

## **Mahoning County Standards Governing Conveyances of Real Property in Mahoning County, Ohio**

These Conveyance Standards and Procedures are subject to change as determined by the Mahoning County Auditor and Mahoning County Engineer. The Conveyance Standards will not be changed without public notice and two public hearings regarding the change.

Approved by:

Michael V. Sciortino, Mahoning County Auditor

Richard Marsico, Mahoning County Engineer

Effective February 29, 2008 except where otherwise noted.

## Conveyances with Existing Metes and Bounds Descriptions

This section contains requirements for conveyances of property that use metes and bounds descriptions that are already on record in the Mahoning County Recorder's Office.

1. All existing metes and bounds descriptions of record will be checked by the Mahoning County Engineer's Tax Map Office to approve the description, verify ownership, and identify the parcel number to be conveyed. Submit all original metes and bounds descriptions to the County Engineer's Tax Map Office for review. Allow **two** working days prior to the desired recording date for this review.
2. Any existing metes and bounds descriptions of record will be checked for closure within current state standards. ***EFFECTIVE 1-1-2009 - If the description fails to close within current state standards and the transfer is a conveyance and not an exempt transfer then a new survey is required before the transfer can occur. (See Exempt Transfers)***
3. Property with a metes and bounds descriptions which, since the previous conveyance, has been incorporated into a municipality or other political subdivision by means of annexation shall be described to reflect its new corporate location within the instrument of conveyance.
4. Whenever a description encompasses two or more taxing districts, a breakdown of the total area in each district shall be recited within the description.
5. Each tract of land that is not a platted lot or condominium unit shall be described by a metes and bounds description.
6. The conveyance of all or any portion of railroad right-of-way shall be conveyed with a new boundary survey, a new legal description and a survey drawing which shall satisfy the requirements of the State Board of Registration for Professional Engineers and Surveyors of the State of Ohio and the Mahoning County Conveyance Standards. Railroad right-of-ways and Steel Mill property will NOT be transferred without a new survey unless the railroad property is transferring to another railroad then only the not-in-use railroad property needs to be surveyed.
7. All deeds which transfer percentage interest of property owned by more than one person shall be submitted with the names of all who own a percentage in the property, before it is transferred. This shall also state the owners' percentage in the property. (See *Percent Interest in Property* form).
8. Properties that were involved in "highway purpose" takes may list up to 2 exceptions on the deed. These exceptions would describe the take. More than 2 would require a new survey of the residue land.

## Conveyances with New Metes and Bounds Descriptions

All conveyances using new metes and bounds descriptions, not previously recorded, shall incorporate the following requirements:

1. Shall be checked by the Mahoning County Engineer's Tax Map Office to approve the description, verify ownership, and identify the parcel number to be conveyed. Submit all original deeds and survey drawings to the County Engineer's Tax Map Office for review. Allow **two** working days prior to the desired recording date for this review for new surveys and **five** working days for splits, survey consolidations, plats and replats.
2. Shall denote state, county, and township or municipality in which the property is located as well as the section, tract or out lot number.
3. Shall recite previous deed reference.
4. Shall be referenced to an established recognized Mahoning County Monument of record. See the Mahoning County GIS website at <http://gis.mahoningcountyoh.gov/> for a map or contact the Mahoning County Engineer's Tax Map Office at (330) 740-2455.
5. Shall be prepared by a Registered Surveyor in the State of Ohio.
6. Shall recite the name and Ohio registration number of the surveyor.
7. Shall recite the date the survey was completed.
8. Shall include a statement indicating that the description was prepared from an actual field survey. Legal descriptions prepared from existing records will be not be accepted.
9. Shall show measurements in U.S. Survey Foot. When metric units are shown, the English equivalent shall be shown. State whether original measurements were in English or in Metric. The preferred conversion of the Mahoning County Engineer's Office is 3.28083333 feet per meter. {Example: 100 feet (30.480 meters)}
10. Shall not have parcel numbers placed in deeds.
11. Shall state the total acreage figure accurate to the nearest thousandth and show what acreage is located in the road right-of-way.
12. Shall recite within the description a breakdown of the total area in each district whenever a description encompasses two or more taxing districts.

In addition to the requirements as set forth above, all new metes and bounds descriptions shall incorporate the principals and minimum standards of good surveying, engineering

and draftsmanship as defined by the State Board of Registration for Professional Engineers and Surveyors of the State of Ohio.

### **Conveyances for Platted Lots**

The following are requirements for conveyances of Platted Lots. The descriptions of portions of Platted Lots shall be checked by the Engineer's Tax Map Office.

1. The conveyance instrument shall contain the following:
  - a. state, county, and township or municipality in which the parcel is situated
  - b. previous deed reference
  - c. name of preparer
2. A platted lot shall be described by its lot number, the name of the subdivision and the volume and page as platted in the Mahoning County Recorder's Office (where available).
3. No platted lot may be split without a replat approved by the appropriate planning commission. The only exception is Right-of-Way acquisitions.
  - a. All right-of-way takes shall be surveyed with accurate metes and bounds descriptions which include dimensions, acreage figures and right-of-way deed references.
  - b. Submit all original deeds to the County Engineer's Tax Map Office for review. Allow up to **five** working days prior to the desired recording date for this review.
  - c. In a case where the dimensions do not match existing records, a survey will be required of the right-of-way take and of the lot from where it was split.
  - d. A platted lot which has had a split taken for right-of-way purposes may be transferred only if the right-of-way portion is described by a survey in the description.
4. Any portion of a platted lot which was split prior to the creation of the Mahoning County Conveyance Standards, shall have an adequate description for the portion being conveyed. An adequate description for part of a platted lot would be "the westerly 10 feet of Lot XXX in the City of X." The 10 feet shall be between parallel lines, any portion of a platted lot that can not be described as above shall be replatted.
5. All conveyances that clear up titles should accompany the plat or replat when the plat or replat goes to record. If the conveyances are not accompanying the plat or replat, a letter will be sent to the owners involved in the split or plat notifying them this should be done.

6. All conveyances which transfer percentage interest of property owned by more than one person shall be submitted with the names of all who own a percentage in the property, before it is transferred. This shall also state the owners' percentage in the property.
7. In accordance to the Mahoning County Planning Commission Subdivision Regulations all parcels created less than 5 acres shall be platted.

## **Special Conveyances by Specific Topics:**

### **Exempt Transfers:**

Certificate of Transfer; Transfers into or out of a Trust; Survivorship deeds, Transfer on Death Deeds, Affidavits of Survivorship, Transfers between family members with no consideration, Quit Claim deeds required by a Judgment entry and Judgment entries.

Whenever a transfer of ownership occurs using one of the above mentioned instruments and **NO** money is exchanged between the Grantor and Grantee and the legal description does not meet the requirements located in the Mahoning County Conveyance Standards, the County Engineer's Tax Map Office will stamp the transfer, "Exempt" and the transfer will occur. The transfer will also be stamped, "Next Transfer needs new survey" to alert the new owner they will need a new survey if they plan on selling it. Whenever a transfer of ownership occurs using one of the following instruments and money is exchanged between the Grantor and Grantee and the legal description does not meet the requirements located in the Mahoning County Conveyance Standards, a new survey will be required in order for the transfer to occur.

In the event that a tract of ground is subject to a foreclosure sale and the original deed has been stamped "Next Transfer needs new survey," the new Sheriff's deed may use the original description but shall have the "Next Transfer needs new survey" stamp affixed.

### **Condominiums (See Standard Order of Procedures for condominiums):**

Mahoning County GIS Digital Submittal Acceptance Standards:

Mahoning County's GIS website address is <http://gis.mahoningcountyoh.gov/>. See Attached Exhibit A – Mahoning County GIS Digital Submittal Acceptance Standards.

### **Illegible Writing:**

No document will be accepted in which the document or attachment to it is illegible as determined by the County Auditor or County Engineer.

### **Inadequate Description:**

If a description is deemed inadequate and it is not an exempt transfer, a new survey shall be required in order for the conveyance to be put to record. A legal description may be deemed inadequate by the County Engineer's Tax Map Office if any of the following exist:

1. the metes and bounds description are not in feet,
2. the conveyance lists an exception of property (see page 2, number 8 for "highway purpose" takes.)
3. a description is without dimensions

4. a reference to property ownership that has not been updated
5. the parcel is not owned by the grantor when a split, plat or replat is involved
6. a description that contains scribner errors, omissions or other obvious mistakes.

**Land Contracts:**

Land contracts shall be routed through the Mahoning County Engineer's Tax Map Office for review. Should the legal description of an existing parcel be deemed inadequate then a new boundary survey, a new legal description and a survey drawing will be required at the time of transfer of title, which shall satisfy the requirements of the Mahoning County Conveyance Standards. Land Contracts can not split a platted lot or create a parcel of property less than 5 acres. It is the responsibility of the grantor and the grantee to pre-check all land contract descriptions in the Mahoning County Engineer's Tax Map Office.

**Land Locked Property:**

*Definition:* Land locked property is property that has no access to a right-of-way without traveling over a property line created on the Mahoning County tax maps from a previous split. The land locked property may have an easement to a right-of-way or the land locked property may even be adjacent to property owned by the same person that has access to a right-of-way, but the parcel once created can be sold as an independent piece of property.

In order to create a land locked property, it must be platted through the appropriate Planning Commission regardless of the amount of acreage.

An existing land locked property shall be transferred with a metes and bounds description that complies with the Mahoning County Conveyance Standards.

**Mahoning County's Auditor's Website:**

[www.mahoningcountyauditor.org](http://www.mahoningcountyauditor.org).

**Quit Claim:**

Quit Claim conveyances that have descriptions in acreage will be treated no different than a Warranty conveyance. The description will need to be approved by the County Engineer's Tax Map Office before a transfer occurs.

**Railroads:**

The conveyance of any portion of railroad right-of-way shall require a new boundary survey, a new legal description and a survey drawing unless the railroad property is transferring to another railroad then only the not-in-use railroad property needs to be surveyed.

Sheriff Sales: (See Exempt Transfers)

**Steel Mills:**

The conveyance of any portion of former or current steel mill property will require a new boundary survey, a new legal description and a survey drawing.

**Survey Consolidation:**

In order to combine adjacent property and to eliminate land locked property, the following procedure has been created. This will enable the taxpayer to receive one tax bill and enable the Mahoning County Engineer's Tax Map to eliminate lines on the tax map.

Survey consolidations can only occur on individual parcels that are greater than 5.00 acres. Any survey consolidation that combines individual parcels that are less than or equal to 5.00 acres must be completed with a plat or replat approved by the appropriate planning commission.

This can be done in one of two ways.

1. Survey the property and place it on a plat or replat.
2. Survey the property. Then take the new survey description and survey map to the Mahoning County Engineer's Tax Map Office for approval. Then record the new survey and the survey map that shows where the boundaries used to be prior to the consolidation. The new survey description would be put to record in the Mahoning County Recorder's deed book (example of this would be a Quit-Claim Deed with the new survey description) and the survey map would be put to record in the Mahoning County Recorder's Plat book.

The survey map shall contain:

- a. all previous deed references
- b. found & set monuments
- c. all old boundary lines (dashed lines)
- d. all new boundary lines (solid, thick lines)
- e. the surveyor's name and Registration number
- f. date the survey was done
- g. the acreage figure broken down  
Right-of-Way  
Acreage  
Total Acreage
- h. Mahoning County Engineer's Tax Map Stamp



For taxing purposes, new surveys will be handled like a regular plat. For example, if the new survey and survey map go to record on June 30, 2007 then it would go into effect 1-1-2008 for Tax Year 2008.

**Vacation of Dedicated Roads, Streets and Alleys:**

Old vacated roads, streets and alleys must be mentioned on the deed.

New vacated roads, streets and alleys must be replatted before the vacation is complete.

**Variances to Standards:**

If a subject arises that does not fit into any category discussed within these standards, then a formal request for a variance shall be submitted to the Mahoning County Auditor and the Mahoning County Engineer a minimum of 5 working days prior to the day desired to place them to record. *See Request for a Variance Form.*

Standard Order of Procedures  
for acreage deeds, splits, plats and replats  
(Effective January 1, 2008)

1. Submit proper items to the appropriate Planning Commission (Plats and Replats).

Township/Municipality	Planning Authority Approval	Phone
Beloit Village	Beloit Village Planning P.O. Box 276 17893 5th Street Beloit, Ohio 44609	No phone
Canfield City	Canfield City Planning	(330) 533-1101
Campbell City	Campbell City Planning	(330) 755-1451
Sebring Village	Sebring Village Planning	(330) 938-9340
Struthers City	Struthers City Planning	(330) 755-2181
Columbiana City	Columbiana City Planning	(330) 482-2173
Village of Craig Beach	Craig Beach Planning	(330) 654-2107
Village of Lowellville	Lowellville Planning	(330) 536-6415
Village of Poland	Poland Village Planning	(330) 757-2112
Youngstown City	Youngstown City Planning Comm.	(330) 742-8842
All Others	Mahoning County Planning Comm.	(330) 270-2890

2. Submit proper items to the Mahoning County Engineer's Tax Map Office located on the 1<sup>st</sup> floor of the Mahoning County Administration Building, 21 West Boardman St., Youngstown, Ohio 44503. **See *Items to be Submitted***. If property is on CAUV (farm bill) refer to the Checklist for proper items to be submitted to the Mahoning County Auditor's Office CAUV appraiser.
3. In the Mahoning County Auditor's Office, give the deed, plat, replat or survey consolidation to the counter clerk. The counter clerk will check to determine if taxes are paid. If paid, the counter clerk will proceed with the conveyance process. This takes time and depends on the quantity of work involved. The process is a first come, first serve basis. The counter clerk will enter the conveyance into the computer for the future year. Please note with a split, plat, replat or survey consolidation: property placed on record this year does not go into effect until the next tax year and does not have taxes collected on it until the following calendar year. For example, if a split, plat, replat or survey consolidation goes to record on January 12, 2007, it will not go into effect until Tax Year 08 (which begins 1/1/08) which is collected in Calendar Year 2009. If the conveyance is a full transfer, the grantee will not become official owner (for tax purposes) until January 1 of the following year. For example, if the property is conveyed on March 1, 2007, the grantee will become official owner (for tax

purposes) on January 1, 2008. After the counter clerk enters the deed, split, plat or replat into the computer, you will pay your fees: Transfer Fee of \$.50 per parcel transferred, Conveyance Fee of \$1.00 per \$1000.00 and \$.10 per \$100.00 of the purchase price, and Permissive Tax of \$3.00 per \$1000.00 of the purchase price (as of 1-1-2008). Then you will turn in the appropriate papers (exempt or conveyance form and the 2-1/2 rollback, if applicable).

4. Take the documents to the Mahoning County Recorder's Office to be put to record. **THE TRANSACTION IS NOT COMPLETE UNTIL YOU RECORD YOUR DOCUMENTS.** See Checklist for fees.

**Checklist**  
(Effective January 1, 2008)

The following items should be checked by the submitter of the deed, split, plat, replat or survey consolidation. You will need to acquire a parcel number in order to check some of the following items. *(Please obtain all parcel numbers pertaining to the deed, split, plat, replat or survey consolidation before dropping off the document to the Mahoning County Engineer's Tax Map Office for preapproval.)*

The following items may be checked on the public computers located in the Mahoning County Auditor's, Treasurer's or Recorder's Offices in the Mahoning County Courthouse, 120 Market Street, Youngstown, Ohio.

1. Taxes - Current taxes shall be paid on parcels involved in a split, plat, replat or survey consolidation. It is recommended that the full year's taxes be paid in order to avoid questions and disputes at a later time. If there is a delinquency, the full year's taxes plus delinquency with penalty and interest amount shall be paid prior to the recording of a split, plat, replat or survey consolidation. Full year's taxes shall be paid even if the parcel is on a payment plan.

2. CAUV (Current Agriculture Usage Value) or Farm Bill - If the property being sold, split, platted or replatted is on CAUV and is not going to continue to be farmed, recoupage (tax savings for preceding three years) shall be figured by the Mahoning County Auditor's Office CAUV appraiser. Figuring this amount takes time. It is determined by the soil types being sold. If it is going to continue to be farmed, see the CAUV appraiser for an application and fees. In either case, please notify and submit the following to the Mahoning County Auditor's Office when it is dropped off at the Mahoning County Engineer's Tax Map Office for pre-approval:

A. Parcel number of property being sold or the original parcel number prior to the split, plat, replat or survey consolidation.

B. The survey drawing of property being split.

C. A copy of the deed that will be going to record, if applicable.  
owner's name – Are they correct?

D. The location of all buildings shall be shown on the drawing of the survey.

3. Owner's name – please verify that the name that is on the document being submitted is correct. Is it correctly spelled? Did the owner sign the document the same way? If it is owned by a corporation, did the correct people sign? If it has a successor trustee, provide documentation as such. Did all parties sign the plat or replat?

4. Deed Volume and Pages – are all of the referenced deed volume and pages listed on the deed, plat or replat correct? Are they listed at all?

5. Is the residue acreage less than 5 acres?
6. Do you have a list of all of the parcels involved?

## Fees –

Information about the following can be obtained in the Real Estate Department of the Mahoning County Auditor's Office which is located on the first floor of the Mahoning County Courthouse or by phone (330) 740-2010.

All fees and taxes as of January 1, 2008.

- \_\_1. Mahoning County Auditor's Fees
  - Transfer Fee of \$.50 per parcel transferred
  - Conveyance Fee of \$1.00 per \$1,000 and \$.10 per \$100 of the purchase price.
  - Permissive Tax of \$3.00 per \$1,000 and \$.30 per \$100 of the purchase price.
- \_\_2. Forms - Proper forms shall be filled out:
  - \_\_A. The 2-1/2% Rollback - If you own and live in the home, you are eligible to receive the 2-1/2% Rollback. You may only receive the 2-1/2% Rollback on one piece of property.
  - \_\_B. Exempt or Conveyance form filled out.

Information about the following can be obtained in the Mahoning County Recorder's Office which is located on the first floor of the Mahoning County Courthouse or by phone (330)740-2345.

Mahoning County Recorder's Fees - There is also a fee to record all deeds, plats, replats and survey consolidation in the Mahoning County Recorder's Office. The Secretary of State sets the fees for the Mahoning County Recorder's Office.

Deed \$28.00 for the first two pages (a page is considered one side of the document) and \$8.00 for each additional page.

Plat With dimensions of 11" x 17" or smaller is \$40.00

Replat With dimensions of 11" x 17" or smaller is \$40.00 plus \$4.00 for each reference that needs to be made to prior plats.

If the plat or replat is larger than 11" x 17", the cost is:

\$40.00 or Length in inches x Width in inches x \$.10

The cost will be the higher of the two

Plus for replats, \$4.00 for each reference that needs to be made to prior plats.

\* Fees on Survey Maps are the same as Plats and Replats

## Items to be Submitted

All acreage deeds, splits greater than 5.00 acres, plats, replats and survey consolidation shall be submitted to the Mahoning County Engineer's Tax Map Office for review. Allow **two** working days prior to the desired recording date for this review for new surveys and **five** working days for splits, survey consolidations, plats and replats. The Mahoning County Engineer's Tax Map Office located on the 1<sup>st</sup> floor of the Mahoning County Administration Building, 21 West Boardman St., Youngstown, Ohio 44503 is open for business Monday through Friday, 8 AM to 4:30 PM.

Depending on the complexity of the submittal, the approval time may be longer for railroads, steel mills, etc.

Items to be submitted to the Mahoning County Engineer's Tax Map Office:

A. For existing metes and bounds descriptions:

1. A copy of the most recent recorded deed describing the property in question.
2. The deed that will be going to record.
3. A completed "Control Form" with contact name, address and telephone number where the contact person can be reached (See Control Form).
4. A completed checklist.

B. For new metes and bounds descriptions:

1. \*A copy of the written survey.
2. \*A copy of the drawing of the survey prepared by a Registered Surveyor.
3. The location of all buildings shall be shown on a copy of the drawing of the survey.
4. The deed that will be going to record.
5. A completed "Control Form" with contact name, address and telephone number where the contact person can be reached (See *Control Form*).
6. A copy of the most recent recorded deed describing the property in question.
7. A copy of the closure calculations.
8. A completed checklist.

\*Please note that the copy of the new written survey and the drawing of the survey will be kept by the Mahoning County Engineer's Tax Map Office and will become public record.

C. For plats and replats

1. Mylar that has appropriate planning approval.
2. A completed "Control Form" with contact name, address and telephone number where the contact person can be reached (See *Control Form*).
3. A copy of the most recent recorded deed describing the property in question.
4. A copy of the survey drawing indicating approximate building locations should also be provided for the Auditor's Office.
5. A completed checklist.



**Mahoning County Engineer's Tax Map Office Control Form**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Circle one:**

**Deed**

**Plat**

**Replat**

**Split**

**Survey Consolidation**

**New Survey**

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone: cell** \_\_\_\_\_

**Work** \_\_\_\_\_

**Home** \_\_\_\_\_

**Did you complete a checklist?**

**Are there buildings involved?**

**What are you going to do about taxes next year?**

**Standard Order of Procedures for new condominium declarations and amendments to existing declarations:**

All new condominium declarations and amendments to existing declarations shall be submitted to the Mahoning County Auditor's Office located on the first floor of the Mahoning County Courthouse located at 120 Market Street, Youngstown, OH 44503 for approval a minimum of five (5) working days prior to the day desired to place them to record. The Mahoning County Auditor's Office is open for business Monday through Friday, 8:00 AM to 4:30 PM.

A condominium unit shall be described by its unit number or other designation and the name of the condominium as set forth in the declaration, as required by Ohio Revised Code Section 5311.10.

All new condominium declarations and amendments to existing condominium declarations shall be submitted to the Mahoning County Auditor's Office a minimum of five (5) working days prior to the desired recording date.

Items to be submitted to the Mahoning County Auditor's Office:

1. A copy of the new declaration or amendment that will be kept on file in the Mahoning County Auditor's Office. \*
2. Mylar drawing of the site plan that contains the condo name and phase going to record. This shall also show the location of the new units being put to record with their unit designations.
3. A filled out Mahoning County Auditor's Office Real Estate AUD 077 form (See Form AUD 077). This may be picked up at the Real Estate counter in the Mahoning County Auditor's Office.

\*All units that are being submitted, prior to June 30 of the given year, shall be staked and a copy of the permit shall accompany the amendment. After June 30, the foundation of the unit shall be complete before that phase will go to record.

MAHONING COUNTY AUDITOR

Selected Contents of Condominium Declarations & Amendments

This form is to accompany the Auditor’s copy of Condominium Declaration of Amendment. The representative will be notified when the land assessor has completed the field inspection.

Proper name of condominium (ORC 5311.05B2)\_\_\_\_\_

Name of Representative\_\_\_\_\_

Phone Number\_\_\_\_\_ Date:\_\_\_\_\_

From the condominium declaration, provide the page number(s) which contain the following information:

Page(s)	Item
_____	Notary Seal (ORC 5311.05A)
_____	Legal Description (ORC 5311.05B1)
_____	Building/Unit designations for identification (ORC 5311.05B5)
_____	Unit areas (ORC 5311.05B5)
_____	Percentages of interest appertaining to each unit for the common areas and facilities (ORC 5311.05B6)
_____	Description, location and dimensions of areas such as garages (ORC 5311.05 and .07)
_____	Within declaration, copy of drawings which will be submitted with the declaration to the Recorder (ORC 5311.07)

Will any of the units with the same square footage be offered at different values? If so, to the nearest thousand dollars, for what approximate values will the various units be offered? (ORC 5713.17)

Example:      Bldg. 1 Unit 1 \$75,000                      Bldg. 1 Unit 3 \$70,000

\_\_\_\_\_

\_\_\_\_\_

**Definitions:**

Boundary Survey - A legal description and/or map of measured boundaries of real property surveyed by a registered surveyor.

Building Site - A parcel of land that is suitable to establish a building unit.

Original Deeds – The newly signed deed desired to be recorded.

Plat - A map or drawing on which the developer's plan or subdivision is presented to the appropriate planning commission for approval.

Replat - A map or drawing on which a change is made to an existing recorded plat. The map or drawing shall be presented to the appropriate planning commission for approval.

**REQUEST FOR A VARIANCE FORM**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Please describe and state reason for variance \_\_\_\_\_

\_\_\_\_\_

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Office Use Only:  
Date received \_\_\_\_\_ Approved: \_\_\_ Not Approved \_\_\_

Engineer \_\_\_\_\_ Auditor \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERCENT INTEREST IN PROPERTY:

Owner's Name (Last Name First)	% Interest	Acquired Ownership
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		

Total Interest

**[§ 315.25.1] § 315.251. When boundary survey plat and description required.**

(A) Å If a deed conveying title to real property is presented to the county auditor for transfer, and the deed contains a legal description for land that is a cut-up or split of the grantor's one or more existing parcels of land as shown in the county auditor's records, or if the legal description of the land conveyed in the deed is different from the legal description shown in the prior deed to the grantor, a boundary survey plat in conformity with the new description shall be submitted with the deed. The survey plat and description shall satisfy the minimum standards for boundary surveys promulgated by the board of registration for professional engineers and surveyors pursuant to [Chapter 4733](#), of the Revised Code. If, in the opinion of the county engineer, the survey plat and description satisfy those standards, the county auditor shall accept the deed for transfer and a copy of the survey plat shall be filed in the county engineer's survey file for public inspection.

This section applies only if the requirements of this section are included in the standards governing conveyances of real property in the county adopted under [section 319.203](#) [319.20.3] of the Revised Code.

(B) Beginning on the effective date of this amendment, in the counties where the county engineer elects to engage in the private practice of engineering or surveying under division (B) of [section 325.14](#) of the Revised Code the county auditor of that county shall designate another engineer who is registered under [Chapter 4733](#), of the Revised Code and who is employed in the same county engineer's office to perform the duty of the county engineer under division (A) of this section or to exercise or perform any authority or duty of the county engineer under [section 319.203](#) [319.20.3] of the Revised Code if the county engineer reasonably believes that the performance of that duty or exercise of that authority by the county engineer would constitute a violation of [Chapter 102](#), of the Revised Code or any other similar civil or criminal statute. Pursuant to this authorization, the designee engineer shall act in the place of the county engineer. Neither the county engineer nor the designee engineer shall discuss any matter reasonably related to this authorization. Any act in compliance with this section is not a violation of [Chapter 102](#), of the Revised Code or any other similar statute.

Division (B) of this section applies only to a county engineer holding office on the effective date of this amendment during such time as the person continues to serve that term or an immediately consecutive term of office as a county engineer.



# **EXHIBIT A**

## **MAHONING COUNTY GIS**

Digital Submittal

Acceptance Standards

*Date: April, 2005*

*DRAFT*

Mahoning County GIS Department

21 West Boardman Street

4<sup>th</sup> Floor, Administration Building

Youngstown, Ohio 44503

All digital data shall be in a format that can be readily converted into an ESRI ArcInfo coverage format. The digital data can include but not limited to construction drawings, as-builts, parcel splits/plats, sewer details, etc. There shall be at least one layer, level or feature which will be topologically correct when imported into ArcInfo. This means that all line segments shall be separated into individual entities and be broken at intersection points having the same coordinate values. All line work should produce bearings and distances that match the bearing and distances on the hard copy plots submitted to the County Recorders Office.

### Projection Datum

Ohio State Plane

North Zone, 3401

1983 North American Datum (NAD83)

1988 National Geodetic Vertical Datum (NGVD88)

Spheroid, GRS 1980

Geographical Extent:   Northing 448,750 to 542,000   feet  
                                  Easting 2,350,00 to 2,515,000 feet

### *GENERAL COMMENTS*

- 1.) All digital files shall contain the *Projection Datum* within the header of each file.
- 2.) All bearing and distances are to be in the Ohio State Plane, North Zone 3401, NAD 1983, NGVD 1988.
- 3.) All data shall be placed within the correct geographical extent using the *Projection Datum* above.
- 4.) At least one known physical county control marker shall be referenced into the digital file, two (2) when possible.
- 5.) All data shall be topologically clean and built without containing extraneous lines, polygons or text.
- 6.) Metadata shall accompany each digital submittal describing the file name, date, data source, layer names/numbers, and attribute codes.

### *DATA ACCURACY STANDARDS*

- 1.) All digital data shall be ledgeable at a plot scale of 1"= 100'.
- 2.) All line work shall have identical coordinate ending points where 2 or more lines intersect.
- 3.) All data shall be cleaned at a tolerance of .002 map units. No loopback, turnbacks, undershoots or overshoots shall exist.
- 4.) All line work portraying a direction shall be originated in the direction of flow.

- 5.) All prefixes or suffixes on a map or in a database shall follow the naming convention standards set forth in the U.S. Postal Addressing Standards, Publication 28.

## DATA FORMATS

The following digital formats shall be acceptable for conversion into the County's GIS.

### **AutoCad**

All Versions. (DWG)

### **ArcInfo**

Export Format. (E00)

### **Microstation**

All Versions. (DGN)

### **Digital Exchange Format**

All Versions. (DXF)

### **Digital Imagery**

Extension types: \*.BIN, \*.COT, \*.DRG, \*.DRQ, \*.TIF

All raster data shall be untitled, uncompressed and without pyramid tiling. Coordinate Geometry files (World Files) shall also be included when available.

### **MetaData**

Microsoft Word, Adobe PDF, Plain Text

## NAMING CONVENTIONS

- 1.) The following table lists examples of common street suffixes and abbreviations recommended in the U.S Postal Addressing Standards, Publication 28, pages 63-69.

*Examples*

FULL WORD	ABBREVIATIONS	FULL WORD	ABBREVIATIONS
ALLEY	ALY	HOLLOW	HOLW
ANNEX	ANX	LANDING	LNDG
AVENUE	AVE	LANE	LN
BEACH	BCH	LOOP	LOOP
BOULEVARD	BLVD	MALL	MALL
BROOK	BRK	OVAL	OVAL
BYPASS	BYP	PARK	PARK

CENTER	CTR	PARKWAY	PKWY
CIRCLE	CIR	PATH	PATH
COURT	CT	PLACE	PL
COVE	CV	PLAZA	PLZ
CREEK	CRK	RIDGE	RDG
CROSSING	XING	ROAD	RD
DRIVE	DR	ROUTE	RTE
ESTATE	EST	SQUARE	SQ
EXPRESSWAY	EXPY	STREET	ST
EXTENSION	EXT	TERRACE	TER
GARDEN	GDN	TURNPIKE	TPKE
GROVE	GRV	TRAIL	TRL
HEIGHTS	HTS	VILLAGE	VLG
HIGHWAY	HWY	WALK	WALK
HILLS	HLS	WAY	WAY

### **UNIFORM COLOR CODE STANDARDS for UTILITIES**

The following color scheme shall be used when submitting a digital coverage containing the following utility markers. More information can be obtained from the *Ohio Utilities Protection Service* and *The Utility Location & Coordination Council*.

*RED* ----- Electric Power Lines, Cables, Conduit and Lighting Cables.

*YELLOW*---- Gas, Oil, Steam, Petroleum or Gasoline Materials.

*ORANGE*---- Communication, Alarm or Signal Lines, Cables or Conduit.

*BLUE* ----- Water, Irrigation and Slurry Lines.

*GREEN* ----- Sewers and Drain Lines.

*PINK* ----- Temporary Survey Markings.

*WHITE* ----- Proposed Excavation.

### **MEDIA FORMAT**

The following media types are acceptable for submitting digital data to the County GIS Department.

**CD/DVD**

CD 740 mg

DVDR, DVD+RW 4.4 gig

**Floppy Disk**

3.5 inch High Density