Page, and Parcel Number and Address.** The document of transfer shall include the County Auditor's Book, Page, and Parcel Number(s) of the land and the current site address of the property, if any.

- **Conveyance Forms.**

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No instruments will be transferred unless accompanied by a properly completed DTE-100 or DTE-100 (EX) Conveyance Form ***specifically approved for use in Hamilton County*** and which complies with the standards described in Section 4 of this document.

A pre-transfer check of the DTE-100 or DTE-100 (EX) Form must occur prior to transfer. The pre-check will be completed by the County Auditor.

**Following are the requirements of the County Auditor for a properly completed DTE-100 or DTE-100 (EX) Form.**

- **DTE-100**

- The Real Property Conveyance Fee Statement of Value and Receipt (DTE Form 100) is prescribed by the State of Ohio. DTE Form 100 must be completely and accurately filled out and submitted to the Hamilton County Auditor's Transfer pre-check desk prior to the instrument of transfer being checked by the Hamilton County Engineer's Office. Both the pre-approval and the engineer's validation of description are required before forms can be submitted for transfer.

Conveyance forms that have not been pre-approved by the Auditor's Office AND/OR instruments of transfer which have not been approved by the Engineer's Office will not be accepted for transfer by the Hamilton County Auditor's Transfer Department. These documents will be returned to the agent for correction.

Form DTE 100 is required for all transfers that are not exempt by O.R.C. [319.54](#) (F)(3). If exempted by O.R.C. [319.54](#), then Form DTE 100 (EX) must be completely and accurately filled out and submitted for pre-approval, along with required information, e.g. affidavit.

DTE 100 provides to Hamilton County taxpayers a standard, prescribed form which permits a final review of the paperwork being filed that transfers property from one owner to another in Hamilton County. The intent is not to replace required legal and title research that is part of a property transfer. Pre-checking of DTE 100 is meant to provide a service that raises the confidence level of all parties that the property being transferred is completely and accurately described, that errors and/or omissions are identified earlier in the transfer process, and to insure that property is accurately described for taxation and appraisal purposes.

Described below are the various fields appearing on Form DTE 100, along with a description of what is required and acceptable by the Hamilton County Auditor's Office for each field. Reference the attached sample DTE Form 100.

**DTE-100**

Excluding items under "P", "A" thru "U" are printed on DTE 100 Form at time of transfer.

- Item P :

**All items must be clearly printed or typed.**

1. Grantor's Information  
Name, address, and phone # of Seller (Grantor),
- 2.
3. Grantee's Information  
Name, address, and phone # of Buyer (Grantee). This address may differ from the actual property address.
- 4.
5. Address of Property  
Address of property being transferred.
- 6.
7. Tax Billing Address  
Address to which the semi-annual tax bills will be mailed for payment.
- 8.
9. Are there buildings on the land ?  
Yes or No answer that is checked in appropriate box. If "yes" is checked, then the type of dwelling and the number of units must be specified. If the land is vacant the intended use should be specified.
- 10.
11. Conditions of Sale  
Check all boxes that are appropriate. If "other" is checked, then the type of instrument or transaction type must be specified.
- 12.
13. Financial
14.
  - a) New Mortgage amount, if any
  - b) Balance Assumed, (if any)
  - c) Cash, (if any)
  - d) Total Consideration (Total of items 7a, 7b, and 7c)
  - e) Portion, if any, of total consideration paid for items other than real estate (e.g. Personal Property)
  - f) Consideration for real property for which fee is to be paid (Item d less item e)
  - g) If gift, in whole, or part, estimated market value of real property
  - h) Type of Mortgage. Check appropriate box, if "other", please specify.
  - i) Name of Mortgagee. (e.g. Name of bank or lending institution).

**If either item "b" or item "g" is checked, the transaction is normally not considered to be an arm's length transaction.**
15. Homestead 2.5% Stadium Tax Credits
16.  
If the grantor (seller) was entitled to the Homestead/2.5%/Stadium Tax

Credit for the preceding or current tax year, mark box [a] and complete DTE Form 101; otherwise mark box [b].

17. CAUV (current agricultural use value) valuation.

18.

If the grantor (seller) was qualified for the current agricultural use valuation (CAUV) for the preceding or current tax year, mark box [a] and complete DTE Form 102; otherwise mark box [b]. "DATE"

19.

20. Date in the format Month, Day, Year ( e.g. April 11, 1997) the form was prepared. "Printed Name of Grantee or Representative"

21.

22. Print name of buyer (grantee) or buyer's representative "Signature of Grantee or Representative"

23.

24. Signature corresponding to printed name described immediately above.

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**DTE**

**100**

**(EX)**

Items "A" thru "S" are printed on the form at time of transfer. Information appearing under item "T" must be clearly printed or typed.

1. Grantor's Information

2.

Name, address, and phone # of **Seller (Grantor)**

3. Grantee's Information

4.

Name, address, and phone # of **Buyer (Grantee)**

5. Address of property.

6.

Address of property being transferred.

7. Grantee's Permanent Mailing Address (if different than address of property.

8.

9. Tax Billing Address

10.

Address where semi-annual tax bills are mailed for payment. This may be the same as the Grantee's address or that of a lending institution. Reason(s) for which no conveyance fee should be charged.

11. ***An affidavit may be requested and required for any of items "a" thru "w".***

12.

(a) To or from the United States, this state, or any instrumentality, agency, or political subdivision of the United States of this state;

(b) Solely in order to provide or release security for a debt or obligation;  
**(must include affidavit of facts);**

(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, solely for the purpose of and as a step in, its prompt sale to others;

(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;  
**(must include affidavit of facts)**



(n) To an heir or devisee, between spouses or to a surviving spouse, from a person to himself and other, 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 form 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 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.

**13. Senior Citizen, Disabled Person or Surviving Spouse Homestead Exemption**

14.

**15. CAUV (current agricultural use value)**

16.

If the grantor (seller) was qualified for the current agricultural use valuation (CAUV) for the preceding or current tax year, mark box [a] and complete DTE Form 102; else mark box [b].

**17. Homestead 2.5% Stadium Tax Credits**

18. If the grantor (seller) was entitled to the Homestead/2.5%/Stadium Tax Credit for the preceding or current tax year, mark box [a] and complete DTE Form 101; else mark box [b]. valuation.

**19. Printed Name of Grantee or Representative**

20. Print name of buyer (grantee) or buyer's representative Signature of Grantee or Representative

**21. Signature**

corresponding to printed name describe immediately above.

22.

**23. "DATE"**

24. Date in the format Month, Day, Year ( e.g. April 11, 1997) the form was prepared.

**Section 4. Quality of Documents.**  
No transfer will be accepted by the County Auditor unless the documents presented to the County Auditor meet all of the following requirements:

**1. Original Required.**

2.

The document of transfer must have the original signature of the grantor of affidavit. In most cases, a copy of a court order will be accepted, but the copy must bear the signature of a judge and show on its face that it has been filed with the Clerk of Courts or be a certified copy from the Clerk of Courts.

**3. Poor Original Not Accepted.**

4.

No document of transfer will be accepted which has attached to it a previously recorded document that is identified as a "Poor Original."

**5. Illegible Writing.**

6.

No document of transfer will be accepted in which the document or attachment is illegible as determined by the County Auditor or County Engineer.

**7. Pre-check of DTE-100 or DTE-100 (EX)**

8.

Property presented for transfer which *has not* had a DTE-100 pre-check completed by the County Auditor will not be accepted for transfer.

9. **Meets County Engineer's requirements of conveyance as described below.**

10.

No document of transfer will be accepted which has not been approved by the County Engineer for requirements of conveyance. ([See Section 11.](#))

### **Section 3. Specific Requirements For All Documents Of Section 5. Sufficiency Of Description.**

1. **Identification.**

The description of land shall be sufficient to allow the County Auditor and County Engineer to identify the land that is being transferred. Clerical errors that do not affect the County Auditor's or County Engineer's ability to identify the property will be disregarded, but clerical errors that cannot be resolved will cause the County Auditor or County Engineer to disapprove the transfer.

2. **Description Of Tax Parcels.**

3. All documents that transfer an ownership interest in a tax parcel shall contain one of the following types of description: **A. Platted Lot.** A platted lot shall be described by its lot number or other designation and the name of the subdivision as platted, as required by O.R.C. [711.01](#) and the book and page of the recorded subdivision.

**B. Condominium Unit.**

A condominium unit shall be described by its unit number or other designation and the name of the condominium project as set forth in the declaration and recorded information for the condominium project (deed book and page), as required by O.R.C [5311.10.](#)

**C. Metes And Bounds Description.**

Each tract of land that is not a platted lot or condominium unit shall be described by a metes and bounds description in accordance with these rules and subject to the approval of the County Engineer.

**D. No Exceptions In Description.**

No transfer will be approved where the description of the land sets forth an exception to any metes and bounds description, unless the prior instrument was recorded with an exception. An exception describes land that is included in the general description, but that is not being transferred and is excepted out and identified by a separate description of its own.

### **Section 3. Specific Requirements For All Documents Of Section 6. Boundary Survey**

1. **Boundary Survey**

2. 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 plat of the boundary survey must be submitted to the County Engineer for approval prior to submission to the County Auditor for transfer.
3. **Must Meet Minimum Standards.**
4. All boundary surveys required under Section 6 (1) 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, along with the current requirements of the County Engineer. (See Section 11).
5. **Consolidation Plat**

The consolidation of parcels of same ownership requires a Plat of Survey. The plat must meet the requirements of Section [11-3](#) and [11-4](#), contain deed references of the consolidated parcels and the Book, Page, Parcel numbers of the consolidated parcels. ***Consolidations may never create Cutups.***

**Section 3. Specific Requirements For All Documents Of Section 7. Breaks In The Chain Of Title. Because the County Auditor needs to determine the ownership of each tract, lot, or parcel of real property and because the County Auditor maintains ownership history of each tax parcel.**

1. **Grantor Is Not Prior Grantee.**
2. No transfer will be approved where a grantor is not a prior grantee, unless the document itself or an affidavit that satisfies the requirements of O.R.C. [5301.252](#) is provided to the County Auditor that explains to the County Auditor's satisfaction why there is a break in the chain of title. The County Auditor may also require additional evidence when necessary to establish the correct ownership of the property.
3. **Minor Differences In Names.**
4. Differences in the name of the grantor and a prior grantee based upon the inclusion or omission of middle names or initials, or different versions of first names (e.g. Charles, Charley) or due to change in name and similar differences of a minor nature, must be explained in the document itself to the County Auditor's satisfaction or by affidavit, as required by O.R.C. [5301.252 \(B\)\(1\)](#).

## **Section 8. Planning Commission Approval Of Parcel Split.**

### **1. Subivision Of Existing Parcel.**

Any transfer or conveyance that causes a tax parcel to be split into a new parcel of five acres or less, or leaves an existing parcel with five or less acres, or otherwise is required to be approved by the appropriate planning commission, must be so approved before it will be accepted by the County Auditor.

### **2. Auditor Will Not Determine Exemptions.**

The County Auditor will not determine whether any split of five acres or less is exempt from Planning Commission approval, and will accept only a communication from the appropriate Planning Commission that the split is exempt.

### **3. No Transfer By Plat.**

The County Auditor will not transfer (change the name of any owner of) any real property pursuant to a plat, except by dedication of property to a public purpose upon acceptance by a political subdivision that is set forth on the plat or in a separate document.

## **Section 9. Transfers Of Property In The Name Of A Trust.**

No transfer will be accepted where the grantee is solely in the name of a trust. The instrument must contain the name(s) of the trustee(s) as grantee(s). Before any real Property that is in the name of a trust can be transferred or conveyed from the trust, the trustee or grantee shall file an affidavit setting forth the information required by O.R.C. [317.22 \(B\)\(2\)](#).

## **Section 10. Land That Is Split By Taxing District Boundaries.**

1. Where a tract of land that is described by a single metes and bounds description is located in more than one county, the Hamilton County Auditor may consult with the County Auditor(s) of the other county to determine the treatment of the land for real property tax purposes.
2. No single tax parcel shall be created by the County Auditor that is located in different taxing districts. Any land with a single metes and bounds description that is split by taxing district lines shall be made into separate tax parcels by the County Auditor. Any platted lot that is located on different plat pages shall be primarily shown and maintained by the County Auditor as the primary parcel on the page in which the front of the parcel is located.

## **Section 11. Requirements Of Conveyance By The County Engineer.**

**The Board of County Commissioners shall require that a plat of survey and a legal description be submitted for approval by the County Engineer when:**

A) The land to be conveyed is only a part of the grantor's land. The remaining residue is not transferable until a new description and survey plat is submitted. The description and survey must be prepared by a professional surveyor as licensed to practice in the State of Ohio. Residue descriptions and surveys are to be performed by the owner's professional surveyor.

B) The legal description of the land to be conveyed is different from the legal description of land conveyed on the most recent conveyance. The County Engineer shall approve the survey plat and description and shall file a copy of the survey plat and description in the Engineer's Survey File.

The County Engineer will stamp "Description Acceptable" on the Instrument of Conveyance, verifying acceptance to the County Auditor. It is the intent of these requirements to amend previous requirements (Commissioner's Minutes Vol. 203 Image 375 of July 22, 1981) to provide a standard method of checking legal descriptions for deeds, easements, affidavits and other instruments.

**All new metes and bounds descriptions and all plats of survey must meet the "Minimum Standards for Boundary Surveys in the State of Ohio" as defined by [Chapter 4733-37](#) of the Ohio Administrative Code.**

**1. Requirements for Existing Metes and Bounds Descriptions of Record.**

All existing metes and bounds descriptions of record will be checked by the County Engineer to verify and identify to the County Auditor the tax parcel(s) to be conveyed.

Any existing metes and bounds descriptions which, since the previous conveyance, has been incorporated into a municipality or other political subdivision by means of annexation must be changed to reflect its new corporate location within the preamble of the new description. All existing metes and bounds descriptions of record must be described verbatim as witnessed by the instrument of previous record and transfer. The correction of scriber error, omissions or other obvious mistakes are permitted.

**2. Requirements for New Metes and Bounds Descriptions for Conveyance.**

All new metes and bounds descriptions not previously recorded must be prepared by a registered professional surveyor and must be in compliance with the Ohio Administrative Code, [Chapter 4733-37](#). The new description and/or the Instrument of Conveyance shall not contain exception clauses.

**In addition, the following items shall be required:**

A) The preamble must denote the state, county, and municipality (if applicable) and the township, section, range, or Virginia Military District Survey Name and Number.

B) All descriptions must be referenced to an established point of beginning such

as centerline intersections of streets or roads of record, established property corners of record, section and or quarter section corners or lines, or Virginia Military Survey corners or line, or other established points approved by the Hamilton County Engineer's Office.

C) Each course of new metes and bounds description must contain a bearing expressed in degrees, minutes, and seconds and a distance recited in feet and the decimal parts thereof from point of origination to a point of termination of each course.

D) Each course must show all other common lines such as centerline of roads, right of way lines, rivers, streams, quarter or half section lines, Virginia military District Survey lines, or any other pertinent common line(s) of record or interest as witnessed by the surveyor for the conveyance.

E) Any course of a new metes and bounds description which is a curve must contain the following information: the direction of the curve (right or left), the radius, the arc length, and the long cord bearing and distance.

F) Each course must contain the names of current adjoining owners together with the Deed Book and Page of Official Record reference for each. When a course being described adjoins a recorded platted subdivision, a call for the Recorded Subdivision Plat Book and Page will suffice.

G) The area of the parcel(s) being filed with the County Engineer shall indicate the gross area and the net area (gross area minus the area occupied by the right of way).

H) Whenever a new metes and bounds description encompasses two or more taxing districts, or two or more tax parcels, a breakdown of the total area must be recited for each tax district or parcel.

I) Whenever the description content of any legal instrument of conveyance is determined to be ambiguous, the County Engineer will require that a new survey of the parcel(s) being described be made and a new description and plat be submitted to the County Engineer for approval prior to the transfer of said parcel(s).

### **3. Requirements for Plats of Survey for New Description.**

A registered Professional Surveyor shall prepare a scaled plat of the survey of the property indicating all pertinent surveying information. A copy of the plat shall be filed with the County Engineer.

All plats must be in compliance with the Ohio Administrative Code [Chapter 4733-37](#).

All existing title and source of title of adjoining owners along each boundary line

of the subject survey must be properly indicated.

A mathematical closure including an error of closure shall be submitted with all surveys.

All new closures will be subject to computer verification as to the accuracy of the traverse closure (1/15,000 minimum allowable transverse closure) of the area described.

All plats to be recorded must be submitted on paper. Plat size shall not exceed 36" by 48". The County Engineer may request but not require the survey be submitted in digital format on 3 1/2" disks in DXF format following the County Engineer's Office layering standards or generally accepted layering standards. (The County Engineer's Office must be able to easily distinguish critical layer, right of way, property, survey control, bearing and distances.)

**4. Requirement for Ties to County Monuments Subdivisions (any subdivision to be recorded) - must tie into one or two accepted monuments only if the following are met:**

- Tie to one monument if a monument is within 1/2 mile radius of the proposed subdivision.
- Tie to a second monument if a second monument is within 1/2 mile radius of the proposed subdivision or the first monument.

Plat of Survey - one acre or more or if the remaining residue is one acre or more, outside of a recorded subdivision, must tie into one or two accepted monuments only if the following conditions are met:

- Tie to one monument if a monument is within 1/2 mile radius of the proposed survey.
- Tie to a second monument if a second monument is within a 1/2 mile radius of the proposed cutup or the first monument.

A county survey control monument is defined as a survey monument accepted by and shown in the record of the County Engineer's Office.

If the subdivision or survey is not within 1/2 mile radius of any accepted monument then the County Engineer's Office must be notified.

The County Engineer's Office may set additional control monuments.

Proper identification of County monuments must be denoted on the survey plat or subdivision plat, as well as the deed description.

County monuments are usually identified by a four digit number. These County



monument identifiers are available from the County Engineer's Office.

The Basis of Bearing statement on all plats and deed descriptions to be made of record within the Hamilton County offices must be stated with reference to a deed of record, an official record, a plat of record, or a road improvement plan of record along with the bearing used.

The State Plane Coordinate System, Ohio South Zone, NAD27 or NAD83 may also be used as a Basis of Bearing only if the control monuments used along with the bearing between them are denoted in the statement.

An assumed bearing may be used provided there are no bearings shown of record.

Examples of acceptable Basis of Bearing statements are available at the Office of the County Engineer.

**5. Metric Measurements**  
**Each course of a new metes and bounds description prepared using the metric system shall include the following:**

- A) Distance shall be recited in metric.
- B) Bearing shall be expressed in degrees, minutes, and seconds.
- C) Curve information shall contain the following:

- Direction of the curve (right or left)
- The radius
- Arc length
- Long chord bearing and distance

D) All distances shall be indicated in the Metric System with the English equivalent of each distance indicated in parentheses ( ) immediately following the metric distance.

E) Area shall be expressed in hectares along with the equivalent area expressed in acres.

**6. Other Review and approval** may be required by appropriate Zoning and Planning Commission and other government agencies prior to the acceptance by the County Auditor and/or County Engineer.