

AMENDMENT OF STANDARDS GOVERNING CONVEYANCES OF REAL PROPERTY IN ASHTABULA COUNTY, OHIO


Pursuant to Section 319.203 of the Ohio Revised Code, Scott K. Yamamoto, the Ashtabula County Auditor, and Timothy T. Martin, P.E., P.S., the Ashtabula County Engineer, hereby agree to the following standards governing the conveyance of real property in Ashtabula County, Ohio, and hereby amend and adopt the same as the official standards governing all conveyances of real property in said county.

The official standards so agreed to, adopted, and amended are attached hereto and made a part hereof. This Agreement is adopted in duplicate and each of the parties hereto shall keep and maintain in his office an original copy of the agreement.

In accordance with Section 319.203 of the Ohio Revised Code, public hearings were held on the adoption of such standards on July 30, 2025 and August 13, 2025, and public testimony and written comments were solicited and received at such public hearing.

And shall supercede the official standards agreed to, adopted and amended, and attached hereto, shall be effective for all conveyances presented to the Ashtabula County Auditor and the Ashtabula County Engineer on and after August 14, 2025 and shall supercede the prior standards effective October 8, 1997.

AGREED TO:

A blue ink signature of Scott K. Yamamoto, consisting of stylized initials and a horizontal line.

Scott K. Yamamoto

Ashtabula County Auditor

A blue ink signature of Timothy T. Martin, consisting of stylized initials and a horizontal line.

Timothy T. Martin, P.E., P.S.

Ashtabula County Engineer

TRANSFER AND CONVEYANCE STANDARDS OF THE
ASHTABULA COUNTY AUDITOR AND THE ASHTABULA COUNTY ENGINEER
AS ADOPTED UNDER OHIO REVISED CODE SECTION 319.203
EFFECTIVE August 14, 2025

It is the intention of this document to establish principles and policies to guide property owners, private professionals assisting those property owners, and government offices, in the conveyance and transfer of real property or of manufactured homes. These standards articulate the requirements to the best ability of the County Auditor and County Engineer. All interpretations and decisions of application of these standards are to the sole discretion of the Auditor and Engineer. All authors of conveyance instruments are encouraged to contact the County Auditor's Office well in advance of transfer with any questions.

NOTE: It is understood that all situations cannot be covered by these standards, and when those situations arise, they will be handled as special cases interpreted by the County Engineer when pertaining to a survey or description and the County Auditor's Office when related to the Conveyance process.

APPLICATION OF THE CONVEYANCE STANDARDS

In accordance with Section 319.203 of the Ohio Revised Code, before the County Auditor transfers any conveyance of real property presented to the Auditor under Section 315.251 or Section 319.20 of the Ohio Revised Code, the County Auditor shall review the conveyance to determine whether it complies with the standards adopted herein. The County Auditor shall not transfer or convey property that does not comply with these standards.

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

(A) Change in ownership rights of real property

Any instrument that creates, transfers, or terminates any interest in land or minerals that would cause a change in the name of the record owner or any one of the record owners must be presented to the County Auditor pursuant to ORC 319.20.

(B) Change in Legal Description of a Parcel of Land

Any instrument that changes, corrects, or amends an existing description of record of any parcel of land must be reviewed by the County Engineer pursuant to ORC 315.251, and if approved shall be accepted by the Auditor.

I. Document Standards

The County Auditor will transfer any document as long as it complies with all statutory provisions along with all of the following when presented to the County Auditor:

A. Original Required

The document of transfer must have the original signature of the grantor or affiant. A certified 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 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.

II. General Requirements for All Conveyances of Real Property

- A. These standards apply to any and all conveyances of any interest in real property, whether by deed, court order, certificate of transfer, affidavit, or otherwise.
- B. A conveyance must be accompanied by either the Ohio DTE Form 100 or DTE Form 100(EX). The County Auditor has discretionary authority under section 319.202(A) to request additional information in any form of documentation deemed necessary to verify the accuracy of the information provided on the form or other documents presented.
- C. A conveyance must be accompanied by sufficient description of the property. In particular, items that must be apparent to the Auditor include boundaries and acreage.
- D. 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. Each and every tax parcel on a conveyance must be listed individually using all 12 digits, either in the instrument of conveyance, or as an attachment thereto.
- E. Reference to Prior Instrument of Record.
 - 1. A reference to the volume and page of the record of the last preceding recorded instrument or instruments by or through which the grantor claims title, as required by O.R.C. 319.20.
- F. Legible Copy of Prior Deed.
 - 1. A legible copy of the last instrument of record to the grantor, and any other recorded document of record deemed necessary by the County Engineer and the County Auditor, must accompany each new document.
- G. Trusts – Only Trustees of a Trust can take title. Trustees must be included on the deed rather than just the name of the trust.
- H. Signatures of Grantor – must have typed or legibly printed names below signatures.
- I. Must have notary seal and legible notary signature notarizing the Grantor's signatures.
- J. A conveyance and/or transfer must be accompanied with correct payment.

1. Payment is due at the time of conveyance in U.S. Dollars. Accepted forms of payment are cash, check, money order, certified check, or credit card (convenience fee charged for processing).
 2. The payment of Conveyance Tax/Transfer Fees by check may not exceed the total amount due for the Conveyance Tax and Transfer Fee(s) per transaction. Checks in excess of the specified amount due will be rejected.
 3. Multiple Conveyance Tax transactions collectively paid with one check will not be accepted.
 4. Multiple Transfer Fees collectively paid with one check will not be accepted.
- K. Determination of Conveyance Fees.

When determining the non-exempt transfer tax, it is to be based on the full consideration of what the grantee has agreed to pay for the property. In most cases the transaction is all cash, however there may be other non-cash considerations. A portion of the sale may include personal property, real estate in trade, or extraordinary costs paid by the grantee such as (delinquent taxes, buyer's fees, etc.). The estimated value of these non-cash considerations shall be included in the transfer tax determination.

1. Normal non-exempt conveyance. The conveyance fee shall be based on the "value" as defined in ORC 319.202 (C) for both real estate, manufactured and mobile homes, not a gift in whole or in part, the amount of the full consideration therefore, paid or to be paid under such contract prior to the date of conveyance. This is explained as the "full agreed purchase price" between the grantor and the grantee. The Auditor's office reserves the right to request to see the purchase agreement.
 - a. If a property is purchased through a real estate auction, documentation of the transaction including buyer's fees and/or commissions paid by the grantee are to be included as a part of the "full consideration."
2. Conveyance by completion of Land Contract. The conveyance fee shall be based on the "value" as defined in ORC 319.202 (C) value for both real estate and mobile homes means the unpaid principal balance owed to the seller at the time of conveyance AND the amount of principal paid prior to the date of conveyance. This is explained as the "full agreed purchase price" which sum includes the outstanding principal balance due and the amount of principal paid up to the date of conveyance. The fully signed Land Contract agreement shall be presented at the time of conveyance.
3. Conveyance by Gift in whole or in part (non-exempt). The conveyance fee shall be based on the "value" as defined in ORC 319.202 (C) value means the estimated price the real estate or mobile home would bring in the open market and under the then existing and prevailing market conditions in a sale between a willing seller and a willing buyer, both conversant with the property and with prevailing general price levels. The basis we will use to determine "value" will be the most current auditor's appraised value of the parcel(s) to be conveyed.

Note: An exception to this requirement will be a current, and acceptable appraisal of the property by a licensed/certified appraiser with the State of Ohio or other

information presented (photos, listings, etc.) that might indicate the Auditor's value may be incorrect. It is recommended that any documentation pertaining to value be submitted to our office no less than one day before the conveyance.

4. Conveyance of an Easement or Right of Way. Shall be exempt from a conveyance fee if the consideration is under \$1,000. The Auditor retains the discretion to request additional documentation at the time of conveyance.
5. Separation or Retention from the fee estate of Mineral Rights shall be exempt from a conveyance fee if the consideration is under \$1,000. The Auditor retains the discretion to request additional documentation at the time of conveyance.

L. Multi-parcel transfers.

A single instrument of transfer will only be accepted if the grantee(s) and grantor(s) are identical for all conveyed properties. Husband and wife may be exempt from this requirement.

M. Mail.

We will accept transfers mailed to our office at 25 W. Jefferson Street, Jefferson, OH 44047. Mail-ins must include the transfer documents with supporting documents including a legible copy of the previous deed of record. We also require a self-addressed stamped envelope for returning the documents after transfer or should we not be able to complete the transfer. Please note that we do not transport the documents to the County Recorder or County Engineer, nor will the County Recorder or County Engineer pick them up. Once returned it will be your responsibility to send them to the Recorder's Office. Checks must be made out to the Ashtabula County Auditor's Office in the correct amount due. If the amount is incorrect, it will be returned in the envelope you provide. Effective July 1, 2021, all legal descriptions and surveys will be approved at the Ashtabula County Engineer's Office.

N. Identification of Interest Conveyed.

1. The grantor shall inform the County Auditor in writing whether the grantor is conveying less than the grantor's current interest in the land
2. The Auditor may request written documentation outlining the designation of each owner's interest on multiple owner parcels.

O. Improvements must be tied to the ownership in the land.

No Bill of Sale conveying ownership in improvements will be transferred by the Auditor. A common example of this is a cottage community that owns the land but the cottage buildings are owned by individuals who are members of the community. This does not pertain to condominium units that by deed have a prorated interest in the parent parcel.

III. The following transfers are subject to special requirements:

A. Transfer by Affidavit of Next of Kin

A transfer under the laws of descent and distribution shall be made pursuant to affidavit under O.R.C. 317.22. A certified copy of the death certificate (as specified by law) or other official acknowledgement 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. Affidavit Under R.C. 5301.252

Under R.C. 5301.252, an affidavit may be used to release life estate. The document should be titled "Affidavit of Death Terminating Life Estate" or "Affidavit of Termination of Life Estate" to clearly reflect its purpose.

D. Corrective Deeds

Where reasonably appropriate and at the sole discretion of the Auditor, any instrument which attempts to correct a prior deed of record shall be accompanied by an affidavit setting forth the facts which support the correction of the previously recorded deed. NOTE: Changing material aspects of the original conveyance, such as changing grantees or the parcel number transferred, is not a correction and will be treated as a conveyance.

E. Mobile Homes

All transfers of Mobile Homes must comply with O.R.C. Section 4503.06. The County Auditor will not transfer a Mobile Home without the County Treasurer stamp showing the taxes have been paid.

F. Transfer of CAUV Parcels

All transfers of parcels which are receiving CAUV must have a properly filled out DTE 102 Form including a signature from the grantor or their representative, and the grantee. The form used must be an Ashtabula County Form.

G. Transfer of Parcels Receiving Homestead

All transfers of a parcel receiving Homestead must have a properly filled out DTE 101 Form, including a signature from the grantor or their representative.

H. Land Contracts

Land contracts, when being recorded, are subject to these standards. No new survey descriptions, which are previously unrecorded, will be endorsed on a land contract. Therefore, a land contract which splits or combines existing parcels must first have a deed of record splitting or combining the land to be subject to the contract.

I. Easements

Easements are an absolute conveyance of an interest in Real Property and will be subject to these standards.

1. Easements presented to the County Auditor must include an appropriate DTE Form 100 or DTE Form 100(EX). Temporary easements will be stamped NO TRANSFER NECESSARY.
2. Surveys describing easements do not need to be presented for boundary survey approval (section V herein), but will need County Engineer description approval. NOTE: Any new easement description must be written by a registered surveyor and include the Surveyor's Seal and Signature and the parcel number being

encumbered. However, descriptions of record in the County Recorder's office, may be used verbatim on the new instrument.

J. Road dedication and vacation

Dedication or vacation of roads done by Recorded Plat must meet Subdivision Plat requirements as set forth in these standards. Any dedication or vacation of roads done by Municipal Ordinance must include a Registered Surveyor's description of the area to be dedicated or vacated. Municipalities shall present the description to the County Engineer's Office prior to the passing of the Ordinance.

K. Minerals

Any separation of Mineral Rights, whether by conveyance or reservation, will cause the County Auditor to create a separate tax parcel for the Mineral Interest. All Conveyance Standards are effective.

NOTE: Any new description of a mineral parcel must be written by a registered surveyor and include the Surveyor's Seal and Signature and the parcel number being encumbered. However, descriptions of mineral parcels which are already on record in the County Recorder's office, may be used verbatim on the new instrument.

L. Sheriff Sales

A description for Sheriff Sale will need approved for the Praeipie to Order a Sale. An exhibit page with the description will be submitted, along with a County Checklist form available from the County Engineer's Office or the County Sheriff's website. Any exhibit page which does not meet the requirements of this checklist will be disapproved.

M. Landlocked Parcels

When a newly created parcel, whether by split or combination, is not contiguous to a dedicated public street, then either a new street or an access easement must be created and approved by Planning (Section VII of these standards).

N. No Transfer Documents

A document which has been deemed NO TRANSFER NECESSARY by the County Engineer or County Auditor may not include a previously unrecorded new survey description unless said document is accompanied by another deed which effectuates the survey.

O. New Survey

When filing a deed for the purpose of recording the new survey description, and the grantor is identical to the grantee, the deed will be treated as a conveyance and require a DTE 100EX Form.

IV. Sufficiency of Descriptions

All descriptions of record shall be sufficient to allow the County Engineer and County Auditor to identify the land that is being transferred. Clerical errors that do not affect the ability to identify the property may be disregarded, but clerical errors that cannot be resolved may cause disapproval of the transfer. The County Engineer will not approve any description for transfer which does not sufficiently identify the location of the property to be transferred.

A. Requirements for Existing Metes and Bounds Descriptions of Record

1. All existing metes and bounds descriptions of record will be checked by the County Engineer to verify and identify the tax parcel(s) to be conveyed.
2. All existing metes and bounds descriptions of record must be described verbatim as witnessed by the instrument of previous record and transfer.
3. Any existing metes and bounds description which since the previous conveyance has been incorporated into a municipality or other political subdivision by means of annexation must be changed to reflect its new corporate location within the situate of the subject instrument of conveyance.

B. Using an Existing Metes and Bounds Description to Convey Residual Land

All instruments of conveyance attempting to convey the remainder or balance of an existing tax parcel(s) from which out lots or exceptions exist must incorporate the following requirements:

1. Each reference to an out lot or exception of the original tract(s) must include the volume and page of the recorded exception, tract number where applicable, and acreage.
NOTE: If an exception is described using the entire description, it must be verbatim to its recorded source.
2. Each documented exception must refer to its recorded source by which it can be verified and be accompanied by a legible copy of said recorded source.
3. Any description which contains an exception or “outsale”, regardless of when the survey was last completed, will have to be resurveyed. If there are less than three exceptions or outsales, a “Survey Update required for Next Transfer” stamp will be affixed to the new document. Three or more exceptions from one description, however, requires a survey at the immediate conveyance.

C. Descriptions for New Parcels

One of the following descriptions shall be used when filing documents that create an ownership interest in a tax parcel:

1. Platted Lot.
A platted lot shall be described by its lot number or other designation, the name of the subdivision as platted, and the recording reference as required by O.R.C. 711.01.
2. Condominium Unit.
A condominium unit shall be described by its unit number or other designation, the name of the condominium project as set forth in the declaration, the number of the volume and initial pages of the declaration, and the recording reference of the drawings as required by O.R.C. 5311.10.

3. Metes and Bounds Description.

Each new tract of land that is not a platted lot or condominium unit shall be described by a metes and bounds description in accordance with these rules and must be approved by the County Engineer, prior to transfer by the County Auditor.

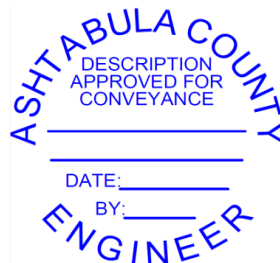
D. Description Requirements for all Recorded Lot(s) in a Subdivision

1. All instruments conveying a recorded lot or other designation in a municipality or recorded subdivided area must designate the lot number or other designation, the official recorded name, the recording reference, and the prior recorded deed reference if any exists.
2. Any parcel, out lot, portion of a recorded lot, or other designation must have an accurate description to enable the County Engineer and County Auditor to determine the residue or balance left, based on existing available records.
3. Any area being conveyed in what is commonly known as an "Unrecorded Plat" must have an accurate metes and bounds description.

E. County Engineer Stamps Indicating Description Approval

The County Engineer will make the necessary marginal notations on the instrument of conveyance to verify the descriptions to be conveyed and will affix either a "DESCRIPTION APPROVED FOR CONVEYANCE" stamp or "SURVEY UPDATE REQUIRED FOR NEXT TRANSFER" to the instrument.

1. The "DESCRIPTION APPROVED FOR CONVEYANCE" stamp will be affixed to the following descriptions if approved per these standards:
 - a. Platted lots in a recorded subdivision with legible distances, bearings, and acreage.
 - b. Condominium Units.
 - c. Metes and bounds descriptions which have been approved by the County Engineer's Office in accordance with **Section V** of these standards.
 - d. Surveys which previously met the County Engineer survey requirements under the standards adopted January 1997 that have been put on record in the County Recorder's Office.
 - e. Previously recorded descriptions, that have not been approved by the County Engineer per section c. or d. above, which at the discretion of the County Engineer, have proper closure per 4733, are sufficiently tied by distance to an intersection of two roads, and have no other errors or ambiguities.



2. The “SURVEY UPDATE REQUIRED FOR NEXT TRANSFER” stamp will be affixed to the following descriptions if approved per these standards:
 - a. Platted lots in a recorded subdivision which are missing legible distances, bearings, and/or acreage, or don’t have enough information to determine acreage, as determined by the County Engineer.
 - b. Portion(s) of a platted lot that has been subdivided, which do not meet previous Section E. Number 1. Letter e.
 - c. Metes and bounds descriptions which have been approved per this section but have not been approved by the County Engineer per Section V of these standards.
 - d. Residual land with less than 3 out sales or exceptions. (See Pg.6 B3)

SURVEY UPDATE REQUIRED
FOR NEXT TRANSFER

BY: _____ DATE: _____
ASHTABULA COUNTY ENGINEER

F. Boundary Survey Required

The above “SURVEY UPDATE REQUIRED FOR NEXT TRANSFER” stamp requires a new boundary survey, which conforms to **Section V** of these standards, for the next conveyance. A new boundary survey will also be required for those descriptions which are disapproved per **Section IV**. All documents containing a new Boundary Survey description which is being recorded for the first time must have the description, bearing both the surveyor’s seal and signature, and the County Engineers “Approved” stamp attached to said document.

G. Exemption from the Survey Requirement

1. The following transfers may be exempt one time from the survey requirement even though the previously recorded document has been stamped new survey required:
 - a. Court Orders that do not result in a sale to a third party.
 - b. An Affidavit of Surviving Spouse or Joint Survivor pursuant to R.C. 5302.17.
 - c. Transfer on Death Confirmation Affidavit pursuant to R.C. 5302.222.
 - d. Affidavit of Transfer Record of Real Estate Inherited (Affidavit of Heirs) R.C. 317.22.
 - e. Any transfer where HUD, Fannie Mae, Secretary of Veterans Affairs or Freddie Mae is the Grantee.

- f. Any transfer where the Ashtabula County Land Reutilization Corporation (Land Bank) is the Grantor or Grantee.
 - g. Any transfer from Grantor(s) to Grantor(s) and others.
 - h. A document which has been deemed NO TRANSFER NECESSARY.
 - i. An Affidavit of Successor Trustee pursuant to R.C. 5302.171.
 - j. Sheriff Deeds.
 - k. A document which creates a life estate or remainderman interest, or a document which transfers an interest between life estate and remainderman interest holders.
2. The following transfers, when not previously stamped Survey Update Required, may be stamped SURVEY UPDATE REQUIRED FOR NEXT TRANSFER with a written “exempt one time” on said stamp. This means that the grantee will be given one additional transfer before the survey will be required:
- a. An Affidavit of Surviving Spouse of Joint Survivor pursuant to R.C. 5302.17.
 - b. A Certificate of Transfer where the person receiving interest already has an interest in subject property.
 - c. A court ordered divorce settlement transferring property between ex-spouses.
 - d. An Affidavit of Successor Trustee pursuant to R.C. 5302.171.
 - e. A document which has been deemed NO TRANSFER NECESSARY.
3. Any document stamped NO TRANSFER NECESSARY will be subject to description approval but cannot cause a survey requirement for the next transfer unless the previous deed of record was already stamped that a new survey is required.
4. New tax parcels may be created to match existing lots in Recorded Subdivisions, without a new boundary survey, as long as all of the following criteria are met:
- a. The acreage is defined on the Recorded Plat for all of the affected lots.
 - b. There are no left over portions of the originally recorded complete lots.
 - c. The appropriate Planning Department has affixed their approval to the deed.
 - d. The newly prepared deed and description meet Section IV of these standards.
 - e. The lots were not combined by description, as determined by the County Engineer.

H. Variance from Boundary Survey Requirement

In unusual circumstances, the County Engineer may grant a one-time variance from the survey standards upon application. This may be in the form of a complete waiving for the instant conveyance, or a time allowance to have a survey completed subsequent to the conveyance and deed recording. Applications should be on a form provided by the County Engineer. The variance, if granted, must be recorded with the document in question.

V. Boundary Survey

A boundary survey is required when the deed contains a legal description for land which is a cut-up or split out of the grantor's one or more existing parcels of land as shown in the County Auditor's records, or if the legal description of the land conveyed in the deed is different from the legal description shown in the prior deed to the grantor. An original copy of the survey plat and metes and bounds description must be signed, dated and stamped by a registered Professional Surveyor. The boundary survey must be submitted to the County Engineer for review prior to the desired transfer of the instrument(s). Faxed and poor copies will not be accepted for final approval.

NOTE: The County Engineer will only release approved surveys to the Surveyor.

A. Must Meet Minimum Standards.

All boundary surveys required under Section IV (A) must be made in accordance with the “Minimum Standards for Boundary Surveys in the State of Ohio”, as defined by Chapter 4733-37 of the Ohio Administrative Code, along with the current requirements of the County Engineer as set forth in this section. All new metes and bounds descriptions, and all plats of survey, must incorporate the principals and minimum standards of good surveying, engineering, and draftsmanship.

B. Additional Requirements of the County Engineer for Boundary Surveys

1. Description “lead in” or captions, e.g. “Situated in the Township of _____, County of _____, State of Ohio, shall also contain the range and township of the Connecticut Western Reserve, the lot number and where applicable the sub-section, division, tract, or O.S. (Old Survey) of the township where said lot is located.
2. A description that encompasses two or more taxing districts and/or two or more taxing parcels shall delineate tax acreage in each taxing district.
3. A statement of general intent should follow all descriptions. However, it is understood that sufficient intent may be stated within the description caption. Historically, this practice may be simply “and being all of the land owned by the grantor” or “the intent of this instrument is to convey a 30 foot strip of land for highway purposes”. Quite often, if the intent is clear, the descriptive language becomes more understandable. More recently, the use of the permanent parcel number in the statement of intent is desirable.
4. Survey plats and descriptions shall include clearly defined control stations and the relationship of the property to this control must be referenced along the roadway to an established monumented point of beginning.
 - a. Suggested Allowable Points of Beginning (i.e. clearly defined control stations)
It is preferred that the surveyor use an intersection of road centerlines as the point of beginning as shown in section (i.) below. If a monumented intersection is not within a reasonable distance (one mile \pm) of the land being surveyed, then the surveyor may reference the point of beginning as per section (ii.) or (iii.) below:

- i. Intersection of roads
 - With monuments found
 - With monuments set on right-of way only
 - Without monuments found or set if there is enough monumentation presented on the survey that would allow the establishment of the centerlines of the right of way being referenced

Note: No monuments shall be set on road centerline

- ii. Road Stationing of record
 - Centerline monument found, with station number used per record
 - Right-of-way monument(s) found or set with station number per record
 - Intersection of Road with:
 - County Line with station per record and monument set or found
 - State Line with station per record and monument set or found
 - Township Line with station per record and monument set or found
 - Municipal Line with station per record and monument set or found
 - Great Lot Line with station per record and monument set or found

- iii. Recorded Plat of Subdivisions
 - Corner of subdivision along road, with monument found
 - Any corner of subdivision, with monument found
 - Any corner of sub-lot, with monument found
 - Corner of subdivision along road, with monument set
 - Any corner of subdivision, with monument set
 - Any corner of sub-lot, with monument set

- 5. All survey plats (maps or drawings or surveys) shall include:
 - a. Title and location
 - b. State of Ohio
 - c. County of Ashtabula
 - d. Township or Municipality
 - e. Original Land Subdivision Description:
 - i. Connecticut Western Reserve
 - ii. Range
 - iii. Township
 - iv. Section, Division, Tract or O.S. (Old Survey)
 - v. Lot
- 6. All survey plats shall show, in addition to current owner and deed of record for adjoining parcels, parcel numbers of adjoining parcels along each boundary line of the survey.
- 7. Road number and section of highways shown on the survey plat shall be shown when available.

8. Surveyor Closure: A closure verification sheet showing that the survey map and legal description meet closure requirements as outlined in OAC 4733.37 shall be prepared by the Surveyor and provided with the initial submittal.
9. When a surveyed parcel includes dedicated road right of way, the total gross, right of way, and net area must be calculated and noted.

VI. Subdivision Plats, Condominiums, and Right-of-Way Dedication Plats

All Subdivision, Condominiums, and Right-of-Way Plats must be approved by the County Engineer per these standards prior to submittal to the County Auditor. The County Auditor and County Engineer each reserves a period of five (5) business days to review and process condominium and subdivision documents.

A. Subdivision Plats

1. All new subdivision plats and road dedication plats must be submitted with a title/signature page separate from the page(s) depicting the actual subdivision lots, subdivision reserves or road Right-of-Way dedications.
2. All subdivision plats to be vacated shall be vacated in accordance with Chapter 5553 of the Ohio Revised Code. Streets, roads and alleys cannot be vacated and dedicated on the same plat; if in the opinion of the County Auditor and/or County Engineer, the plat does not clearly show or delineate the intent of what is being vacated and dedicated.
3. All reserves and lots must be identified within the plat in a subdivision plat.
4. All subdivision lots are to be designated by progressive/sequential number series. All subdivision reserves are to be designated by progressive/sequential letter series as per Chapter 711 of the Ohio Revised Code. Any subdivision lots revised by re-plat must be named with a number not already used on the original plat.
5. A table or summary notation, showing in acres and calculated to the third decimal place, the total acreage of all lots, reserves and dedicated Right-of-Ways, as required by the County Auditor.
6. Any re-plat of an existing subdivision must have like ownership for all portions of each newly created lot before the re-plat will be accepted by the County Engineer Tax Map Department and County Auditor.
7. The County Auditor requires one (1) original signed Plat and one (1) copy of the signed Plat to be submitted for review.

B. Condominiums

1. Condominium amendments must include a set of drawings for the proposed addition to the condominium. These drawings shall be part of the amendment in order to be reviewed by the Auditor's office. Reference to drawings previously recorded in a prior declaration, are not acceptable. Drawing must include the survey drawings and graphically show the boundaries, location, designating length, width and height of each unit. The drawings must identify each unit by unit designation, a building number if applicable, and identify where it is located.

2. Newly added units within all condominium amendment documents shall be designated as such; UNITS ADDED HEREBY:
3. The County Auditor requires one (1) original and one (1) copy of the Condominium Declaration and Drawings. In addition, the County Engineer requires one (1) copy of the survey drawings of the Condominium Drawings to be submitted for their review.
4. The termination of a condominium is similar in process to that of the original filing of a condominium. A condominium termination requires a valid metes and bounds legal description and survey drawing which meets the County Engineer requirement(s).
5. The title of the Certificate of Termination/Removal **must** include the name of the condominium project.

C. General Standards

1. Each tract of land that is to be created into a newly platted subdivision or condominium development shall be described by a new metes and bounds description for all affected tax parcels in accordance with the requirements defined in the Chapter 4733-37 of the Ohio Administrative Code, and shall be placed of record prior to the transfer of said condominium or subdivision plat.
2. Plats that have been approved and stamped by the Auditor must be recorded in Recorder's office.
3. Taxing district boundary lines must be shown on the survey if the plat or condominium is located in more than one taxing district.
4. Certifications and acknowledgements must have been made within one year of the date the plat or condominium is presented to the Auditor for approval.
5. Whenever a subdivision plat or condominium encompasses two or more tax parcels, a breakdown of the total area must be recited for each tax parcel on the plat or condominium drawings and description.
6. Named private streets are to be properly located and identified on all plats or condominium drawings.
7. Chapter 4733-37-07 (B) of the Ohio Administrative Code states the minimum acceptable requirements for monumenting subdivisions. In the event these requirements are not met, the County Engineer reserves the right to require additional monuments be set to clarify and boundary in order to satisfy Chapter 4733-37-07 (B) of the Ohio Administrative Code.

VII. Planning Commission Approval of Parcel Splits or Combinations

- A. Planning Commission/Authority approval stamps must be affixed to each corresponding legal description(s).
 1. Subdivision of Existing Parcel

Any transfer or conveyance that causes a tax parcel to be split into a new parcel may be required to be approved by the appropriate planning commission. If approval is necessary, it must be approved prior to it being accepted by the County Auditor and the appropriate Planning Commission/Authority approval must be affixed to each corresponding legal description(s).

2. Combination of Two or More Parcels

Any transfer or conveyance that causes two or more parcels to be combined may require Planning Commission/ Authority approval before combination. If approval is necessary, it must be approved prior to it being accepted by the County Auditor and the appropriate Planning Commission/Authority approval must be affixed to each corresponding legal description(s).

3. Access Easements

Any new split that creates an access easement and has no frontage on a dedicated road must have Planning approval. See Planning Commission regulations section 606.03.

B. Engineer and Auditor Will Not Determine Exemptions from Planning Commission Approval

1. Any split or residual which is 20 acres or less will require the appropriate planning approval. If the County Auditor cannot determine whether any split or combination is exempt from planning commission approval, then a communication from the appropriate planning commission that the split or combination is exempt will be required.
2. Any split or combination which is part of a subdivision recorded on or after August 24, 1960 will require a re-plat and approval by the appropriate Planning Authority.

C. No Transfer by Plat

The County Auditor will not transfer (change the name of any owner of) any real property pursuant to a plat, except by dedication of the property to a public purpose and upon acceptance by a political subdivision that is set forth on the plat or in a separate document.

D. Administrative Combinations

The County Auditor will accept no Administrative Combinations. Any combination of two or more parcels must be done by description written by a registered surveyor.

VIII. Land That Is Divided by or Contained in Multiple Taxing District Boundaries

- A. Where a tract of land that is described by a single metes and bounds description is located in more than one county, the Ashtabula County Auditor shall consult with the County Auditor(s) of the other county to determine the treatment of the land for real property tax purposes.
- B. The County Auditor will not create a single tax parcel that is located in different taxing districts. Any land with a single metes and bounds description that is split by taxing district lines must include a separate acreage for the land within each tax district and shall be made into separate tax parcels by the County Auditor.

- C. Current tax parcels that will be split by new annexation boundaries shall require a new metes and bounds survey (Sec. V) of both the split creation and the residual tracts. The new split shall be subject to the appropriate planning commission approval (Sec. VI). The title of the associated survey description and plat shall include the language "Annexation Split".
- D. Any annexation that results in a split annexation shall require the split be filed prior to the filing of the annexation.