



# 2017 Land Records Conference

## **Deed Descriptions What Are We Looking For and Why Does it Matter?**

Stephen McCall, PE, PS,  
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## Champaign County 1805



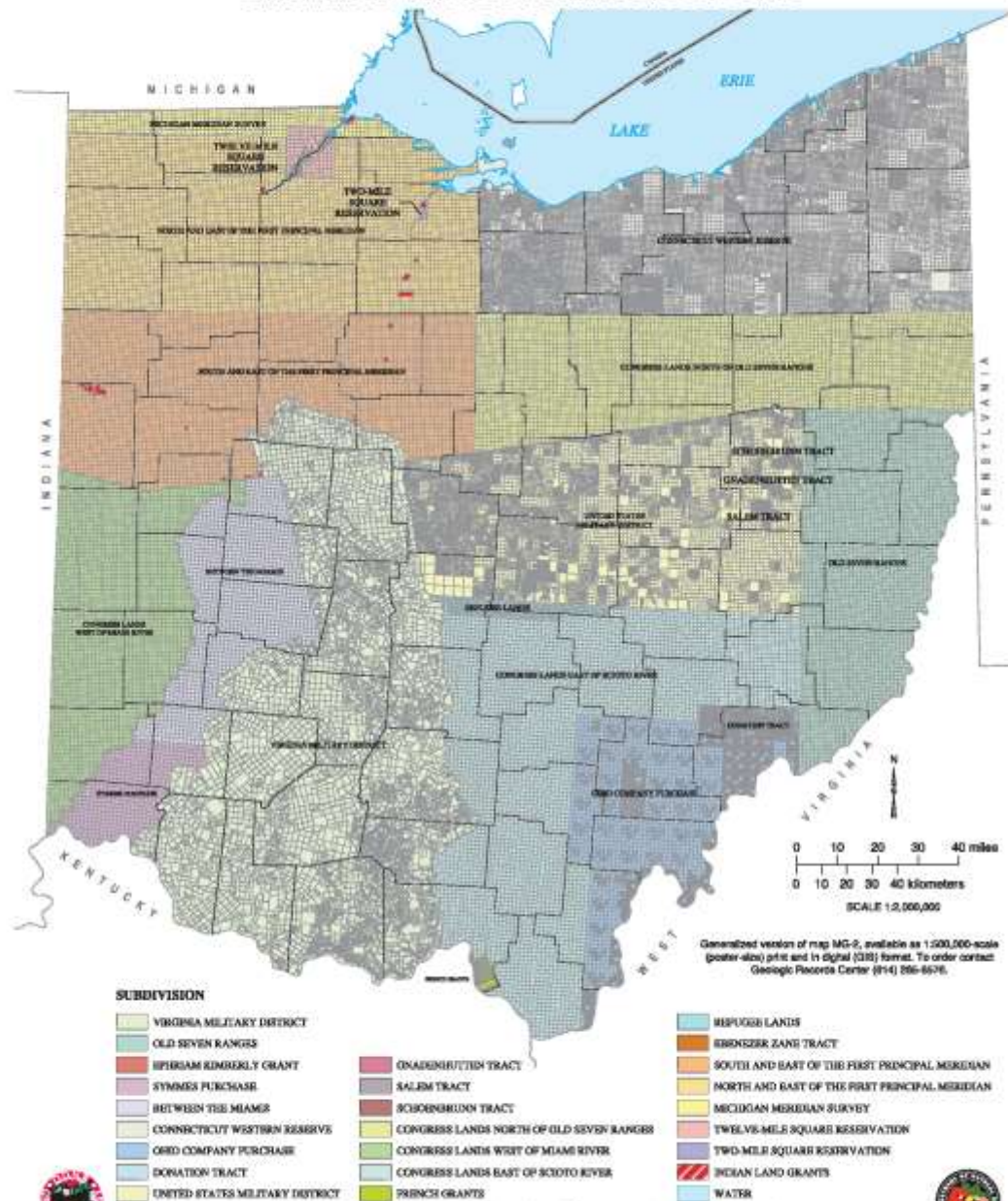
### Local Survey Systems

Virginia Military Surveys, 1790 – Eastern 1/3

Between the Miami River Survey, 1801 – Western 2/3

Surveyed by Israel Ludow in 1803 -


## ORIGINAL LAND SUBDIVISIONS OF OHIO



Recommended citation: Ohio Division of Geological Survey, 2003 (2006). Original land subdivisions of Ohio: Ohio Department of Natural Resources, Division of Geological Survey Map MG-2, generalized page-size version, 1 s., scale 1:2,000,000.


# Why Does it Matter?


- Oath of office
  - State of Ohio 1803
  - When a county was created the County Surveyor, Recorder and Prosecuting Attorney and Clerk was court appointed
  - 1831 County Surveyor was an elected position
  - 1915 “Resident Engineer for the Highway Department”
  - 1935 Title was changed to the County Engineer

- 
- County Engineer PE and PS Requirement for the elected position
  - ORC has 17 sections of code that require the county engineer to perform surveying work.
  - Requirement for the PS adds the responsibility to maintain the surveying license requirements.

# Professional Surveying Licensure Requirements

- In order to safeguard the life, health, property and welfare of the public and the state of Ohio, to maintain integrity and high standards of skills and practice in the professions of engineering and surveying, the following rules of professional conduct, promulgated in accordance with Chapter 4733. of the Revised Code, shall be binding upon every person holding a certificate of registration as a professional engineer or as a professional surveyor.


- 
- In order to safeguard the life, health, property and welfare of the public and the state of Ohio,....

- 
- Wars over land ownership
    - Nations, states, corporations, individuals,
    - Relatives, and spouses
  - Who owns the land?
  - Who is paying taxes?
  - Are the names and numbers correct?




# Why Does it Matter?

- Preserve the work of others
  - Previous surveyors, lawyers, title companies, insurance companies
- Protect the public
  - Grantor and Grantees
- State of Ohio
  - Accurately collecting taxes to provide services

- 
- What we are looking for:
    - Is it a new description
      - Minimum requirements as listed in ORC 4733 and Conveyance Standards 2001 updated in 2015.
    - Plat Check List
      - Location Map, Surveyor Clause, Scale, Date North
      - Adjoiners, acreages, names and references, error of closure, street/road name and width information, zoning certificates, Monuments must meet Surveying requirements

# The Process

- Office Locations
- Tax Map office in Engineer's Office
- Auditor and Recorder at Community Center

- 
- **Contacted 31 county tax map offices**
    - 8 in Auditors office
    - 12 do pre approvals
    - 13 allow in family transfers
    - 5 Exempt transfers not checked – no money transfers
    - 4 no walk ins to the map room– documents start at another office
    - Exceptions allowed in existing descriptions
      - 2 counties – 5 exceptions
      - 10 counties – 4 exceptions
      - 5 counties – 3 exceptions
      - 1 county – 2 exceptions
    - Most require parcel numbers and prior deeds -

How long is a pre approved survey good that has not been recorded?  
After 6 months - Plat updated with new adjoining owners , zoning changes

CHAMPAIGN COUNTY ENGINEER

428 Beech Street  
URBANA, OHIO 43078

STEPHEN MCCALL  
Engineer

937-653-4848  
Fax 937-653-3172

Address Reply to  
P.O. Box 669

OWNER: \_\_\_\_\_ SURVEYOR: \_\_\_\_\_

TOWNSHIP: \_\_\_\_\_ SECTION / VMS: \_\_\_\_\_

ACREAGE: PARCEL #1 \_\_\_\_\_  
PARCEL #2 \_\_\_\_\_  
PARCEL #3 \_\_\_\_\_  
PARCEL #4 \_\_\_\_\_  
PARCEL #5 \_\_\_\_\_

The attached plat and description have been checked by the Champaign County Engineer in accordance with section 711.131 and other applicable sections of the Ohio Revised Code. The approval of this plat and description is based on survey criteria only, and does not imply that the parcel created by this survey meets the requirements of any other Federal, State, or Local agencies regarding its intended use.

\_\_\_\_\_ This description has been pre-approved as meeting survey requirements and may be used for the preparation of the conveyance subject to the conditions listed below. Any conveyance prepared using this plat and description shall be recorded with the Recorder of Champaign County, Ohio within six (6) months after the date of approval or prior to \_\_\_\_\_ otherwise this pre-approval will be considered void and the plat and description must be resubmitted for review.

\_\_\_\_\_ Zoning Certificate or approval by governing zoning authority is required prior to conveyance.  
\_\_\_\_\_ Additional plats may be required if parcels are to be conveyed individually.  
\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ This plat and/or description do not meet requirements. The following item(s) must be addressed prior to approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When the instrument of conveyance has been prepared, submit it to the Champaign County Engineer's office during regular working hours for review according to conveyance standards. Once approved, the conveyance may then be taken to the Auditor and recorder to have the property transferred and recorded.

Date Received: \_\_\_\_\_

CHAMPAIGN COUNTY ENGINEER

By: \_\_\_\_\_  
Date: \_\_\_\_\_

MICHAEL K. KNOTTS  
Superintendent  
937-653-3187

cceo.mapping@hpeprint.com (Tax Map E-mail)  
[www.co.champaign.oh.us/engineer](http://www.co.champaign.oh.us/engineer)

E-mail: [engineer@co.champaign.oh.us](mailto:engineer@co.champaign.oh.us)

Survey For: _____		Township: _____	
Parcel Acreages	Section: _____ Town: _____ Range: _____ V.M.S.: _____		
	Notes:		
	Approved	Not Approved	Comments
Location Map and Clause			
Scale, Date, North Arrow, Basis of Bearing			
Adjoining Owner Info			
Acceptable Bearing, Distance, Curve Data			
Street Names and Widths			
Existing Landlocked Explanation			
Corporation, Township, County Lines Located and Referenced			
Partial Acreages for Corp., Sections, Districts			
Total and Net Acreage			
Point of Beginning			
Names and Reference of Roads, Rivers, Easements			
Zoning Certificate			
Health District Site Review			
Acceptable Monuments Found or Set			
PS Info, Seal, Address, Phone, Clause, Date			
Reference Documents			
Error of Closure and Precision			
Map Overlay			
Outlots - Metes and Bounds Description			
Reviewed By: _____		Date: _____	

## CHAMPAIGN COUNTY ENGINEER

428 Beech Street  
URBANA, OHIO 43078

937-653-4848

Fax 937-653-3172

STEPHEN MCCALL  
Engineer

Address Reply to  
P.O. Box 669

Date: \_\_\_\_\_

To: \_\_\_\_\_

Re: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_ The conveyance document, as submitted, meets the conveyance standards of the Champaign County Engineer and Auditor and is hereby **PREAPPROVED**. The instrument of conveyance will be stamped upon presentment to the Office of the County Engineer with any needed supplemental documents (i.e., Township Zoning Certificate).

\_\_\_\_\_ The legal description, as submitted, **MAY BE USED FOR THE PREPARATION OF A CONVEYANCE DOCUMENT**. The instrument of conveyance will be reviewed for preapproval when it is submitted, in its entirety, to this office.

\_\_\_\_\_ The conveyance document or legal description, as submitted, **DOES NOT MEET THE REQUIRED STANDARDS**. The following item(s) must be addressed before approval can be given:

Stephen McCall  
Champaign County Engineer

By: Nancy Rucker  
Tax Map Technician

Documents sent via email for review (originals or replies) must be sent to the address below:

cceo.mapping@hpeprint.com

Acceptable formats: PDF, Text, gif, or png

Please call if you have not received a response in 3 working days

MICHAEL K. KNOTTS  
Superintendent  
937-653-3187

www.co.champaign.oh.us/engineer  
E-mail: engineer@co.champaign.oh.us

Pre Approval Revised 08/11/15

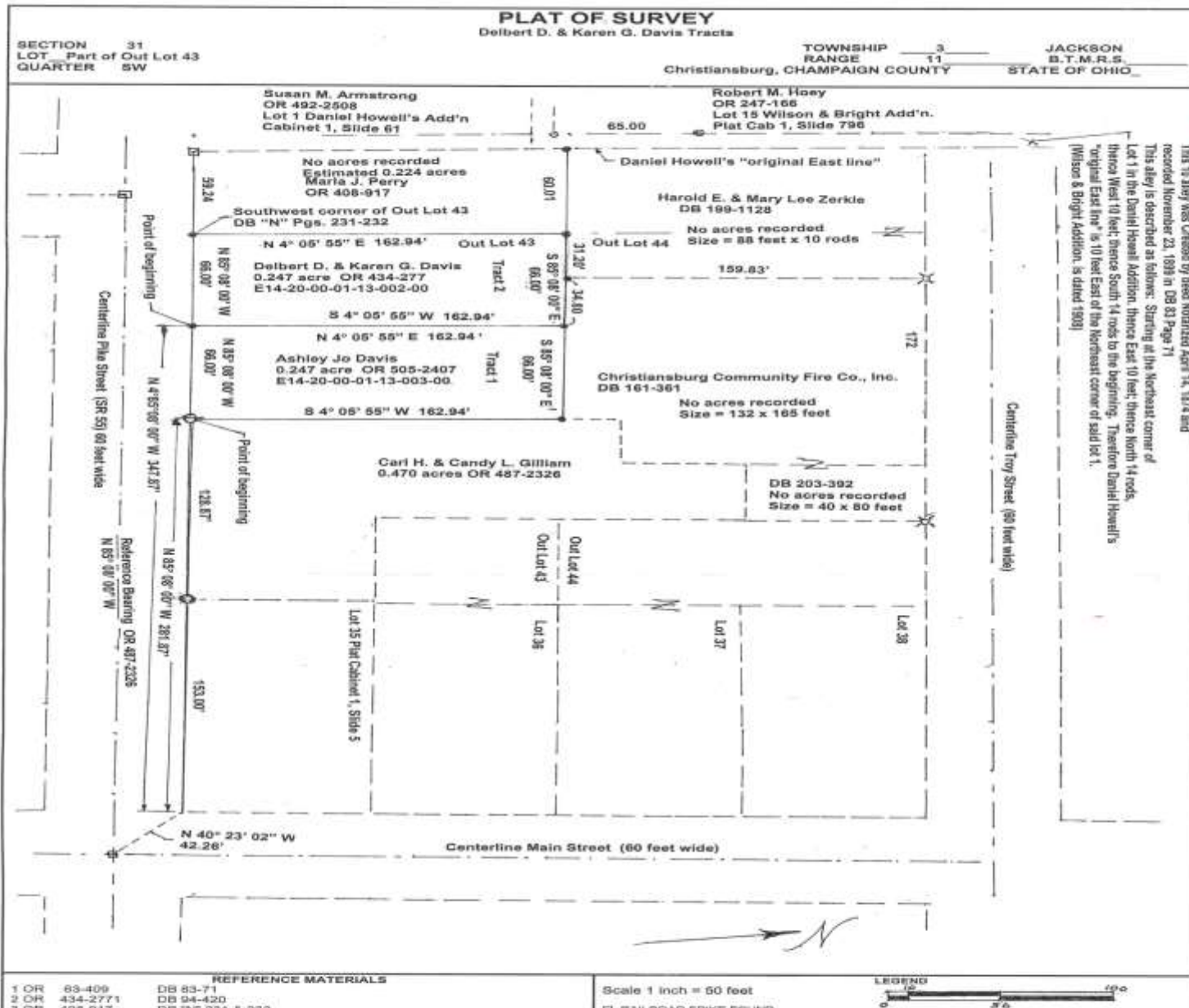
<b>REVIEW DATE:</b>				<b>CONTACT:</b>			
<b>GRANTOR:</b>				<b>PHONE/FAX #:</b>			
<b>GRANTEE:</b>				<b>CONVEYANCE TYPE</b>			
<b>PARCEL #(s):</b>				WD   QC   CT   AFF   LC   OTHER:			
				<b>METHOD RECEIVED</b>			
				MAIL                      FAX			
				PERSON                      DROP OFF			
<b>EXISTING DESCRIPTION</b>				<b>NEW DESCRIPTION</b>			
Check conveyance info against existing records				<b>APPROVED SURVEY?</b>			
<b>Map</b>		<b>EXCEPTIONS</b>		NO                      YES			
Owner		OLD	NEW	YES			
Acreage				<b>REQUIRED ZONING APPROVAL</b>			
Parcel #			V	YES			
Deed Ref.			RM ACRES	YES			
				<b>REQUIRED PLATS AND DESCRIPTIONS</b>			
<b>Parcel Cards</b>		V	V	YES			
Owner		<b># OF EXCEPTIONS</b>		<b>DESC. VERBATIM FROM REVIEWED ORIGINAL</b>			
Acreage		1-4                      5+		NO                      YES			
Parcel #				COPIED                      TYPED			
Deed Ref.			SHERIFF SALE	YES                      NO			
			YES	YES                      NO			
<b>Auditor's Info</b>			NFTWS	YES                      NO			
Owner				STAMP CONVEYANCE			
Acreage			IN FAMILY	STAMP PLATS			
Parcel #		V	YES	STAMP DESCRIPTIONS			
			NFTWS	UPDATE LOT SPLIT DATABASE			
				UPDATE DESCRIPTION REVIEW			
				FILE SURVEY			
<b>IS THE DESCRIPTION VERBATIM FROM PRIOR?</b>							
YES		NO		V                      V			
<b>PRIOR STAMPED</b>		<b>COMMENTS</b>		<b>ACTION TAKEN</b>			
YES	NO			APPROVED			
<b>APPROVED</b>	<b>LOCATABLE</b>			CORRECTED			
	YES                      NO			CONTACTED			
	NFTWS			RETURNED			
				← SPECIAL NOTES			
	V						
	<b>CLOSURE</b>						
	YES                      NO						
	NFTWS						
	V						
	<b>APPROVED</b>						

NFTWS = NO FURTHER TRANSFERS WITHOUT SURVEY. THIS STAMP CANNOT BE USED TO FOR TRANSFERS TO CORPORATIONS, LLCs, OR PARTNERSHIPS.

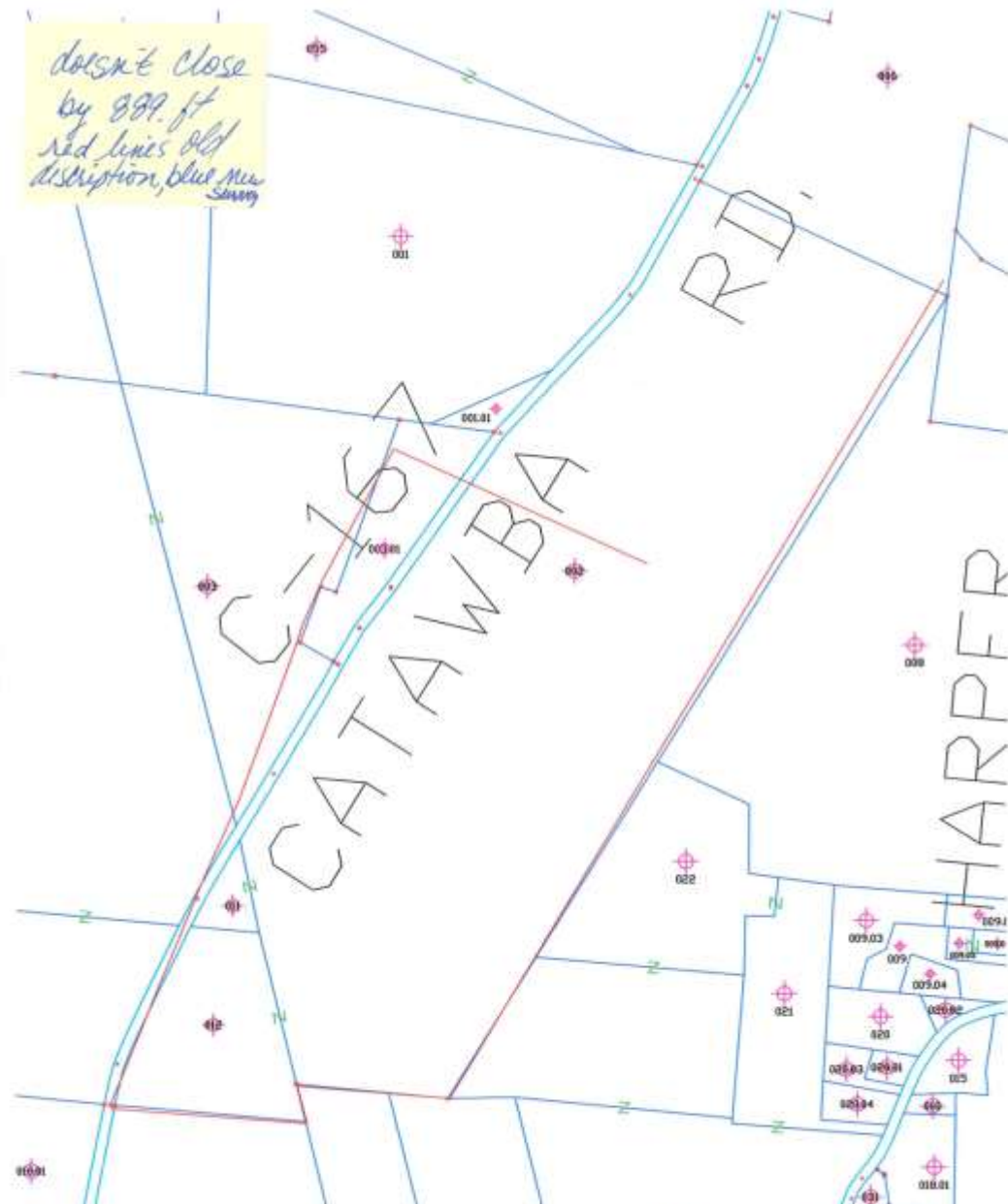
REVIEWED BY: \_\_\_\_\_



# Common issues – Point of Beginning



Transfer previous deed "nothing wrong with the description"

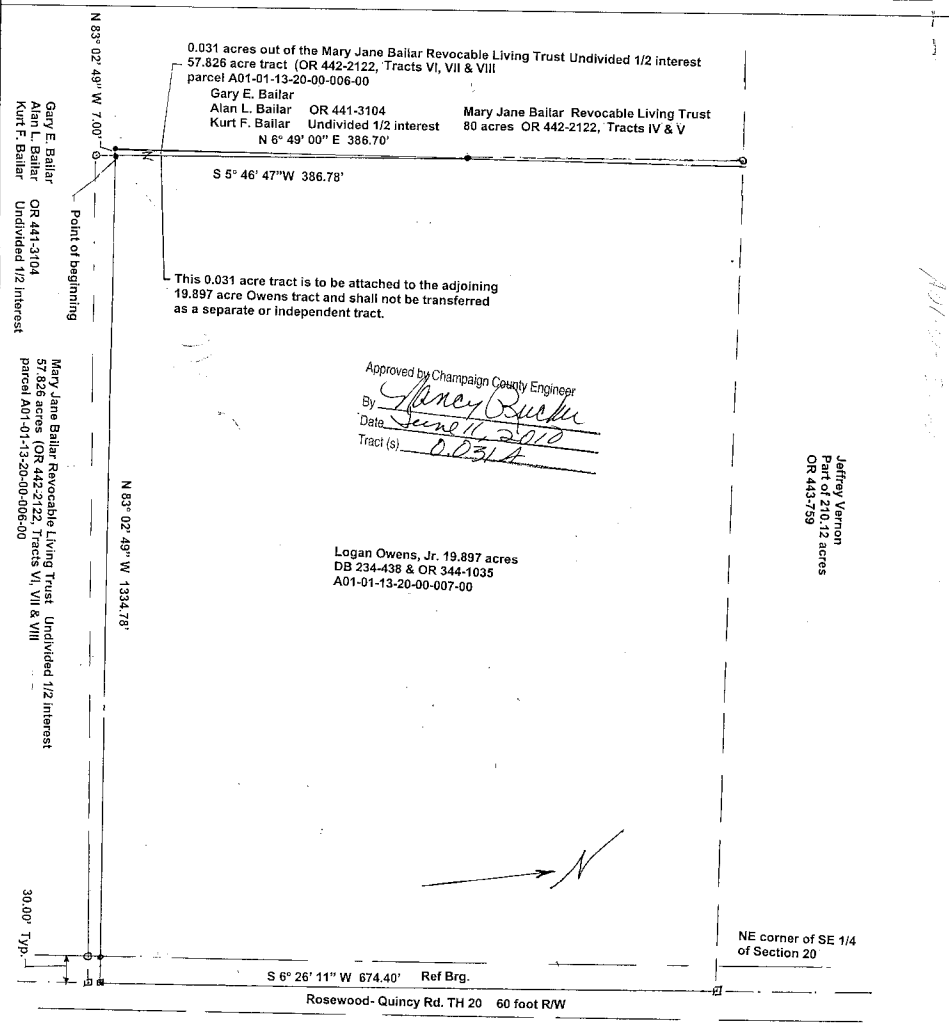


# PLAT OF SURVEY

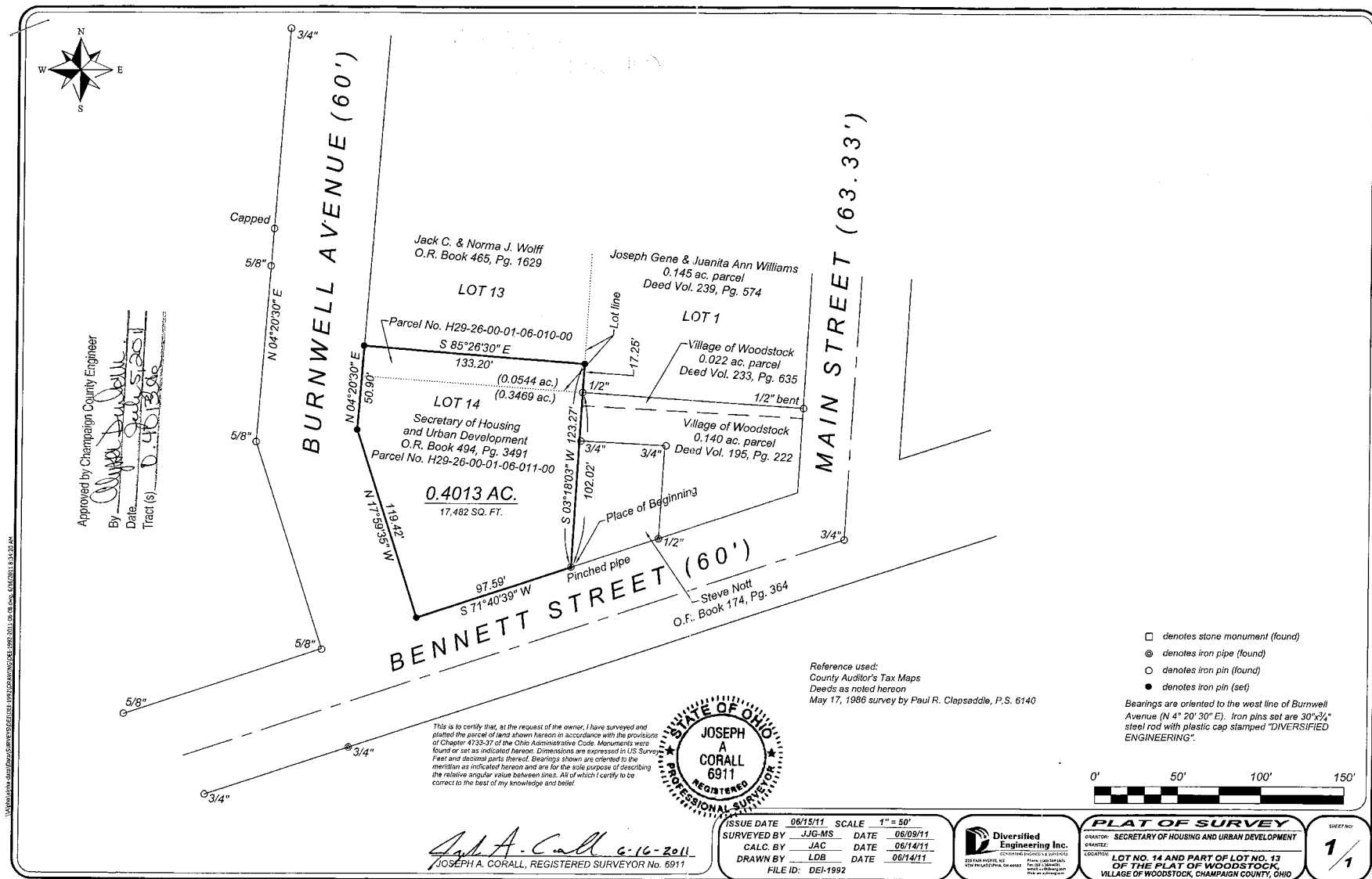
Bailar to Owens (attachment survey)

SECTION 20  
LOT  
QUARTER SE

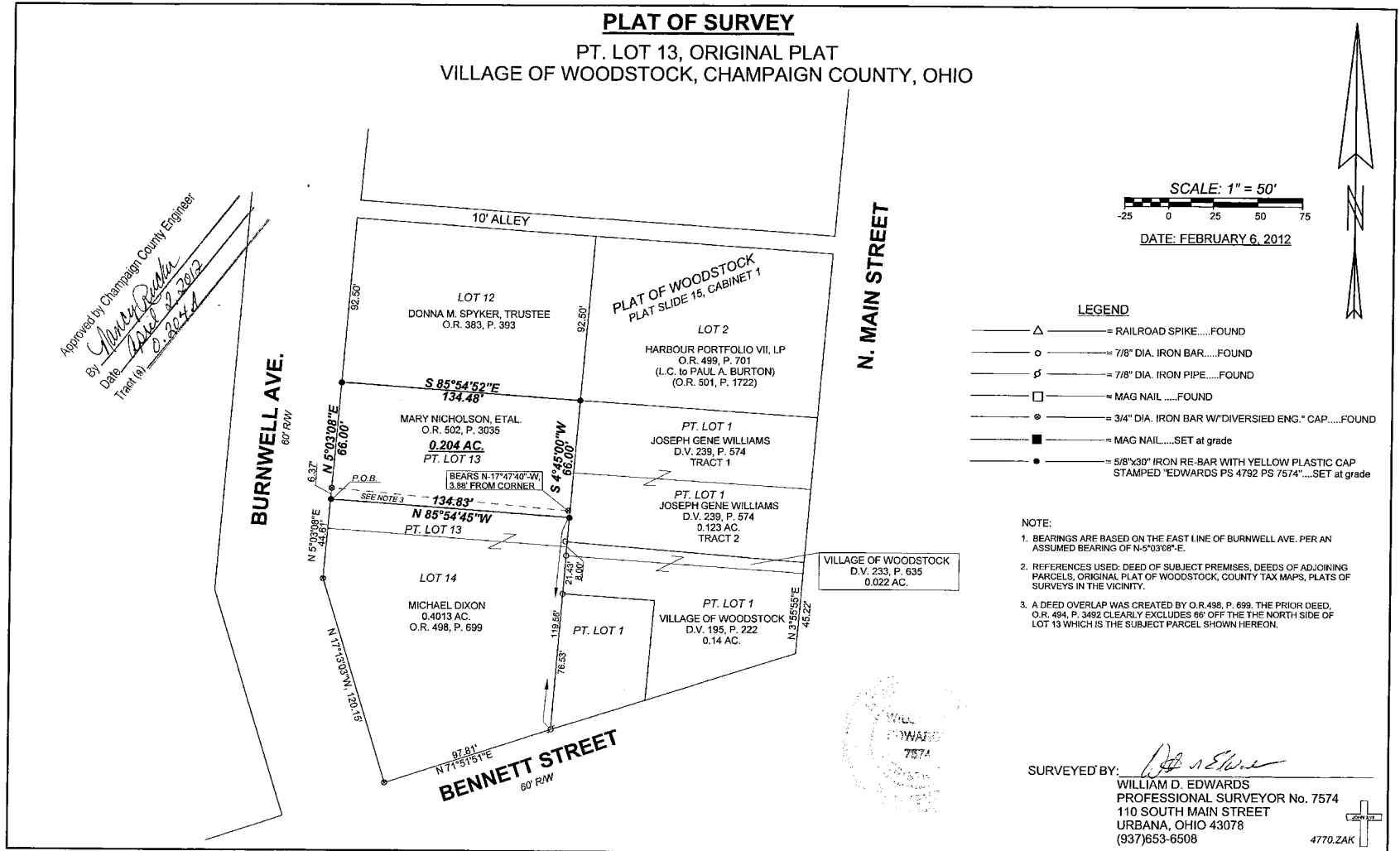
TOWNSHIP 3 : ADAMS  
RANGE 13 : B.T.M.R.S.  
COUNTY CHAMPAIGN : STATE OF OHIO



# Over Lap and Gaps -



# Information and note of the issue








FORM NO.	4-62	REV.	1-62
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44
45	46	47	48
49	50	51	52
53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
69	70	71	72
73	74	75	76
77	78	79	80
81	82	83	84
85	86	87	88
89	90	91	92
93	94	95	96
97	98	99	100

## Dealing with issues created before standards and zoning



- 
- Why we do it.....to get it right for everyone involved, preserving the work of those of the past and make it accurate for those to come.



- 
- Questions



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