



Clermont County Tax Map Plat Submission Guide

Required Submission items

- Rolled executed and stamped survey plat (18"x24") paper or mylar
- Deed containing a Professional Surveyor's legal description attached as exhibit to describe all parcels on the survey plat for transfer
- Auditor forms and fees
- Recorder fees
- SASE, self-addressed and stamped envelope, contact information

Additional Considerations

- Surveys creating or leaving less than 5 acres must obtain approval from the County Planning Commission and Township prior to submission
- The Tax Map Office does not calculate Auditor or Recorder fees
- The Tax Map processing time is 5-7 business days
- Recording information can be found on the Recorder's Office website within 10 business days