

**Stark County Auditor's Tax Map Office
New Legal Description Application**



Applicant Information: *(please fill out completely)*

Name: _____ Phone: _____

Company: _____ Fax: _____

(To be completed by the Map Office staff)

☐ **RPC APPLICATION (See attached)**

Date/Time Received: _____

Person Accepting Application: _____

- ☐ **1. New original deed of conveyance** (a copy is *not acceptable*) **with surveyors description attached as exhibit** (attaching a copy of the description to the original deed is acceptable).
- ☐ **2. Surveyor's signed and sealed description of parcel** (a copy is not acceptable), which must be on 8.5" x 11" or 8.5" x 14" size paper, contain one or more of the following: an original signature, original stamp, or a surveyor's embossment and reserved space of 2" at end of description for Map Office stamp.
- ☐ **3. Surveyor's signed and sealed drawing (map) of survey** (a copy is not acceptable), which must contain one or more of the following: an original signature, original stamp, or a surveyor's embossment.
- ☐ **4. Surveyor's mathematical closure sheet** (copy acceptable). *Only required on survey completed after May 31, 1998.
- ☐ **5. If applicable, the approval of the municipality in which the parcel is located.** (Circle one 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

Comments: _____

E-Mapping Survey Check Off List:

All surveys and plats submitted to the Stark County Auditors Office will be checked and approved using the check off list on the back of this form. All surveys submitted for transfer will utilize the complete check off list. All plats submitted from a municipality or RPC will utilize the "Map/Plat of Survey" columns only.

Comments: _____

Checked by: _____ Date/Time: _____

The check off list represents the state minimum standards for a boundary survey and minor subdivision as required under the Ohio Administrative Code, Chapter 4733-37, and the Standards Governing Conveyances as adopted by the Stark County Auditor and Engineer on May 2, 2005.

Map Clerk Deed Check Off List:

Parcel Number(s): _____

Yes No

- ☐ ☐ Crystal Report.
- ☐ ☐ Legal names correct.
- ☐ ☐ Acreage breakdown correct (if necessary).
- ☐ ☐ Building locations established.
- ☐ ☐ Survey reviewed.
- ☐ ☐ Worksheets/SWO complete

Comments: _____

Completed by: _____ Date/Time: _____

Returned to E-Mapping: ☐ _____

Filed by: _____ Date: _____

Descriptions

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 Qtr section

Additional requirements for City:

- ☐ Municipality name

Control station:

- ☐ Within qtr 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
- ☐ Deg/min/sec
- ☐ 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*
- ☐ †Qtr 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/Plats

Scale:

(One of the following)

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

Paper size:

(One of the following)

- ☐ 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 Qtr section
- ☐ Lot # and Allotment name*
- ☐ †PB and PG*

Additional requirements for City:

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

Control station:

- ☐ Within qtr 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:

- ☐ Deg/min/sec
- ☐ Distances to two decimal places
- ☐ Curve data contains radius/central angle/ chord bearing/chord distance/arc length

References: (roads, rivers, etc.)

- ☐ †Must be current or existing names of record.

Acreage:

- ☐ †Adjoiners along common lines or statement of new line of division
- ☐ Notation of common line*
- ☐ Cited to the third decimal place
- ☐ †Total acreage
- ☐ †Road acreage and Road Record*
- ☐ †Parent tract acreage breakdown*
- ☐ †Qtr 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
- ☐ †All corner monuments described and called out as found, set or referenced
- ☐ †Pertinent documents
- ☐ Scale written and graphical
- ☐ †Date of Survey
- ☐ †Basis of Bearings
- ☐ Property closes within standards

Additional requirements for Coordinate System: (TWP Only)

- ☐ Two monuments tied to (Conventional Survey)
- ☐ Three monuments tied to (GPS Survey)
- ☐ †State plane coordinate of at least one parcel corner cited to the third decimal place
- ☐ Coordinate to three decimal places
- ☐ † SCGRS notation

* When applicable

† These requirements are checked to see if they are present, they may not be checked for accuracy. The accuracy is the responsibility of the surveyor.

This list does not represent all conveyance standards that are checked.