

# Clermont County

## TRANSFER AND CONVEYANCE STANDARDS OF THE CLERMONT COUNTY AUDITOR AND THE CLERMONT COUNTY ENGINEER AS ADOPTED UNDER OHIO REVISED CODE SECTION 319.203, AS A RESULT OF TWO PUBLIC HEARINGS HELD ON MARCH 25 & APRIL 8, 1999.

EFFECTIVE APRIL 15, 1999

### Section 1. Application of Transfer and Conveyance Rules.

These rules apply to any transfer and conveyance of an interest in real property made by conveyance, partition, devise, descent, court order, certificate of transfer, affidavit, or any other document, that would cause any of the following:

(A) Change In The Name Of Owner (s) Of Land.

Any document that creates, transfers or terminates any interest in land or minerals that would cause the County Auditor to change the name of the owner or any one of the owners must be presented to the County Auditor under O.R.C. 319.20:

(B) Change In Description.

Any document that changes, corrects, or amends the description of any parcel of land must be presented to the County Auditor under O.R.C. 5713.02: and

(C) Transfer Of Interest That May Affect True Value.

Any document that creates, transfers, or terminates any interest in land that may affect the true value of a parcel for real property tax purposes must be presented to the County Auditor under O.R.C. 5713.03.

### Section 2. Special Transfers.

The following transfers are subject to special requirements:

(A) Transfer By Affidavit Of Next Of Kin.

A transfer under the law of descent and distribution shall be made pursuant to affidavit under O.R.C. 317.22. Furthermore, because of the difficulties the County Auditor has had with this type of transfer, a copy of the death certificate or other official acknowledgment of death must be attached to the affidavit.

(B) Transfer Of Survivorship Interest.

A transfer of a survivorship interest shall be made pursuant to O.R.C. 5302. 17, only upon certificate of transfer or upon affidavit and certified copy of a death certificate of the deceased joint tenant.

(C) Exempt Transfers Using "B", "G" or "M" As The Reason For Exemption.

An Affidavit of facts must accompany any exempt transfer using "B", "G" or "M".

Section 3. Specific Requirements For All Documents Of Transfer.

All documents transferring an interest in real property that are subject to O.R.C. 319.20, including all court orders and certificates of transfer, shall contain all of the following:

(A) Reference To Prior Instrument Of Record.

A reference to the volume and page of the record of the next preceding recorded instrument by or through which the grantor claims title as required by O.R.C. 319.20:

(B) Tax Mailing Address Of Grantee.

A statement of the complete tax mailing address of the grantee or any one of the grantees, as required by O.R.C. 319.20;

(C) Identification Of Interest Conveyed.

The grantor shall inform the County Auditor in writing whether the grantor is conveying less than the grantor's current interest in the land.

(D) Instruments To Conform To Law.

All deeds and other instruments transferring an interest in Real Property shall conform to the laws of Ohio or to the law of the place where the instruments were executed.

(E) Document Of Transfer Shall Include Parcel Number and Address.

The document of transfer shall include the County Auditor's parcel number (s) of the land and the current site address of the property, if any.

(F) Subdivided Parcels With a Building(s)

A statement as to whether the building(s) remain on the parent tract or goes with one (1) of the subdivided parcels.

(G) Conveyance Forms

No instruments will be transferred unless accompanied by a properly completed DTE 100 or DTE 100EX conveyance form.

Section 4. Quality Of Documents.

No transfer will be approved by the County Auditor unless the documents presented to the County Auditor meet all of the following requirements:

(A) Original Required.

The document of transfer must have the original signature of the grantor or affiant. In most cases, a copy of a court order Will be accepted, but the copy must bear the signature of a judge and show on its face that it has been filed with clerk of court or be a certified copy from the clerk of courts.

(B) Poor Original Not Accepted.

No document of transfer will be accepted which has attached to it a previously recorded document that is identified as a "Poor Original".

(C) Illegible Writing

No document of transfer will be accepted in which the document or attachment to it, is illegible as determined by the County Auditor or County Engineer. All information must be typed on the DTE 100 or DTE 100EX.

Section 5

A field survey shall be conducted and a plat shall be prepared for all subdivisions of land within Clermont County, Ohio. Survey plats shall also be prepared for re-surveys of parcels which will result in a new legal description of conveyance purposes. Survey plats shall be filed with Clermont County Tax Map Department in conformance with the following requirements:

- (A) All surveys shall conform to the "minimum standards for boundary surveys in the State of Ohio" as adopted on May 1, 1980 of the administrative code Chapter 4733-37. The survey plat shall be neat, legible, and in all respects, a professional document. The plat shall be on a scale which will adequately represent in legible detail all of the pertinent aspects of the survey. (Plats with contour lines or with proposed on site sewage systems will not be accepted).
- (B) The following information shall be shown on all survey plats:
- (a) Names and right-of-way of all streets, roads and highways.
  - (b) Easements
  - (c) All Military Survey lines, county lines, township lines and municipal corporation lines. (acreages are to be separated if surveyed parcel is located in one or more of the above)
  - (d) Tax Map Department block will be placed in the upper right hand corner of plat showing parcel I.D. number of parent tract.
  - (e) Military survey name and number.
  - (f) Reference tie:
    - (1) The intersection of the centerline of two (2) existing public roads. This tie shall be measured along the centerline of one of the public roads involved.
    - (2) The intersection of the centerline of an existing Public Road and a Virginia Military Survey Line. This tie shall be measured along the centerline of the existing Public road involved or along the Virginia Military Survey Line.
    - (3) The intersection of two (2) Virginia Military Survey Lines. This tie shall be measured along one of the Virginia Military Survey Lines involved.
    - (4) A lot corner of an existing recorded subdivision.
    - (5) A lot corner in a Municipal Corporation.
  - (g) Property corners in roadways shall be referenced by offset monuments at or near the right-of-way on the property lines.
- (C) All survey plats shall be 18" x 28" with a 3" binder tab to the left side and shall be drawn in ink on linen or mylar sheets. (4 mil. double matted) with original seal and signature)

- (D) Closures will be submitted with all surveys.
- (E) All record plats shall be 24" x 36" with a 3" binder tab to the left side and drawn in ink on linen or mylar sheets (4 mil double matted) with original stamp and signatures.
  - (a) Monumentation
    - (1) Iron pins will be set at all outside corners of the Parent Tract.
    - (2) Railroad spikes will be set at all centerline intersections, center of all cul-de-sac's and the PC's and PT's of all curves.
  - (b) All easements will be shown with centerline bearings and distances and related to lot lines except those labeled and identified as private drainage easements.
- (F) All replats shall be 24" x 36" with a 3" binder tab to the left side and drawn in ink on linen or mylar sheets (4 mil. double matted) with original stamp signature.
  - (a) Iron pins will be placed on all newly created lot corners.
- (G) Annexation plats shall be 24" x 36" with a 3" binder tab to the left side and drawn in ink on linen or mylar sheet (4 mil double matted) with original stamp and signature.
- (H) Vacation plats shall be 18" x 28" with a 3 " binder tab to the left side and drawn in ink on linen or mylar (4 mil. double matted) with original stamp and signature.
- (I) When a new legal description is prepared the following statements shall follow the description or be incorporated into the body of the description:

"The above described real estate is a part of (or all of) the same premises described as recorded in Deed Book \_\_\_\_\_ page \_\_\_\_\_ of the Clermont County Ohio Deed Records and identified as parcel no. \_\_\_\_\_ on the Tax Maps of said County.

Being the result of a survey and plat dated \_\_\_\_\_, made by \_\_\_\_\_  
 \_\_\_\_\_ P.S., Ohio Reg. No. \_\_\_\_\_.

- (J) Deed Descriptions:
  - (a) Any deed with three or more exceptions will not be transferred.
  - (b) Deeds that are presently on record will not be accepted for transfer unless the lengths and directions, of the description, specify the mathematical error in closure of the property boundary has an accuracy of not less than 1 part in 5000 parts.
  - (c) Any deed must conform with the most current survey on file in Tax Map Department which conforms with minimum standards.
- (K) *Requirements for Ties to County Survey Monuments:*
  - (a) *All surveys performed in Clermont County for new Subdivision Plats requiring the construction of new public streets, private streets or creation of new easements of access shall be required to tie into a minimum of two (2) County Survey Monuments:*
  - (b) *All new survey plats of two acres or more for the fee transfer of land shall be required to tie into a minimum of two (2) County Survey Monuments*

*provided a County Survey Monument is located within a ½ mile radius of the proposed survey.*

- (c) All new surveys, which encompass two or more counties, shall be required to tie into a minimum of two (2) County Line Survey Monuments (if the County Line Survey Monuments are available).*
- (d) Transfers between adjoining property owners, Pursuant to section 711.001 Subsection (B) (1) of the Ohio Revised Code will be exempt from ties to County Survey Monuments.*

*(L) Metric Measurements:*

- (a) Each course of a new metes and bounds description prepared using a metric system shall include the following:*
  - (1) Distances shall be recited in meters and decimal parts thereof, along with the equivalent distance in feet and decimal parts thereof.*
  - (2) Bearings shall be expressed in degrees, minutes and seconds.*
  - (3) Curves must contain the direction of the curve (right or left), the radius in meters and decimal parts thereof, and the long chord bearing and distance in meters and decimal parts thereof of the curve.*
- (b) Area shall be expressed in hectares along with the equivalent area expressed in acres calculated to the third decimal place as required by the County Engineer.*
- (c) The U.S. Survey foot definition shall be used when converting between meters and feet. The conversion ratio of 39.37/12 is the U.S. Survey foot multiplier used to convert from meters to feet.*

CLERMONT COUNTY TAX MAP OFFICE  
 101 E. MAIN STREET  
 BATAVIA, OHIO 45103  
 PHONE: 732-7150

<b>SURVEY PLAT REQUIREMENTS</b>		
<b>ITEM</b>	<b>YES</b>	<b>NO</b>
18" X 28" Mylar (4 Mil Double Matted)		
Closure Sheet		
Tax Map Dept. Block		
North Arrow		
Scale (written & graphic)		
Military Survey Name and #		
Surveyor's Seal and Signature		
Township and County		
Tie		
Acreage		
Road Name - (R/W to be shown)		
Adjacent Property Owners D.B. & Page		
Offset Monuments @ Road		
Basis of bearings		
Monuments set or found & size		
Notation of occupation		
Bearings and Distances		
Citation of Reference Documents		
Date of Survey		
Parcel I.D. number		
Easements		
Military Survey Lines Shown		

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

