Stark County Auditor's Map/GIS Department
NEW LEGAL DESCRIPTION APPLICATION

WF #_____

APPLICANT INFORMATION (PLEASE FILL OUT COMPLETELY):

Name: Company:

Email: Phone: Fax:

CVT:

It is the desire of the county to provide a service for the public to correct any evident errors and to ascertain that the property is accurately described within the minimum standards for boundary surveys for conveyances in the State of Ohio. Please refer to the back of this form for a summarized check list of those standards. If the application submitted is within the planning commission's jurisdiction, a completed RPC application is to accompany this request. Both parties' stamps of approval are required before modifying the Auditor's tax records. Stamps of approval and creation of new parcel numbers are required before transferring. **Please allow ample time to accomplish the above before any third party deadlines. All applications are completed of a first come, first served basis.**

INTERNAL USE ONLY:

DATE/TIME:	*DEPUTY:*	❑ RPC APPLICATION

GRANTEE:

- ❑ **New original deed of conveyance** (*copy is not acceptable*) **with surveyors description attached as exhibit** (*copy of the description is acceptable here, not retyped*).
- ❑ **Surveyor's original signed and sealed description** (*copy is not acceptable*) on 8.5" x 11" or 8.5" x 14" size paper, with an original signature & original stamp, or a surveyor's embossment, with reserved space of 2", following the description, for stamp of approval.
- ❑ **Surveyor's signed and sealed drawing/map of survey** (*copy is not acceptable*), with original signature & original stamp or a surveyor's embossment. One (1) per description.
- ❑ **Surveyor's closure sheet** (*copy acceptable*) *only required on survey completed after May 31, 1998.
- ❑ **Approval/signature of municipality** (if applicable, circle below)

Alliance City	Brewster Village	Canal Fulton City	Canton City	East Canton Village
Hartville Village	Louisville City	Massillon City	Meyers Lake Village	North Canton City

GRANTOR:

❑ PARCEL NUMBER ❑ N/A ❑ DEED SIGNED

❑DENIED, DATE: _____ ❑DENIED, DATE: _____

❑ STANDARDS	_____	❑GIS	_____	❑IAS	_____	❑QC	_____
❑ CAUV	_____	❑ HS/OO/DV	_____	❑ S/A	_____	❑EXEMPT	_____

06/05/2020

DESCRIPTION _____ ACRE(S)

Caption:

- ☐ State and county
- ☐ †Deed reference
- ☐ Present owner
- ☐ Lot or Out Lot # and Allotment Name*
- ☐ PB and PG*

Additional requirements for township:

- ☐ Township name, township # and range #
- ☐ Section and quarter section

Additional requirements for city:

- ☐ Municipality name

Control station:

- ☐ Within quarter section*
- ☐ Monumented and described (One of the following)
  - ☐ Section corner or quarter corner (Must include compass direction and *county point number)
  - ☐ Subdivision corner
  - ☐ Lot corner or Out Lot corner
  - ☐ Street centerline intersection

Courses:

- ☐ Each course in a numbered and separate paragraph
- ☐ Description in a clockwise direction
- ☐ Degrees/minutes/seconds
- ☐ Distances to two decimal places
- ☐ Curve data contains direction, radius, central angle, chord bearing, chord distance, arc length
- ☐ †All call distances are of record and identified

References *(roads, rivers, etc.):*

- ☐ †Must be current or existing names of record.
- ☐ †Adjoiners along common lines

Acreage:

- ☐ Cited to the third decimal place
- ☐ †Total acreage
- ☐ †Road acreage and road record*
- ☐ †Parent tract acreage breakdown*
- ☐ †Quarter section acreage breakdown*
- ☐ †Lot and/or Out Lot acreage breakdown*

Additional:

- ☐ Statement of survey with date and surveyors #
- ☐ Surveyors original signature and reproducible stamp
- ☐ Closure sheet (1 / 10,000)
- ☐ †Basis of Bearing
- ☐ †Description of control station and boundary monuments and whether found or set.

MAP OF SURVEY/PLAT

Scale:

- ☐ 1" = 10' / 100'
- ☐ 1" = 20' / 200'
- ☐ 1" = 30' / 300'
- ☐ 1" = 40'
- ☐ 1" = 50'
- ☐ 1" = 60'

Paper size:

- ☐ 8.5" x 11"
- ☐ 8.5" x 14"
- ☐ 11" x 17"
- ☐ 18" x 24"
- ☐ 22" x 34"
- ☐ 24" x 36"

Text:

- ☐ At least 0.08"

Map title:

- ☐ State and county

Additional requirements for townships:

- ☐ Township name, township # and range #
- ☐ Section and quarter section
- ☐ Lot # and Allotment name*
- ☐ †PB and PG*

Additional requirements for City:

- ☐ Municipality name
- ☐ Lot or OL #
- ☐ †PB and PG*

Control station:

- ☐ Within quarter section*
- ☐ Monumented and described (One of the following)
  - ☐ Section corner or Quarter corner (Must include compass direction and *County point number)
  - ☐ Subdivision corner
  - ☐ Lot corner or Out Lot corner
  - ☐ Street centerline intersection

Courses:

- ☐ Degrees/minutes/seconds
- ☐ Distances to two decimal places
- ☐ Curve data contains direction, radius, central angle, chord bearing, chord distance, arc length

References *(roads, rivers, etc.):*

- ☐ †Must be current or existing names of record
- ☐ †Adjoiners along common lines or statement of new line of division
- ☐ Notation of common line*

Acreage:

- ☐ Cited to the third decimal place
- ☐ †Total acreage
- ☐ †Road acreage and road record*
- ☐ †Parent tract acreage breakdown*
- ☐ †Quarter section acreage breakdown*
- ☐ †Lot and/or Out Lot acreage breakdown*

Miscellaneous:

- ☐ †Deed reference of parent tract
- ☐ Present owner
- ☐ Surveyors printed name, †number, original signature, reproducible stamp, †address and †phone number
- ☐ †Notation of location, type and size of each building(s) or vacant
- ☐ †North arrow
- ☐ †Corner monuments are described and called out as found, set, or referenced
- ☐ †Pertinent documents
- ☐ Scale written and graphical
- ☐ †Date of survey
- ☐ †Basis of bearings
- ☐ Property closes within tolerance

Additional requirements for coordinate system (township only):

- ☐ Two monuments tied to (conventional survey)
- ☐ Three monuments tied to (GPS survey)
- ☐ †State plane coordinates of one parcel corner
- ☐ Coordinates to three decimal places
- ☐ † SCGRS notation

*** When applicable**

† Accuracy is the responsibility of a licensed surveyor. These requirements must be present but may not be checked for accuracy.

This list is used for reference and may not represent all conveyance standards and their details.

01/08/2015