

DEED CONVEYANCE REQUIREMENTS FORM

Pre-Approvals Require A Minimum of 2 Days

Must present this form at time of recording

Title Office/Attorney: _____ Date: _____

Parcel #'s: _____

Grantor: _____ Grantee: _____

General Required Items	YES	NO	N/A	Comments
Property is Listed under CAUV/HMSTD				
Map Office Pre-Approval				
Village / City Approval / Zoned (if applicable)				
Driveway Access Management (Engineer's Office or ODOT Approval) All Parcel Splits Must have this. Regional Approval Form or Letter or Deed Signed Off				Engineer for County & Township Roads ODOT District 11 for State Routes & US Routes
Regional Planning/Sanitary Eng/Health Dept. Regional Approval Form (if applicable)				
Closure more then 1/2000 feet				
Recording Margin Area for County Stamps HB 525 (ORC 317.114)				NO = Additional \$20.00 Recording Fee
Auditor's Parcel Identification Numbers Listed with each corresponding description				
Recorded Lots	YES	NO	N/A	Comments
Current Lot Number				
Prior Deed Reference				
Official Subdivision/Addition Name (Preferred Item)				
Unrecorded Plats <u>must</u> have Metes & Bounds Description.				
Portions of Recorded Lots <u>must</u> have Metes & Bounds Description.				
Existing Metes and Bounds Description of Record	YES	NO	N/A	Comments
Map Office Verification that Description is Adequate and Verbatim				
Parcels Newly Annexed Since Last Transfer must have Correct Jurisdiction				
Residual Acreage Must Agree in Map Office and Auditor's Office				
Verbatim Exceptions Parcel No listed with corresponding exception description				
Four (4) Exceptions previous to current transfer <u>requires</u> new survey of parent tract				
New Metes and Bounds Descriptions	YES	NO	N/A	Comments
State, County, Township, Municipality, range, section, quarter section (if applicable)				
Title and Prior deed reference				
Description tied to identifiable point on map				
Clockwise direction on all courses				
Bearing expressed in degrees, minutes, seconds, feet and decimal parts thereof				
Monumentation cited				
Curves, Direction, Radius, Long Chord, Distance				
Reference, Current or Existing Recorded Names or Numbers				
Acreage, Calculation to Third Decimal Place (Square Footage may also be mentioned)				
Description encompasses two (2) or more tax districts: Total acreage must be broken down into current tax districts				
Survey Information				
Ambiguous content has statement of clarification				
Closure more then 1/10,000 feet				
Adequate Plat				
Railroads	YES	NO	N/A	Comments
Referenced to Auditor's Appraisal of Railroads Real Estate Report, Section A or B				
Alleys	YES	NO	N/A	Comments
Newly Vacated Alleys/Streets have Metes and Bounds Survey				
Does survey show what owners get in relation to vacated portion of Alley/Street				

Completed By: _____

FORM rev7/2009

Map Office: _____ Date: _____ Auditor's Office: _____ Date: _____ Recorder's Office: _____ Date: _____