

# Transfer and Conveyance Standards

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## **INSTRUMENT EXHIBITS**

Exhibit 1	DTE 100	Section 3(I)
Exhibit 2	DTE 100EX	Section 3(I)
Exhibit 3	DTE 101	Section 3(I)
Exhibit 4	DTE 102	Section 3(I)
Exhibit 5	Engineer's Review and Approval Form	Procedures For Completing the Conveyance of Real Estate 1.A

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

These rules apply to any transfer and conveyance of an interest in real property that would cause any of the following:

### **(A) Change in the Name of Owner(s) of Land**

Any document that creates, transfers, or terminates any interest in land or mineral rights 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.

### **(B) Changes 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.

### **(C) 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.

## **Section 2 - Special Transfers**

The following are subject to special transfers:

### **(A) - Transfer by Affidavit of Next of Kin**

A transfer under the law of descent and distribution shall be made pursuant to affidavit under O.R.C. 317.22.

### **(B) - Transfer of Survivorship Interest**

A transfer of a survivorship interest shall be made pursuant to O.R.C. 5302.17, upon presentation of a certificate of transfer, as provided by O.R.C. 2113.61, or affidavit accompanied by a certified copy of a death certificate of the deceased joint tenant.

### **(C) - 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, survivorship estate or transfer of condominium common area to established associations; no transfer shall be made by affidavit pursuant to O.R.C. 5301.252 (B)(2) and (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 the following:

### **(A) - Reference to Prior Instrument of Record.**

A reference to the volume and page on the most recent deed of record through which the grantor claims title as required by O.R.C. 319.20.

### **(B) - 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.

### **(C) - Identification of Interest Conveyed.**

The instrument of transfer will state whether the grantor is conveying less than the grantor's current interest in the land.

### **(D) - Instrument to Conform to Law.**

All deeds and other instruments transferring an interest in Real property shall conform to the laws of Ohio.

### **(E) - Document of Transfer Shall Include Parcel Number and Address.**

The document of transfer shall include the County Auditor's parcel number(s) of the land and the current site address of the property, if any. If no parcel number yet exists, as in the case of splits, then the current parcel number for tax assessment shall be used with the word "Split" noted clearly on the deed.

### **(F) - Correction Deeds**

Correction deeds shall explain the corrective action being taken in the deed.

### **(G) - Land Contracts**

Land Contracts shall be approved by the County Engineer's Office and then stamped by the Auditor's Office with a "No Charge/Non Transfer" stamp prior to recording.

**(H) - Easements**

Easement locations shall be accurately described and shall include a statement of intent for granting of or use of the easement. The Auditor's Office will stamp the easement with a "No Charge/Non Transfer" stamp prior to recording.

**(I) - Conveyance Forms**

No instruments will be transferred unless accompanied by a properly completed DTE 100 or DTE 100EX conveyance form. All numbered items on the DTE conveyance form must be completed. If the grantor indicated that the property is entitled to receive the homestead exemption for the preceding or current tax year a DTE Form 101 must be completed. If the grantor has indicated that the property qualified for current agricultural use valuation for the preceding or current tax year a DTE Form 102 must be completed.

**(J) - Grantor and Grantee Names.**

All transfer documents shall contain the complete Grantor(s) and Grantee(s) names, and in the case of Corporate or Trust Names, the Complete name(s) and a statement as to partnership designation and/or

**(K) - Legal Description.**

All documents of transfer shall contain a legal description formatted to and sufficient in form and detail to comply with the detailed specification spelled out in Section 5 of this document and the specification established by and held to in the current revision of O.A.C. section 4733-37-06.

**Section 4 - Quality of Document**

The County Auditor will approve no transfer unless the documents presented to the County Auditor meet the following requirements:

**(A) - Original Required**

The document of transfer must have the original signature of the grantor or affiant. 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 court or be a certified copy from the clerk of courts.

**(B) - Document Size**

The maximum size for any instrument conveying title shall be 8.5 by 14 inches. The minimum size shall be 8.5 by 11 inches.

**(C) - Cut and Paste Documents**

No document of transfer shall have cut and pasted text attached to said document.

**(D) - Corrections to Document Text**

Erasures of any kind on a document of transfer are not recommended. Rather, corrections should be made by lining through the incorrect passage and writing the correct passage above said text or noting the correction with an asterisk indicating the correction at the bottom of the page.

**(E) - Previous Recorded Exhibit Documents**

Any document exhibit that is a reproduction of a previously recorded document must be clearly legible, having large enough text to comply with item (C) and (D) above. A negative reproduction of said document would not be accepted.

**(F) - Signatures**

All signatures on a document of transfer shall be original, in black or (preferred) blue ink. No red ink will be permitted, as this color may not reproduce clearly.

**(G) - Notary**

Notary seals shall be in permanent black ink or of the raised embossed crimped type.

**Section 5 - Sufficiency of Description**

**(A) - Identification**

The Description of land shall be sufficient to allow the County Auditor and County Engineer to identify the land that is being transferred. Typographical errors that do not affect the County Auditor or Engineer's ability to identify the property will be disregarded, but typographical errors that cannot be resolved will cause the disapproval of the transfer. The Crawford County Auditor and County Engineer (Tax Map Personnel) are the final authority on matters of transfer of real estate within Crawford County. Approvals of real estate transfers are subject to the discretion of these two entities.

**(B) - Description of Tax Parcels**

All documents that transfer an ownership interest in a tax parcel shall contain one of the following types of descriptions:

**(1) Platted Lot**

A platted lot shall be described by its lot number or other designation and the name of the subdivision and volume and page as platted and recorded, as required by O.R.C. 711.101.

**(2) Condominium Unit**

A condominium unit shall be described by its unit number or other designation and the name of the condominium project and volume and page as recorded as set forth in the declaration as required by O.R.C. 5311.10.

**(3) Metes and Bounds Descriptions**

Each new tract of land that is not a platted lot or condominium unit shall be described by a metes and bounds description prepared in accordance with O.A.C. 4733-37-06 minimum standards and the requirements set forth herein.

**(C) No More Than Four Exceptions in Descriptions.**

No transfer will be approved where the description contains more than four (4) exception pieces to any metes and bounds general description. 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. If an exception parcel description conflicts with the main parcel of the document or any other exceptions parcel in the document, then the mandatory survey requirement will be enacted. The description of the exception is to immediately follow the description of the parcel to which the exception pertains. Any parcel with exceptions (except in municipal lots or platted subdivisions) shall state area being conveyed. For example: "Containing after said exceptions \_\_\_\_\_ acres."

**Section 6 - Boundary Surveys**

**(A)** The requirements for a boundary survey shall be established in accordance with O.R.C. Section 315.251 as amended by Senate Bill 262 and shall read verbatim in part as ... "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."

**(B)** 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 4733-37 of the Ohio Administrative Code and the standards established in Section 11 and 12 enclosed herein.

**(C)** 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 the original of the survey plat shall be filed in the County Recorder's plat books for public inspection.

**(D) Appropriated Lands**

In the case of appropriated lands, the fully executed plans signed by the appropriate municipal officials, county commissioners or O.D.O.T. officials shall constitute the minimum requirements for boundary surveys when said appropriation is taken in fee title. Said plans must be on file with the Tax Map Department.

## **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, the following rules will apply:

### **(A) Grantor Is Not Prior Grantee**

No transfer will be approved where a grantor is not a prior grantee, unless the document itself (Ex: AKA, court case number) 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.

### **(B) Quit Claim deeds**

Occasionally quitclaim deeds are presented where the grantor is not the current owner of record. Deeds of this nature are treated as "Non Transfers"

### **(C) Minor Differences in Names**

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 (i.e. Charles, Charley), or due to change in name, and similar differences of a minor nature, must be explained in the document itself or an affidavit as required by O.R.C. 5301.252(B)(1).

## **Section 8 - Governmental Approval of Parcel Splits and Associated Plats**

### **(A) Subdivision 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 and County Engineer.

### **(B) Approval Signatures on Plat**

Approval signatures must be by the current approved elected or appointed authority, in permanent ink on the appropriate line provided on the plat. Each line on the plat designated for this purpose shall have the signer's name lettered under the line for clarity. Any signature line on the plat that is left empty will be cause for rejection of the plat.

### **(C) 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 for in the case of vacation plats specific to roadways, alleys and public lands designated as transportation corridors. Vacation Plats address specific reversionary rights back to the adjoining owners and failure to record said plats would cause a required survey of said lands.

### **(D) Consolidation or Assembly**

Consolidation or assembly of parcels of land can only be performed by a Plat. It is not possible to assemble land by deed or conveyance. All parcels must be contiguous to each other. A closable perimeter with complete course bearings, distances and curve data if applicable, on all sides clearly shown on the plat is mandatory. A Consolidation or Assembly Plat does not have to be based on a survey unless the said perimeter extracted from the deeds does not close. Perimeters that do not close will require a survey of said lands and a new legal to be written for the perimeter of said consolidated lands.

## **Section 9 - Transfers of Property in the Name of a Trust**

**(A)** Upon the death, resignation, removal or other event terminating the appointment of a trustee of a trust, which trustee holds title to real property, the successor trustee or co-trustee must present an affidavit to the County Auditor and file an affidavit with the County Recorder, in accordance with ORC 5302.171. The affidavit must include the following:

1. The name of the trustee who has ceased serving as trustee.
2. The name and address of any other trustee.
3. A reference to the deed or other instrument vesting title in the trustee.
4. A legal description of the real property in the trust.

(B) Such affidavit is not required if the original trust instrument names the trustees and successors and contains relevant facts pertaining to the succession of trustees, or if a memorandum of trust in compliance with Section 5301.255 of the O.R.C. that contains relevant facts pertaining to the succession of trustees, is recorded in the Office of the County Recorder.

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

(A) Where a tract of land that is described by a single metes and bounds description is located in more than one county, The Crawford County Auditor shall consult with the County Auditor(s) of the other County to determine the treatment of the land for real property tax purposes.

(B) 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 or platted lot that is split by taxing district lines shall be made into separate tax parcels by the County Auditor.

### **Section 11 - Requirements of Conveyance by the County Engineer**

(A) All new metes and bounds descriptions, and all plats of survey that support those descriptions, must incorporate the principles and minimum standards of good surveying, engineering and draftsmanship. They must also meet the "Minimum Standards for Boundary Surveys in the State of Ohio", as defined by Section 4733-37 of the Ohio Administrative Code.

#### **(B) Requirements for All Recorded Lot(s) of Record**

(1) All instruments using an abbreviated legal, sometimes known as a "Sublot Description" or conveying a recorded lot or other designation in a municipality or recorded subdivided area must designate, at a minimum; the lot number or other designation, the official recorded name of said Subdivision, the Plat Book and Page of official record reference, and the prior recorded deed reference if any exists.

(2) Any parcel, out lot, or portion of a recorded lot or other designation must have an accurate description to enable the County Engineer and County Auditor to determine the residue or balance left, based on existing available records. If a balance or residue parcel is given a designation on a plat such as; "Parcel A" or "Sublot 2" etc., than that parcel will be considered as part of the survey and will require all the compliance items of O.A.C. 4733-37.

(3) Any area being conveyed in what is commonly known as an "Unrecorded Plat" or "Unrecorded Subdivision", must have an accurate metes and bounds description. Said unrecorded document must have sufficient survey control calls to monumentation allowing an accurate analysis and closure verification, otherwise a survey must be performed.

#### **(C) Requirements for Existing Metes and Bounds Descriptions of Record**

(1) 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.

(2) 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 scribe errors, omissions, or other obvious mistakes is permitted in order to make the description accurate. At the discretion of the County Engineer, a copy of the previously recorded instrument, before the error appears, may be required. VERIFICATION OF COMPLIANCE TO PREVIOUS CONVEYANCE MAY TAKE UP TO THREE (3) BUSINESS DAYS and recording parties should take this requirement into consideration when preparing documents.

(3) Any existing metes and bounds description 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 situate of the subject instrument of conveyance. There is no requirement for a survey in this situation.

(4) All instruments of conveyance attempting to convey the remainder or balance of an existing tax parcel(s) from which outlets or exceptions exist must incorporate the following requirements:

(a) Each out lot or exception of the original tract(s) must be described verbatim as witnessed by the previous conveyance of record except for the correction of scribe errors, omissions, or other obvious mistakes.

(b) Each documented exception must refer to its recorded source if any, by which it can be verified.

(c) All instruments of conveyance using exceptions, as established in section 5(C) enclosed herein, to convey the balance or remainder of a tax parcel(s) must incorporate a statement identifying the tax parcel(s) and the current total acreage as set forth on the County Auditor's tax list for the remainder and for the exceptions.(i.e., it is the intent of this instrument to convey all of Tax Parcel(s) number containing acreage as shown by the County Auditor's records)

(5) The names of the grantee and grantor and the mailing address of the grantee shall be stated on the instrument of conveyance.

**D) Requirements for New Metes and Bounds Descriptions for Conveyance**

(1) All new metes and bounds descriptions, not previously recorded must be prepared by an Ohio Registered Professional Surveyor and must be in compliance with Ohio Administrative Code, Chapter 4733-37-06.

(2) In addition, the following items shall be required:

(a) The situate must denote the state, county and municipality or township, Original Lot, Section and/or Tract.

(b) The situate must denote the recorded title and deed reference as to the tract(s) of origination, which shall include the owner's name, deed reference, and tract acreage in accordance with the previous deed.

(c) All descriptions must be referenced to an established point of beginning such as centerline intersections of streets or roads or record section and or quarter section corners or lines, or recorded subdivision perimeter corners.

(d) Each course of a new metes and bounds description should be a separate paragraph, and all courses should be, when practical, be stated in a clockwise direction from the point of beginning to the point of termination for the subject description.

(e) Each course of a new metes and bounds description shall 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.

(f) Each course shall recite the monumentation, either placed or found, which has been located along each course and at the point of origination and termination of each course. The monument description shall include the type, size, and material of the monument. If no monument was found, then the term "to a point" shall be used.

(g) Each course must show all other common lines such as centerline of roads, rivers, streams, quarter or half section lines, or any other pertinent common line or record or interest as witnessed by the survey for the conveyance.

(h) 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.

(i) All references to roads, rivers, streams, railroads, etc. must use current or existing names of record. Old or original names, enclosed in brackets, may also be shown if pertinent and related to research for the survey or as a deed call on a description.

(j) All new metes and bounds descriptions must give the area contained within its perimeter in acres and calculated to a minimum of two decimal places, as required by the County Auditor.

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

(l) All new metes and bounds descriptions will be subject to computer verification as to the accuracy of the traverse closure. The mathematical error in closure of the property boundary shall not exceed 0.02 feet in latitudes and 0.02 feet in departure as spelled out in O.A.C. 4733-37-04-C.

m) All new parcel splits within the limits of a municipal corporation in Crawford County shall be submitted to that municipal corporation for review (if required by that municipality), prior to submittal of the instrument for transfer. Any municipal corporation approvals are the responsibility of the property owner or agent.

(n) All descriptions shall be prepared by a professional surveyor and must incorporate the surveyor's name, Ohio registration number, the date of the survey, and a statement indicating that the description was prepared from an actual field survey.

(E) Compliance with Items (A), (B), (C) and (D) above shall be verified by submittal of the instrument to the County Engineer's Tax Map office for the appropriate review and approval.

(F) Varying degrees of complexity in instruments submitted may require a more extensive review. Normally, the submitter should allow three, (3), business days for a standard instrument to be reviewed for the required compliance. Extremely large tracts of land or complex closures may require a more extensive review and the submitter is advised to submit these types of instruments as early as possible as to avoid delays at recording time.

(G) Upon submittal of a new legal description to the Tax Map Department, a Review and Approval form will be attached to it (see Exhibit - 5). The instrument is first checked for appropriate format and parcel numbers. Secondly the instrument is reviewed for compliance to the standards established herein by a qualified technician trained in surveying related issues. A closure verification sheet may be prepared and attached to the final review.

(H) Upon completion of the appropriate reviews, and all comments addressed and accounted for, an approval form will be issued for all approved new metes and bounds descriptions that are being conveyed. Such approval implies only that the description meets the requirements of this section. It does not imply that the locations of the property lines or corners as expressed by the description are correct.

(I) No document of conveyance will be processed by the County Auditor without the approval sheet listed above.

(J) The Basis of Bearing statement on all deed descriptions to be made of record within the Crawford County offices should preferably 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 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. Assumed bearings may be used. Examples of acceptable Basis of Bearing statements are available at the Office of the County Engineer.

**(K) Metric Measurements**

(1) Each course of a new metes and bounds description prepared using the metric system shall include the following:

(a) Distances shall be recited in meters and decimal parts thereof, along with the equivalent distance in feet and decimal parts thereof enclosed in brackets (\*),

(b) Bearings shall be expressed in degrees, minutes and seconds.

(c) Curves must contain the direction of the curve (right or left), as well as the radius, long chord and arc expressed in meters and decimal parts thereof, likewise the same dimensions shall be expressed in feet and decimal parts thereof in brackets, (~).

The bearing of the long chord shall be expressed in degrees, minutes, and seconds.

(2) Area shall be expressed in hectares along with the equivalent area expressed in acres calculated to the third decimal place as required by the County Auditor.

(3) The U.S. Survey foot definition shall be used when converting between meters and feet. The conversion ratio of 39.37/12 is the U.S. Survey foot multiplier used to convert from meters to feet.

**Section 12 - Requirements for Survey Plats by the County Engineer**

(A) All new plats of survey must incorporate the principles and minimum standards of good surveying, engineering and draftsmanship, and must meet the "Minimum Standards for Boundary Surveys in the State of Ohio" as defined by Section 4733-37 of the Ohio Administrative Code.

(B) Any parcel, out lot or portion of a recorded lot or other designation shown on a plat, must have an accurate, fully dimensioned image drawn to scale on the plat to enable the County Engineer and County Auditor to determine the accurate area of said parcel. If a balance or residue parcel is given a designation on a plat such as; "Parcel A" or "Sublot 2" etc., then that parcel will be considered as part of the survey and will require all the compliance items of O.A.C. 4733-37.



(C) All new parcels shown on a plat must be referenced to an established point of beginning such as centerline intersections of streets or roads or record section and or quarter section corners or lines, or recorded subdivision perimeter corners. Said point of beginning must be further established as a well-known, industry standard, permanent monument, such as an iron pin, pipe, railroad spike, or monument box of a design and style accepted by current County, State or municipal standards, which ever is applicable.

(D) Each course of a new parcel shown on a plat 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.

(E) Each new parcel must show the names of current adjoining owners together with the recorded Deed Book and Page of Official Record for each. When a course being described adjoins a recorded platted subdivision a call for the plat volume and page will suffice.

(F) Each course must show all other common lines such as centerline of roads, rivers, streams, quarter or half section lines, or any other pertinent common line or record interest as witnessed by the survey and used for establishment of the boundaries therein.

(G) Any course of a new parcel or a course tied to a new parcel, which is a curve, must contain the direction of the curve, (right or left), the radius (in feet and decimal parts thereof), the long chord bearing and distance.

(H) All references to roads, rivers, streams, railroads, etc. must use current or existing names of record. Old or original names, enclosed in brackets, may also be shown if pertinent and related to research for the survey or as a deed call on a description.

(I) All new parcels shown on the plat must give the area contained within its perimeter in acres and calculated to a minimum of two decimal places, as required by the County Auditor.

(J) Whenever a new parcel on a plat encompasses two or more taxing districts, or two or more tax parcels, a breakdown of total area must be recited for each tax district or parcel.

(K) All new parcels on a plat will be subject to computer verification as to the accuracy of the traverse closure. A minimum allowable traverse closure error of 1:10,000 over the area as described, with a maximum of 0.02 feet allowable in latitude and departure overall as spelled out in O.A.C. 4733-37-04. If permanent easements are fully dimensioned on the plat, they also shall be subject to closure verification if deemed necessary.

(L) The Basis of Bearing statement on all plats should preferably 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, NAD 27 or NAD 83, 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. Assumed bearings may be used. Examples of acceptable Basis of Bearing statements are available at the Office of the County Engineer.

**(M) Quality of Document**

The County Engineer will approve no plat unless the plat presented to the County Engineer meets the following requirements:

1 - Original signature required;

Plat must have an original signature and must have a reproducible surveyor's seal and number

2 - Document size;

The maximum size for any plat shall be 36 by 42 inches. The minimum size shall be 8-1/2 by 11 inches.

3 - Cut and Paste on Plats;

No plat shall have cut and pasted text attached to said plat.

4 - Corrections shown on a plat;

Erasures of any kind on a plat are not recommended. Rather, corrections should be made by lining through the incorrect passage and writing the correct passage above said text or noting the correction with an asterisk indicating the correction at the bottom of the plat. The use of a revision block in the lower right hand corner of the plat is also recommended. A revision block, when used, should contain the date, reason for the revision, and the initials of the reviser, at a minimum.

5 - Signatures;

All signatures on a plat shall be original, in black or (preferred) blue ink.

6 - Witnesses and Notary;

The number and nature of witness signatures shall comply with O.R.C. minimum standards for such plats. Notary seals shall be in permanent black ink or of the raised embossed crimped type.

(N) Compliance with Items (A) through (M) above shall be verified by submittal of the plat to the County Engineer's Tax Map office for the appropriate review and approval. Varying degrees of complexity in plats and subdivisions submitted may require a more extensive review. Normally, the submitter should allow seven (7) working days (per CCSR-IV-1-C) for a standard instrument to be reviewed for the required compliance. Extremely large tracts of land or complex closures may require a more extensive review and the submitter is advised to submit these types of instruments as early as possible as to avoid delays at recording time.

(O) Upon submittal of a new Plat or Subdivision to the Tax Map Department, a review of the plat will be performed by the Tax Map office.

1 - The instrument is first checked for appropriate format.

2 - Secondly the instrument is reviewed for compliance to the standards established herein by a qualified technician trained in surveying related issues.

3 - A closure verification is established. Note: A closure printout sheet may be prepared and attached to the final review.

4 - Verification of the appropriate governmental and/or municipal approvals that may be required is checked.

5 - Verification of the proper acceptance of the owners, witnesses and notarization is checked.

(P) Upon completion of the appropriate reviews, and all comments addressed and accounted for, the original of the instrument will be stamped; "Approved by the Board of Commissioners, Crawford County, Ohio By \_\_\_\_\_"

(Q) No Map of Survey, Plat or Subdivision will be processed by the County Auditor or Recorder without the appropriate stamp, listed above, affixed to said instrument and the appropriate reviewing agent's signature thereon.

(R) Metric Measurements

(1) Each course of a new parcel on a plat and/or courses used to develop the plat prepared using the metric system shall include the following:

(a) Distances shall be recited in meters and decimal parts thereof, along with the equivalent distance in feet and decimal parts thereof enclosed in brackets (\*).

(b) Bearings shall be expressed in degrees, minutes and seconds.

(c) Curves must contain the direction of the curve (right or left), as well as the radius, long chord and arc expressed in meters and decimal parts thereof, likewise the same dimensions shall expressed in feet and decimal parts thereof in brackets

(\*). The bearing of the long chord shall be expressed in degrees, minutes, and seconds.

(2) Area shall be expressed in hectares along with the equivalent area expressed in acres calculated to the second decimal place as required by the County Auditor.

(3) The U.S. Survey foot definition shall be used when converting between meters and feet. The conversion ratio of 39.37/12 is the U.S. Survey foot multiplier used to convert from meters to feet.

**Section 13 - Special Applications for Condominiums**

(A) All Condominium plats and associated declarations shall be prepared in accordance with applicable O.R.C. 5311 - "Condominium Property".

(B) All Condominium plats shall be subject to the same review process as conventional plats and the survey of the perimeter boundary of the overall Condominium development shall meet all the requirements of O.A.C. 4733-37 and the requirements laid out in Section 11 enclosed herein.

(C) Individual Phases of a condominium shall have complete dimensional ties with bearings and distances back to the original perimeter survey.

(D) All phases of a condominium shall be a closable traverse to the same accuracy as listed in Section 12 (L).

(E) Overlaps and shortages in closures of condominium phases are not permitted; therefore all phases must fit graphically and mathematically with each other.

**(F)** "Common Area" shall be defined as that area common to, and held in fee by, all members of the established Association as spelled out in the recorded declaration related to such development, or held in fee by the developer or owners of record, and as further described in O.R.C.

**(G)** When the final phase of the development is completed and recorded, the established Common Area shall carry the lowest parcel number of the original tracts of land held by the developer. Multiple Common Areas that are not contiguous shall progress in their use of existing parcel number upwardly from the lowest number.

**(H)** Transference of interest into the association may be accomplished by affidavit as spelled out in Section 2-item (C) enclosed herein.

**(I)** The percentage interest of each member of the association holding an interest in established Common Area of a condominium development should be clearly shown, in tabular form, on each phase as the development progresses.

**(J)** If garage units are established as separate parcels but are tied to and transferred with the associated unit, then both parcel numbers must appear on the conveyance.

**(K)** The legal description for a condominium unit and/or garage unit should only refer to the first phase that established the association and the current phase in which the conveyance is included.

**(L)** Adjustments to common walls and changes to condominium unit shapes and sizes will require a new filing of the Condominium Plat and Declaration.

## **PROCEDURES FOR COMPLETING THE CONVEYANCE OF REAL ESTATE**

**TO ASSIST THE PUBLIC, WE HAVE LISTED THE NECESSARY STEPS TO COMPLETE CONVEYANCE TRANSACTIONS.**

1. Procedures for all tracts of record should follow the steps below for service.
  - A) Submit deed to Tax Map Office. After review and acceptance by tax map personnel, a deed approval form will be issued to the submitter. The Tax Map Office is located at the Crawford County Engineer s' Office, 815 Whetstone St., Bucyrus, OH 44820. Deeds may also be faxed to 419-563-0157 for approval.
  - B) Submit deed, approval form, and conveyance form (available at the Auditor s'Office) to the Auditor s' Office. The Auditor s'Office will review the paperwork. If approved, the deed will be stamped. The Auditor s'Office is located on the first floor of the Crawford County Courthouse Building, 112 E. Mansfield St. Suite 105, Bucyrus, OH 44820.
    - a. The fees for transferring a deed are as follows:
      - i. \$.50 per parcel for the transfer fee
      - ii. \$4.00 per thousand for the conveyance fee. The consideration is rounded up to the nearest 100 and then multiplied by 4. (The conveyance minimum is \$4.00)
        1. Ex: Consideration is \$50,475.00
        2. Round to \$50,500.00 divide by 1000 X 4 = \$202.00 (conveyance fee)
    - C) Submit stamped deed and approval form to the Recorder s'Office. The Recorder s'Office is located on the second floor of the Crawford County Courthouse Building.
  2. Procedures for Lot Splits
    - A) Submit original plat and legal description to the Tax Map Office at least 7 working days before deed is filed.
    - B) Submit deed to Tax Map Office for approval. If deed is submitted by fax machine an approval form will be returned by fax machine.

If the lot split is located within Bucyrus or Galion, the municipality must grant approval.

In Bucyrus (plat approval):

The Bucyrus City Planning Committee must approve the plat. Submit the plat to the Bucyrus City Engineer s'Office, 500 S. Sandusky St., Bucyrus, OH 44820.

In Galion (deed approval):

Either the Galion Planning & Zoning Commission or the Galion Zoning Department must approve the deed. Their address is 301 Harding Way East, Galion, OH 44833.
    - C) Take the deed, the approval form, and the original plat to the Auditor s'Office. The Auditor s'Office will review the paperwork. If approved, the deed will be stamped. If deed was approved by fax the Tax Map Office will send the original plat to the Auditor s'Office.
    - D) Take the stamped deed, the approval form, and the original plat to the Recorder s'Office.