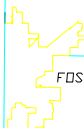

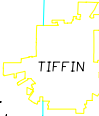






# STANDARDS GOVERNING CONVEYANCES OF REAL PROPERTY IN SENECA COUNTY OHIO

JACKSON   FOSTORIA  LOUDON	 BETTSVILLE  LIBERTY  HOPEWELL   TIFFIN	PLEASANT  CLINTON  EDEN	 GREEN SPRINGS  ADAMS  REPUBLIC   SCIPIO  BLOOMVILLE   BLOOM	THOMPSON  REED  VENICE   ATTICA
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Seneca County Auditor

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Seneca County Engineer

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## **I. GENERAL**

In compliance with Section 315.251 of the Ohio Revised Code (Source Ohio Senate Bill 158, effective May 9, 1996), the County Auditor and County Engineer have adopted these written standards governing conveyances of real property in Seneca County, Ohio.

It is the intent of these standards to provide a service for the public to insure proper and accurate descriptions of property, to correct any errors that are evident and to insure that property is accurately described for tax purposes.

It is understood that all situations cannot be covered by these requirements and when those situations arise they will be handled as special cases interpreted by the County Engineer and County Auditor's Office. If any conflicts exist between these written standards and state minimum standards, the more restrictive shall apply.

All Authors of instruments of conveyance are encouraged to have descriptions checked by the County Engineer's Tax Map Office prior to the actual time of conveyance. This will avoid delays and allow time for any corrections that are necessary.

## **II. EXISTING INSTRUMENT REQUIREMENTS**

### **A. RECORDED LOTS OF RECORD**

1. All instruments conveying a recorded lot in a municipality or recorded subdivided area must designate the lot number(s), the official recorded name, the plat volume and page reference of official record, and the prior recorded deed reference if any exists. Deed preparer is responsible to include permanent parcel number on the deed.
2. Any out-lot or portion of recorded lot must have an accurate description to establish a tax structure for the portion being conveyed, so as to enable the County Offices to determine the residue or balance left, based on the current Tax Maps and Parcel Numbers.
3. Any area being conveyed in what is commonly known as an "Unrecorded Plat" must have a metes and bounds description.

B. EXISTING METES AND BOUNDS DESCRIPTIONS OF RECORD

Metes and bounds is defined as a description of real property which is not described by reference to a lot or block shown on a map, but is defined by starting at a known point and describing, in sequence, the lines forming the boundaries of the property. Metes and bounds shall use bearings (ie. N90°22'30"E) and distances to define each line.

1. All existing metes and bounds descriptions of record, which do not create or alter the current tax structure of a parcel(s) will be checked by the Seneca County Engineer's Office to verify and identify to the Seneca County Auditor the tax parcel(s) to be conveyed. Deed preparer is responsible to include permanent parcel number on the deed.
2. All existing metes and bounds descriptions of record must be described verbatim as witnessed by the instrument of previous record and transfer. Any deed written with deflection angles must be converted to bearings. The correction of scrivener errors, omissions or other obvious mistakes are permitted in order to make the description more accurate. All corrections must show prior references to document the change. Also all references to terms or locations currently not in use such as road name vs. road number or old railroad owner vs. current owner of the rails should be clarified to current standards/ownership/name.
3. Any existing metes and bounds descriptions which, since the previous conveyance, has been incorporated into a municipality or other political subdivision by means of annexation must be changed to reflect its new corporate location within the situate of the subject instrument of conveyance.
4. All instruments of conveyance attempting to convey the remainder or balance of an existing tax parcel(s) from which out-lots or exceptions to title exist must incorporate the following requirements:
  - A. Each out-lot or exception to title of the original tract(s) must be described verbatim as witnessed by the previous conveyance of record.
  - B. Each documented exception must recite the title and its recorded source by which it can be readily verified. Exceptions may be granted in cases of railroads, if no documentation can be found. It is not the intent that all

easements and restrictions are to be recited unless they are on the previous instrument or readily available.

- C. All instruments of conveyances must show acreage surveyed out plus acreage remaining out of each parcel.
  
- D. All instruments of conveyance using exceptions to title to convey the balance of remainder of a tax parcel(s) incorporate a statement identifying the tax parcel(s) to be conveyed, and the current taxable area as witnessed by the Seneca County Auditor's tax duplicate for the subject conveyance. (i.e., it is the intent of this instrument to convey all of Tax Parcel(s) number containing acreage or footage, as shown by the Seneca County Auditor. Exceptions are limited to 4 per deed or 80% of original acreage. Exceptions must be completely recited on conveying instrument with references to prior instrument.
  
- E. Some areas that may need further clarification from the Tax Map office and may likely be rejected include:
  - 1. Descriptions without definitive boundaries.
  - 2. References to a stone (other than Section, 1/2 Section, etc.) tree, or no bearings and/or distance mentioned in the deed.
  - 3. Closure error is greater than 1/500 except where reference is made to water, stream banks, road right-of-way or railroad right-of-way.
  - 4. Can not locate property.
  - 5. Descriptions using fractions of sections that do not have metes and bounds will be checked against the "Original Field Notes" sections. If the original section is not a "Standard" section, it will be stamped "New Survey Required Next Transfer".
  
- 5. All metes and bounds descriptions must contain all the information pertaining to the description that will be used on the legal instrument form when checked by this Office for pre-transfer verification or approval.

### **III. NEW INSTRUMENT REQUIREMENTS**

#### **A. NEW METES AND BOUNDS DESCRIPTIONS**

All new metes and bounds descriptions, not previously recorded, must incorporate the following.

1. Situate:
  - A. Must denote state, county, township, section, municipality (if appropriate). It must also denote range, section, half section, etc.
  - B. Must denote recorded title and deed reference as to the tract(s) of origination (mother parcel).
  
2. Starting Point:
  - A. All descriptions shall be referenced to an established point of beginning such as centerline intersections of streets or roads of record where corner or quarter posts stones are present, section and/or quarter section corners or lines, or Reserve corners or lines.
  
3. Courses:
  - A. Each course of new metes and bounds description should be a separate paragraph, and all courses must be stated in a clockwise direction from point of beginning to point of termination for the subject description.
  
  - B. Each course of a new metes and bounds description shall contain a bearing expressed in degrees, minutes and seconds and a distance recited in feet and decimal parts thereof, from point of origination to a point of termination of each course. All deeds must state survey done in English units.  
  
Metrics, State Plane Coordinates, etc. will not be accepted as primary units. They may be used in addition to feet by being shown in parenthesis following each English unit call.
  
  - C. The basis of the bearings shall be given in a statement similar to the following: "This bearing is based on the centerline bearing of "Road Number" or "Road Name" (cities and villages only) and all other bearings are from angles and distances measured in the field."
  
  - D. Each course must recite all monumentation, (See 4733-37-03 of Minimum Standards) either placed or found, along each course, or at the point of origination and/or termination of each course. This recitation shall include the type, size and material of each monument.
  
  - E. Every boundary monument an/or reference monument set by the surveyor shall, when practicable, be in accordance

with 4733-37-03 of the Minimum Standards for Boundary Surveys in the State of Ohio. (see attachment)

- F. Each course must show all other common lines such as centerlines of roads, rivers, streams etc. quarter or half section lines, or any other pertinent common line of record or interest as witnessed by the survey for the conveyance.
- 4. Curves:
    - A. Any course of 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 same.
  - 5. References:
    - A. All references to roads, rivers, streams, railroads etc. must use current or existing numbers or names or record. Old or original names may also be mentioned if they would add clarity.
  - 6. Acreage:
    - A. All new metes and bounds descriptions must give the acreage contained within its perimeter and calculated to the third decimal place. The total acreage contained within the road right-of-way shall be recited to the third decimal place for lots greater then or equal to 5.0 acres. Total calculated square footage shall also be shown for parcels less than 1/2 acre.
    - B. Whenever a new metes and bounds description encompasses two or more townships, two or more sections, two or more taxing districts, or two or more tax parcels, a breakdown of the total area must be recited to create an accurate tax structure.
  - 7. Surveyor or Author:
    - A. All new metes and bounds descriptions prepared by a surveyor must incorporate the following:
      - I. Printed surveyors name and address.
      - II. Ohio registration number and reproducible seal.
      - III. The date of writing and/or survey.
      - IV. A statement indicating whether the subject description was prepared from an actual field survey or from existing records similar to the following: The above description is based on a

"field survey performed by \_\_\_\_\_ on month, day, year "or "from existing records".

V. Surveyor's signature must be on survey plat.

8. Prior Deed References:
  - A. The deed references(s) from which the grantor of the conveyance acquired title must be recited.
9. All new metes and bounds descriptions will be subject to computer verification as to the accuracy of the traverse closure (1/10,000 minimum allowable traverse closure) of the area as described. It is suggested that the surveys be presented for pre-transfer approval 24 hours in advance of making the survey available to the public.
10. All instruments containing new metes and bounds descriptions, which meet all of the aforementioned requirements will be stamped "Description Checked, Date \_\_\_\_\_" and the proper notations will be made on the instrument of conveyance,, verifying a correct tax structure to the County Auditor.
11. Whenever the descriptive content of any legal instrument of conveyance is determined to be ambiguous, it will require that a statement of intent an/or nature be incorporated as part of the instrument, to clarify the parcel(s) to be conveyed.
12. All new metes and bounds descriptions prepared by a Professional Surveyor must be accompanied by a signed and sealed original plat of survey. Reference to Survey Plat book and page shall be made in the deed.
13. All splits must be approved by the Seneca Regional Planning Commission, and the City of Fostoria, Tiffin, or Bellevue Planning Commission, as applicable.

B. LAND CONTRACTS

Land Contracts shall utilize the same standards as new instrument requirements for metes and bounds descriptions (Section III, Part A).

C. EASEMENTS

All new easements not previously recorded, must incorporate the following:

1. Situate



- A. Must denote state, county, township, section and municipality, if applicable, range, section, half section, etc...
  - B. Must denote recorded title and deed reference as to the tracts of origination.
2. Parcel Identification
- A. Must identify the tract of ground in which easement is located by either metes and bounds description or by permanent parcel number.
3. Four Types of Acceptable Easement Descriptions
- A. Centerline Easements
    - 1) Must state width of easement. (Example) "Being a 20 feet wide easement 10 feet each side of the following described line".
    - 2) Detailed description of the course of the centerline including a readily identifiable beginning point.
  - B. Strip Easements
    - 1) Must state width of easement. (Example) "Being a 20 feet wide easement..."
    - 2) Must state location. (Example continued from above)"...along the grantor's south property line."
  - C. Irregular Shaped Easement
    - 1) Must have a defined point of beginning.
    - 2) Must have a clear metes and bounds description.
  - D. Blanket Easement
    - 1) Must state that blanket easement is over entire parcel.
- All easement descriptions, no matter what type of description, must state the intended purpose of easement (for maintenance of storm sewer; ingress and egress; installation of underground wires; installation of power poles; maintenance; etc...)
4. Restrictions
- A. Must list any and all restrictions over the aforesaid easement area.
5. Author Identification
- A. All new metes and bounds descriptions prepared by a surveyor must incorporate the following:

- I. Printed surveyors name and address.
- II. Ohio registration number and reproducible seal.
- III. The date of writing and/or survey.
- IV. A statement indicating whether the subject description was prepared from an actual field survey or from existing records similar to the following: The above description is based on a "field survey performed by \_\_\_\_\_ on month, day, year "or "from existing records".
- V. Surveyor's signature must be on survey plat.

### **Requirements of Easement Plat Drawings**

1. Plat drawings are required when filing a centerline, irregular shaped and some strip easements, and shall define the location of the easement, making it easier to identify. Plat drawings are not required for any blanket easements or strip easements that are parallel to and off the property lines. All plat drawings must be to scale, and the scale shown on the plat.
2. All plat drawings must incorporate the following details:
  - A. A North arrow.
  - B. The state, county, township, section and municipality, if applicable, range, section half section, etc...
  - C. Owner(s) name, permanent parcel number, deed volume and page(s) of land the easement is on, and adjoining landowner(s), permanent parcel number(s), deed volume and page(s) if easement begins, or ends on an adjoining property line.
  - D. The property lines of the subject parcel, or the land containing the easement, and any roads mentioned in the written description.
3. Easement Area
  - A. The centerline of the easement shall be drawn on the plat, and a statement identifying it added. (Example) "Centerline 10' Wide Electrical Easement".
  - B. Any, and all distances, bearings, etc., pertaining to the easement area shall be shown on the plat.

### **IV. WAIVERS**

The following apply to existing parcels only. Waivers do not apply to any new splits.

- A. Family deed transfers, including trusts, survivorships, etc., will be reviewed, however this transfer is exempt from the above standards. Family is defined as husband and wife or parent and child.
- B. Quit claim deeds shall be reviewed based on the above applicable standards. In the event the quit claim deed does not meet the standards, it will be stamped "New Survey Required Next Transfer" and recorded. Quit claim deeds that are surrendering fractional interest or clearing clouds on title will be reviewed, however this transfer is exempt from the above standards.
- C. Fractional section deeds whose original section is not a "Standard" section will be stamped "New Survey Required Next Transfer".
- D. Deeds transferred with the "Statement of Reason for Exemption from Real Property Conveyance Fee" shall be reviewed based on the above applicable standards. In the event these deeds do not meet standards, it will be stamped "New Survey Required Next Transfer" and recorded.
- E. Sheriff Sales/Auditor's Sale/Foreclosure/Court Ordered (including Certificates of Transfer but NOT sales of value through estates and administrators) deeds shall be reviewed based on the above applicable standards. In the event the said deed does not meet the standards, it will be stamped "New Survey Required Next Transfer" and recorded. In the event that a tract of ground is subject to a sheriff sale/auditor's sales/foreclosure/court ordered sale and the original deed has been stamped "New Survey Required Next Transfer", the new deed may use the original description. The new deed shall have the "New Survey" stamp affixed prior to recording.

## V. **MINIMUM STANDARDS**

### **A. Boundary Surveys in the State of Ohio**

These standards have been developed by the State Board of Registration for Professional Engineers and Surveyors. Abridgements to the following standards shall not be allowed unless approved by the County Engineer. These standards will revise in accordance with amendments to ORC 4733-37.

4733-37 **MINIMUM STANDARD FOR BOUNDARY SURVEYS IN THE STATE OF OHIO.**

4733-37-01 **PREAMBLE.**

These standards are intended to be the basis for all surveys relating to the establishment or retracement of property boundaries in the State of Ohio. Abridgements of one or more provisions herein 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 standards, 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 standards shall apply to the survey of only the desired portion.

4733-37-02 RESEARCH AND INVESTIGATION.

(A) When the deed description of the subject property and the deed descriptions of adjoining properties do not resolve the unique locations of the corners and lines of the property being surveyed, the surveyor shall consult other sources of information in order to assemble the best possible set of written evidence of every corner and line of the property being surveyed. These sources include, but are not limited to: records of previous surveys, deed descriptions of adjacent properties, records of adjacent highways, railroads and public utility lines: Also include subdivision plats, tax maps, topographic maps, aerial photographs, and other sources as may be appropriate.

(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, analyze evidence of occupation and confer with the owner(s) of the property being surveyed. In addition, the surveyor shall, when necessary: confer with the owner(s) of the adjoining property and take statements.

4733-37-03 MONUMENTATION.

(A) When necessary in accordance with the accepted surveying practice and legal requirements the surveyor shall set boundary monuments so that, upon completion of the survey, each owner 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 of 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 minimum length of thirty inches.
- (3) Have a minimum cross-section area of material of 0.2 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 boundary monument or 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 (eg., chiselled "X" in concrete, drill hole, etc.) shall be established for the particular situation.

4733-37-04 MEASUREMENT SPECIFICATIONS

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

- (A) The surveyor shall keep his equipment in such repair and adjustment as to conform to the requirements stipulated by the director of agriculture in sections 1327.46 to 1327.99, of the revised code. The specifications, tolerances, and regulations published in the "National Bureau of Standards Handbook 44" shall be the specifications, tolerances and regulations for commercial weighing and measuring devices of the state.
- (B) Every measurement 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 five thousand (allowable linear error = reported distance divided by five thousand and every angular measurement shall be made in such a manner that the allowable (directional) error, in radian, 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 one 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 deed 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.

4733-37-05 PLAT OF SURVEY

- (A) The surveyor shall prepare a scale drawing of every survey in which he 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 proper agency.
- (C) The surveyor shall include the following details:
  - (1) A title such that the general location of the survey can be identified.
  - (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 deed description and the relationship of the property to this control.
  - (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. In addition, there shall be a statement describing the material, size, position and condition of every monument found an/or set.

- (5) A general notation describing the evidence of occupation that may be found along every boundary line an/or occupation line.
- (6) The length the direction of each line as specified in the deed 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) or rule 4733-37-04 of the administrative code.
- (7) A citation of pertinent documents and sources of data used as a basis for carrying out the work.
- (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).

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) Sufficient mathematical data shall be given for each curved line so that the curve can be reproduced without ambiguity.

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

(3) The area of the parcel.

(C) Descriptions other than the metes and bounds form shall include sufficient and adequate legal and technical working 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, of 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.

#### 4733-37-07 SUBDIVISION PLATS

When a subdivision is created from a piece of property, or several adjoining pieces, the surveyor shall prepare a scale drawing showing all of the details specified in rule 4733-37-05 of the administrative code. In addition, the drawing will show all of the details of each new lot, street, easement, etc., including the length and direction of each new line. Sufficient mathematical data shall be given for each curved line so that the curve can be reproduced without ambiguity.

### **B. PLATS OF SURVEY**

1. Any author shall prepare a scale drawing of every new metes and bounds description he or she originated, and make available a copy of the drawing to be filed with the Seneca County Tax Map Department.
2. All plat drawings must incorporate the following details:
  - A. A title, such that the general location of the subject survey can be readily identifiable. (This requirement should include the same information as established by Sections 1, part A and B of the "REQUIREMENTS FOR NEW METES AND BOUNDS DESCRIPTIONS FOR CONVEYANCE").
  - B. A north arrow with a clear statement as to the basis of the reference - Direction Used.
  - C. The control station(s) or starting point reference as cited in the deed description.
  - D. All monumentation either found or placed, as cited by the metes and bounds description, together with a legend of the symbols used to identify the subject monumentation showing the material and size for each. If all monuments are identified individually, no legend will be required.

- E. All existing title, and source of title of adjoining owners along each boundary line of the subject survey along with the acreage or lot number of the adjacent tracts.
- F. All boundary information for each course as established by "REQUIREMENTS FOR NEW METES AND BOUNDS DESCRIPTIONS FOR CONVEYANCE" Section 3, Items A through F and Section 4 item A.
- G. A citation of pertinent documents and sources of data used as a basis for carrying out the work. this shall include Field Book number and page or right of way drawing number for all highway centerlines, if such record exists.
- H. The scale of the subject drawing.
- I. The surveyors printed and signed name, Ohio Registration Number and reproducible Stamp or Seal.

In addition to the requirements as set forth above, all new metes and bounds descriptions, and all requirements for plats of survey must incorporate the principals, and minimum standards of good surveying , engineering and draftsmanship as defined by Sections 4733-37 through 4733-37-07 of the administrative Code of the State Board of Registration for Professional Engineers and Surveyors of the State of Ohio. Abridgements to the above referenced minimum standards shall not be permitted unless approved by the County Engineer.

These requirements are based on the "Minimum Standard for Boundary Surveys in the State of Ohio." Said Minimum Standards have been accepted by the State Board of Registration for Professional Engineers and Surveyors as an operating rule and became effective May 1, 1980 according to Sections 4733-37 to 4733-37-07.

**C. EASEMENTS**

See Section III, Part C of these standards.

**D. MORTGAGE LOCATION SURVEYS IN THE STATE OF OHIO**

These standards have been developed by the State Board of Registration for Professional Engineers and Surveyors.

Note: Chapter 4733-38 of the Administrative Code was filed pursuant to Chapter 119 of the Revised Code.

- 4733-38-01 Preamble
- 4733-38-02 Research and Investigation
- 4733-38-03 Monumentation
- 4733-38-04 Measurement Specifications
- 4733-38-05 Mortgage Location Survey Plat



#### 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

Authority: R.C. Chapter 4733

#### 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

Authority: R.C. Chapter 4733

#### 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

Authority: R.C. Chapter 4733

#### 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 (0.2) of a foot for major improvements (see paragraph (G) of Rule 4733-38-05 of the Administrative Code.)

- (2) One-half (0.5) 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

Authority: R.C. Chapter 4733

#### 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) A 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 curves 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

Authority: R.C. Chapter 4733

**E. DRAFTING REQUIREMENTS**

1. All plats shall be on tracing cloth or drafting film with permanent ink. Sheets shall be 18 inches by 24 inches or 24 inches by 36 inches with original signature. All drawing scales shall be standard scales. Scales used shall be proportional to paper size.
2. All lettering shall be applied to the cloth or film without the use of an intermediate film.
3. The minimum letter size shall be 12 point (0.12 inch).
4. Title blocks shall be in lower right hand corner or shall follow standard ODOT convention. The signature block shall be in the lower right hand corner and shall follow the format shown below:
5. PreApproval is only valid for a 12 month period pending filing of deed. After this time, it must be resubmitted and is subject to any regulation changes. Easements must reflect current owners at time of transfer. Land contracts are excluded from expiration once approved.

PREAPPROVAL \_\_\_\_\_

PLAT CHECKED \_\_\_\_\_

- - - - - For  
Recorded Plats Only:

THE FORMAT USED HERE WILL TRANSFERRED THIS  
\_\_\_\_\_ DAY

DEPEND ON THE TYPE OF \_\_\_\_\_ OF \_\_\_\_\_ 19\_\_\_\_\_.  
PLAT AND LOCAL JURISDICTION.

\_\_\_\_\_  
AUDITOR, SENECA COUNTY, OHIO

THESE SIGNATURE BLOCKS, PREAPPROVAL  
AND PLAT CHECKS SHALL ALWAYS BE  
AT THE LOWER RIGHT HAND CORNER  
OF THE SHEET. RECORDED IN PLAT CABINET \_\_\_\_\_,

SLOT \_\_\_\_\_, RECEIVED FOR RECORD  
AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
19\_\_\_\_\_.

\_\_\_\_\_  
RECORDER, SENECA COUNTY, OHIO