

WASHINGTON COUNTY, OHIO

PROPERTY TRANSFER PROCEDURES

JUNE 1, 2007
Corrected June 6, 2009
Revised June 4, 2012

PROPERTY TRANSFER PROCEDURES FOR WASHINGTON COUNTY, OHIO

The following requirements are adopted and established by the Washington County Engineer and the Washington County Auditor as prescribed by Ohio Revised Code Section 319.203.

I. INSTRUMENTS WHICH ARE TO BE SUBMITTED TO THE WASHINGTON COUNTY TAX MAP DEPARTMENT BEFORE CONVEYANCE AND/OR RECORDING ARE AS FOLLOWS:

- A. Existing real estate descriptions of record, all street, alley, road and subdivision vacations, new survey plats and descriptions, subdivision plats, road establishments, annexation descriptions, land contracts and other documents with legal descriptions to transfer or clear title.

II. GENERAL REQUIREMENTS: INSTRUMENTS SUBMITTED WILL BE SUBJECT TO THE FOLLOWING PROCEDURES PRIOR TO THEIR ACCEPTANCE FOR TRANSFER ON THE TAX DUPLICATES OF WASHINGTON COUNTY, OHIO

- A. Description(s) for existing parcels of record, transferring in their entirety, that do not meet current requirements may transfer one time with a RED STAMP if that description can be located on a tax map. The stamp, stating "Description Questionable, Not Acceptable for Transfer Again in its Present Form", will be signed and dated by Washington County Map Department Personnel.
- B. Description(s) that meet requirements herein will transfer with a STAMP, "APPROVED" and will be signed and dated by Washington County Map Department Personnel.
- C. Descriptions transferring within an immediate family will transfer one time with a red stamp even if the prior description was red stamped. (Immediate family includes: mother, father, son, daughter, grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, spouse, and grandchild.) Exceptions are not limited as in rule V.) D.) "Requirements for transferring existing tracts or parcels by metes and bounds descriptions of record". The remaining acreage of each tract to be conveyed shall be stated.
- D. Descriptions will be checked as promptly as possible. To avoid a delay instruments of conveyance and new surveys should be submitted at least two days prior to the transfer. Instruments conveying by a new survey description cannot be processed until the new survey description and plat is submitted to the Washington County Map Department for approval.
- E. Surveys submitted and approved will be signed and dated by personnel from the Washington County Map Department.
- F. It is understood that all situations not addressed by these requirements, will be handled as special cases by the Washington County Map Department.

III. MINIMUM REQUIREMENTS FOR ALL INSTRUMENTS OF CONVEYANCE IN WASHINGTON COUNTY

- A. Descriptions/plats submitted shall conform to the requirements as set forth in the Requirements and Provisions of Chapter 711 and Sections 315.251, 319.203 of the Ohio Revised Code and The Minimum Standards for Boundary Surveying in

the State of Ohio, Administrative Code Chapter 4733-37 plus the following requirements.

IV. REQUIREMENTS FOR TRANSFERRING LOTS AND OUT LOTS OF RECORD, PLATTED AND UNPLATTED

- A. Lots in platted areas which are shown on plats in the office of the County Recorder shall be described by lot number, officially recorded name of addition or subdivision, and with reference to a plat book and page number.
- B. Descriptions of parts of such lots and out lots of recorded plats, shall be adequately tied to a recorded lot corner or street intersection shown on the recorded plat and shall give dimensions of each part.
- C. Deed descriptions referring to lots and out lots of unrecorded plats shall be by metes and bounds and adequately tied by metes and bounds. The number of a lot(s) of an unrecorded plat will not be accepted for transfer but may be used as reference only.
- D. All new lot split shall require a survey and Health Department approval and may require approvals by the Washington County Planning Commission.

V. REQUIREMENTS FOR TRANSFERRING EXISTING TRACTS OR PARCELS BY METES AND BOUNDS DESCRIPTIONS OF RECORD:

- A. Deed descriptions referring to acreage in un-platted areas shall be by metes and bounds and adequately tied in by metes and bounds, and referenced to a point identifiable by reference to a map of the area such as the following:
 - 1. Quarter Township corner, section or quarter section corner, fractional section, military lot, donation tract or nearby recorded subdivision corner.
 - 2. Previously recorded surveys of monumented tie downs that meet current transfer requirements.
 - 3. When none of the above resources can be located, recorded highway monuments or the intersection of two roads listed on the current state inventory of county roads may be used.
 - 4. Adequate tie-in to any of the above points of reference must be given. The bearing and distance from appropriate section line shall be used for reference.
- B. Vague terms used on older deeds, such as "in a northerly direction", "with the meandering of a stream", "along a road" are not acceptable, nor are references to points of beginning "on the lands of John Doe", etc.
- C. The description of a tract lying in more than one section, military lot, fractional section, donation tract, partition lot or quarter township, a tract of land lying part within and part without a municipal corporation, tracts that include two or more taxing districts, and portions of recorded subdivisions shall state the acreage, dimension, Auditor's parcel number, and most recent prior deed reference of each part.
- D. The description of a tract containing an excepted area shall be fully described and/or referenced by a most recent prior recorded description that meets the current transfer requirements. The acreage of the exception shall be recited. No more than four (4)

exceptions per tract will be approved. Exceptions are to be added at the conclusion of each parent tract. Where exceptions cross multiple parent tracts or parcels, add the exception at the end of all tracts.

- E. Each tract being conveyed shall state the Auditor's most recent parent parcel number and most recent prior deed reference at the conclusion of each tract.
- F. A survey shall be required for all splits.
- G. Error of closure of existing metes and bounds descriptions shall not be greater than 0.02 feet in each of latitude and departure (1:2500).
- H. Description(s) presented for transfer, that differ in text from the prior recorded descriptions, will not be accepted for transfer. Description(s) with exceptions to the parent tract are permitted. See, also, requirement D.) above, concerning exceptions and, I.), scrivener errors.
- I. Changes from the previous description that involves scrivener errors, omissions or other obvious mistakes are permitted in order for the description to be acceptable for transfer.
- J. Acreage within a vacated subdivision must have a new survey before transferring unless the original tract was one of rule K.), or if the original description meets the current transfer requirements.
- K. Descriptions such as quarter section (160 Ac.), 1/2 of quarter section (80.00 Ac.), 1/2 of 1/2 of quarter section (40.00 Ac.) and 1/2 of the 1/2 of the 1/2 quarter section being 20.00 Ac. are acceptable descriptions. If any of the above is created by a split, then the split would require a new survey.
- L. Affidavits for Transfer, Termination of Life Estates, Survivor Interests, Certificates of Transfer issued by Probate Court, Executor, Administrator or Guardian Deeds, or other legal documents involving real estate that are presented to the Auditor's Office for transfer shall include a copy of the property description and the Auditor's parcel number. The descriptions in any of these documents or these types of documents are not subject to these minimum standards, but will be checked for future transfers and stamped as in section 11A if found unacceptable.
- M. The preamble of all descriptions shall state the following: State, county, township, range, township number, section or military lot number, subdivision, quarter section and corporation or village.
- N. Land contracts will be reviewed for compliance with these minimum requirements and stamped appropriately.
- O. All corrective deeds shall explain, in the deed, the corrective action being taken.
- P. Deed conveyances by court order, e.g., foreclosures, partitions, execution sales, etc., are not subject to the survey requirements, provided such descriptions as are used have been reviewed and approved/disapproved at the commencement of court action pursuant to Court Rule No. 23. If such descriptions would require a new survey in any other conveyance, the same will be marked DQNT when the court ordered deed is recorded and subsequent conveyances of the subject property will have to comply with these survey and transfer requirements. Failure of Plaintiff's attorney to cause pre-check of transferability of description per court rule may result in Sheriff's Deed or other court ordered conveyance being unacceptable for transfer without survey.

VI. REQUIREMENTS FOR NEW SURVEYS:

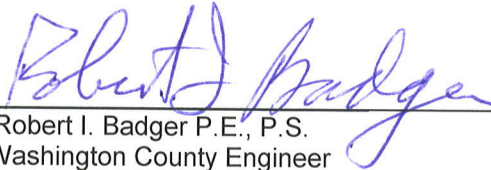
- A. The new survey and its plat shall satisfy the requirements as set forth in "The Minimum Standards for Boundary Surveying in the State of Ohio", Administrative Code Chapter 4733-37 and promulgated by The Board of Registration for Professional Engineers and Surveyors of the State of Ohio pursuant to Chapter 4733.
- B. Additional requirements
 1. Error of closure shall not be greater than 0.02 feet in both latitude and departure or 1:2500
 2. A copy of all new surveys for fee transfers shall be submitted to the Engineer's Map Department. A plat map and description shall accompany the survey and remain a part of the map department records and will become public information. The plat map submitted must be a scale drawing and not reduced. Faxed copies are not acceptable.
 3. The new survey shall include the adjoining property owner's names and deed references on the plat and incorporated into the written description. The surveyors seal and signature shall be on the plat and description.
 4. Tie downs for new surveys must use corners that are the same as referenced in rule V.) A.) for the requirements for existing deed descriptions with the exception of a portion of (C) concerning the intersection of two roads.
 5. The Auditor's existing parent parcel number(s) shall appear on the description and plat map of the tract(s) to be conveyed. Descriptions that encompass part of more than one tract must state the acreage and dimension of each part, deed reference, and Auditor's parcel number of each part and state if the tract is all or part of said tract(s).
 6. The description of a tract lying in more than one section, military lot, fractional section, lease lot, farm lot, river lot, partition lot or quarter township, a tract of land lying part within and part without a municipal corporation, or in two or more taxing districts, and a tract that includes a portion of a recorded subdivision shall state the acreage lying in each part, dimensions, deed references and Auditor's parcel number of each part and if the tract is all or part of said tract(s).
 7. 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 (in feet and decimal parts thereof) of the same.

VII. REQUIREMENTS FOR ADMINISTRATIVE PARCEL TAX IDENTIFICATION NUMBER COMBINATIONS

All of the following requirements are necessary for parcel tax identification numbers to be combined.

1. Parcels must show identical ownership.
2. Parcels must be contiguous.
3. Parcels must be in the same Taxing District, Range, Town, Section and Original Subdivision Lot.

4. If any existing parcel proposed for combination has been designated Description Questionable Do Not Transfer (DQNT), an accurate metes and bounds survey of the entire proposed new parcel must be submitted.
5. A parcel which is a Lot in a Platted Area as defined in Ohio Revised Code Chapter 711 may not be combined.
6. Parcels within a condominium may not be combined.


Robert I. Badger P.E., P.S.
Washington County Engineer


William D. McFarland
Washington County Auditor

Effective Date: June 4, 2012

Public hearings held: May 22, 2012 at 11 AM County Commissioners Assembly Room
June 4, 2012 at 4 PM County Commissioners Assembly Room

**APPENDICES FOR
WASHINGTON COUNTY, OHIO
PROPERTY TRANSFER STANDARDS**

**APPENDIX A MINIMUM STANDARDS FOR
BOUNDARY SURVEYS**

**APPENDIX B MINIMUM STANDARDS FOR MORTGAGE
SURVEYS**

APPENDIX A

MINIMUM STANDARDS FOR BOUNDARY SURVEYS

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Chapter 4733-37 Standards for Boundary Surveys

4733-37-01 Preamble.

These rules are intended to be the basis for all surveys relating to the establishment or retracement of property boundaries in the state of Ohio. When the case arises where one or more provisions herein must be abridged due to local condition, the abridgement shall be clearly indicated on plats and/or legal descriptions and reports. Where local or other prescribed regulations exist which are more restrictive than these rules, the survey shall conform to all local and state regulatory standards. When a client desires only a portion of his property surveyed, and this portion can be clearly isolated from the remainder of the property without affecting the interests of adjoining owners, these rules shall apply to the survey of only the desired portion.

HISTORY: Eff 5-1-80; 11-1-03
Rule promulgated under: RC 119.03
Rule authorized by: RC 4733.07
Rule amplifies: RC 4733.20
R.C. 119.032 review dates: 05/09/2003 and 11/01/2008

4733-37-02 Research and investigation.

- (A) The surveyor shall consult deeds and other documents, including those for adjacent parcels, in order to assemble the best possible set of written evidence of every corner and line of the property being surveyed.
- (B) After all necessary written documents have been analyzed, the survey shall be based on a field investigation of the property. The surveyor shall make a thorough search for physical monuments, and analyze evidence of monumentation and occupation. In addition, the surveyor shall, when necessary, confer with the owner(s) of the adjoining property and the owner(s) of the property being surveyed.

HISTORY: Eff 11-1-03
Rule promulgated under: RC 119.03
Rule authorized by: RC 4733.07
Rule amplifies: RC 4733.20
Replaces: Prior 4733-37-02
R.C. 119.032 review dates: 11/01/2008

4733-37-03 Monumentation.

(A) The surveyor shall set boundary monuments so that, upon completion of the survey, each corner of the property and each referenced control station will be physically monumented.

(B) When it is impossible or impracticable to set a boundary monument on a corner, the surveyor shall set a reference monument, similar in character to the boundary monument and preferably along one of the property lines which intersect at that corner. When such a reference monument is used, it shall be clearly identified as a reference monument on the plat of the property and in any new deed description which may be written for the property.

(C) Every boundary monument and/or reference monument set by the surveyor shall, when practicable:

(1) Be composed of a durable material.

(2) Have a minimum length of thirty inches.

(3) Have a minimum cross-section area of material of 0.21 square inches.

(4) Be identified with a durable marker bearing the surveyor's Ohio registration number and/or name or company name.

(5) Be detectable with conventional instruments for finding ferrous or magnetic objects.

(D) When a case arises, due to physical obstructions such as pavements, large rocks, large roots, utility cables, etc., so that neither a boundary monument nor a reference monument can be conveniently or practicably set in accordance with paragraph (C) of this rule, then alternative monumentation, which is essentially as durable and identifiable (e.g., chiseled "X" in concrete, drill hole, etc.) shall be established for the particular situation.

HISTORY: Eff 5-1-80; 11-1-03

Rule promulgated under: RC 119.03

Rule authorized by: RC 4733.07

Rule amplifies: RC 4733.20

R.C. 119.032 review dates: 05/09/2003 and 11/01/2008

4733-37-04 Measurement specifications.

All measurements shall be made in accord with the following specifications:

(A) The surveyor shall keep all equipment used in the performance of surveying in proper repair and adjustment.

(B) Every determination of distance shall be made either directly or indirectly in such a manner that the linear error in the distance between any two points (not necessarily adjacent points) shall not exceed the reported distance divided by ten thousand (allowable linear error = reported distance divided by ten thousand) and every angular measurement shall be made in such a manner that the allowable (directional) error, in radians, shall not exceed the allowable linear error divided by the reported distance (allowable (directional) error = allowable linear error divided by reported distance). When the reported distance is less than two hundred feet, the linear error shall not exceed 0.02 feet. The reported distance is the distance established by the survey.

(C) In all new descriptions and plats of survey, the lengths and directions of the lines shall be specified so that the mathematical error in closure of the property boundary does not exceed 0.02 feet in latitudes and 0.02 feet in departure.

(D) Surveys performed using metric measurements shall utilize the metric equivalents based upon the U.S. survey foot conversion factor.

HISTORY: Eff 5-1-80; 11-1-03
Rule promulgated under: RC 119.03
Rule authorized by: RC 4733.07

Rule amplifies: RC 4733.20
R.C. 119.032 review dates: 05/09/2003 and 11/01/2008

4733-37-05 Plat of survey.

- (A) The surveyor shall prepare a scale drawing of every individual survey, or drawings comprising all of the surveys when they are contiguous, in which the surveyor retraces previously established property lines or establishes new boundaries.
- (B) A copy of this drawing shall be given to the client. When required, another copy shall be filed with the appropriate public agencies.
- (C) The surveyor shall include the following details:
- (1) A title such that the general location of the survey can be identified. The title shall include, but not be limited to: state, county, civil township or municipality, and original land subdivision description.
 - (2) A north arrow with a clear statement as to the basis of the reference direction used.
 - (3) The control station(s) or line cited in the description and the relationship of the property to this control must be referenced to an established monumented point of beginning such as, but not limited to: centerline intersection of streets or highways record, section or quarter section corners, Virginia military survey corners or lines, or platted lot corners. The type of monuments set or found at the control stations shall be noted.
 - (4) A notation at each corner of the property stating that the boundary monument specified in the deed description was found, or that a boundary monument was set, or a legend of the symbols used to identify monumentation. In addition, there shall be a statement describing the material and size of every monument found or set.
 - (5) A general notation describing the evidence of occupation that may be found along every boundary line or occupation line.
 - (6) The length and direction of each line as specified in the description of the property or as determined in the actual survey if this differs from what is stated in the deed description by more than the tolerance specified in paragraph (B) of rule 4733-37-04 of the Administrative Code. The length and direction shall be stated as follows:-
 - (a) Bearings expressed in degrees, minutes and seconds and distances expressed in feet and decimal parts thereof on each course. If a metric equivalent distance is stated, it shall be stated to the third decimal place.
 - (b) All curved lines shall indicate the radius, central angle, curve length, chord bearing and chord distance.
 - (c) Each course shall show other common lines such as centerline of roads, rivers, streams, section lines, quarter section lines, half section lines or other pertinent common lines of record.
 - (7) A citation of pertinent documents and sources of data used as a basis for carrying out the work. The citation shall include, but not be limited to: current deeds as of the date of the survey, prior deeds or other documents of

record, and available deeds of record for adjoining parcels along each boundary line of the survey. If the adjoining parcel is a recorded subdivision, only the subdivision name, recording information and lot numbers need to be shown.

(8) The written and graphical scale of the drawing.

(9) The date of the survey.

(10) The surveyor's printed name and Ohio registration number, signature and seal (in a form which may clearly reproduce on any copies which may be made of the original drawing).

(11) The area contained within the perimeter of the surveyed parcel.

(12) All references to roads or railroads contiguous to the surveyed parcel shall use current names or names of record and applicable right of way widths, if available.

(13) All references to rivers or streams shall use current names of record, if available.

HISTORY: Eff 5-1-80; 11-1-03

Rule promulgated under: RC 119.03

Rule authorized by: RC 4733.07

Rule amplifies: RC 4733.20

R.C. 119.032 review dates: 05/09/2003 and 11/01/2008

4733-37-06 Descriptions.

(A) When a surveyor is called upon to prepare a new description, either to replace an existing description which is inadequate or to create a new piece of property, said description shall include the following items:

(1) Sufficient caption so that the property can be adequately identified.

(2) A relationship between the property in question and clearly defined control station(s).

(3) The basis of the bearings.

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

(5) The surveyor's name, Ohio registration number and date of writing and/or survey.

(B) A metes and bounds description shall include, in addition to paragraph (A) of this rule:

(1) A description of the boundary monument used as the initial point of the description.

(2) A series of calls for successive lines bounding the parcel, each of which specifies:

(a) The intent in regards to adjoiners or other existing features.

(b) The direction of the line relative to the direction of the basis of bearing.

(c) The length of the line.

(d) A description of the boundary monument (or reference monument) and whether found or set to identify the end of the particular line.

(e) All curved lines shall indicate the radius, central angle, curve length, chord bearing, chord length and direction of the curve.

(f) The reported boundary data shall meet the closure requirements of paragraph (C) of rule 4733-37-04 of the Administrative Code.

(3) The area of the parcel.

(C) Descriptions other than metes and bounds descriptions may be a reference to a recorded survey plat or a parcel on a recorded survey plat and shall include sufficient and adequate legal and technical wording so that the property can be definitely located and defined.

(D) A statement shall appear indicating that either: the description was made in

accordance with a recent survey and the date thereof, or the description was made based on a previous survey, of a certain date, and date of description, or the description was not based on a survey.

(E) When the surveyor knows a new description is to be used for a fee transfer, the surveyor shall base the description on a current or updated survey of the property.

HISTORY: Eff 5-1-80; 11-1-03

Rule promulgated under: RC 119.03

Rule authorized by: RC 4733.07

Rule amplifies: RC 4733.20

R.C. 119.032 review dates: 05/09/2003 and 11/01/2008

4733-37-07 Subdivisions.

When a subdivision is created from a piece of property, or several adjoining pieces, the following rules shall apply:

(A) Rule 4733-37-02 of the Administrative Code shall apply to the original tract(s) of land prior to being subdivided.

(B) Rule 4733-37-03 of the Administrative Code shall apply to the outside perimeter of the original tract(s) of land and to the outside perimeter of the newly created subdivisions. All newly created lots, blocks, rights of way, angle points, points of curvature and points of tangency shall be monumented according to local regulations. Street rights of way may be monumented with monuments on the centerline instead of right of way monuments. Centerline or right of way monuments shall be set at all intersections, angle points, points of curvature and points of tangency.

(C) All newly created subdivisions shall comply with rules 4733-37-04 and 4733-37-05 of the Administrative Code.

(D) All easements within a newly created subdivision shall be accurately dimensioned so that each easement line can be reproduced without ambiguity.

HISTORY: Eff 11-1-03

Rule promulgated under: RC 119.03

Rule authorized by: RC 4733.07

Rule amplifies: RC 4733.20

R.C. 119.032 review dates: 11/01/2008

Replaces: Prior 4733-37-07

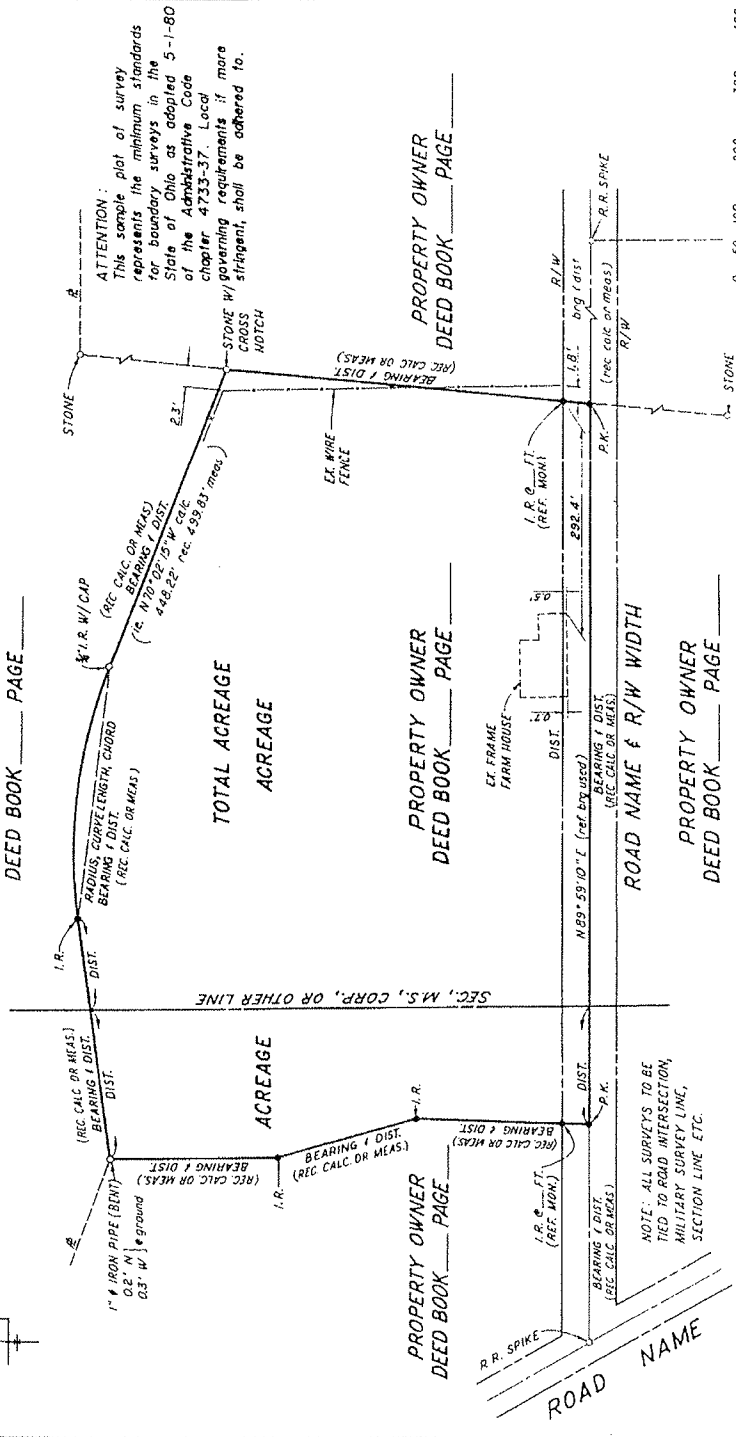
SAMPLE PLAT OF SURVEY

COUNTY, OHIO
TOWNSHIP, CITY
SUBDIVISION & LOT N^o.
SECTION, TOWN, RANGE OR MILITARY SURVEY N^o.

CLEAR STATEMENT AS TO THE BASIS OF THE REFERENCE DIRECTION USED.
ie. bearings shown hereon are to an assumed meridian and are used to denote angles only.

DEED REFERENCE BOOK _____ PAGE _____
PERTINENT DOCUMENTS AND SOURCES OF DATA USED:

ie. county road records PB 10 P. 21



CLIENT INFORMATION
SURVEY CO. INFORMATION
DATE: _____ SCALE: _____

INFORMATION TO BE SHOWN:
LINE CITED IN THE DEED DESCRIPTION AND THE RELATIONSHIP OF THE PROPERTY TO THIS CONTROL.
GENERAL NOTATION DESCRIBING THE EVIDENCE OF OCCUPATION THAT MAY BE FOUND ALONG EVERY BOUNDARY OR OCCUPATION LINE.

LEGEND
○ MONUMENT FOUND
● MONUMENT SET
NOTE: SHOW MATERIAL, SIZE, POSITION & CONDITION AT EACH MONUMENT

NOTE: ALL SURVEYS TO BE TIED TO ROAD INTERSECTION, MILITARY SURVEY LINE, SECTION LINE ETC.

APPENDIX A

MINIMUM STANDARDS FOR MORTGAGE SURVEYS

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Chapter 4733-38 Standards For Mortgage Location Surveys

4733-38-01 Preamble.

These standards are intended to be the minimum requirements for mortgage location surveys in the state of Ohio.

A "mortgage location survey" shall be defined as an instrumentality, common to the mortgage lending industry, whereby substantial proof is submitted to the mortgage lender and/or title insurer that the building(s) and/or other improvements are actually located on the land covered by the legal description in the mortgage and that said mortgage location survey is a professional service provided by professional surveyors solely for the intent of and use by the mortgagee and/or title insurer. The mortgage location survey does not constitute an improvement to the property, and is only a professional opinion which these parties may use as a guide to arrive at any decisions they may wish to make concerning said real property.

HISTORY: Eff 2-15-90

Rule promulgated under: RC Chapter 119.

Rule authorized by: RC Chapter 4733.

Rule amplifies: RC 4733.07

119.032 Review Date: 5-12-03; 5-12-08

4733-38-02 Research and investigation.

(A) The professional surveyor shall use the description furnished by the client to perform the mortgage location survey. If the professional surveyor determines the description to contain apparent incompleteness or insufficiencies, the professional surveyor shall so advise the client.

(B) After all necessary written documents, as furnished by the client, have been analyzed, the survey shall be based on a field investigation of the property. The professional surveyor shall make a thorough search for physical monuments and analyze evidence of occupation.

HISTORY: Eff 2-15-90

Rule promulgated under: RC Chapter 119.

Rule authorized by: RC Chapter 4733.

Rule amplifies: RC 4733.07

119.032 Review Date: 5-12-03; 5-12-08

4733-38-03 Monumentation.

The professional surveyor need not set boundary monumentation under the provision herein unless the client requests boundary monumentation be set. If requested to set boundary monumentation, the professional surveyor shall conform to all provisions of rule 4733-37-03 of the Administrative Code.

HISTORY: Eff 2-15-90
Rule promulgated under: RC Chapter 119.
Rule authorized by: RC Chapter 4733.
Rule amplifies: RC 4733.07
119.032 Review Date: 5-12-03; 5-12-08

4733-38-04 Measurement specifications.

All measurements shall be made in accordance with the following specifications:
(A) The professional surveyor shall keep his equipment in such repair and adjustment as to conform to the provisions of paragraph (A) of rule 4733-37-04 of the Administrative Code.

(B) Every measurement of distance shall be made either directly or indirectly in such a manner that the linear error in the reported distance shall not exceed:

(1) Two-tenths of a foot for major improvements [see paragraph (G) of rule 4733-38-05 of the Administrative Code].

(2) One-half of a foot for major improvement location [see paragraph (J) of rule 4733-38-05 of the Administrative Code].

When a case arises wherein a greater linear error will not create ambiguity of locations (i.e., tracts where the improvements are located substantial distances from boundaries), then the professional surveyor may use a greater linear error, provided the tolerance is clearly indicated on the survey plat (e.g., 500 feet +/- 5 feet).

HISTORY: Eff 2-15-90
Rule promulgated under: RC Chapter 119.
Rule authorized by: RC Chapter 4733.
Rule amplifies: RC 4733.07
119.032 Review Date: 5-12-03; 5-12-08

4733-38-05 Mortgage location survey plat.

The professional surveyor shall include the following information on the mortgage location survey plat.

(A) A title such that the general location of the survey can be identified.

(B) A north arrow.

(C) The boundary lines as cited in the legal description, including pertinent references therein.

(D) The written and graphical scale of the drawing.

(E) The date of survey.

(F) The professional surveyor's name, registration number, signature, and seal in accordance with paragraph (C)(10) of rule 4733-37-05 of the Administrative Code.

(G) Major improvements (permanent structures) shall be shown with dimensions and description (e.g., residence, garages, outbuildings with foundation, in-ground pools, and the like).

(H) Easement limits and building set-back lines as indicated on the recorded plat or as supplied by the client.

(I) Visible utility facilities requiring an easement and located outside known easements, crossing the subject property and serving others, such as, though not limited to: pole lines, manholes, inlets and pedestals and the like.

(J) Major improvement locations shall be shown with dimensions to the nearest property lines, with a minimum of two dimensions shown, and shall be sufficient

to locate the structure (offsets shall be shown perpendicular to straight property lines and radially to curved property lines).

(K) Apparent encroachments shall be noted and shown in an obvious manner.

(L) The address posted on the building(s), if available.

(M) Observed problems of ingress and egress and joint drive.

(N) Fences or other evidence of possession when not in substantial conformance with the legal description.

(O) A statement shall appear on the plat indicating that the survey is a mortgage location survey prepared in accordance with Chapter 4733-38 of the Administrative Code, and is not a boundary survey pursuant to Chapter 4733-37 of the Administrative Code.

(P) Number each page showing individual page numbers along with number of pages.

HISTORY: Eff 2-15-90

Rule promulgated under: RC Chapter 119.

Rule authorized by: RC Chapter 4733.

Rule amplifies: RC 4733.07

119.032 Review Date: 5-12-03; 5-12-08

