

**HARRISON COUNTY, OHIO - DOCUMENT CONVEYANCE REQUIREMENTS FORM**

**-NO ORIGINALS FOR PREAPPROVAL-**

*Pre-Approvals Require A Minimum of 4 Days to process. Please Plan Accordingly.*

*(The day dropped off does not count.)*

*Must present this form including all pages that were submitted for Pre-Approval at time of recording (STAPLED TOGETHER)*

*Last Recordings Must be in GIS-Map Office by 3:30pm in order to be processed that day.*

**Whole Lot    Straight Transfer    Re-Survey    Split    Land Contract    Annex Plat    Private Drive Plat**  
**Vacation Plat    TOD/Affidavit    Mineral Transfer    Sheriff Deed**

Title Office/Attorney: \_\_\_\_\_

Drop Off Date: \_\_\_\_\_

Parcel #'s: \_\_\_\_\_

Grantor: \_\_\_\_\_ Grantee: \_\_\_\_\_

<i>Needs Fixed</i>	<b>General Required Items</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
	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)				
	Auditor – Conveyance Fee is \$4.00/\$1,000. Transfer Fee is \$0.50 per Parcel				
	Recorder - \$34.00 for the first 2 pages and \$8.00 each additional page *Addition \$20 if marginal requirements are not met.				
	<b>CONTACT THE AUDITOR AND RECORDER FOR ACCURATE TOTAL</b>				
	<b>Recorded Lots</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
	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.				
	<b>Existing Survey Metes and Bounds Description of Record</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
	Map Office Verification that Description is Adequate and Verbatim				
	Closure more than 1/5,000				
	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				
	<b>New Survey Metes and Bounds Descriptions</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
	New Split or Merger – Parcel Number:				
	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 1/5,000 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				
	<b>Railroads</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
	Referenced to Auditor's Appraisal of Railroads Real Estate Report, Section A or B				
	<b>Alleys</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
	Newly Vacated Alleys/Streets have Metes and Bounds Survey				
	Does survey show what owners get in relation to vacated portion of Alley/Street				
	<b>Mineral</b>				
	Mineral Parcel Number:				

Approved By:

Transfer Not Necessary:

Map Office: Date: \_\_\_\_\_

Approved By:

Transfer Not Necessary:

Auditor's Office: Date: \_\_\_\_\_

Approved By:

Recorder's Office: Date \_\_\_\_\_

Comments: