

**TUSCARAWAS COUNTY, OHIO - DEED CONVEYANCE REQUIREMENTS FORM
-NO ORIGINALS FOR PREAPPROVAL-**

Pre-Approvals Require A Minimum of 2 Days (The day dropped of does not count.)

*Must present this form including all pages that were submitted (STAPLED TOGETHER) for Pre-Approval at time of recording with the New Deed
Last Recordings Must be in GIS-Map Office recording bin By 3:30pm in order to be processed that day.*

Whole Lot Straight Transfer ReSurvey Split LandContract AnnexPlat PrivateDrivePlat VacationPlat Other _____
Title Office/Attorney: _____ Drop Off Date: _____

Parcel #'s: _____

Grantor: _____ Grantee: _____

<i>Needs Fixed</i>	General Required Items	YES	NO	N/A	Comments
	Auditor - Parcel Identification Numbers Listed with each corresponding description				
	Auditor - Property is Listed under CAUV/HMSTD				
	Map -Parcel Numbers & Prior Deed References & Acreage Listed with Corresponding Description				
	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)				
	Recording - Margin Area for County Stamps HB 525 (ORC 317.114)				NO = Additional \$20.00 Recording Fee
	Recorded Lots	YES	NO	N/A	Comments
	Current Lot Number				
	Official Subdivision/Addition Name –with Plat Book & Page-Date Reference				
	Unrecorded Plats <u>must</u> have Metes & Bounds Description.				
	Portions of Recorded Lots <u>must</u> have Metes & Bounds Description.				
	Existing Survey Metes and Bounds Description of Record	YES	NO	N/A	Comments
	Map Office Verification that Description is Adequate and Verbatim				
	Closure more then 1/2000 feet if before 12/6/1996 after 12/7/1996 it's 1/10,000				
	Residual Acreage Must Agree in GIS-Map Office and Auditor's Office				
	Parcels Newly Annexed Since Last Transfer must have Correct Jurisdiction				
	Verbatim Exceptions - Total Acreage to be conveyed must be listed for each parcel with exceptions				
	Four (4) Exceptions previous to current transfer <u>requires</u> new survey of parent tract				
	New Survey 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				
	Survey Information				
	Ambiguous content has statement of clarification				
	Closure more then 1/10,000 feet				
	Adequate Plat Acreage				
	Calculation to Third Decimal Place (Square Footage may also be mentioned)				
	Description encompasses 2 or more tax districts: Total acreage must be broken down into current tax districts				
	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				
	Comments:				

Approved By: _____
Map Office: _____ Date: _____

Approved By: _____
Auditor's Office: _____ Date: _____