



STANDARDS FOR CONVEYANCE OF REAL PROPERTY
SENECA COUNTY, OHIO

Adopted: June 21, 2023
Effective: July 24, 2023

**AMENDMENT OF STANDARDS GOVERNING MINIMUM
REQUIREMENTS FOR ALL FORMS OF CONVEYANCE
IN SENECA COUNTY, OHIO**

Pursuant to Section 319.203 of the Ohio Revised Code, Julie A. Adkins, the Seneca County Auditor, and Mark R. Zimmerman, P.E., P.S., the Seneca County Engineer, hereby agree to the following standards governing the conveyances of real property in Seneca County, Ohio, and hereby amend and adopt the same as the official standards governing all conveyances of real property in said County.

The official standards so agreed to, adopted, and amended are attached hereto and made a part thereof. This Agreement is adopted in duplicate and each of the parties hereto shall keep and maintain in his/her office an original copy of the Agreement.

In accordance with Section 319.203 of the Ohio Revised Code, public hearings were held on the adoption of such standards May 18, 2023 at 9:00 a.m. and June 1, 2023 at 2:00 p.m. and public testimony and written comments were solicited and received at such public hearing.

The official standards agreed to, adopted and amended, and attached hereto, shall be effective for all conveyances presented to the Seneca County Auditor and Seneca County Engineer on and after July 24, 2023 and shall supersede the prior standards effective July 8, 1996.

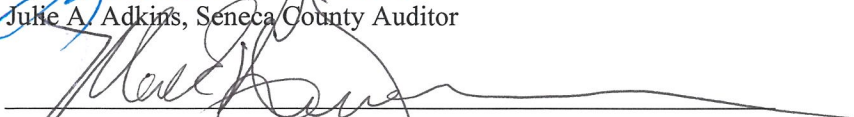
AGREED TO:

ADOPTED: June 21, 2023

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Julie A. Adkins, Seneca County Auditor



Mark R. Zimmerman PE/PS, Seneca County Engineer

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Seneca County Tax Map Office

Ohio Revised Code Section 315.251 shall apply to all instruments which are to be submitted and approved to the Seneca County Tax Map Office before conveyance and/or recording. These instruments include, but are not limited to, the following:

- Existing real estate descriptions of record
- All street/alley/road and subdivision vacations
- New surveys
- Subdivisions
- Road dedications
- Annexations
- Land contracts
- Easements/Right of Way for Ingress and Egress
- School District Change
- Condominium Plats and Amendments
- Ordinances and Resolutions as presented or passed by the governing body

A. TAX MAP OFFICE PROCEDURES

A-1 All instruments of conveyance listed above shall be submitted to the Tax Map Office for approval.

A-2 Once an instrument has been approved by the Seneca County Tax Map Office, it must be recorded within one (1) year of the date initialed on face of document, or you must return to the Tax Map Office to have the legal description verified to ensure no changes have been made. This does NOT include instruments of conveyances for new surveys/plats. Instruments of conveyance establishing a new survey/plat must be recorded within one (1) year of the date initialed by the Tax Map Office.

A-3 Documents must be complete (with plats, if so needed) when submitted.

A-4 Allow up to one full workday (24 hours from drop-off to pick-up) each time a conveyance document is submitted. Extra review time may be required in the event of a lengthy or complex document or a heavy volume of submitted documents. It is the intent to turn around documents as quickly as possible.

A-5 The Seneca County Auditor and Seneca County Engineer accept instruments for conveyance in person or by mail. All instruments of conveyance shall be submitted to the Seneca County Engineer, Tax Map Department for approval. For all instruments being submitted the following must be included: a cover letter with contact information; the prior instrument last used; the full, legible legal description; the instrument being submitted for approval; a self-addressed stamped envelope for return of the instrument; and the appropriate fees for the Seneca County Auditor and the Seneca County Recorder in separate checks.

Any and all instruments submitted by mail waive any time restrictions set forth in these standards. All instruments submitted by mail which are deficient will need to be resubmitted and reviewed as a new submittal.

A-6 Instruments of conveyance shall provide sufficient marginal space as required by Seneca County Recorder.

A-7 A preliminary review of a legal description is encouraged to be done by the Tax Map Office. Preliminary review does not replace final review.

B. REQUIREMENTS FOR ALL INSTRUMENTS OF CONVEYANCE

B-1 Any subdivision of an existing property must have a description with accuracy as prescribed by the State of Ohio Administration Code, Chapter 4733-37, of the Minimum Standards for Boundary Surveys in the State of Ohio. This shall be done to allow Seneca County Offices to establish an accurate tax structure for the parcel(s) and determine the residual acreage(s) based on the existing records.

B-2 The accepted unit of measurement for all instruments of conveyance shall be in accordance to the National Mapping Accuracy Standards (NMAS). In addition, Metric Units may be used as secondary to the English Units.

B-3 All references to roads, rivers, streams, railroads, etc. must be current numbers of record. In addition, old names or numbers may also be mentioned as a matter of fact, when they serve to better describe the conveyance. Modifications may be approved by the County Engineer prior to submittal.

B-4 If a retracement survey has been filed for a parcel, the description from the most recent survey must be used to describe the parcel. The prior legal description shall be submitted at the time of review.

B-5 Instruments of conveyance shall be typed and legible. Minor handwritten corrections may be allowed as approved by Tax Map Office.

B-6 Must be verbatim to prior deed of record. Exceptions to correct scrivener's errors SHALL be approved by the County Engineer prior to submittal. Modifications such as referenced ownership as part of the legal description may be approved by the County Engineer prior to submittal.

B-7 Prior deed reference.

B-8 State, county, and either municipality or political subdivision with geographical township and range, section and quarter section in the caption.

B-9 Lot number, the recorded subdivision or allotment name, and the plat volume and page number.

B-10 Auditor's Permanent Parcel Number.

B-11 The required Department of Taxation (DTE) forms must be completed and submitted to the Auditor's Office at the time the instrument is presented for transfer. (DTE100, DTE100EX, DTE101and DTE102).

C. EXISTING AND NEW PLATTED LOT DESCRIPTIONS

C-1 State, county, and either municipality or political subdivision with geographical township and range, section and quarter section in the caption.

C-2 Lot number, the recorded subdivision or allotment name, and the plat volume and page number.

C-3 Prior deed reference.

C-4 Auditor's Permanent Parcel Number.

C-5 A metes and bounds (new) description is not required and will not be examined unless it is a partial portion of the original platted lot. In this instance only will a survey reference be required. If no survey is available, the phrase "No Survey Found" shall be added in its place.

Descriptions of partial portions of lots, conveyed to an adjoiner shall also include a combination legal description. Combined description may be described in its pieces under one legal description and shall be stamped "New Survey Required Next Transfer". Combinations exceeding two parcels shall require a new survey.

C-6 Deflection angles must be converted to bearings by a professional surveyor. A description exceeding a 1:500 error shall require a new survey.

D. EXISTING METES AND BOUNDS DESCRIPTIONS OF RECORD

D-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 Tax Map Office to identify and verify to the Seneca County Auditor the tax parcel(s) to be conveyed.

D-2 If an existing metes and bounds description is ambiguous or deficient, one (1) transfer may be permitted if the transfer qualifies, but an accurate survey and metes and bounds description shall be required before any additional conveyances. Please reference Section G regarding inadequate or ambiguous legal descriptions that will require a new survey.

D-3 All existing metes and bounds descriptions of record must be described verbatim as witnessed by the instrument of previous record and transfer and shall be written. Each course shall be a new paragraph. The correction of scrivener errors and/or omissions will be made upon the face of the instrument prior to recording. The corrections will be made by the person that prepared the instrument, or by their agent, with the approval of the preparer.

D-4 Any existing metes and bounds description which, since the previous conveyance, has been incorporated into a municipality or other political subdivision by means of annexation must be changed to reflect the parcel's new jurisdiction.

E. EXCEPTIONS TO EXISTING METES AND BOUNDS DESCRIPTIONS

E-1 A new metes and bounds description shall be required for all residual parcels with more than four (4) exceptions to title or when at least 80% of the parent parcel area has been conveyed.

Exceptions prior to 1/1/1996 SHALL be considered as one (1) exception for purposes of requirement. The surveyor is responsible to quantify and qualify all exceptions under this rule. Any exception to title must incorporate the following:

- a.) Each exception must be described verbatim to the existing deed and placed immediately after the description it is being excepted from.
- b.) Each documented exception must recite the survey volume and page (if available). If no survey is available, the phrase "No Survey Found" shall be added in its place.
- c.) A "Meaning to Convey" statement or similar language must follow the legal description indicating exactly how much land is being conveyed after all recited exceptions to a parcel. If no starting acreage is available, a "Meaning to Convey" statement will not be required. All exceptions must be written from the most recent survey with a conveyance.

E-2 A combination legal description can be written for multiple exceptions using a single survey. A legal description cannot be written as a combination description using multiple surveys, without prior approval of the Engineer. A combination legal description shall be stamped "New Survey Required Next Transfer". This shall be noted in the legal description and plat.

E-3 Contiguous parcels cannot be transferred separately if it results in land-locking one or more parcels.

F. NEW METES AND BOUNDS DESCRIPTIONS FOR CONVEYANCE INCLUDING EASEMENTS AND LAND CONTRACTS

It is the surveyor's responsibility to check the parcel numbers of all parcels being surveyed. If the parcels are found to be in different taxing districts or school districts, it will cause delays in the recording of the subdivision/survey plat and will require reconfiguration of the parcel(s).

All new metes and bound descriptions must conform to the margin requirements of the Seneca County Recorder and conform to the appropriate planning/zoning commission regulations.

F-1 CAPTION: State, county, and either municipality, geographical township and range, section, and quarter section or political subdivision with geographical township and range, section, plat volume & page, and quarter section as well as the purpose of this survey (i.e.: retracement or split parcel) shall be listed in the caption.

F-2 STARTING POINT: All descriptions must be referenced to an established section/quarter section corner not a 1/8 or 1/4 or a monumented lot corner of a recorded subdivision. The allotment name and plat volume and page must be recited in the description.

F-3 COURSES:

- a.) Each course of a new metes and bounds description must be a separate paragraph and arranged in consecutive order, starting after the "place of beginning". All courses must be described in a clockwise direction from the point of beginning to the point of termination for the subject description.

- b.) Each course of a new metes and bounds description must contain a bearing expressed in degrees, minutes, and seconds and a distance recited in feet and decimal parts thereof (not to exceed two (2) decimal places to the right), from a point of origination to a point of termination for each course. Three (3) decimal places to the right may be used only when it is necessary to achieve a more accurate mathematical closure.
- c.) The basis of bearing shall be referenced as part of the description.
- d.) Each course shall contain the name(s) of the adjoining property owner(s), or adjoining deed volume and page or both (either or) the date of the survey, and a respective deed volume and page or Official Record reference, or other qualifying features that indicate the intent of the course.
- e.) Each course must recite all controlling monumentation as either set or found. The point of origination and/or termination of each course shall be monumented or a reference monument set as close as practical to the described corner.

F-4 CURVES: Any course of a new metes and bounds description which is a curve, must contain the direction of the curve (i.e., curve to the right, curve to the left, concave to the south, convex to the north, etc.), the arc length and radius (in feet and decimal parts thereof), and the chord bearing (quadrant direction in degrees, minutes and seconds), the chord distance (in feet and decimal parts thereof), the interior angle (in degrees, minutes and seconds) and the points of curvature and/or tangency. The curve information given must be sufficient to reproduce the curve accurately and without ambiguity.

F-5 ACREAGE:

- a. All new metes and bounds descriptions must give the acreage contained within its perimeter and calculated to three (3) decimal places to the right. Total calculated square footage may also be mentioned as a matter of option.
- b. When a new metes and bounds description encompasses two (2) or more township quarter sections, crosses a public roadway, or involves a railroad, a breakdown of the total acreage involved must be recited. A new metes and bounds description containing acreage in two (2) or more taxing districts shall be described as its whole and by its parts. Each part shall be reviewed as a separate description.

F-6 PRIOR DEED REFERENCES: All new metes and bounds descriptions must recite deed reference(s) or Official Record reference(s) for the prior conveyance to the grantor.

F-7 PERMANENT PARCEL NUMBERS: All new metes and bounds descriptions must recite the permanent parcel number(s) that are affected. An 'out of' or 'part of' statement may be used as necessary.

F-8 COMPUTER VERIFICATION: All new metes and bounds descriptions will be subject to computer verification as to the accuracy of the traverse closure of the area being described. The allowable mathematical error of closure for new metes and bounds descriptions shall be as prescribed by the State of Ohio Administrative Code, Chapter 4733-37 of the Minimum Standards for Boundary Surveys in the State of Ohio. Computer verification showing courses, error, precision, and perimeter is required at time of submittal for review by the Tax Map Office.

F-9 PROFESSIONAL SURVEYOR: All new metes and bounds descriptions must be prepared by a professional surveyor and must incorporate the following: Surveyor's name, Ohio Registration Number, the date of writing and/or survey, and a statement indicating whether the subject description was prepared from an actual field survey or from existing records. All survey

plats and legal descriptions shall bear the surveyor's signature (in blue ink) and seal (in black ink).

F-10 LAND CONTRACTS: Land Contracts shall utilize the same standards as new instrument requirements for metes and bounds descriptions.

F-11 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.
 - B. Must include the grantor's legal description.

3. Four Types of Acceptable Easement Descriptions:
 - A. Centerline Easements:
 - 1) Must state width of easement. (Example: "Being 20-foot-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-foot-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 surveyor's 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, irregularly 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 shall be shown on the plat.
- 2. All plat drawings must incorporate the following details:
 - A. A north arrow.
 - B. The state, county, township, section, ward, and municipality, if applicable, range, township, section, and quarter section.
 - 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.

G. AMBIGUOUS OR DEFICIENT LEGAL DESCRIPTIONS THAT WILL REQUIRE A NEW BOUNDARY SURVEY-WAIVERS

G-1 INADEQUATE OR AMBIGUOUS DESCRIPTIONS, as identified by the Tax Map Office, will require a new boundary survey to be completed prior to the conveyance except in the following situations:

G-2 AMBIGUOUS OR DEFICIENT LEGALS STAMPED "NEW SURVEY REQUIRED NEXT TRANSFER" will still be reviewed and are expected to meet current conveyance standards. Some areas that may need further clarification from the Tax Map office and may likely be rejected include:

- 1. Descriptions without definitive boundaries.
- 2. Reference to a stone (other than General Land Office), 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 and approval is given by Engineer.
4. Cannot 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".

G-3 WAIVERS: Affidavits, Corrective Deeds, Sheriff Sales, Auditor Sales, Foreclosures, Land Bank Sales, Certificates of Transfer, Judicial Orders, Life Estates, Current owner as an individual to Current owner as a Trustee, Current Owner as a Trustee to current owner as an individual, husband and wife, or a Parent to Child transfer.

1. If your conveyance falls in one of the above situations the Tax Map Department will allow one (1) transfer. The Grantee will be required to obtain a new survey of the property prior to being able to sell, transfer, or change title in any way. A stamp will be placed on the document that states "NEW SURVEY REQUIRED NEXT TRANSFER"; therefore, this description cannot be used again.

G-4 QUIT CLAIM DEEDS: 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.

G-5 INVOLUNTARY TRANSFERS: To promote the equitable and harmonious transfer of real property to a beneficiary upon the death of the owner, the following definition and policy shall be in effect:

Definition:

Involuntary Transfer shall be defined ONLY as a transfer of real property, or interest therein, to a beneficiary upon the death of the owner, including real property being conveyed by a Certificate of Transfer, Transfer on Death Confirmation Affidavit ("TOD Confirmation Affidavit"), or a conveyance from a trust resulting from the death of the Grantor(s)/Settlor(s) of the trust.

Policy:

Involuntary Transfer(s) shall be reviewed based on the current standards. In the event this/these deed(s) do not meet standards, it/they shall be stamped "New Survey Required Next Transfer" and recorded.

H. PLATS/SURVEY DRAWINGS

On the first conveyance only, following the recording of a new platted lot, the old legal must be attached to the deed beginning with a statement 'Formally known as part of' or "Formally known as" followed by the statement "Now known as" and the new platted lot description.

It is the surveyor's responsibility to check the parcel numbers of all parcels being surveyed. If the parcels are found to be in different taxing districts or school districts, it will cause delays in the recording of the subdivision/survey plat.

Lot and roadway information should be the primary items depicted on a subdivision/survey plat. Secondary items (such as: building set back lines, drainage easements, utility easements, bad sight distance or other items deemed necessary for other departments) may be shown on a

separate sheet as necessary to avoid excessive clutter. Data referenced on additional sheets must be referenced as such on the original Plat.

H-1 PRELIMINARY REVIEW: A reproducible copy (20# bond paper or heavier) of a scale drawing, the closure for each parcel, and a copy for every new metes and bounds description shall be presented to the Tax Map Office for preliminary review prior to the submission of the New Legal Description Packet for processing.

H-2 NEW SURVEY PLATS: for parcels 20 acres or less, shall require one or more of the following approvals: Seneca County Regional Planning, City, Village, or Township Zoning, Seneca Conservation District, and/or Health Department. Check with the proper governing authority for their specific requirements. Surveys of lands that are to be legally joined with an existing parcel of record will not need Seneca Regional Planning Commission review providing the following are true:

1. The survey is accompanied by the legal description of the land to be joined, the legal description of the parcel to which it is to be joined and a legal description of the combination of the two.
2. The remainder parcel from which the surveyed land is to be taken exceeds five (5) acres.
3. The remainder parcel is not losing its access to a public highway through this transfer.
4. The land to be adjoined does not have any necessary improvements for the remainder parcel (eg: septic system and/or replacement is not being surveyed off).
5. It is required that any combination under this provision is legally recorded simultaneously.

H-3 PLAT DRAWINGS MUST INCLUDE THE FOLLOWING DETAILS:

- a. A title, such that the general location of the subject survey can be readily identifiable, as well as the intent (i.e., split, consolidation, retracement, etc.). This requirement should include the same information as defined on Page 7, Section F-1 of the "Requirements for New Metes and Bounds Descriptions for Conveyance".
- b. A north arrow with a clear statement as to the basis of bearings. It is recommended that the drawing is always laid out with north to the top of the sheet when possible.
- c. The Point of Commencement and/or Point of Beginning reference, as cited in the deed description.
- d. All monumentation either found or set, as cited in the metes and bounds description, together with a legend of the symbols used to identify the subject monumentation, and the material and size of each.
- e. Date of the survey.
- f. All boundary information for each course.
- g. The arc length must be shown on the survey plat along the curve itself and also listed with the curve data for each curve.
- h. A citation of pertinent documents and sources of data used as a basis for carrying out the work.
- i. Road Record and Right of Way information.
- j. Parcel numbers for all parent parcels.
- k. Purpose of this survey (i.e.: retracement or split parcel).

1. Landowner and adjoiner information (prior deed Volume/Page reference, acreage/remainder acreage).

H-4 FINAL SUBMITTALS:

Subdivision Plats shall be 18"x24" or 24" x 36" with the bar scale on each drawing.

For final approval, submit the following:

- Minimum of 3 sets of reproduceable drawings (1 "wet set" of drawings with original signatures shall be returned to the Tax Map Department for filing and 1 set shall be delivered to the Auditor at the time of filing). The Auditor's Office shall not proceed with the transfer if there has not been a set of drawings filed with the Auditor's Office.

- 1 reduced set (11"x17") of reproduceable drawings (after signatures) of the full-size set.

Survey Plats shall be 18"x24" or 24" x 36" with the written and graphical bar scale on each drawing. The Tax Map Office may require reformatting of paper size for clarity.

H-5 SIGNATURES: All signatures of Owner(s), Witnesses (when applicable), Notaries, and Public Officials must be in blue or black ink with their name typed or printed under each signature. If a Business or Corporation is the owner, the title of the person signing must also be typed or printed under the signature.

H-6 MATCH LINES: Subdivision/survey plats should only use match lines when absolutely necessary.

In addition to the requirements as set forth above, all new metes and bounds descriptions for plats of survey must meet the Ohio Recorder's Association standardization guidelines and incorporate the principles and minimum standards of good surveying, engineering and draftsmanship as defined by Sections 4733.07-07 of the Administrative Code of the State Board of Registration for Professional Engineers and Surveyors of the State of Ohio, inclusive of any subsequent additions or revisions to the same.

I. School District Changes

Parcels that split School District boundaries shall show the following on the plat.

1. Boundary line showing all building footprints in each District.
2. Acreage breakdown in each District.

J. Condominium Plats

J-1 Condominium documentation as of 2004 shall conform to Ohio Revised Code 5311.01-27 with newly enacted revisions illustrated in H.B.135.

J-2 For preliminary review submit the following:

- 1 full size set of drawings (24"x36").
- 1 set of Declarations and/or Bylaws and/or Amended Declarations with verified proposed permanent parcel numbers from the Auditor's Office.

J-3 For final approval submit the following:

- Minimum of 3 sets (24"x36") or (18"x24") of drawings (1 "wet set" of drawings with original signatures for filing).

- 1 reduced size (11"x17") set of drawings (after signatures) of the full-size set, to match the paper size of Declarations and Bylaws and/or Amended Declarations with verified proposed permanent parcel numbers from the Auditor's Office.

J-4 The Seneca County Engineer's Office requires "Condominium Units" to be monumented with 1 permanent marker identifying Mean Sea Level Elevation of monument. Such permanent marker shall be set at a prominent position.

J-5 Identify Mean Sea Level Elevations on the Elevation Drawings of all finished floors and finished ceilings of the condominium units and all other buildings included in the Condominium Plan. Photos are allowed with an additional profile cross section of wall detail showing the aforementioned elevations.

J-6 When a Condominium Plan overlays an existing subdivision, all original boundary monumentation shall be shown.

J-7 Sheet sizes and lettering sizes are the same as those defined in Plats of Surveys Standards.

J-8 Show a north arrow with a clear statement as to the basis of the bearings. The source of the document of record used for the basis of the bearings shall appear on the face of the Condominium Plan. If the reference bearing used is established by "G.P.S." to a geodetic datum, add a clear statement of the measurement method, datum and the adjustment version of the datum, if applicable.

J-9 There shall be a bar scale labeled with the words "Graphic Scale" with a standard engineer's scale with a minimum of 1 inch = 100 feet for Condominium Plans.

J-10 The Seneca County Engineer's Office requires a Surveyor's signature to be in **blue ink**.