



Clermont County Tax Map Legal Description **Pre-Approval Guide**

Submittal Process

- Email legal descriptions to legalapprovals@clermontcountyohio.gov
- The Tax Map Office will review the description within 5-7 business days and provide the applicant with an email response containing one of the following
 - Closure acceptable stamp on the legal description
 - Corrections need to be made to the description
 - Survey is required notice
- Revisions should be submitted to the legalapprovals@clermontcountyohio.gov using the original email chain

General Instructions

- Pre-approvals are only processed electronically via email.
- Submit only the legal description in a .pdf format, properly rotated and legible.
- Any document that has multiple parcels/descriptions should be sent as one multi page .pdf
- Parcel numbers shall be in the subject line of the email and should include all eleven digits without spacing or dashes. Parcel numbers must include any periods. Ex. 290114.128.
- Parcel numbers must be listed with the corresponding description.
- Subdivision lots, condominium units and whole town lot descriptions are no longer being pre-approved, unless for foreclosure purposes or rejected from e-file.
- Submission instructions sent should be forwarded to your entire staff within your company. Future noncompliant submissions will be auto deleted without response.
- All legal descriptions should match the original surveyor's legal in its entirety.
- Additional information such as internal file numbers, tax mailing address, etc. shall be in the footer and not part of the legal description.
- Clermont County will only approve a legal description that closes mathematically and have 2 or less exceptions from that description. Right of Way takes transferred to the State of Ohio or Clermont County will not count as an exception.
- Pre-approvals of metes and bounds descriptions should be submitted well in advance of a scheduled closing in case of a survey being required.
- Legal descriptions stamped Closure Acceptable must be used on the document as an exhibit at the time of recording.
- Questions or concerns regarding preapprovals/e-file rejections should be directed to legalapprovals@clermontcountyohio.gov and should include the parcel number.

The purpose of the pre-approval process is to check the mathematical closure of an existing metes and bounds description to determine if it is acceptable or will require a new survey. The Tax Map Office does not provide assistance with the drafting or preparation of legal descriptions or documents.