

## Harrison County Pre-Approval Process

### Pre-Approvals

- All documents must be pre-approved prior to submitting for recording.
- **Pre-Approvals require a Minimum of 4 business days to process. *The day dropped off does not count.***
- **Procedure**
  1. Complete top portion of the Document Conveyance Requirements Form and include it with the documents being pre-approved. (Found on the Map Office Webpage at Harrisoncountyohio.gov)
  2. Pre-Approvals can be emailed to [mapoffice@harrisoncountyohio.gov](mailto:mapoffice@harrisoncountyohio.gov), dropped at the office or in the box in front of the courthouse main entrance.
    - a. Documents for pre-approval must be a copy of the document intended to be recorded.
    - b. Unsigned copies of the documents are recommended for pre-approval in case changes are necessary.
    - c. No Originals for pre-approval
  3. If the document involves a split or combination of parcels, the following must be attached:
    - a. completed Auditor's split/combination form (Found on the Auditor's Webpage at Harrisoncountyohio.gov)
    - b. new survey with legal description
    - c. Health Department certification/approval letter if the split is under 5 acres
  4. Complete the correct DTE Conveyance form (Found on the Auditor's Webpage at Harrisoncountyohio.gov)
  5. All documents will be pre-approved by the Harrison County Map Office, Auditor's Office and Recorder's Office.
  6. Once the pre-approval process is complete:
    - a. A signed and dated Document Conveyance Requirements form, a stamped copy of your documents and any additional documents can either be emailed back or picked up from your folder located in the Map office.
    - b. Any changes necessary will be noted on the Document Conveyance Requirements form or the deed (or both).
- **All requested changes or rejections must be re-submitted for pre-approval prior to submitting in for recording.**
- Signed and dated Pre-Approval documents must be presented at the time of recording.