

KNOX COUNTY

MINIMUM REQUIREMENTS FOR NEW SURVEYS AND STANDARDS FOR EXISTING DEED TRANSFERS

We support and enforce THE MINIMUM STANDARDS FOR BOUNDARY SURVEYS IN THE STATE OF OHIO (Chapter 4733-37 of the Ohio Administrative Code). These standards shall be the criteria for acceptance of new surveys and/or real estate descriptions by the Knox County Engineer Map Department, Knox County Auditor and Knox County Recorder, in accordance with the following:

I. PURPOSE

The purpose of these requirements and standards for new surveys and existing deed examinations is not to work a hardship, nor to discriminate against any individual. It is to facilitate the transfer of property in a timely and accurate manner. 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 Knox County Engineer Map Department, Knox County Auditor and/or Knox County Recorder. This results in benefits to Property Owners, Attorneys, Title Searchers, Recording, Taxing and Mapping Officials in the County.

II. REQUIREMENTS FOR ALL RECORDED AND UNRECORDED LOT(S) OF RECORD AND OTHERWISE:

- A. All instruments conveying a recorded lot in a municipality or recorded subdivision must designate the lot number(s), name of allotment or subdivision, the official recorded name and township, village or municipality.
- B. Any out lot or part of a recorded plat where boundaries of the parcel cannot be determined by reference to a plat shall have an adequate description tied to a monument or lot corner or street intersection of the recorded plat and shall have an adequate tie-in for point of reference. IE: Bearing and Distance from the same.
- C. A deed transferring a numbered lot out of an unrecorded plat will not be accepted for transfer.

III. REQUIREMENTS FOR NEW SURVEYS AND/OR EXISTING METES AND BOUNDS DESCRIPTIONS:

- A. All tracts must be referenced to a known and established point such as a section corner, lot number, a quarter section corner, township corner, or the intersection of two roads.
- B. A tract in the vicinity of a recorded subdivision may be tied to a lot corner within the recorded subdivision and shall have an adequate tie-in for reference. IE: Bearings and Distances from said point to actual point of beginning.

- C. If the tract to be transferred must have a metes and bounds description, the terms “in a northerly direction,” “thence to the place of beginning,” “with meandering stream,” or “along road” are not a definite nor adequate description in and of themselves and therefore shall not be accepted without accompanying metes and bounds descriptions.
- D. All descriptions of new parcels must be accompanied by an original copy of the survey plat and legal description to be retained by the Knox County Engineer Map Department for their use. The survey plat shall follow all standards set forth in O.A.C. Chapter 4733-37.
- E. If the area to be conveyed is a part of a larger tract or is the product or residue of several tracts, the plat map shall define and locate such “parent” area or areas and shall show their relationship to the area to be conveyed including the amount of acreage of each parent tract which is encompassed by the survey.
- F. Reference shall be made in the deed to the preceding transfer giving volume and page; barcode reference will not be accepted. Deed shall give name and registration number of surveyor preparing description where applicable.
- G. The error of closure shall be not more the 1' in 50,000'. Length shall be measured in feet and decimal feet and direction shall be using quadrangle bearing for each course of the metes and bounds description. Descriptions written using Azimuths or Metric units will not be accepted. Surveys in which the boundary is too small to obtain closure to the previously stated standard will be evaluated on a case by case basis.
- H. Descriptions may not be tied into vacated roads, vacated railroads, vacated streets, vacated subdivisions or lots, or centerline right-of-way stationing.
- I. All new descriptions, that contain property both inside and outside of a corporation, or in two different school districts, shall state the acreage in each different area.
- J. A description made up of tracts that no longer exist or that contain save and excepts made up of such nonexistent tracts will not be accepted. A new survey will be required. This rule would not apply if the boundaries of the tract can be identified and the acreage has been changed due to parcel splits.
- K. If filing a subdivision plat and the subdivision comes out of two or more existing tracts, the acreage coming out of each tract, and including the roadway, must be included before plat will be transferred.
- L. A new legal description, not previously on record, will not be accepted if it is

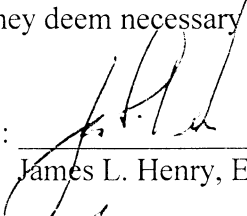
made up of adjacent surveys and not from an actual survey of the tract being transferred.

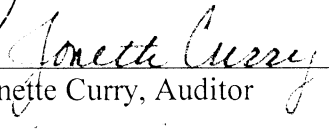
- M. Any new survey which includes an area occupied by any public road for highway purposes shall clearly define such area on the plat map.
- N. Any deed may have not more than three (3) exceptions. Each exception must be fully described and meet the applicable requirements from this document.
- O. Descriptions of parcels to be obtained by the Federal, State, County or Municipal governments must comply with the above stated rules.
- P. If necessary, any deed may be held in the Knox County Engineer Map Department for as long as two (2) working days from the time that approval is requested. Map slips must be attached to deed with parcel numbers and/or legal description for all unplatted lots.
- Q. Descriptions for vacated alleys and streets do not require a survey if they can be adequately described with footage and acreage taken from a recorded plat and so described on the deed.
- R. All deeds submitted for transfer must have the correct parcel identification number included with the description. Any save and excepts should also contain parcel numbers. Any deed splitting a parcel of land must include the parcel identification numbers and acreage from all parent parcels. Deeds for split parcels must be accompanied by a completed "Proposed Division of Valuation on Split Acreage" form available from the Knox County Auditor.
- S. Any split of land must be approved by the Knox County Regional Planning Commission or Planning Commission of the proper city or village.
- T. Facsimile (fax) documents will not be accepted.
- U. Land Contracts: All land contract splits must be recorded as a separate parcel prior to recording a land contract to ensure that county zoning regulations are followed. Land contracts are subject to the same standards applicable to deeds.
- V. All conveyance standards are the same for manufactured homes, if applicable.
- W. All affidavits containing legal descriptions of real property must be reviewed by the Knox County Engineer Map Department prior to being filed.
- X. Conveyances and recordings will not be accepted by mail. Map Department approval may be completed by mail.

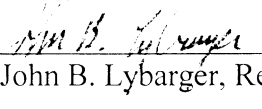
- Y. Conveyance fee is three dollars (\$3.00) per thousand with a fifty cent (\$.50) per parcel transfer fee.

IV. APPROVAL

The Knox County Engineer, the Knox County Auditor and the Knox County Recorder have adopted these standards governing conveyances of Real Property in Knox County, Ohio, and may modify these standards from time to time as they deem necessary or desirable. (Sec. 319.203 Ohio Revised Code)

Approved: 
James L. Henry, Engineer

Approved: 
Jonette Curry, Auditor

Approved: 
John B. Lybarger, Recorder

Adopted 5-27-99
Revised 5-28-99
Revised 12-28-05
Revised 06-22-11